

DAUPHIN COUNTY REPUBLICAN COMMITTEE

Dauphin County, Pennsylvania

I. PURPOSE

To promote the ideals and principles of the Republican Party in Dauphin County, Pennsylvania, and to be responsible for the general supervision, regulation, and direction of the affairs of the Republican Party in Dauphin County, Pennsylvania. Further, the duty of the Committee is to recruit, endorse and support the best Republican candidates for office.

II. COMMITTEEPERSONS

A. ELECTION

A committeeman and a committeewoman from each election district (a “committeeperson” or a “committee person”) shall be elected in accordance with the Election Code, 25 P.S. Section 2600, et seq., as amended from time to time. Elections for Committeepersons shall occur at the Primary in those years when a governor of the Commonwealth is elected.

B. TERM

The term for an elected Committee person shall be four (4) years.

C. VACANCIES

A vacancy in the position of a Committee person shall occur in the event of death, re-registration away from the Republican Party, written resignation, relocation from the election district, or for other reasons. Any vacancy shall be communicated to the Chairman of the County Committee.

D. APPOINTMENT TO FILL A VACANCY

When the electors of any election district fail to elect a Committee person, or when a vacancy shall occur in a position of Committee person for any reason, the Chairman of the County Committee, after consultation with the Area Leader representing the area where the election district is located, with the local chairman (where one exists) and with such persons as the Chairman deems appropriate, shall appoint, within sixty (60) days after the communication, a duly qualified Republican, elector residing in that election district to fill that position of Committeeperson for the un-expired term. When a vacancy occurs, the County Chairman must notify the Area Leader and municipal Chairman within thirty (30) days.

III. THE COUNTY COMMITTEE

A. MEMBERSHIP

All duly qualified Republican Committeepersons, elected or appointed, representing the election districts of Dauphin County shall constitute the County Committee.

B. **STANDING COMMITTEES AND SUB-COMMITTEES**

1. County Committee Members

- a. The County Committee and its officers shall be considered as a separate Elections Committee for each election.
- b. The County Committee shall function in accordance with applicable elections laws, including the Campaign Expense Reporting Law and the Election Code.
- c. For purpose of running a particular campaign in an election, the County Chairman may appoint a Campaign Chairman, who shall be responsible to the County Chairman and the Campaign Treasurer.

2. Executive Committee

- a. Chairman, also known as the County Chairman
- b. First Vice-Chairman
- c. Second Vice-Chairman
- d. Secretary
- e. Treasurer
- f. Assistant Secretary/Treasurer
- g. Area Leaders

3. Advisory Committee

The Advisory Committee shall be made up of all duly publicly elected Republicans serving in a County, State, or Federal elective office representing Dauphin County, including the State Committee Members, and such representatives from the auxiliary groups as designated by the Chairman.

4. Finance Committee

The Finance Committee shall be appointed by the County Chairman to serve for two (2) years.

5. Auxiliary Groups

Any group established for the purpose of furthering the goals of the Republican Party in Dauphin County and recognized by the Dauphin County Republican Executive Committee.

6. Other Committees

Such other Committees and auxiliary groups shall be organized and members appointed as may be deemed necessary by the Chairman.

IV. **BUSINESS OF THE COUNTY COMMITTEE**

A. **MEETINGS**

1. **Re-organization Meeting**

The County Committee shall meet within Dauphin County no later than 60 days after the Primary dates, but no later than June 30th., in even numbered years for the purpose of reorganization, including the election of officers and the transaction of business, the hour and place of the meeting to be fixed by the County Chairman.

2. Regular Meetings
 - a. The County Committee shall also meet each year prior to Primary Election Day for the consideration of endorsements of candidates in a primary election.
 - b. This meeting shall occur prior to the last date to file nomination petitions.
3. Special Meetings
 - a. The County Committee shall meet from time to time at the call of the County Chairman.
 - b. The County Chairman shall call a special meeting of the County Committee at the request of any fifteen (15) members of the County Committee. The request and call shall state the object of such meeting. No other business than that specified in such request or call shall be transacted or considered at such a meeting. In case of the neglect or refusal of the County Chairman to call a meeting of the County Committee within seven (7) days when so required pursuant to these by-laws, a majority of the entire County Committee shall be and is hereby authorized to issue a call duly signed by said member for such meeting of the County Committee.

B. ORDER OF BUSINESS

The order of business of a Regular Meeting of the County Committee Shall be as follows:

1. Pledge of Allegiance to the Flag of the United States of America
2. Mandatory roll call of the Committee members
3. Readings, corrections, and approval of the Minutes
4. Treasurer's report
5. Reports of committees
6. General and unfinished business
7. New and Special Business
8. General discussions
9. Adjournment

C. NOTICE

Seven (7) days written or printed notice of all meetings of the County Committee shall be given by mail to each member of the County Committee.

D. QUORUM

One-third (1/3) of the members of the County Committee, or their proxies, shall constitute a quorum for the transaction of business at all meetings.

E. VOTING

1. By members of the County Committee present, or by proper proxy from them, each election district shall be entitled to no more than two (2) votes at all meetings of the County Committee, except as might arise under Subsection 2. below, in the situation regarding a member-at-large from a particular district.

2. All members of the Executive Committee who are not elected Committee People will be considered members-at-large of the County Committee with voting rights. If a member of the Executive Committee is also an elected Committee person, that member shall only vote as a Committee person, not as a member-at-large, and such member shall not be entitled to give proxy based on their membership on the Executive Committee.
3. All elections of officers, nominations, or endorsements of candidates by the County Committee shall be by secret ballot, unless the County Committee shall determine otherwise by procedures conducted under Robert's Rule of Order.
4. When electing an officer of the County Committee, elections shall be held by a majority of those voting. If after the first ballot, no candidate shall have attained a majority, subsequent ballots shall be cast until a candidate for the office shall have attained a majority of those voting. In the event that there are more than two candidates nominated for the same position, the candidate receiving the least number of votes cast for such candidate on any subsequent ballots shall be considered void and have no effect in the determination of whether a candidate has received a majority. In the event that additional ballots are required, on each such ballot the candidate receiving the least number of votes will be eliminated from the consideration as described above.
5. A person who has been appointed a Committee person within ten (10) days of a County Committee meeting shall not be eligible to participate or vote at that County Committee meeting, and such person shall not be eligible to appoint another person under proxy to represent him or her at the county Committee meeting.
6. A listing of all members of the County Committee who are eligible to vote at a duly scheduled meeting of the County Committee shall be maintained at Headquarters and shall be available for examination by any member of the County Committee or by any Republican candidate for the public or party office.
7. Any nominee for office or endorsement may, upon request to the Chairman, designate a watcher to observe the conduct of the election and the count of the votes. Any such watcher must be a member of the County Committee.

F. ENDORSEMENTS OF CANDIDATES

1. At the call of the Chairman at a properly convened meeting of the County Committee, the member shall vote on the question of whether the County Committee shall endorse candidates for particular offices, including those in primary elections. Such shall be by secret ballot. Majority vote rules on the question.
2. When endorsing candidates for elective offices, endorsements shall be made by a majority of those voting. Those candidates, not exceeding the number to be elected, who receive a majority vote, shall be endorsed. If after the first ballot no candidate(s) shall have attained a majority, subsequent ballots shall be cast until candidate(s) for the office shall have attained a majority of those voting. In the event that there are more candidates nominated for the same position than may be endorsed, the candidate receiving the least number of votes of the first ballot shall not be considered on subsequent ballots and any votes cast for such candidate shall be considered void and have no effect in the determination of whether the candidate has received a majority. In the event that additional ballots are required, on each ballot,

the candidate receiving the least number of votes will be eliminated from consideration as described above.

3. In the event of an endorsement for an office to be filled by the electors of more than one municipality but less than County wide, or in the event of a special election for such office, the members of the County Committee representing said district in which the vacancy occurs shall make an endorsement at a meeting called for such purpose by the County Chairman.
4. Any candidate endorsed by a local committee for a municipal or voting district office in an election, including a primary election, may be submitted in writing to the Executive Committee within thirty (30) days prior to the election, for the endorsement by the County Committee.

G. **PROXY VOTING**

1. Any absent member of the County Committee shall have the power to substitute by written proxy, any Republican elector of the member's election district, to act for that member at any County Committee meeting. Such proxy must be in writing, dated, signed by the member of the County Committee, and witnessed as to the signature of the member of the County Committee. A proxy need not be notarized.
2. No person may act under a proxy or proxies for more than two (2) members of the County Committee.
3. If the member who gave a proxy should appear at a meeting, the proxy may be canceled, whereupon the person holding it no longer shall have proxy privileges, and the member who gave it shall be entitled to full privileges as a present member.

H. **COUNTY COMMITTEE HEADQUARTERS**

The County Committee shall maintain and staff a headquarters for the conduct of its affairs and the convenience of its members. Cost related to the headquarters shall be paid from the treasury of the Dauphin County Republican Committee.

V. **DUTIES OF OFFICERS**

A. **QUALIFICATIONS**

All officers shall be registered Republicans in Dauphin County and shall be elected by the Dauphin County Republican Committee.

B. **TERM**

The terms of office for all officers shall commence upon their election or appointment and shall extend until the next re-organizational meeting or the County Committee.

C. **COUNTY CHAIRMAN**

1. The County Chairman shall be the Chief Executive Officer of the Republican Party in Dauphin County and as such shall put into operation these rules and all resolutions and mandates of the various Committees of the Republican Party.

2. The County Chairman shall appoint the members of the Finance Committee.
3. The County Chairman shall appoint such Committees as may be deemed necessary and appropriate for the conduct of the affairs of the Republican Party in Dauphin County.
4. The County Chairman shall be responsible for the submission of an annual budget to the Executive Committee for approval during the first quarter of the year.
5. For the purpose of conducting business at a County Committee meeting, the Chairman shall make appointments to the following positions:
 - a. Parliamentarian;
 - b. Legal Counsel;
 - c. Sergeants-at-Arms;
 - d. Tellers;
 - e. A Credentials Committee comprised of at least three persons; and
 - f. Such other administrative personnel to assist in the conduct of a meeting as the Chairman shall deem appropriate.

D. FIRST VICE-CHAIRMAN

The First Vice-Chairman shall assist the County Chairman as the County Chairman shall request or designate, act for the County Chairman in his/her temporary absence, and carry out the duties of the office of County Chairman in the event of a vacancy in the office in accordance with Section J, until the Office of County Chairman has been filled. The First Vice-Chairman shall be responsible to promote and coordinate Republican registration programs.

E. SECOND VICE-CHAIRMAN

The Second Vice-Chairman shall assist the County Chairman as the County Chairman shall request or designate. The second Vice-Chairman shall coordinate the annual Dauphin County Republican Committee picnic.

F. SECRETARY

The Secretary of the County Committee shall attend the meetings of the County Committee, insure that minutes of the proceedings are recorded, submit to headquarters a copy of the minutes from each meeting, keep the official roll from each meeting, and make available to County Committee member a copy of the minutes from the previous meeting.

G. TREASURER

The Treasurer of the County Committee shall be custodian of all funds belonging to the County Committee and shall make payments only under the direction of the County Chairman, in accordance with Paragraph VII. The Treasurer shall serve on the Finance Committee. The Treasurer shall keep an account of all funds received and paid out, noting the date of such receipts and payments, from who received, to whom paid, and for what purpose. The account shall be accessible, at all times, to the County Chairman. In addition, those records will be made available, upon request, to any member of the County Committee. The Treasurer shall establish a system for controlling the expenditures of the funds of the County Committee so as to insure that all expenditures

are provided for in the budget. The Treasurer shall file with appropriate authorities all statements and reports required by County, State and Federal law. At the end of the term of office, the Treasurer shall turn over to the County Committee all funds, books, and other papers held in connection with office of Treasurer. The Treasurer shall make reports as required by Paragraph VII.

H. ASSISTANT SECRETARY / TREASURER

In the event the Secretary and/or Treasurer cannot fulfill the duties of the office at a particular meeting, the Assistant Secretary/Treasurer will act on their behalf. If either or both cannot fulfill their term of office, the Assistant Secretary/Treasurer will act in the capacity until such vacancy can be filled pursuant to Section J. of the Article.

I. AREA LEADERS

Each Area Leader shall be a duly elected or appointed member of the Dauphin County Republican Committee and shall be elected by the Committee people from within the designated areas defined in a resolution adopted by the County Committee. The term of office for such Area Leaders shall commence upon their election and shall extend until the next re-organizational meeting of the County Committee. There shall be no less than nine (9) nor more than eleven (11) Area Leaders at any given time. The Area Leaders shall represent the interest and concerns of their areas in matter coming before the Executive Committee. Each Area Leader shall convene a minimum of one meeting per year of the members of the designated area. In the event the executive committee recommends any additions, deletions, or changes to the designed areas, a majority vote of the County Committee will be necessary for approval.

J. VACANCY IN OFFICE

1. In the event of a vacancy occurring in the office of County Chairman, the First Vice Chairman shall become Acting County Chairman. Within ten (10) days of said vacancy, the Acting County Chairman shall give notice of a special meeting of the County Committee, which meeting shall be held no later than forty-five (45) days following the giving of such notice. Notwithstanding the foregoing, if the vacancy shall occur within ninety (90) days prior to the re-organizational meetings, no special meeting shall be called and the First Vice-Chairman shall continue as Acting County Chairman until the election of a new County Chairman.
2. In the event of a vacancy in any elected office of County Committee other than County Chairman, the County Chairman shall, within thirty (30) days of said vacancy, appoint an acting officer to serve until the next County Committee meeting at which time the office will be filled by action of the County Committee.
3. In the event vacancies occur in the offices of both County Chairman and First Vice-Chairman, and no meeting shall have been called to fill those vacancies, any fifteen (15) members of the County Committee may issue a call for special purpose of electing a new County Chairman and/or First Vice-Chairman; provided, that at least fifteen (15) days written notice of any such special meetings shall be given to all members of the unexpired term of the vacancy being filled.
4. The Second Vice-Chairman and Assistant Secretary/Treasurer shall not automatically ascend to any other office.

5. In the event a vacancy occurs in an Area Leader, a meeting of committee people from within the designated area shall be called by the County Chairman within thirty (30) days with the purpose of electing a new Area Leader.

VI. DUTIES OF THE COMMITTEES

A. COUNTY COMMITTEE

The Duties of the County Committee shall be to carry out the stated purpose of these By-Laws.

B. EXECUTIVE COMMITTEE

The Executive Committee shall tend to the month-to-moth operations of the Dauphin County Republican Committee. The Chairman shall appoint a member of this Committee to sit on each standing Committee. A member of this Committee shall also be appointed by the Chairman to sit on any other committee formed by the County Chairman. The Executive Committee shall meet monthly unless it determines otherwise. The Executive Committee shall act as a candidate's screening committee unless the Executive Committee determines otherwise.

C. ADVISORY COMMITTEE

The County Advisory Committee shall at all times act in an advisory capacity to the County Chairman and the County Committee. It shall meet and elect one of its members as Chairman and one as Secretary. The Advisory Committee shall assemble at the call of the County Chairman, and also at such times as the Advisory Committee may be called together by its Chairman upon written request of any five (5) members thereof.

D. FINANCE COMMITTEE

It shall be the duty of the Finance Committee to devise ways and means to properly finance operations of the County Committee and its campaigns. The County Chairman may designate one of the members of this Committee as Chairman. It shall be governed by applicable laws, and shall have the authority to communicate with such persons as it may deem necessary.

E. OTHER COMMITTEES

Other committees may be organized and member appointed as deemed necessary by the County Chairman.

VII. FUNDS

- A. All funds of the County Committee shall be deposited in a local bank in a general fund account and/or campaign fund account. Checks may be drawn on the signature of the Chairman and Treasurer, if such expenditures are permitted or approved hereunder. In the temporary absence of either the Chairman or Treasurer, the First Vice-Chairman or designated officer may so act.

- B. The money in the general fund of the County Committee shall be used from time to time to promote and further the aims and purposes of the Republican Party and welfare of the Republican Party in Dauphin County. The money in the campaign fund account shall be used for campaign expenses.
- C. In emergency situation, the Chairman may commit funds, and the Treasurer may expend funds, up to \$1,000 within a thirty (30) day period without prior approval of the Executive Committee, as those officers may deem advisable and necessary to meet expenses incidental to the above-stated purpose. Any amount exceeding \$1,000 must have the approval of a minimum of two additional elected officers of the Dauphin County Executive Committee.
- D. Other expenditures of funds exceeding one thousand dollars (\$1,000) shall be made only upon approval by a majority of the Executive Committee, which may act in a meeting or by telephone consultation.
- E. All receipts and expenditures shall be presented in writing by the Treasurer at all Executive and County Committee meetings, with a copy of said written report being a part of the minutes of those meetings.
- F. An annual written Treasurer's Report, stated as December 31st, of each year, shall be prepared and issued by the Treasurer for presentation to the County Committee at the first meeting of the County Committee after December 31st.
- G. At least once a year, a written audit report shall be made to the County Committee by a qualified person or an ad hoc committee, who shall be appointed by the Chairman and approved by a majority of the Executive Committee, but who shall not include the Treasurer or Assistant Secretary/Treasurer, regarding the receipts and disbursements and the current status of funds of the County Committee.

VIII. MUNICIPAL COMMITTEES

- A. The members of the County Committee in any municipality may organize a Republican Committee of the municipality by adopting rules not inconsistent with these rules to govern the operation of the Republican Party within that municipality. No such municipal rules shall contain any provisions for disciplinary action of a County Committee member.
- B. Such municipal rules will become valid when a municipal committee files a copy of its rules with the Dauphin County Board of Elections and with the County Headquarters.
- C. In the event of any inconsistency between the Bylaws of the Dauphin County Republican Committee and the rules of any municipal committee, the rules of the Dauphin County Republican Committee shall prevail. Each municipal committee or area committee may make rules, not inconsistent with these rules, to govern the operation of the Republican Party within their respective municipality or area.

IX. VACANCIES

- A. In the event of a vacancy on the Republican ticket, or in the event of a special election for any office to be filled by the electors of Dauphin County at large, the members of the County Committee shall fill such vacancy in nomination or make such special election

nomination at a meeting called for such purpose by the County Chairman, which meeting shall be called to conform to the time limits prescribed by law for the filling of such vacancies or for the making or such nominations. Such vacancies shall be filled or nominations made in accordance with the procedures set forth in Article IV., Section F., Subsection 2.

- B. In the event of a vacancy on the Republican ticket for an office to be filled by electors of more than one municipality but less than County wide, or in the event of a special election for such office, the members of the County Committee representing said district in which the vacancy occurs shall fill such vacancy in nomination or make such special election nomination at a meeting called for such purpose by County Chairman, which meeting shall be called to conform to the time limits prescribed by law for the filling of such vacancies or for the making or such nominations.
- C. In the event of a vacancy occurring on the Republican ticket for an office to be filled by the electors of a single municipality or a portion of such municipality, or for a special election to fill a vacancy in such office, the vacancy shall be filled or said nomination made in accord with the duly adopted rules of the Republican Committee of the municipality, as prescribed in Article VIII; however, if there are no such rules, or if the rules do not provide for the filling of vacancies in nomination or the making of nominations in case of special elections, the members of the County Committee representing the area in which said vacancy occurs shall fill such vacancy or make such nomination at a meeting called for such purpose by the County Chairman, which meeting shall be called to conform to the time limits prescribed by laws for the filling of such vacancies or for the making or such nominations.

X. DISCIPLINE

- A. Whenever, upon written complaint filled and signed by a member of the County Committee with the County Chairman, it appears that any officer, area leader, or member if the Dauphin County Republican Committee openly opposes the Republican Party of any elected Republican candidate, has neglected or refused to attend to the duties of office, or is otherwise unworthy or unfit to hold office, the Chairman, with approval of the Executive Committee, shall appoint an ad hoc review committee (the "review Committee") of three Republican electors from among the members of the County Committee to investigate such charges.
 - 1. The Review Committee shall notify the person so charged as to the time and place for a hearing, and then shall hold a closed hearing. The complainant must appear at the hearing, and the person charged shall be given a right to appear. The Review Committee shall perform such other investigation as its members deem necessary, which shall be completed promptly.
 - 2. The Review Committee shall report its finding and recommendations to the Executive Committee within sixty (60) days.
 - 3. If the Executive Committee determines any such charges to be true and correct, it shall have the authority to administer discipline to the person charged. Such discipline may include, but is not limited to, a declaration that the office, area leaser position, or membership is vacant, that the person

is suspended for a period of time, or that the person's privileges are limited in some manner

4. In the case of a vacancy of a member, the County Chairman shall then appoint another qualified elector pursuant to article II. Hereof. Vacancies in an office or area leader of the County Committee resulting from the application of the Article shall be filled as in the case of other vacancies pursuant to Article V.J.
 5. At no time shall a Review Committee be appointed to investigate, nor shall any discipline be administrated for, any affirmative action, including the support or opposition to a Republican Candidate, by an officer, area leader or member of the Dauphin County Republican Committee that occurred with a primary election.
- B. A special meeting of the removal of an officer of the County Committee may be called at the written request of a majority of the currently qualified members (as of the date of the notification letter) of the County Committee. Written notice of the intention to remove an officer or officers stating the reason(s) therefore shall be given by registered mail return receipt requested, to the officer at least fifteen (15) days prior to the meeting. Such officer will be given an opportunity to respond to the charges at this meeting. At the meeting, such officer may be removed by a two-thirds (2/3) vote of those present. Voting shall be by secret ballot.

XI. AMENDMENTS TO BYLAWS; MISCELLANEOUS

- A. These By-Laws may be amended or altered from time to time by a two-thirds (2/3) vote in the affirmative of the members of the County Committee present at a meeting of the same. Alterations and amendments must be in writing and given to the members of the County Committee at least seven (7) days prior to the meeting at which their adoption will be considered.
- B. Any rule or rules may be suspended at or during any meetings of the County Committee by a three-fourths (3/4) vote in the affirmative of the members present.
- C. In the event a parliamentary procedure is not addressed in these By-Laws, Robert's Rules of Order will control.
- D. In the event of any inconsistency between these By-laws, and the Rules of the Republican State Committee, the rules of the Republican State Committee shall prevail.
- E. These By-Laws, and any amendments to these By-laws, shall go into effect immediately upon their adoption by the County Committee, when the former By-Laws shall be superseded and repealed.

Proposed Revisions

May 10, 2000

Adopted by the Dauphin County Republican Committee on June 3, 2000

Committee members:

Bob Dick

Dan Mosel

Linda Pagliarulo

Mike Sarfert

Bill Smith

Steve McNett