

Crawford County Republican Committee

Committee By-Laws

revised March 2022

By-laws of the Crawford County republican committee

- A. The Crawford County republican organization shall compose of:
- 1 the county republican committee
 - 2 the committee officers
 - 3 the executive committee
 - 4 the advisory committee
- B. The county republican committee shall be comprised of two elected qualified republican electors from each election precinct of Crawford County. They shall be elected at the spring primary elections by the registered republican voters of their respective election precincts, to serve for a four(4) year term or until their successor is elected or appointed. They shall be known as committee persons and can be two men or two women.
- C. The officers of the Republican Party shall consist of a chairperson, a first and second vice chairperson, a secretary and a treasurer.
The chairperson and the vice chairpersons shall be elected by the county republican committee at its quadrennial convention which will be held within six weeks after the spring primary election in odd numbered years. Classifications as to 1st and 2nd vice chairpersons shall be determined by a vote of the county committee. The vote total for each candidate will determine the order from the highest to lowest. The quadrennial convention will be called by the chairperson or in their absence, disability or failure to do so by the vice chairpersons in order of seniority. Should the vice chairpersons fail to do so the secretary may call the meeting upon petition signed by at least ten(10) members of the county committee. The secretary and the treasurer shall be appointed by the chairperson and any vacancies in those positions shall be appointed by the chairperson.
- D. **Section 1:** The executive committee of the county republican committee shall be composed of the nine(9) district leaders the chairperson the two(2)

vice chairpersons, the state committee persons and up to two(2) members at large to be appointed by the chairperson. Ex-officio members will be the secretary and treasurer.

Section 2: The voting precincts of the county shall be grouped into nine(9) administrative districts as follows:

District 1 (East) Townships of Athens, Bloomfield, Oil Creek, Rome, Sparta, Steuben, Troy and the boroughs of Centerville, Hydetown, Spartansburg and Townville.

District 2 (Titusville) all voting precincts in the city of Titusville.

District 3 (North Central) Townships of Cambridge, Cussawago, Rockdale, Venango, Woodcock, and the boroughs of Blooming Valley, Cambridge Springs, Venango boro, Saegertown and Woodcock boro.

District 4 (East central) Townships of East Mead, West Mead, Randolph and Richmond.

District 5 (South Central) Townships of East Fairfield, Fairfield, Greenwood, Union, Wayne and the borough of Cochranon.

District 6 (Meadville) all voting precincts in the city of Meadville.

District 7 (North Western) Townships of Beaver, Conneaut, Spring, Pine, Summerhill and the boroughs of Conneautville, Linesville and Springboro.

District 8 (West Central) Townships of Hayfield, Sadsbury, Summit, Vernon 1,2 and 3 and the borough of Conneaut lake.

District 9 (South West) Townships of East Fallowfield, West Fallowfield, North Shenango, South Shenango and West Shenango.

The district leaders automatically become members of the County Executive committee and shall serve for terms of four (4) years or until their successors have been elected and qualified. Said leaders may or may not be committee persons but they must be legal residents and registered republican voters in the district. Elections shall be by majority vote.

Section 4: In the absence, disability or failure of the district leaders to call district meetings for the purpose of electing district leaders within the prescribed thirty (30) day period, such meeting shall be called by the secretary of the county organization upon petition signed by three(3) committee persons residing in the affected district. Five days written notice

shall be given for all meetings at which district leaders are to be selected the county chairperson shall be notified of the date set for each district meeting.

Section 5: The executive committee shall formulate general party policy subject to the county committee's approval and assist the chairperson in the conducting of the primary and general elections.

Section 6: The district leader shall serve in the liaison capacity between the committee persons on one hand and the county chairperson and executive committee on the other. They shall transmit policy recommendations to the committee people and in turn, shall transmit grassroot concerns, problems and opinions to the executive committee. They shall also serve in an administrative capacity in carrying on such functions as voter registration fund raising and coordination of primary and general elections in their district.

Section 7: The executive committee shall meet at least semiannually and at such times as the chairperson or any six (6) members of the executive committee request such meetings. There shall be at least five(5) days written notice of meetings unless such notice is waived by all members of the executive committee.

- E. **Section 1:** The advisory committee. There shall be an advisory committee to the county chairperson which shall serve to advise in matters over which they have jurisdiction and responsibility. it may be composed of the county chairperson, vice chairpersons and chairpersons of the finances, registration, publicity, research and personnel committees. The president of the young republican organization, the president of the council of republican women, any Republicans elected to the state legislature and representing any part of Crawford County and any statewide or national elected office as well as up to two(2) members at large to be appointed by the county chair.

Section 2: Members of the advisory committee except as specifically provided in these by-laws shall serve four(4) year terms, coinciding with the terms of the county chairperson or at their pleasure. The committee shall

meet at the call of the county chairperson.

- F. **Section 1:** The county chairperson may add and/or dismiss sub-committees as necessary. They shall have the usual duties assigned such committees and shall meet at the call of the county chairperson. Such standing committees may also be called to meet by petition signed by a majority of the members of such committees upon five(5) days written notice stating the purpose of such meeting.

Section 2: The chairperson may appoint such other committees as they deem necessary for the proper administration and operation of the party.

Rule II - General Regulations

- A. **Section 1:** County committee membership shall not be a prerequisite for the qualifications of any officer or member of the executive, advisory or other committees of the county organization.

Section 2: The terms of the officers and of the members of the executive and advisory committees shall begin with the date of their appointment or election and shall continue until the next quadrennial meeting unless sooner terminated under the provisions of these by-laws.

Rule III- Duties of officers

- A. **Section 1:** County chairperson. The county chairperson shall be the executive officer of the party in Crawford County and as such shall put into operation the resolutions and acts of the county committee and shall preside at all meetings thereof. In their absence, the first vice chairperson shall preside and so on through the vice chairpersons in the absence of the vice chairpersons the bodies shall elect a temporary chairperson of the meeting. The county chairperson shall be an Ex-OFFICIO member of all committees. They shall authorize the expenditure of all party funds.

Section 2: The vice chairpersons. The vice chairpersons shall serve as advisers to the chairperson and in their absence, death or disability the first vice chairperson shall have charge of the county organization until the chairperson can resume their duties or until the next quadrennial convention. In the absence, death or disability of the chairperson and first vice chairperson, the second vice chairperson shall have charge as stated above until the first vice chairperson or chairperson can resume their duties.

Section 3: Secretary. The secretary shall keep the minutes of all regular and special meetings of the county committee and a book for that purpose, which together with all paper documents and data in their possession, shall be turned over to their successor. The secretary shall attend to such other duties as the chairperson from time to time as made direct.

Section 4: Treasurer

(a) The treasurer shall be the custodian of all monies belonging to the county committee and shall pay the same out only under the direction of the chairperson of the county committee, or, during any vacancy in the office of chairperson due to death, illness or other disability, upon direction of the vice chairperson. They shall keep strict account of all monies received, and paid out, with the date of such receipts and payments, from whom received to whom paid and for what purpose and take receipts for all payments required by law, which account at all times be accessible to the county chairperson, or such other persons as they may from time to time designate.

(b) Throughout the year, the treasurer shall provide to the proper officer, statements of receipts and deposits as required by act of assembly.

(c) At the end of their term of office, the treasurer shall turn over to their successor all monies, books and other papers of the county committee remaining in their possession.

(d) The treasurer may be required to give bond for the faithful performance of their duties for such amount as may be determined by the executive committee; the premium on which shall be paid out

of the treasury of the county committee.

(e) The executive committee shall appoint an audit of the treasury on each fiscal year closing April 20th.

Rule IV- Meetings

A. **Section 1:** The county committee shall meet within six(6) weeks following the spring election in odd numbered years at a place and hour to be designated by the chair, with five(5) days notice in writing having been given and shall then and there elect Republicans of known ability and fealty to the party for chairperson and vice chairperson's. Each member of the committee shall have one vote in person, in the event of a tie, the temporary chairperson presiding shall have the deciding vote.

Section 2: The county committee shall meet in regular session at least once each year including the quadrennial convention. Special meetings of the committee may be called by the chairperson, or in their absence or incapacity or death by the vice chairperson upon five(5) days written notice to each member or by the secretary upon the petition in writing signed by nine (9) members of the committee. The purpose for such meeting is to be stated and five(5) days notice being given.

Rule V- Vacancies/ Candidate Nominations

A. **Section 1:** Vacancies in the county committee shall be filled by appointment by the chairperson, or in case of their incapacity by the first vice chairperson, provided however, that no appointments shall be made to fill any such vacancy less than 120 hours prior to any meeting at which the county chairperson is to be elected. Such appointments shall run until expiration of the original term.

Section 2: Any individual appointed or elected to the county

committee and any candidate filing for any position or vacancy on the republican ballot (primary or general election) shall be a certified, qualified republican residing in the appropriate municipality or subdivision of Crawford County. If a county position, the candidate or nominee must be a legal resident and registered republican in Crawford County.

Section 3: In case of a vacancy for any reason or incapacity of any candidate after the primary elections, and prior to the general elections, said vacancy shall be filled in accordance with the current provisions of the Rules of the Republican State Committee and the Acts of Assembly governing such events as follows:

- (a)** Any vacancy or vacancies happening or existing on the republican ticket for any office to be voted for by the electors of the entire county shall be filled by the county committee with a republican, at a meeting called for that purpose and the committee shall have full authority to make and certify said nomination or nominations.

- (b)** In case any vacancy happens or exists on the republican ticket in any municipality or subdivision of Crawford County, the members of the county committee representing that election district in which said vacancy occurs shall fill said vacancy with a qualified republican. If it is incumbent upon the district leader to ensure that appropriate action is taken.

- (c)** The selection of candidates to fill any such vacancies shall be made by the county committee by a majority vote by those present by secret ballot. In the event no candidate receives a majority after the second ballot, then the candidate receiving the least votes shall be excluded from further consideration and the balloting shall continue until a candidate shall receive a majority vote of those present.

In the event more than two candidates receive equal votes after the second ballot, all members shall vote for two candidates on the third ballot. The candidate receiving the greatest number of votes shall be elected to fill the vacancy.

Section 4: In the event of a vacancy in the office of the county chairperson or if the county chairperson becomes incapacitated and unable to properly fulfill the duties, the first vice chairperson shall have charge of the organization in the county until the chairperson can resume their duties or until the next quadrennial convention. In the event the chairperson and the first vice chairperson become incapacitated and unable to properly fulfill their duties, then the second vice chairperson shall have charge of the organization in the county until the chairperson or the first vice chairperson can resume their duties, or until the next quadrennial convention. In the event the chairperson, first vice chairperson and the second vice chairperson all become incapacitated and unable to fulfill their duties of office then the secretary upon petition of a majority of the members of the county committee shall call a special meeting of the county committee with five(5) days written notice, stating the purpose of the meeting namely the election of a successor for the chairperson, vice chairperson and second vice chairperson for the unexpired term.

Rule VI- Quorum

A. Quorum of the county committee or executive committee shall consist of a majority of its duly elected or appointed membership in person or by proxy and a majority of the members present shall decide all questions which may arise.

Rule VII- Proxy

Any absent member of the county committee shall have the power to substitute, by proxy, any registered republican elector residing in their district (a district is one of the nine subdivisions of the county outlined as described in Rule 1, paragraph D, section 2 of these bylaws), and having the same qualifications as a member of the county committee to act for them before any of the county committee meetings. Said proxy shall be in writing, signed and witnessed by at least one other person.

Rule VIII- Grounds and Procedures for Removal

Whenever it appears that any member of the Crawford County republican organization is charged with not being a qualified republican elector, or opposes or is deemed not adhering to local Republican Party standards, or who neglects or refuses to attend to the duties of office the county chairperson shall appoint a committee consisting of the two elected county vice chairpersons and the district leader for the district in question. In the event a vice chairperson or the district leader for the district in question is the subject of the charge, said person shall not serve on the aforementioned committee.

The committee shall notify the person so charged of the time and place of the hearing and if upon investigation it finds such charges to be true and correct, it shall report in writing to the county chairperson. The county chairperson shall declare the office vacant.

Rule IX Amendments

Section 1: The foregoing by-laws may be amended from

time to time by a majority of those present at any legal regular meeting of the county committee or by a majority of those present at any legal special meeting when called for that purpose, provided that in the call for said special meeting, advance five(5) day notice shall be given each member of any proposed alteration or amendment by said by-laws.

Section 2: These by-laws shall go into effect immediately upon adaption by the county committee when all former rules shall be superseded and repealed.

