

# Catawba County Republican Party

## Plan of Organization

Ratified at Convention April 2, 2009

### **PREAMBLE**

We, the Members of the Republican Party of Catawba County, dedicated to the sound principles fostered by that party, conscious of our civic responsibilities and rights, firm in our determination to give our strength to preserving the American principle that government ought and must be of all the people, by all the people and for all the people do, for the purpose of uniting and coordinating our efforts for maximum effectiveness, herewith agree to organize under the current Plan of Organization of the Republican Party of North Carolina, with additions specific to the Catawba County Republican Party as established below.

### **ARTICLE I: MEMBERS**

All residents of Catawba County who are registered Republicans are Members of the Republican Party of Catawba County and shall have the right to participate in the official affairs of the Republican Party in Catawba County in accordance with the rules of the State Plan of Organization and this document. All reference herein to Delegates, Alternates, Officers and Members shall, in all cases, mean persons identified and registered with the Republican Party in the Precinct of their residence.

### **ARTICLE II: OFFICERS**

The Catawba County Republican Party shall have the following officers, each of whom will serve a two-year term or until his/her successor is elected: Chairman; 1<sup>st</sup> Vice Chairman; 2<sup>nd</sup> Vice Chairman; 3<sup>rd</sup> Vice Chairman; 4<sup>th</sup> Vice Chairman; Secretary; and Treasurer. Officers must be residents of Catawba County and must be registered Republicans at least 30 days prior to the convention in which they are nominated. The 1<sup>st</sup> Vice Chairman will assume duties assigned to Vice Chairman in the NCGOP Plan of Organization.

#### **A. Duties of Officers**

**Chairman:** The Chairman of the County Republican Party, with the advice and consent of the County Executive Committee, shall have general supervision of the affairs of the Party within the County. The Chairman shall issue the call for annual Precinct Meetings, the County Convention, and Executive Committee Meetings, and shall preside at all the Meetings of the County Executive Committee. The Chairman shall appoint a Finance Chairman, Auditing Committee (subject to the advice and consent of the County Executive Committee) and any other Chairman deemed necessary to conduct the business of the County Executive Committee. The Chairman shall further appoint a Temporary Chairman of the County Convention, who may be himself. The Chairman shall make periodic reports on the status of the Party within his County to the District Chairman. The Chairman shall be responsible for the creation and maintenance of a Republican organization in every Precinct within his County. The Chairman shall obtain and preserve a list of all registered Republicans within the County and shall perform such other duties as may be prescribed by the County, District, or State Committees; the County Chairman shall be an "Ex-officio" Member of all Committees unless otherwise designated in this document.

**1<sup>st</sup> Vice Chair:** The 1<sup>st</sup> Vice-Chair shall function as Chairman in the absence of the Chairman and shall have such other duties as may be prescribed by the County Executive Committee. The 1<sup>st</sup> Vice Chair shall be an "Ex-officio" Member of all Committees unless otherwise designated in this plan.

**2<sup>nd</sup> Vice Chair:** The 2<sup>nd</sup> Vice-Chair shall serve on the Finance Committee and shall chair at least one standing committee as directed by the Chairman.

**3<sup>rd</sup> Vice Chair:** The 3<sup>rd</sup> Vice-Chair shall serve on the Finance Committee and shall chair at least one standing committee as directed by the Chairman.

**4<sup>th</sup> Vice Chair:** The 4<sup>th</sup> Vice-Chair shall serve on the Finance Committee and shall chair at least one standing committee as directed by the Chairman.

**Secretary:** The Secretary shall keep all minutes and records and shall maintain a roster of all Precinct Officers and Executive Committee Members. Such records shall be available, including all Credentials Lists upon request, to any registered Republican within the County. The Secretary shall furnish to the Congressional District Chairman and to State Headquarters up-to-date lists of all Precinct Chairmen.

**Treasurer:** The Treasurer shall receive and disburse all funds for Party expenditures pursuant to authority duly given by the County Executive Committee, shall make a financial report at all County Executive Committee Meetings and shall fulfill all financial reports and obligations required under State and Federal election laws. Disbursement of funds shall require the signature of the treasurer and one other county party officer as designated by the Executive Committee.

### **ARTICLE III: EXECUTIVE COMMITTEE**

#### **A. Membership**

1. Membership shall be comprised of elected officers of the party; precinct chairmen; chairs/presidents of auxiliary organizations (those being the Republican Men’s Forum, the Republican Women’s Club, the Young Republican’s Club, the College Republicans chapter(s), and the Teenage Republicans Club); the immediate past county chairman; the County GOP Finance Committee chairman; the five (5) additional at-large members elected at the county convention; and any member of the Congressional District(s) or state party Executive Committees who live within the boundaries of Catawba County. GOP elected officials who reside within the county boundaries will serve as ex-officio (non-voting) members of the Executive Committee.
2. The County GOP Chairman, with advice and consent of the Executive Committee, may appoint up to 10 additional ex-officio (non-voting) members to the Executive Committee, whose terms will extend until the next county convention.

#### **B. Powers and Duties**

The County Executive Committee shall cooperate with the District and State Committees in all elections and Party activities; shall encourage qualified candidates for office within the County; shall adopt a budget; and shall recommend nominees to the State Chairman for appointments for County Board of Election; and shall have active management of Party affairs within the County. It shall approve a Finance Committee and an Auditing Committee of not less than 3 Members each and may approve such other Committees as may be deemed necessary. The County Chairman and Vice-Chairman shall be Ex-officio Members of all Committees indicated in this paragraph. In the event that it is determined that the County Plan of Organization is not consistent with the State Party Plan of Organization, the County Executive Committee must at the next called meeting bring the County Plan of Organization into compliance with the State Party Plan of Organization. Under any circumstances, the County Plan of Organization must be brought into compliance within 90 days.

The Catawba County Executive Committee may amend the County Plan of Organization upon a 2/3 vote in the affirmative by those present at a meeting held for such purpose, provided a quorum is in attendance. A minimum 10 days advance notice of the meeting shall be required as prescribed in the NCGOP Plan of Organization, advising members regarding the substance of the proposed amendment(s). The Catawba County Plan of Organization, once passed, shall be filed immediately with the NCGOP. Any approved amendments to the Plan shall be sent, return receipt requested, to the NCGOP within 30 days of such action.

#### **C. Meetings**

The County Executive Committee shall meet at least twice a year upon call of the County Chairman after giving 10 days notice to all Members; or upon similar call of 1/3 of the Members of the Committee. A quorum for any regular Executive Committee meeting shall consist of at least 4 elected officers, at least 10 Precinct Chairs and at least 25% of total voting members of the executive committee.

In case of death, resignation, discontinuance of residency within the County, removal from office of any officer of the Executive Committee, or other vacancy under the control of the Executive Committee, the resulting vacancy shall be filled by an election by the Executive Committee; except that immediately upon the office of Chairman becoming vacant, the First Vice-Chairman shall automatically succeed to the office of Chairman until such an election is held. In the event a current officer is elected Chairman, the Executive Committee shall elect new officers as needed to fill any vacancies.

#### **D. Participation in Primary Election Contests**

1. The Catawba County Republican Party, its officers (as identified in Article II), and Executive Committee members who represent auxiliary organizations shall not publicly support any candidate in a Republican primary election contest. Further, the party shall provide the same support and aid to all primary candidates such that a candidate does not have an unfair advantage by having exclusive use of the party organization.
2. Catawba County Republican Party precinct officers shall not allow their titles or positions to be used in support of one primary candidate over another. While acting in their official capacities, precinct officers shall provide the same support and aid to all primary candidates such that a candidate does not have an unfair advantage by having exclusive use of the party organization.
3. Executive Committee members who violate the rules in this section of the Plan of Organization may be removed from the Executive Committee by 2/3 vote of a regular quorum of the Executive Committee, after being furnished with notice of the charges against him, signed by not less than one-fourth of the members of the Executive Committee and allowing him ten (10) days to appear and defend himself.

#### **E. Censure**

The Executive Committee may vote to censure a candidate or candidates deemed to have acted in a manner which is not in the best interests of the Catawba County GOP. A vote to censure shall require approval of three-fourths of members present at a properly called Executive Committee meeting, provided a quorum of at least fifty percent of voting members of the Executive Committee is present. A candidate or candidates subject to a vote to censure must be given an opportunity to address the Executive Committee prior to such vote.

#### **F. Executive Committee Meeting Attendance**

Any Executive Committee member who misses three consecutive Executive Committee meetings or 50% of the previous 12 eligible meetings, and those absences are unexcused, shall resign his seat on the Executive Committee, unless good cause be shown to the Executive Committee which shall then decide the question. Excused absence requests shall be communicated to the secretary prior to the Executive Committee meeting and shall be reported to the Committee and approved or denied by the Committee.

### **ARTICLE IV: PRECINCT COMMITTEES**

The Catawba County Republican Party shall be organized by Precincts, and Party activities within each precinct will be coordinated by a Precinct Committee. The Precinct Committee shall consist of a Chairman, Vice-Chairman, Secretary, and as many members-at-large as deemed necessary to conduct the business of the precinct. The Precinct Committee shall be elected as prescribed in Article V.

#### **A. Duties of Committee**

The Precinct Committee shall cooperate with the Executive Committee in all elections and Party activities; provide the County Chairman with a list of Party members within the Precinct qualified for appointment as election officials; and promote the objectives of the Party within the Precinct.

#### **B. Duties of Officers**

The Chairman of the Precinct Committee, with the advice and consent of the Precinct Committee, shall have general supervision of the affairs of the Party within his precinct, shall preside at all meetings of the

Precinct, and shall perform such other duties as may be prescribed by the Precinct Committee or the Executive Committee. The Vice-Chairman shall function as Chairman in the absence of the Chairman. The Secretary shall keep all minutes and records, and shall maintain a list of registered Republican voters and workers within the Precinct, unless otherwise provided by the Precinct Committee or the County Executive Committee.

**C. Vacancies and Removals**

In case of death, resignation, discontinuance of residency within the Precinct, removal of any officers or members of the Precinct Committee, or other vacancy, the resulting vacancy shall be filled by either 1) appointment by the County Chairman with advice and consent of the Executive Committee or 2) election at a called Precinct Meeting. Such meeting shall require at least 7 days notice to all registered Republicans in that precinct. Notice may be published in a newspaper of general circulation within the county or by best means possible. The term of such appointment shall extend until the next annual precinct meeting.

**D. Removal Procedure**

Any member of the Precinct Committee may be removed by a two-thirds vote of the Precinct Committee after being furnished with notice of the charges against him, signed by not less than one-third of the members of the Precinct Committee and allowing him ten (10) days to appear and defend himself; provided further that said cause for removal shall be confined to gross inefficiency, Party disloyalty or intentional failure to comply with the County or State Party Plans of Organization. Such removal may be appealed to the Executive Committee within twenty (20) days, with notice of appeal being delivered to the Party Secretary by certified letter. The decision of the Executive Committee shall be final. In this special case a quorum will require 50% of voting members of the Executive Committee to be present.

For the purposes of this Plan of Organization, "Party disloyalty", wherever stated, shall be defined as actively supporting a candidate of another Party or independent candidate running in opposition to a nominee of the Republican Party.

**ARTICLE V: PRECINCT MEETINGS**

**A. Annual Precinct Meetings**

1. In every year, the County Chairman shall call precinct meetings during the month of February or the first ten days of March, and shall give at least ten (10) days' written notice of the time and place of holding same to each Precinct Chairman, and at least ten (10) days' notice of such meeting in a newspaper of general circulation within the County. Failure of the County Chairman to act in compliance with the provision above, or to make his intentions known to the Executive Committee by February 15 of each year, shall be cause for any member of the Executive Committee, with the approval of the Congressional District Chairmen, to call said precinct meetings by notice in a newspaper of general circulation within the County. Every Republican registered prior to January 31 preceding the Meetings shall be entitled to cast one vote, except that the January 31 requirement shall not apply to residents who have moved into the precinct within 30 days of the precinct meeting.

If a precinct meeting is moved from the location designated by the County Chairman, the Precinct Chairman shall be responsible for complying with the procedure outlined below:

- The Precinct Chairman shall designate one member of the precinct to station himself at the location for the precinct meeting originally designated by the County Chairman one-half hour prior to the designated meeting time. He shall direct those attending to the correct location and he shall remain at the originally designated location until the time for the precinct meeting to begin.

- Upon the departure of the above-referenced individual, he shall leave prominently displayed a sign directing all who arrive late to the alternate location being used for the precinct meeting.

2. Odd year precinct meetings, with a quorum of at least one person, shall elect a Precinct Committee consisting of a Chairman, Vice-Chairman, Secretary and as many members-at-large as deemed necessary to conduct the business of the precinct. Members of the Precinct Committee shall hold their places for two years or until their successors are chosen.
3. Annual Precinct meetings shall elect one delegate and one alternate to the County Convention. They shall also elect 1 additional Delegate and Alternate for every each 50 registered Republican voters, or major fraction thereof, in the precinct as of January 1 of that year. Election of delegates and alternates to the County Convention must be by name, address, telephone number and email address (if available); they must be qualified to vote in the meeting at which they are elected; and preference shall be given to the election of persons present at the meeting. There shall be no proxy voting.
4. Notwithstanding any other Article in this Plan of Organization, the allocated delegate and alternate slots allotted under this Plan to a precinct or county shall be filled first by those duly qualified registered Republicans present at a meeting or convention at which such slots are filled and desiring to be elected to fill such slots. Any remaining available slots shall be filled by nomination and election.
5. The Chairman and Secretary of each Precinct shall certify the election of officers, committee members, and delegates and alternates to the County Convention on forms stipulated by the NCGOP Central Committee and furnished by the County Chairman. No other form or manner of certification shall be valid. Complete credentials shall be in the hands of the County Secretary by the date specified by the County Chairman, which shall be at least two days prior to the Credentials Committee Meeting for the County Convention, unless the Precinct Meetings and the County Convention are held the same day. No Delegate or Alternate shall be added to the Credentials List following the adjournment of the Precinct Meeting. Adjournment shall take place at the conclusion of the Precinct Meeting and cannot be delayed until a future date.

#### **B. Other Precinct Meetings**

Other meetings of the Precinct general membership may be held at such time as shall be designated by the Chairman of the Precinct Committee after giving five (5) days notice of such meeting or upon the call of one-third of the members of the Precinct Committee, or ten (10) members of the general precinct membership. There shall be no proxy voting.

#### **C. Failure to Organize**

If a Precinct fails to properly organize or the Precinct Chairman fails to act, the County Chairman shall appoint a temporary Precinct Chairman to serve until the next annual precinct meeting, at which time a new chairman may be elected.

### **ARTICLE VI: ANNUAL CONVENTION**

#### **A. Call of the Convention**

1. A County Convention shall be called every year by the Chairman of the Executive Committee, at the County seat, within the month of March, at least 10 days after the annual precinct meetings and, at least ten (10) days prior to the scheduled District Conventions, and after giving fifteen (15) days notice of such Convention in a newspaper of general circulation within the County.
2. At the time of the call of the convention, the County Chairman, with advice and consent of the Executive Committee, shall appoint a Credentials Committee consisting of at least five (5) members. The Credentials Committee shall meet and issue its report on delegates and alternates certified to that convention at least three days in advance of the convening of the convention. All delegates challenged in the report of the Credentials Committee shall be notified prior to the day of the convention and allowed to present their cases to the Credentials Committee prior to the convening of the convention. The

delegates and alternates elected at the biennial precinct meetings, unless successfully challenged, shall sit as delegates and alternates at the County Convention.

3. At the time of the call of the convention, the County Chairman shall also appoint a Nominating Committee to recommend officers as described in Article II; five (5) at-large Executive Committee members as described in Article III; and any other vacancies required to be filled at the County Convention.
4. If the County Chairman fails, refuses, or neglects to call a County Convention as required by this article, it shall become the duty of the First Vice-Chairman to act in this capacity. The First Vice Chairman shall give five (5) days notice thereof to all Precinct Chairmen and Executive Committee members and shall give ten (10) days notice thereof of such Convention in a newspaper of general circulation within the County. If the County Chairman or First Vice-Chairman does not call such a meeting, it shall be cause for any member of the Executive Committee, with the approval of all of the Chairmen of the Congressional Districts contained wholly or partially within Catawba County, to call such a convention.

#### **B. Convention Action**

1. The County Convention shall adopt a written Plan of Organization that is consistent with the State Plan of Organization, a current copy of which shall be on file at State Party Headquarters. The County Convention may also amend a previously enacted Plan of Organization by majority vote.
2. In every odd-numbered year the County Convention shall elect County Officers as described in Article II and five at-large members of the Executive Committee as described in Article III. After the Nominating Committee makes its report, the floor shall be open for other nominations. In the event that nominations are made from the floor for a specific position, or upon the request of any delegate, voting for each position shall be conducted individually.
3. The County Convention shall elect one delegate and one alternate to Congressional District and State Conventions, plus one additional delegate and alternate for every each 250 registered Republican voters, or major fraction thereof, in the precinct as of January 1 of that year. The County Convention shall further elect one delegate and alternate for each Republican elected to the State General Assembly and to public office on the state or national level from the County in the last election held for that office. If Catawba County is divided into more than one congressional district, delegates to congressional district conventions shall be apportioned as prescribed in the NCGOP Plan of Organization. In the election of delegates and alternates, preference shall be given to the election of persons present at the meeting. Only Republicans registered within Catawba County at least 30 days prior to the biennial precinct meeting immediately prior to the County Convention may be elected delegates or alternates to Congressional District and State Conventions. There shall be no proxy voting.
4. The Chairman and Secretary of the Executive Committee shall certify the election of officers, committee members, delegates and alternates to the District and State Conventions on forms furnished by the State Central Committee. Completed credentials shall be delivered to the Congressional District Secretary and the State Headquarters by the deadline set by the State Chairman. No delegates or alternates shall be added to the credentials list following the adjournment of the County Convention.
5. For each person who is elected at a County Convention to be either a Delegate or Alternate to the State Convention, a fee set by the State Central Committee shall be paid by that Delegate or Alternate and forwarded to the State Party to defray the costs of mailing Convention materials.

## **ARTICLE VII: OTHER COMMITTEES**

The Catawba County Republican Party shall have the following standing committees in addition to other committees described in this Plan:

1. Finance Committee: The County Finance Committee shall be composed of the County Finance Chairman, the County Chairman, the County 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Vice Chairmen, the County Treasurer, and not less than 3 persons approved by the County Executive Committee. They shall cooperate with the Congressional District and State Finance Committees and shall have active management of fund-raising efforts within the County. The County Finance Chairman shall be appointed by the County Chairman, with advice and consent of the Executive Committee.
2. Auditing Committee: The members of the Auditing Committee shall be nominated by the County Chairman and the names shall be presented for the advice and consent of the County Executive Committee. The Auditing Committee, once approved, shall conduct a yearly review of the financial records of the County and report such review to the County Executive Committee for approval. The review to be conducted shall be of the type and nature which the Auditing Committee, in its discretion, deems appropriate.
3. Candidate Development Committee: This committee shall identify and recruit good candidates for public office. This committee shall also communicate regularly with candidates or potential candidates to advise them of opportunities for training and development. The committee will be chaired by a party Vice Chair, and members will be appointed by the party Chairman with advice and consent of the executive committee.
4. Precinct Organization Committee: This committee shall be responsible for organizing precincts by recruiting good candidates for precinct chairs; shall plan and oversee training for precinct officials; and shall endeavor to provide support for precinct activities. The committee will be chaired by a party Vice Chair, and members will be appointed by the party Chairman with advice and consent of the executive committee.
5. Voter Registration Committee: This committee shall be responsible for strategically planning and/or conducting ongoing efforts to register voters into the GOP. The committee will be chaired by a party Vice Chair, and members will be appointed by the party Chairman with advice and consent of the executive committee.

The County Chairman may appoint other ad-hoc committees as deemed necessary, with advice and consent of the Executive Committee.