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ARTICLE I - NAME

SECTION 1 – NAME

This organization shall be known as the TRUMBULL COUNTY REPUBLICAN PARTY.

<u>ARTICLE II – OBJECTIVES</u>

SECTION 1 – OBJECTIVES

The objectives of the Trumbull County Republican Party shall include, but not be limited to:

- A. Articulate and promote Republican positions;
- B. Recruit, mentor, elect and retain ethical, knowledgeable, conscientious Republican Candidates and party leaders;
- C. Maintain and expand party activities and grassroots volunteer participation;
- D. Serve as a political education resource and contact for the community;
- E. Promote voter registration and active participation;
- F. Support Republican grassroots organizations that engage and motivate the electorate, and;
- G. Ensure the cooperation and coordination of the Trumbull County Republican Party, with other counties, state and national Republican organizations.

ARTICLE III - THE CENTRAL COMMITTEE

SECTION 1 – MEMBERSHIP

- A. All elected and /or duly appointed and qualified Republican Precinct Committeemen shall be members of the Central Committee.
- B. Central Committee members are responsible for appointing Poll Workers for their Precinct.
- C. Central Committee members shall perform any other duties as prescribed by the Chairman.
- D. All persons seeking to be elected as a Republican precinct committeeman, shall submit their request to the Trumbull County Board of Elections to have their names on the ballot, and must be a registered Republican, or vote in that Republican primary. An issues only ballot will be unacceptable.
- E. Any undeclared registered voter (18-year old, new resident, etc.) who seeks an appointment to the Trumbull County Republican Central Committee or Executive Committee must sign a document with the party secretary before being confirmed by vote of the Executive Committee to the appointment, that she/he will declare "Republican" at the next Republican primary election.
- F. Any precinct committeeman or executive committeeman who votes in a primary or special election for another party, shall be removed from office.

SECTION 2 – VACANCIES

- A. Vacancies occur when Central Committee person moves out of his/her precinct, resigns, or is deceased; or when an executive committee member moves out of his/her district, resigns, or is deceased.
- B. All resignations must be submitted in writing and directed to the party secretary. If there is no recommendation to fill a vacancy within 60 days, the County Chairman, or executive committee member, may recommend a replacement. Appointments are subject to approval of the Executive Committee.

<u>ARTICLE IV – OFFICERS</u>

SECTION 1 – OFFICERS OF THE CENTRAL COMMITTEE

- A. The officers of the Central Committee shall be County Chairman, First Vice Chairman, Second Vice Chairman, Auxiliary County Chairman, Secretary, and Treasurer.
- B. Officers may be elected members of the Central Committee or the Executive Committee At-Large.
- C. Terms of office: The terms of the members of the Central Committee and all Officers shall be for four (4) years as provided in Section 3517.03 of the OHIO REVISED CODE.
- D. In addition to Central and Executive Committee meetings, the officers shall meet at least bi-monthly for planning and coordination.

SECTION 2 - ELECTIONS

- A. Elections of officers by the Central Committee shall be by ballot at the Re-organization Meeting of the Central Committee.
- B. All officers require a majority vote. The County Chairman and all Officers shall not have voted in any other Party Primary the prior four years.

SECTION 3 – VACANCIES

- A. A vacancy in the office of County Chairman shall be filled by ballot of the Central Committee at a special meeting called by the First Vice Chairman, within 20 days after the vacancy occurs.
- B. Vacancies in the other offices shall be filled by ballot of the Executive Committee at the next regular or special meeting within 30 days of the vacancy.

SECTION 4 - REMOVAL OF AN OFFICER

A. Officers serve at the pleasure of the Central Committee, or until their successors are duly elected. In the event any officer has (a) engaged in activities that are detrimental to the Trumbull County Republican party, and/or (b) been unable or unwilling to satisfactorily perform his or her duties for a period of 60 days, said officer may be removed from office at a meeting of the Central Committee called for that purpose by an affirmative vote of two thirds (2/3) of the quorum present. Such proposed removal shall be outlined in writing and submitted to all officers of the party. The subject officer

- of said complaint shall be advised of said complaint and given opportunity to make an explanation to the Central Committee as to said allegations. Voting shall be by secret ballot.
- B. In the event of said removal, the office shall be deemed vacant and shall be filled by ballot of the Central Committee at a special meeting within 20 days of said meeting. If the Chairman is unable to perform his or her duties and until a successor Chairman is elected, the First Vice Chairman or highest-ranking officer shall exercise the duties of the Chairman in consultation with the other officers.

SECTION 5 – OFFICERS OF THE EXECUTIVE COMMITTEE

The Officers of the Central Committee are the Officers of the Executive Committee.

ARTICLE V – DUTIES OF OFFICERS

SECTION 1 – DUTIES OF COUNTY CHAIRMAN

The Chairman shall preside at all meetings of the Central and Executive Committees; shall be the spokesperson for the Party in all matters; shall make appointments and recommendations as prescribed by these By-Laws; shall give a written report of the activities of the office and of the Party to the Central and Executive Committee in October and May of each year; shall assign and direct the activities of the other officers; shall be an Ex-officio member of all committees.

SECTION 2 – DUTIES OF FIRST VICE CHAIRMAN

The first Vice Chairman shall preside at all meetings when the Chairman is absent; shall call a special meeting of the Central Committee if the office of County Chairman becomes vacant, (Article IV SECTION 4) and shall perform such other duties as assigned and directed by the Chairman and shall be an Ex-officio member of all Committees in the absence of the County Chairman.

SECTION 3 – DUTIES OF SECOND VICE CHAIRMAN

The Second Vice Chairman shall have such duties as assigned and directed by the Chairman.

SECTION 4 – DUTIES OF THE AUXILIARY COUNTY CHAIRMAN

The Auxiliary County Chairman shall organize and work with the various Republican clubs and groups in the county and shall have such other duties as assigned by the Chairman.

<u>SECTION 5 – DUTIES OF THE SECRETARY</u>

The Secretary shall maintain the roll of members; keep a record of attendance; take and keep a complete record of the minutes of all meetings; and as directed by the Chairman, perform any other duties usually incumbent upon a secretary, as well as those prescribed by the OHIO REVISED CODE.

SECTION 6 – DUTIES OF THE TREASURER

- A. The Treasurer shall be the custodian of all Party funds, and shall make deposits, pay all bills, and disburse such amounts as the Chairman or the Executive Committee may direct; shall keep complete records as required by law and as requested by the Executive Committee, the Chairman, or the Budget and Finance Committee; and must be bonded, at the expense of the Party, the amount to be determined by the Executive Committee.
- B. The Treasurer shall be a signator on the party checking account along with one other officer approved by the Executive Committee.

SECTION 7 - ASSETS

The officers are the custodians of the assets of the party and shall secure those assets.

- A. Fixed Assets any and all fixed assets such as tables, chairs, signage, tents or other purchased or donated assets shall be secured by the officers and an asset list is to be created. An annual inventory of those assets is to be made by at least two (2) officers and with the assistance of the secretary. After the re-organization meeting, the Chairman and one other officer shall complete a physical inventory and sign for the responsibility for those assets.
- B. Non-Tangible Assets Mailing lists, donor lists as well as accounts such as Facebook, Twitter, Mail Chimp, Grasshopper, etc. and access to (passwords, etc.), those assets are to be secured by the chairman and one other officer and shall be maintained by the Secretary. Access to those assets by committees or others is to be granted by the Chairman by direction to the Secretary.
- C. Inventory Merchandise Any assets that are considered "for sale" such as hats, shirts, pins, etc. must be secured in a reasonable manner. Items sold must be properly accounted for and the Treasurer shall receive and deposit the proceeds. Any merchandise given as a perk, benefit or thank you, must likewise be accounted for properly. The Chairman must review and approve the distribution of any merchandise, not paid for, in written form. A quarterly physical inventory of merchandise is to be made and reconciled. This inventory reconciliation is to be approved by the Chairman and the Treasurer and made part of the party record by the Secretary.

ARTICLE VI - EXECUTIVE COMMITTEE

SECTION 1 – MEMBERS

A. The Executive Committee shall consist of the Officers, up to eighteen (18) Members at Large, and one member from each of the Districts as listed in Appendix A at the end of these by-laws. All districts shall be drawn in a manner that makes each district approximately equal in the number of registered Republicans.

- B. At the Reorganizational meeting of the Central Committee or within 20 days thereafter, a majority of the Precinct Committeemen of each District shall designate one of their members as EXECUTIVE COMMITTEEMAN and one of their members as ALTERNATE. Those precinct committeemen seeking district executive committeeman office shall obtain signatures of precinct committeemen in their district on a form provided by the party secretary at the reorganization meeting, or they may personally contact the precinct committeemen for their signature. A contact list with either phone numbers or email address shall be made available at the reorganizational meeting so the precinct committeeman may obtain their signatures in a timely manner. This signed form must be returned to the party secretary within 20 days.
- C. Any vacancy shall be filled by the EXECUTIVE COMMITTEE, upon recommendation by the Chairman and after consultation with the Precinct Committeemen of that District. Consideration shall be given to Alternates when filling Executive Committee posts.
- D. Not more than eighteen (18) Executive Committeemen-at-Large may be elected by the Executive Committee, by majority vote, after recommendation by the Chairman, or any other Executive Committeeman. At-Large nominees may be Central Committeemen, or any other qualified Trumbull County Republican as determined by the Executive Committee. At-Large vacancies may be filled by the Chairman, with the approval of the Executive Committee. At-Large appointments end at the time of the next Reorganizational meeting when all current seats are declared vacant. The newly elected Chairman may then recommend At-Large members at his/her discretion.
- E. The Executive Committee shall perform the duties assigned by the OHIO REVISED CODE and these BY-LAWS; shall advise and support the Chairman and other officers; and during interim between meetings of the Central Committee, shall establish necessary policies and carry out the policies of the Central committee.
- F. A member of the Executive Committee, absent without approval of the Executive Committee for three (3) consecutive meetings, and/or engaged in activities detrimental to the party, may be removed from office, and the SECRETARY shall notify the precinct Committeemen of that District to recommend a replacement.
- G. Alternates may attend any Executive Committee meeting. They shall not have a vote if the regular Executive Committeeman is present. If the regular Executive Committeeman is absent, the Alternate has full voice and vote.
- H. All members of the Executive Committee shall actively serve on at least one Committee.

ARTICLE VII – COMMITTEES

The Committees are BUDGET & FINANCE COMMITTEE, RECRUITMENT COMMITTEE, REPUBLICAN SERVICE COMMITTEE, ADVISORY & POLICY COMMITTEE, COMMUNICATIONS COMMITTEE, AND AD HOC COMMITTEES (created as necessary). Committee members shall be appointed by the Chairman and approved by the Executive Committee.

SECTION 1 – BUDGET & FINANCE COMMITTEE

- A. The Budget & Finance Committee shall consist of the TREASURER, and three (3) or more members of the Central and/or the Executive Committee, and four (4) or more Trumbull County Registered Republicans.
- B. The Budget & Finance Committee shall prepare a budget for defraying the ordinary expenses of the party, including maintenance of the Headquarters and the financing of each major campaign. The Committee shall conduct the necessary fundraising efforts to meet the budgets. This committee chairman may appoint fund raising subcommittees at his/her discretion. All budgets and activities are subject to approval by the Executive Committee. An audit shall be conducted of the Treasurer's books as needed or required by the OHIO REVISED CODE or other STATE OF OHIO mandates.
- C. A financial review shall be conducted annually under the jurisdiction of the Budget & Finance Committee.
- D. Any expenditure of the Trumbull County Republican Party in excess of \$500 must have prior Executive Committee approval, if beyond the approved budget.
- E. Any contracts binding to the Trumbull County Republican Party must have prior approval of the Executive Committee.

SECTION 2 – RECRUITMENT COMMITTEE

- A. This committee shall recruit qualified candidates for public office.
- B. This committee shall recruit qualified Trumbull County Republicans to fill vacancies on the Central Committee.

SECTION 3 - REPUBLICAN SERVICE COMMITTEE

The County Chairman, the Secretary, and three (3) members from the Executive Committee shall constitute the Committee. They shall recommend qualified Republicans for employment in local, State, and Federal positions, which are open to patronage.

SECTION 4 – THE ADVISORY & POLICY COMMITTEE

The Advisory and Policy Committee shall consist of fifteen (15) or more Trumbull County Republican registered voters, a majority of whom shall be Precinct Committeemen. The Committee shall advise and make policy recommendations to the Central and Executive Committees, regarding but not limited to the following: (1) Publicity and Public Relations (2) Research and Polling (3) Campaign and Party Organization (4) Candidate and Elections (5) Special Interest Groups, including Veterans, Minorities, Small Businesses, Public Employees,

Seniors, Education and Labor. Subcommittees may consult persons with special expertise in areas of concern to the Committee.

SECTION 5 – COMMUNICATION COMMITTEE

- A. The purpose of the Communication Committee is to advance the Trumbull County Republican Party message. Various media methods will be used to maximize the impact of this message. These methods will include Letters-to-the-Editor, Newspaper Ad's, Social Media Sites and informational meetings. The purpose may further expand into coordinating communications between other Party committees and candidates.
- B. The Committee will establish written policies as to the use of various media in the name of the Trumbull County Republican Party and oversee their implementation. These written policies are to be approved by the Executive Committee.

SECTION 6 – AD HOC COMMITTEES

The Executive Committee and/or the County Chairman, with the approval of the Executive Committee, may create additional (AD HOC) committees, and appoint members as deemed necessary.

ARTICLE VIII - COMMITTEE MEETINGS

SECTION 1 – THE CENTRAL COMMITTEE

The Central Committee shall meet at least twice a year, spring and fall, but definitely in May/June in the year of the Re-organization meeting. With a ten (10) day notice, regular and special meetings may be called by the Chairman, or Acting Chairman, or by any five (5) members of the Executive Committee, or by any ten (10) members of the Central Committee. Proper notice constitutes 10 calendar days, starting from the postmark date, but not counting the day of the meeting.

SECTION 2 – THE EXECUTIVE COMMITTEE

- A. The Executive Committee shall meet every two (2) months unless agreed upon by the officers. With a ten (10) day notice, regular and special meetings may be called by the Chairman, or by any five (5) members of the Executive Committee. Proper notice constitutes 10 calendar days, starting from the postmark date, but not counting the day of the meeting.
- B. Upon circumstances that require the Executive Committee vote on an issue that cannot wait until their next scheduled meeting, a vote by email becomes necessary. Only the Chairman shall initiate an email vote. There must be a quorum of the Executive Committee, as defined in Article IX, Section 2, involved in the vote of any issue, and it must be stated in the minutes that such a quorum did participate in the vote.

The <u>call for an email vote must be sent to all Executive Committee members</u>, must allow for adequate discussion time, and must include a specified response deadline to register

their vote. Any vote shall involve just a single issue. No personnel issues, e.g. removal or appointment of Executive or Central Committee members, may be voted on via email.

All Executive Committee members must email all discussion on the issue to all other Executive Committee members by using "reply all." Executive Committee members must email their votes to both the president and the secretary for tracking purposes. Copies of all email votes, including dates of such votes and participating Executive Committee members, must be kept by the secretary.

The issue(s) must be included on your next Executive Committee agenda, so the issue(s) and the voted results can be incorporated into the minutes of that Executive Committee meeting. The Chairman must announce the results of the vote via email to all Executive Committee members within 5 days of the voting.

<u>SECTION 3 – MEETING NOTICES</u>

Notices for central and/or executive committee meetings shall be given in advance by U.S. mail OR, with written permission, by email. Current email address must be supplied to the secretary. Any email address changes must be submitted to the secretary by committee member.

<u>ARTICLE IX – QUORUM</u>

SECTION 1 – CENTRAL COMMITTEE

Quorum for the meetings of the Central Committee shall be twenty-eight (28) Precinct Committeemen.

SECTION 2 – EXECUTIVE COMMITTEE

Quorum for meetings of the Executive Committee shall be eighteen (18) members, or their qualified alternates (including Executive Committee-At-Large members present).

<u>ARTICLE X – PARTY RECORDS</u>

SECTION 1 - PARTY RECORDS

- A. All past Party records shall be kept by the appropriate officers, under security for a minimum of seven (7) years.
- B. All current Party records shall be made available to the Chairman or the Executive Committee upon request.
- C. All Party officials, except the Treasurer, shall deposit all records in their possession with their successor at the Re-organization meeting.

D. The Treasurer upon leaving office and prior to the Re-organization meeting shall deposit all records in their possession with the Republican Director (or Deputy Director) of the Trumbull County Board of Elections.

ARTICLE XI – BOARD OF ELECTIONS APPOINTMENTS

Not more than sixty (60) days nor less than fifteen (15) days before the biannually expiration date of a term of office of a Republican Board of Elections member, or within fifteen (15) days after an unscheduled vacancy occurs of a Republican Board of Elections member's unexpired term, the Executive Committee shall meet to elect by secret ballot and file a recommendation with the Ohio Secretary of State for the appointment of a qualified elector. Should the designated elector not be appointed, provisions as set forth in O.R.C. Section 3501.07 shall be applicable.

ARTICLE XII – PARLIAMENTARY

SECTION 1 - ROBERTS RULES OF ORDER

All procedures of the Trumbull County Central and Executive Committees shall be based upon Roberts Rules of Order, Revised, governed by the Ohio Revised Code, and Trumbull County Republican Party By-Laws.

SECTION 2 – RULES AND PROCEDURES

Rules and Procedures for the operation of the Committees will be adopted and distributed by the Executive Committee.

<u> ARTICLE XIII – CANDIDATE ENDORSEMENT POLICY</u>

SECTION 1 – ENDORSEMENTS BY THE PARTY

The Trumbull County Republican Party will not make endorsements in a Republican primary where multiple Republican candidates are involved.

<u>SECTION 2 – ENDORSEMENTS BY THE OFFICERS</u>

No officer shall endorse on behalf of the party or individually with their party office title, any candidate in any Republican primary election where multiple Republican Candidates are involved.

ARTICLE XIV - ADOPTION AND AGREEMENT

SECTION 1 – EFFECTIVE DATE

These BY-LAWS shall become effective when adopted by the Trumbull County Central Committee by a majority vote of those present and voting at a regularly called meeting. The exception will be as to the officers, executive and central committee members who shall continue to serve until the next reorganization meeting.

SECTION 2 – AMENDMENTS

These BY-LAWS may be amended at any regular or special meeting of the Trumbull County Central Committee, provided the proposed amendment (s) has/have been mailed to each Precinct Committeeman at least ten (10) days prior to the meeting.

ARTICLE XV - APPENDICES

SECTION 1 – APPENDIX

An appendix shall be part of these by-laws that are primarily lists or organizational details that may be subject to change from time to time. Appendices may be amended as any part of these by-laws according to the regular amendment process or by three-fourths majority of the Executive Committee present.

APPENDIX A

DISTRICTS

- 1. Hubbard City 1-A, 1-B, 2-B, 2-C, 3-A, 3-B, 4-A, 4-B
- 2. Newton Falls City 1-A, 2-A, 3-A, 4-A, Braceville B, C
- 3. Mesopotamia, West Farmington Village, Farmington Township
- 4. Southington B, C, D
- 5. Champion A, C, G
- 6. Champion B, E, F, K
- 7. Bloomfield, Bristol A, C
- 8. Greene, Gustavus, Mecca A, B
- 9. Bazetta B, G
- 10. Bazetta C, D, F
- 11. Cortland D, F, H
- 12. Cortland A, C, G
- 13. Kinsman A, C, Johnston A, B
- 14. Vernon, Hartford A (Orangeville), B
- 15. Vienna A, B, C
- 16. Fowler A, C
- 17. Brookfield B, D, E, K
- 18. Brookfield A (Yankee Lake), H, L
- 19. Howland A, R, S, Y
- 20. Howland B, E, L, J, V
- 21. Howland X, H
- 22. Howland N, U, W
- 23. Warren Township B, D, E, F
- 24. Newton Township A, B, D
- 25. Liberty A, E, G, L, N
- 26. Liberty B, C, D, J
- 27. Weathersfield A, B, C, E, J
- 28. McDonald A, B, C, Weathersfield G, D
- 29. Girard City 1-A, 1-B, 2-A, 2-B, 3-A, 3-D 4-A,4-C
- 30. Hubbard Township A, B, D, F
- 31. Lordstown Village
- 32. Niles City Wards 1, 4
- 33. Niles City Wards 2, 3
- 34. Warren City Wards 1, 2, 7
- 35. Warren City Wards 4, 5, 6
- 36. Warren City Ward 3

NOTE: These BY-LAWS were adopted by the Trumbull County Central Committee on May 22, 1989 and Amended on February 15, 1994, June 23, 2004, June 6, 2006, June 2, 2009, June 1, 2010, July, 11 2013, February 21, 2018.

Modifications on February 21, 2018 respectfully submitted by the By-Laws Committee:

Clarence Artman, Member
Scott Davis, Member
Helen Gawne, Member
Lori Hineman, Technical Support
Ronald Knight, Ex-Officio Member
Barbara Rosier-Tryon, Member
Warner Taiclet, Chair
Marilyn Thomas, Member