

BYLAWS AND RULES OF THE BERKS COUNTY REPUBLICAN COMMITTEE

Last amended by a vote of the General Membership held on February 23, 2019

ARTICLE I NAME & PURPOSE

This organization, to be known as the Berks County Republican Committee (hereinafter referred to as the "Organization" or "Committee," shall officially represent, conduct business for, and be the governing body of the Republican Party in Berks County, Pennsylvania. The mission of the Berks County Republican Party is to provide overall organizational support to Republican candidates for office and to provide Berks County Republican voters with effective interfacing capabilities to convey Republican candidate information to them in a timely manner which increases the chances for Republican victories in elections.

ARTICLE II MEMBERS

Section 2.1: Members

- a. Members of the organization shall be:
 1. Republican Committeemen and Committeewomen elected as hereinafter provided;
 2. Bonus Committee Persons elected as hereinafter provided;
 3. Committeemen, Committeewomen and Bonus Committee Persons appointed as hereinafter provided; and
 4. Officers and Executive Committee Members who are not Committeemen, Committeewomen or Bonus Committee Persons

Section 2.2: Elections and Appointments

One Committeeman and one Committeewoman shall be elected from each precinct in Berks County by the registered Republican voters of such precinct during the primary election in even numbered calendar years commencing with the primary election of 2006 and every four years thereafter. Write-in candidates can be elected with a minimum of one (1) vote. In the event of a tie, the Berks County Board of Elections shall settle the tie. If the Berks County Board of Elections does not determine a winner, the Executive Committee shall determine the winner of the election. In addition, one Bonus Committee Person shall be elected in the same manner from each precinct for every five hundred (500) registered Republican voters in such precinct. All appointments to fill a vacant committee member position must first be recommended and approved by the appropriate Region. The recommendation is then passed to the Executive Committee for approval by a majority present, in person or by proxy, at a meeting of the Executive Committee.

All Committee Persons, Officers and Executive Committee Members (collectively referred to as the "General Membership" or "Members" of the Committee) must be and remain registered Republicans in Berks County (or in their precinct in the case of Committee Persons) to maintain their position.

Section 2.3: Duties, Responsibilities and Commitment

a. Duties and Responsibilities of the Members shall include, but not be limited to, the following:

1. Registering Republican voters and encouraging them to vote;
2. Assisting Republican voters by providing information, absentee ballot applications and other services;
3. Assisting the Republican Party in finding, nominating, and electing well-qualified Republican candidates for office;
4. Assisting candidates who are registered Republicans in election campaigns;
5. Protecting the interests of the Republican Party and of candidates who are registered Republicans at the polls;
6. Provision of up-to-date personal contact information. Members are solely responsible to provide the Recording Secretary of the Committee with their current regular mail address and electronic mail address for the purpose of all notifications provided for under these By-laws;
7. Members, by providing their current contact information to the Committee, grant the Committee and Region permission to contact them using regular mail, electronic mail, text or telephone;
8. Otherwise advancing the interests of the Republican Party in Berks County;
9. Deliver the maximum number of Republican votes from their precinct by encouraging voter participation in the election;
10. Motivating voters to go to the polls and vote for Republican candidates;
11. Participating in meetings and special events sponsored by the Committee and/or candidates;
12. Develop a good working relationship with other Committee members;
13. Distributing campaign literature;
14. Assisting local candidates with mailings, phone calls and other campaign activities as needed;
15. Help recruit GOP volunteers to work at a precinct on Election Day;
16. Volunteer to work at a polling place on Election Day, if available;
17. Provide signs and literature at polling locations on Election Day.

b. "Commitment" shall be defined as the support of our Republican mission, platform and candidates. Members must add value via "commitment" to our Republican Committee. Committee members commitment includes, but is not limited to:

1. Committee Members actively attend all meetings, in person or by proxy, half or more of all free events, and no fundraising events per year.
2. Committee Members who attend all meetings, in person or by proxy, but do not attend most events. They do however, sponsor members by "paying the way" for multiple members (at least two (2)) to attend two (2) or more candidate sponsored and/or Committee sponsored fundraising events per year.
3. Committee Members who attend all meetings, three-quarters (3/4) or more in person, the rest by proxy. They attend less than one-half (1/2) of all free events. They are not required to attend any candidate sponsored and/or Committee sponsored fundraising events per year.
4. Committee Members who are elected local, county, state or federal officials who were also elected or appointed to the Berks County Republican Committee. They must attend all meetings either in person or by proxy. There are no attendance or participation requirements at events.
5. Committee Members who attend all meetings, either in person or by proxy, and contribute multiple hours every month during election season, making phone calls, working polls, and/or door to door work for our Republican Candidates.
6. Committee Members who miss a meeting, either in person or by proxy, shall provide their Region Chair with an explanation.

Section 2.4: Removal

a. Leave of Absence

Members who are unable to meet their commitment due to health, family issues and/or work assignments are required to submit to their Region Chair and the County Chair, via electronic mail or regular mail, announcing their inactivity for up to six (6) months. Such members shall not be subject for removal during their leave of absence. The Executive Committee will reassess the members' participation, with the member, after the leave of absence.

b. Members may be removed for:

1. Not remaining a Republican;
2. Not maintaining official residence within the represented precinct (or, for At-Large Members who are not Committee Persons, within Berks County);
3. Campaigning against the Republican Party or its Candidates;
4. Consistent neglect of the duties mentioned in Section 2.3 for a period of ninety (90) days;
5. Medically certified mental incapacity, until such time as medical documents prove otherwise;
or
6. Conviction of a serious criminal offense.

Charges for removal of a Member shall be directed to a member of the Executive Committee. The Executive Committee shall determine, by a two-thirds (2/3) vote, if removal proceedings shall be initiated. Notifications of removal shall be sent by electronic mail and certified mail. The Executive Committee shall give the Member five (5) days notice of the charges for removal and an opportunity to be heard by the Executive Committee. Removal requires a two-thirds (2/3) vote of a quorum of the Executive Committee.

Section 2.5: Term

An elected Committee Member's term begins upon certification of the results of the election; an appointed Committee Member's term begins upon appointment. Expiration of term occurs upon the certification of the results of the next election of Committee Members.

ARTICLE III OFFICERS

Section 3.1: Officers

- a. The Officers shall be: Chair, Vice Chair, Recording Secretary and Treasurer. The Chair and Vice Chair shall be members of the opposite sex.
- b. At the completion of their term, the Officers of the Committee shall meet with the incoming officers within fourteen (14) days to ensure a smooth transition between leadership. All materials, including books, records, electronic files, website access, financial records, passwords and property belonging to the Committee shall be transferred to the incoming officers. Computers will be in working order and passwords will be provided to the new administration. Any materials, including databases, files, written materials and art work produced for use by the Committee shall be considered the intellectual property of the Committee. If the above is not achieved within fourteen (14) days, without approved extension by the Chair, the member(s) in violation will forfeit their membership immediately.

Section 3.2: Qualifications

At least one officer must be a duly elected Republican Committee Person as per Article II. All officers must be members as per Section 6.2.

Section 3.3: Election Term

- a. The Officers shall be elected (by secret ballot) at a reorganization meeting of the General Membership, which shall be held within thirty (30) days of the certification of election results of the Spring Primary of each even-numbered calendar year (including those even-numbered years where there is no committee member election), and shall hold office until the conclusion of the next reorganization meeting unless the officer resigns, is removed, or is otherwise unable to serve. All materials such as attendance sheets, proxies, ballots and electronic files used to conduct the meeting shall be given to the incoming Secretary at the conclusion of the organizational meeting.
- b. On the day of the Election, the current Officers shall provide to the Committee's solicitor, all information required in Section 3.1.b by electronic methods and/or by hard copy. Prior to the election, the solicitor shall verify receipt of the materials.

Section 3.4: Chair

The Chair shall be the chief executive officer of the Committee. The Chair is an *ex-officio* member of all committees. The Chair shall preside over all meetings of the Committee and the Executive Committee. The Chair shall ensure an annual budget for the Committee is prepared.

Section 3.5: Vice Chair

The Vice Chair shall preside over all meetings of the Committee and the Executive Committee in the absence of the Chair.

Section 3.6: Recording Secretary

The secretary shall keep minutes of all meetings of the Committee and the Executive Committee and shall maintain the minute books of the Committee.

Section 3.7: Treasurer

The Treasurer shall be in charge of all funds of the Committee and shall deposit them and make payments from them at the direction of the Chair. The Treasurer shall keep records of receipts and expenses and shall, on a timely basis, file all required reports. The books and records shall be available for inspection by the Chair and shall be available for audit. The Treasurer shall cooperate with and provide information to any outside auditor necessary to allow the auditor to complete the audit. All checks are to be signed by the Treasurer and approved via email, text or written consent by the Chair for amounts over \$250, unless the check is payment for contractual services, or, in the absence of the Chair, the Vice Chair.

Section 3.8: Vacancies

The Chair, or the Vice Chair, if the Chair becomes vacant, shall schedule a special meeting of the Committee, if no other General Membership meeting is scheduled, within thirty (30) days after the vacancy occurs, for the purpose of electing a new officer to fill a vacancy. An electronic email must be sent to the membership announcing the vacancy when it occurs. If a sudden vacancy occurs within seven (7) days prior to a scheduled General Meeting, the election to fill the office may be held at the scheduled General Meeting.

Section 3.9: Removal

Officers are subject to removal under Section 2.4 hereof. Officers may be removed (recalled) from their office by a vote of two-thirds (2/3) of the quorum, as specified in Section 5.3, at a scheduled Special Meeting, following the requirements specified in Section 5.2. Officers can not be removed at a General Membership Meeting (except at a Reorganization Meeting as described in Section 3.3) or Executive Meeting.

Section 3.10: Charter Committees

All Charter Committee Chairs are on the Executive Committee. They shall report at least quarterly to the Executive Committee. They shall have a vote in the Executive Committee and at the County General Membership meetings, but may not vote at the Region Meetings. The Region Chairs will get Charter Committee Reports from the Executive Committee Meeting and shall then report such activity to their respective regions.

ARTICLE IV EXECUTIVE COMMITTEE

Section 4.1: Members

The members of the Executive Committee shall be:

1. The Officers;
2. The Chairs of the Regions;
3. The members of the Republican State Committee from Berks County;
4. A member of the County Row Officers who is registered Republican (selected by the Republican County Row Officers within one week after the organization meeting to serve until the next organization meeting);
5. A member of the Pennsylvania General Assembly serving and residing in Berks County who is a registered Republican (selected by such members of the Pennsylvania General Assembly within one week after the organizational meeting to serve until the next organizational meeting);
6. The Chairman of the Reading Republican City Committee;
7. The Chairman of the Berks County Young Republicans;
8. The Chairperson of the Berks Republican Women; and
9. At-large members appointed by the Chair, who need not be Committee Persons, but who must be registered Republican voters residing in Berks County. At-large members, who are not Committee Persons may not be represented by proxy, and the number of at-large members may not exceed one-third (1/3) of the total membership of the Executive Committee.

Section 4.2: Term

The term of the members described in subparagraphs 1, 2, and 3 of Section 4.1 hereof shall be the duration of the term of the position that qualified them for membership on the Executive Committee. At-large members serve at the discretion of the Chair; however, their terms expire when the Chair's term expires, or when the Chair resigns, is removed, or is otherwise unable to serve.

Section 4.3: Purpose

The Executive Committee shall conduct the business of the Committee between meetings of the General Membership, and shall meet at least six (6) times per year.

Section 4.4: Quorum Rules

Two-thirds (2/3) of the Executive Committee members shall constitute a quorum for the conduct of business. *Robert's Rules of Order, Newly Revised* shall be used to determine procedure of all meetings of the Executive Committee.

Section 4.5: Committees

The following shall be standing committees: Publicity, Finance, Special Events, Voter Registration, By-laws and Election Day. The Chair may establish *ad hoc* committees as needed. All standing committee and *ad hoc* committee chairs must be selected from the Executive Committee.

ARTICLE V

MEETINGS OF THE ORGANIZATION

Section 5.1: Meetings

There shall be at least six (6) meetings of the General Membership annually. The organizational meeting described in Section 3.3 hereof shall be one (1) such meeting. The annual convention described in Article VII hereof shall be another such meeting. All other meetings shall be called by the Chair upon electronic email notice to the General Membership. The preferred method of notice of all meetings shall be by electronic email at least ten (10) days prior to the meeting. Anyone without an electronic email will receive meeting notifications by regular mail.

Section 5.2: Special Meetings

By written petition signed by at least three-fourths (3/4) of the membership, if the membership is under one hundred ten (110) members or two-thirds (2/3) of the membership, if the membership is over one hundred ten (110) members, the Chair may be requested to call a meeting of the General Membership. The Chair must call said meeting within fifteen (15) days of receipt of such petition, giving notice by electronic email or if no email available, by regular mail of the purpose for which such meeting is called, said purpose being the only business topic to be discussed at such meeting.

Section 5.3: Quorum

A quorum shall be one-third (1/3) of the General Membership present in person or by proxy. A quorum for the Special Meeting shall be three-fourths (3/4) of the membership, if the membership is under one hundred ten (110) members or two-thirds (2/3) of the membership, if the membership is over one hundred ten (110) members, in person or by proxy.

Section 5.4: Proxy

A member may appoint a proxy as that Member's representative at a meeting of the Committee. Such person need not be a Member of the committee, but must be a registered Republican residing in the Member's Region. Such person may not be appointed proxy by more than two Members at any given meeting. Executive Committee meeting proxies must be carried by members of the Executive Committee. The form of proxy shall be posted on the Committee's website and may be used for the Executive Committee and General Membership meetings.

Section 5.5: Rules

Robert's Rules of Order, Newly Revised shall be used to determine procedure at all meetings of the Organization.

ARTICLE VI

REGIONS

Section 6.1: Structure

For organizational purposes, the Berks County Republican Committee shall be subdivided into North, South, East, and West Regions approximately equal both in terms of population (according to the latest United States Census) and in total number of available Committee Person seats. The boundaries of the Regions, which shall be contiguous, shall be determined by a Realignment Committee, subject to the approval of at least three-fifths of the Members present and voting at a meeting of the Berks County Republican Committee. The Realignment Committee shall meet either at the call of the Chairman of the Organization or upon the written petition signed by at least one hundred Members of the Organization, in which case the Chairman must call said meeting within fifteen days of the receipt of such a petition. The Realignment Committee shall be named and chaired by the Chairman of the Organization. In addition to the Chairman, the Realignment Committee shall be composed of at least

the following: one Officer, one Member of the Republican State Committee of Pennsylvania, one State Legislator, one Countywide Elected Official, the Chairman of the Reading Republican City Committee, and one Committee Person from each of the existing legislative districts of the Pennsylvania House of Representatives within Berks County.

- a. The Reading Republican City Committee shall be officially designated as a special entity within the Organization. Its boundaries shall be the same as those of the City of Reading, notwithstanding the creation of Regions that include all or parts of the City of Reading within their boundaries. Its Chairman shall be a member of the Executive Committee, as under Article IV Section 4.1 Clause 6 of these Bylaws as amended.
- b. Individual regions may not establish their own By-laws.

Section 6.2: Members

- a. All Committee Persons from a Region are voting members of such Region.
- b. At-large Committee Persons are appointed by the Region Chair and must be registered Republican voters residing in Berks County within the Region. At-large members may not be represented by proxy and the number of at-large members may not exceed one-third (1/3) of the total membership of the Region Committee. The term of the At-large member ends with the term of the Region Chair. At-large members shall not be allowed to vote at General or Special meetings held by the County Committee.
- c. The Committee shall be the social and political center for Republicans in the Regional community and shall promote Republican Party candidates and events. They shall not support Democrats, including financial assistance.

Section 6.3: Officers

- a. Each Region shall elect a Chairman, Recording Secretary, and Treasurer. Additionally, the Members elected from within the boundaries of each legislative district of the Pennsylvania House of Representatives shall caucus separately and elect a Vice Chairman representing their particular legislative district. Officers must be members of such Region under Section 6.2 hereof. The Officers shall be elected (by secret ballot only) at an organizational meeting to be held within thirty (30) calendar days of the Committee Reorganization. Regions must notify committee members in writing at least ten (10) days prior to the reorganization meeting. Notice must be sent via electronic email. If there is no electronic email available, notice will be sent via regular mail. Terms of officers of the Region expire at the beginning of the next reorganization of such Region (whether or not such officer is re-elected as a Committee Person, but in the event that an officer is not re-elected as a Committee Person, such officer ceases to be a member of the organization under Section 2.1 hereof or of the Region under Section 6.2 hereof when that person's term as Committee Person expires for all purposes except to fulfill the term as officer of the Region).
- b. The Region chairs, Vice-Chair, Recording Secretary and Treasurer shall follow the procedure for transition outlined in Section 3.1.b.

Section 6.4: Meetings

Each Region shall meet at least seven (7) times a year. These meetings shall include but are not limited to; Pre-Endorsement, Pre-Primary, Pre-General, plus four others. Each Region shall determine the procedures for conduct of its meetings; however, each Region shall abide by the County Bylaws. The Officers of the Committee described in Article III hereof shall be invited to all Region meetings, but shall not be a voting member of a Region unless qualifying under Section 6.2 hereof. The Chair of the Region shall notify the Chair of the Committee of the time and place of all meetings of the Region. Meeting notifications shall be sent via electronic email or by regular mail, if no electronic email is available.

Section 6.5: Quorum

A quorum shall be one-third (1/3) of the members of the Region, either present or by proxy.

ARTICLE VII ENDORSEMENTS

Section 7.1 Annual Convention

The organization may endorse candidates for the Republican Party who are registered Republicans at the annual convention of the Organization, which shall be held on the first Saturday after the petition deadline for the primary election.

Section 7.2 Procedure

1. Prospective candidate contacts Committee Persons.
2. Prospective candidate contacts the Chair. Prospective candidate meets with relevant Region(s).
3. Prospective candidate presents credentials to the Executive Committee; the Executive Committee votes on whether the prospective candidate is "qualified" or "not qualified" for the office sought.
4. Prospective candidate attends annual convention, and is given the floor to speak, with a time limit on candidate's speech to be set by the Chair. The results of the vote of the Executive Committee are published to the General Membership. The General Membership casts its vote for endorsement on an office-by-office basis. A simple majority is required to proceed with the ballot process. Only those members who reside within the boundaries of the office that the prospective candidate seeks may vote for the endorsement. There shall be a maximum of three ballots:
 - a. Ballot One: All prospective candidates for the office are placed on the ballot. If a prospective candidate gets 60% of the votes cast, the candidate is endorsed; if not, the convention moves to the second ballot.
 - b. Ballot Two: Only the top two vote getters from ballot one advance to ballot two. If one receives 60% of the votes cast, that candidate receives the endorsement; if not, the convention moves to the third ballot.
 - c. Ballot Three: The prospective candidates from ballot two advance to ballot three. If neither receives 60% of the votes cast, neither is endorsed, but both are "recommended".

ARTICLE VIII

BALLOT/STATE COMMITTEE VACANCIES

Section 8.1: Ballot Vacancies

1. If a vacancy occurs on the Republican ballot for a state legislative, county, or judicial (including magisterial district judge) office, the Chair shall call a meeting of the Executive Committee within three days after the deadline for the withdrawal of nominees, to vote for a replacement candidate. If the Executive Committee cannot fill the vacancy within three days after being convened for that purpose, the Officers shall promptly meet to select a replacement candidate.
2. If the Republican ballot vacancy involves a multi-county district office (i.e.: Congress, State Legislator, Delegate or Alternate Delegate), then the vacancy shall be filled by a convention of delegates from the impacted counties as prescribed by the Bylaws of the Republican State Committee of Pennsylvania.
3. If the Republican ballot vacancy is for a local municipal (i.e.: township, borough or school di-

rector) office, then the Committee Members of the applicable region residing in the office boundaries pertaining to the vacancy, along with the officers of the region, shall, at a meeting called and presided over by the regional chair within three days after the deadline for withdrawal of nominees, choose a candidate and report the same to the Chairman of the Organization. If this meeting fails to produce a nominee within three days after being convened for that purpose, then the Officers of the County Committee and the Chair of the Region shall promptly meet to select a replacement candidate.

4. If the vacancy on the ballot is for a local municipal office involving more than one Region, then both Regions must agree on the choice, at a meeting called as specified above and presided over by the Regional Chair with the greatest number of committee people effected. If they are unable to agree to a candidate within three days of being convened for that purpose, then the Officers of the County Committee and the Chairs of the Regions impacted shall promptly meet to select a replacement candidate.

5. When the ballot vacancy occurs in the City of Reading for a mayoral, city council, or school director candidate, then the Reading Republican City Committee shall, at a meeting called and presided over by the Chair of the Reading Republican City Committee within three days after the deadline for withdrawal of nominees, choose a candidate and report the same to the Chairman of the Organization. If the City Committee is unable to fill the vacancy within three days of being convened for that purpose, then the Officers of the County Committee and the Chair of the Reading Republican City Committee shall promptly meet to select a replacement candidate.

6. The Chairman of the Organization shall be an *ex officio* member of any body convened for the purpose of filling a ballot vacancy when the vacancy is to be filled by a Region or the Reading Republican City Committee, and shall preside at any meeting convened for the purpose of filling a vacancy whenever a replacement candidate is to be chosen by the Officers of the County Committee and other officials as enumerated above.

Section 8.2: State Committee Vacancies

The Chair shall fill any vacancy in the office of State Committee Member from Berks County by appointing a Republican elector who meets the requirements for election to that office, that appointee to complete the term.

ARTICLE IX

MISCELLANEOUS

Section 9.1: Adoption

These rules shall be adopted by a majority vote of a quorum of Members of the Committee. These rules shall be effective immediately upon their adoption.

Section 9.2: Amendment

1. Any proposed Amendment shall be submitted in writing to the Executive Committee for review. The proposed Amendment, along with Executive Committee comment, will then be sent via electronic email or regular mail if no email is available to all Committee People at least ten (10) days prior to the next scheduled Committee Meeting.

2. These By-laws may be amended by a two-thirds (2/3) vote of the General Membership present in person or by proxy at a meeting of the Organization.

Adopted by a vote of the General Membership at a meeting held on October 23, 1993. Amended by a vote of the General Membership at a meeting held on June 18, 1994. Amended by a vote of the General Membership at a meeting held on February 9, 1995. Amended by a vote of the General Membership at a meeting held on February 17, 1996. Amended by a vote of the General Membership at a meeting held on February 26, 1997. Amended by a vote of the General Membership held on March 16, 2002. Amended by a vote of the General Membership held on August 31, 2005. Amended by a vote of the General Membership held on August 17, 2013. Amended by a vote of the General Membership at a meeting held on February 23, 2019