

**CONSTITUTION AND BY-LAWS  
OF  
WARREN COUNTY REPUBLICAN COMMITTEE**

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In accordance with and as provided by N.J.S.A. 19:5-1 et. seq., the following shall be the CONSTITUTION and BY-LAWS of the Warren County Republican Committee.

**ARTICLE I - NAME**

The name of this organization shall be the Warren County Republican Committee, Inc.

**ARTICLE II - OBJECT**

The object of the Warren County Republican Committee shall be to promote the principles, establish the policy, direct the affairs and further the goals of the Republican Party and to strive for efficient and responsible government in Warren County, the State of New Jersey and the United States of America.

**ARTICLE III - MEMBERSHIP**

- A. Except as otherwise provided in Article VII on Vacancies, the Warren County Republican Committee shall be composed of one male and one female registered Republican from each voting district in the County who shall have been duly elected at the primary for the general election or subsequently appointed and elected at the reorganization of the Municipal Committee at a duly authorized meeting as required by N.J.S.A. 19:5-2 before the Reorganization meeting of the County Committee.
- B. Except as otherwise provided in Article VII on Vacancies, all members of the Warren County Republican Committee shall reside in the district from which they are elected.
- C. The term of all members elected in the Primary Election shall be for two years. The term of all members appointed and elected by the Municipal Committee shall be for the remainder of the unexpired two year term in accordance with N.J.S.A. 19:5-3.
- D. Each member of the Warren County Republican Committee shall promote the principles, policies, goals and objectives of the Warren County Republican Committee.

**ARTICLE IV - OFFICERS**

- A. The members of the Warren County Republican Committee shall elect as their officers a CHAIRPERSON, a VICE-PRESIDENT of the opposite sex, a SECRETARY and a TREASURER each of whom, with the exception of the Chairman, shall be a member of the Warren County Republican Committee as set forth in Article III.
- B. All officers shall be elected for a period of two years at the Warren County Republican Committee reorganization meeting.

#### **ARTICLE V - DUTIES OF OFFICERS**

- A. The Chairman shall preside at all meetings of the Warren County Republican Committee and of the Executive Committee and shall report on the proceedings of the Executive Committee at each meeting of the Warren County Republican Committee. The Chairman shall appoint such committees as he or she may from time to time deem necessary.
- B. In addition to the rights and duties conferred or imposed by law, the Chairman shall exercise and discharge those conferred by this Constitution and By-Laws and by resolutions adopted in conformity therewith.
- C. In the absence or during the inability of the Chairman to serve, the Vice-Chairman shall reside at all meetings of the Warren County Republican Committee and shall exercise all the powers and duties of the Chairman.
- D. The Secretary shall perform such duties as usually pertaining to the office and as may be assigned by the Warren County Republican Committee or such additional duties assigned by the Chairman or by the Executive Committee.
- E. The Treasurer shall possess all powers and discharge all duties conferred or imposed by law, this Constitution and By-Laws, and the resolutions of the Warren County Republican Committee and as outlined in Article IX.
- F. The Chairman shall appoint a Sergeant-at-Arms to preserve order at all meetings of the County Committee and who shall follow any instructions from the Chair.
- G. The Chairman and Vice-Chairman shall be *ex-officio* voting members of all committees established by this Constitution and By-Laws and all other committees that may be established by the Warren County Republican Committee.

#### **ARTICLE VI - CHAIR EMERITI**

All Past County Chairpersons shall, by virtue of their service, be recognized as Chairpersons Emeriti. They must remain registered Republicans, but not a member of the County Committee. Such designation may be removed or rescinded by 2/3 vote of a quorum the County Committee in attendance at any meeting for actions of the Chairperson Emeriti in violation of these By-Laws or in the spirit of this County Committee.

## ARTICLE VII - VACANCIES

All vacancies caused by the death or resignation of a member, failure to elect or otherwise, shall be filled for the unexpired term and in the following manner:

A. County Committeemen and Committeewomen

Any vacancy in the office of a member of the Warren County Republican Committee shall be filled for the unexpired term by a majority vote of a quorum convened at a duly noticed meeting of the Municipal Committee of the municipality wherein the vacancy occurs, officially called or convened by the municipal chair or his or her designee, which meeting shall occur within thirty (30) days of the vacancy or, for failure of the municipal committee to so convene or nominate, on recommendation of the Vacancies Committee and on majority vote of a quorum of the Warren County Republican Committee at a regular meeting of the County Committee called by the County Chairman or his or her designee, in accordance with this Constitution and By-Laws. Any individual elected to fill a vacancy under this section must be a registered Republican, and may be elected regardless of gender and district or ward of residence provided only that he or she shall reside in the municipality from which he or she is elected.

B. County Committee Officers

A vacancy existing in the office of the Chairman, Vice-Chairman, Secretary or Treasurer shall be filled by a vote of the Warren County Republican Committee at a meeting held within 20 days of occurrence of the vacancy. In the event of a vacancy in the office of the Chairman and during the limiting 20 day period, the Vice-Chairman shall be Chairman. In the event of vacancies in the offices of Chairman and Vice-Chairman, the Secretary shall serve as Chairman. The Treasurer shall be next in line of succession.

C. State Committeemen and Committeewoman

In the event of vacancy, these offices shall be filled for the unexpired term by a vote of the Warren County Republican Committee at a meeting held within 20 days of the occurrence of the vacancies.

**ARTICLE VIII - MEETINGS, QUORUM, ORDER OF BUSINESS AND VOTING**

A. Meetings

The Warren County Republican Committee shall meet on the second Tuesday evening following the election of its members and at such other times and places during the year at the call of the Chairman on at least five days written notice to each member. There shall be a minimum of four County Committee Meetings during the year. By resolution, the County Committee may direct the time and place of additional meetings. In addition, 15% of the members concurring may call a meeting by petition.

B. Quorum

No meeting of the Warren County Republican Committee or the Executive Committee shall be called to order unless:

1. Written notice of the meeting is mailed or delivered to all members of the body eligible to attend at least 5 days prior to such meeting, and
2. There is in attendance at any such meeting at least 25% of the persons eligible to attend, which number shall constitute a quorum.

C. Order of Business

The Order of Business shall be as follows:

1. Call to Order and Flag Salute
2. Roll Call
3. Reading and Approval of the Minutes
4. Report of the Treasurer
5. Correspondence
6. Report of the Chair
7. Committee Reports
8. Unfinished Business
9. New Business
10. Comments and Announcements
11. Adjournment

D. Voting

1. Only those members present at a duly constituted meeting shall be entitled to vote on any question, motion, or resolution, except a

resolution to amend or repeal this Constitution and By-Laws In accordance with Article XIV.

2. All voting for the election of officers or for the filling of vacancies shall be by secret, written ballot. In the event there is but one candidate for any office or vacancy, voting may be by voice vote.

## ARTICLE IX - EXECUTIVE COMMITTEE

### A. Purpose

The Executive Committee shall be responsible for the execution of the policy of the Warren County Republican Committee, in the management and political organization of the Republican Party and shall guide and coordinate political activities and campaigns throughout the County.

### B. Membership

The Executive Committee shall consist of the following:

1. The elected Republican, federal, state, and county public officials who are legal voters in the County of Warren;
2. The elected Republican State Committeeman and Committeewoman;
3. Not fewer than four members of the County Committee from districts of the Chairman's choosing;
4. Chairpersons Emeriti and elected Republican officials representing Warren County Legislative Districts, all of whom shall have the right of discussion, but not voting privileges.
5. All duly elected Municipal Chairpersons shall have the right of discussion, but no voting rights.

## ARTICLE X - FINANCES

### A. Warren County Republican Committee Finance Committee

1. The Treasurer and such persons appointed by the Chairman shall formulate and prepare a yearly budget of the Warren County Republican Committee. The budget shall be presented to the Executive Committee no later than September 1<sup>st</sup> of each year and

presented for ratification at the next meeting of the County Committee.

2. The Treasurer shall accept all receipts and make all disbursements in the account of the Warren County Republican Committee. All disbursements shall be subject to the approval of the Chairman.
3. The Treasurer shall render an account to the Executive Committee of all monies received and all monies paid and shall, at the same time, report all accounts receivable and all accounts payable at each meeting of the Executive Committee.
4. All monies received by the Treasurer shall be deposited by him in a bank designated by the County Chairman and subject to change by resolution of the Executive Committee.
5. The Treasurer shall prepare all reports to the New Jersey Election Law Enforcement Commission as required by law. The final such report shall be included in the minutes of the County Committee following its filing.
6. The Executive Committee shall annually appoint an independent auditor who shall audit the account of the Warren County Republican Committee and shall submit a report and recommendations at the meeting of the Warren County Republican Committee following the Annual Primary Election. The funds necessary for the audit should be included in the yearly budget.

B. Warren County Republican Campaign Finance Committee

1. The Chairman may appoint a Warren County Republican Campaign Finance Committee which shall act at the direction of the Executive Committee to raise campaign contributions and pay all expenses relating to a general election campaign.
2. The Chairman shall appoint a Finance Chairman and a Treasurer of the Campaign Finance Committee.
3. All receipts and disbursements of the Warren County Republican Finance Committee shall be recorded in a separate checking account. All checks shall be signed by the Chairman and Treasurer of that committee.
4. The Treasurer of the Campaign Finance Committee shall prepare all reports to the New Jersey Election Law Enforcement Commission required for campaign receipts and disbursements as

required by law. The final such report shall be included in the minutes of the meeting of the County Committee following its filing.

C. Audit

The Executive Committee shall annually appoint an independent auditor who shall audit the accounts of the Warren County Republican Committee and the Warren County Republican Finance Committee and shall submit a report for presentation and recommendations at the meeting of the Warren County Republican Committee following the annual primary election. The funds necessary for the audit shall be included in the yearly budget.

**ARTICLE XI - COMMITTEES**

A. Rules Committee

The Chairman shall appoint a Rules Committee consisting of a Parliamentarian and four other members of the County Committee. The Rules Committee shall make recommendations to the Chairman pertaining to these By-Laws and any other procedures of the County Committee.

B. Public Relations Policy Committee

The Chairman shall appoint a Public Relations Policy Committee consisting of at least five members of the County Committee, each from a different municipality. The said Committee shall make recommendations to the Chairman regarding the public image of the Republican Party in Warren County.

C. Campaign Committee

1. Chairman shall appoint a Campaign Committee consisting of six (6) members of the County Committee. The Committee shall oversee County candidate campaigns and local campaigns as requested.

2. All monies raised shall be immediately transferred to the County Committee Treasurer

D. Ways and Means Committee

1. Chairman shall appoint a Ways and Means Committee consisting of six (6) members of the County Committee.

2. All monies raised shall be immediately transferred to the County Committee Treasurer.

E. Vacancies Committee

In order that the Warren County Republican Committee may, at all times, maintain full and active membership and so as to ensure the Committee's viability and County-wide influence, the Chairman shall appoint a Vacancies Committee consisting of six (6) members of the County Committee from no fewer than four (4) municipalities.

**ARTICLE XII – RECOMMENDATIONS**

A. Election Board

On or before March 1<sup>st</sup> of each year, the County Committee members of each district shall recommend in writing to the Chairman the names of persons whom they wish to have serve on the Election Boards in their districts. These names shall be forwarded to the County Election Board by the Chairman. In the event a vacancy occurs in any District Election Board, it shall be the duty of the Chairman, with the advice and consent of the Committee Members of the affected districts, to make recommendations to the Republican members of the County Board of Elections. In the event no recommendations are made, or in the event a vacancy arises when sufficient time does not permit such action, the Chairman shall make such recommendations as he deems in the best interest of the Republican Party.

B. Appointments

Whenever by custom or law the Chairman enjoys the power to recommend any candidate to a county, state, or federal post, petition, office or other benefit, he shall seek the opinion of the Municipal Chairman of the municipality in which the candidate(s) resides and shall submit the name of the candidate(s) to the Executive Committee for consideration with a report of the opinion obtained. The Executive Committee shall act upon appointments in closed session and by secret ballot. The results of such action shall not be discussed with others outside the Committee except a disclosure of "Approved", "Disapproved", or "No Action".

**ARTICLE XIII – NON-MEMBERS**

All elected Republican county, state, and federal officials representing any portion of Warren County, and all Republican candidates nominated at the primary election for any county, state, or federal office to represent any portion of Warren County, shall be



entitled to attend meetings of the Warren County Republican Committee and shall be given notice thereof by the Secretary, but shall have no voting rights.

#### **ARTICLE XIV – COMMUNICATIONS**

All approved minutes of the Executive Committee meetings and Warren County Republican Committee meetings shall be mailed to all Municipal Chairman. Media personnel, audio and/or video recording of the proceedings of the meetings are prohibited unless authorized by vote of the County Committee.

#### **ARTICLE XV – AMENDMENTS**

This Constitution and By-Laws shall be adopted, amended, or repealed by only two-thirds vote of all members of the Warren County Republican Committee present at any regular or special meetings, provided due notice thereof shall have been mailed by the Secretary to each member, setting forth completely the text to be offered for adoption, amendment or appeal, and a statement of the essence or significance of the proposal.

#### **ARTICLE XVI – SEVERABILITY**

In the event any provision of this Constitution and By-Laws is held to be unenforceable by any State or Federal court, the remaining provisions of this Constitution and By-Laws shall survive and remain in full force and effect. All By-Laws in force are hereby repealed and the revision shall go into effect immediately upon adoption by vote of the County Committee.

#### **ARTICLE XVII – PARLIAMENTARY AUTHORITY**

The current edition of Robert's Rules of Order Newly Revised shall be the parliamentary authority for the Warren County Republican Committee in all matters not covered by law or the provisions of this Constitution and By-Laws.