

Eaton County Executive Committee By-Laws  
Proposed January 6, 2009  
Adopted March 4, 2009

**Article I. Name**

Section 1. The Republican Party of Eaton County, Michigan shall be identified as the Eaton County Republican Party herein "the Party" and shall be governed by an executive committee identified as the Eaton County Executive Committee herein "Executive Committee".

**Article II. Membership and Vacancies**

Section 1. Those persons who shall have been nominated at the preceding fall primary election for county and state legislative offices in the fall election of even numbered years shall be known as Statutory Members of the Executive Committee.

Section 2. A number of persons, equal to the number of candidates of the Party for election to county and state legislative office in Eaton County shall be selected by the precinct delegates to the Fall County Convention of the Party taking place in even-numbered years, in a manner to be determined by the delegates to the Fall County Convention. These persons shall be known as Elected Members of the Executive Committee. The delegates to the Fall County Convention shall convene at the call of the Party Chairperson within thirty (30) days following the November election for the purpose of selecting the Elected Members of the Executive Committee.

Section 3. Elected Members shall be qualified voters residing in Eaton County.

Section 4. The term office of the Executive Committee commences at the adjournment of the Fall County Convention and terminates at the adjournment of the next Fall County Convention, with the exception of Statutory Members. When a new nomination is made for an elected office, the new nominee shall serve as a Statutory Member of the Executive Committee and shall replace the former nominee.

Section 5. If a vacancy occurs among the elected members of the Executive Committee, the remaining elected members shall elect a qualified person to fill the vacancy. Such election shall take place at the first meeting of the Executive Committee for which prior notice, as provided for in these by-laws can be given. If a vacancy occurs among the statutory members, the vacancy shall not be filled.

**Article III. Officers**

Section 1. The Executive Committee shall elect a Chair, a Vice-Chair, a Secretary, and a Treasurer.

Section 2. The officers of the Executive Committee shall be voters and residents of Eaton County. The officers need not be members of the Executive Committee prior to their election as officers.

#### **Article IV. Removal**

Section 1. An officer or elected member of the Executive Committee is subject to removal from the Executive Committee by a two-thirds majority vote of the Executive Committee, provided that prior notice of the impending vote, as provided for in these by-laws, has been given and that the officer or member in question has been given prior notice of the impending vote by return receipt.

Section 2. Reasons for removal include, but are not limited to, failure to observe these bylaws, or the by-laws, rules, and statutes to which the Executive Committee is also subject; failure to fulfill the duties and responsibilities delegated by these by-laws and statutes to which the Executive Committee is also subject; absence without excuse from more than three meetings during a one-year period; conviction of a felony; or change of residence, in the case of elected members, to another county, and in the case of statutory members, to another area whose state representative districts do not include any part of Eaton County.

Section 3. The removal of a member or officer from the Executive Committee shall create a vacancy, which vacancy shall be filled or left vacant in accordance with these by-laws.

#### **Article V. Responsibilities of Officers**

Section 1. The Chair shall preside at all meetings of the Executive Committee, shall sign all contracts, agreements, and documents, and submit reports to the Executive Committee.

Section 2. The Vice Chair shall have like power as the Chair in the absence of the Chair.

Section 3. Secretary

a) The Secretary shall preside over any meeting where the Chair and the Vice Chair are not in attendance.

b) The Secretary of the Executive Committee shall take and preserve accurate minutes of the meetings of the Executive Committee, and shall send a copy to each member of the Executive Committee as soon as possible.

c) The Secretary shall maintain a current roster of the Executive Committee's officers, elected and statutory members, and the membership of the standing committees, including their addresses, telephone numbers, and email, and shall supply a copy to any officer or member upon request.

Section 4. Treasurer

a) The Treasurer shall have custody of all funds of the Executive Committee, which funds shall not be drawn upon without the approval of the Executive Committee.

b) The Treasurer shall be responsible for preparing and filing all legally required state and federal campaign finance reports.

c) The Treasurer shall be a member of the Eaton County Republican Finance Committee.

## Article VI. Standing Committees

Section 1. At the first meeting of the Executive Committee in each odd numbered year, the Chair shall evenly divide the members elected to the Executive Committee to the four Standing Committees, subject to the approval of the Executive Committee.

Section 2. The Chair may also appoint additional non-voting members to the standing committees with approval from the Executive Committee.

Section 3. After initial Standing Committee appointments, each Standing Committee will meet one hour before the next scheduled Executive Committee meeting where each Standing Committee will elect one of their members as Chair of the Standing Committee. Future standing committee meetings shall meet at the call of the standing committee chair prior to each meeting of the Executive Committee.

Section 4. There shall be the following standing committees with the following responsibilities:

a) The Finance Committee shall be responsible for developing and implementing fundraising programs and events for the party. They shall develop and implement programs for maintaining and increasing the number of donors to the party. They may also perform such other related duties as the Executive Committee or the Chair may determine.

b) The Communications Committee shall be responsible for preparation and details, both legal and administrative, related to county conventions. They shall also be responsible to supervise and direct all activities necessary to deliver the Republican message, including activities relating to media, letters to the editor, local cable access, Internet, assisting candidates with editorial boards, endorsements, and arranging for speakers to spread the Republican message. They may also perform such other related duties as the Executive Committee or the Chair may determine.

c) The Candidate Assistance Committee shall recruit and train qualified candidates to run for public office on the Republican ticket and shall develop programs to secure the election of those candidates. They will also make recommendations to the Executive Committee regarding support of Republican candidates. They may also perform such other related duties as the Executive Committee or the Chair may determine.

d) The Get-Out-The-Vote Committee shall supervise and direct all activities relating to precinct delegate recruitment, voter registration, volunteers, and get-out-the-vote efforts. They may also perform such other related duties as the Executive Committee or the Chair may determine.

Section 5. Other temporary committees may be created with powers and duties not inconsistent with these by-laws with approval of the Executive Committee. The Executive Committee may appoint as many voting and/or non-voting members as necessary. Temporary committees must issue a report to the Executive Committee within six months and seek renewal from the Executive Committee every six months.

## **Article VII. Meetings**

Section 1. The Executive Committee shall hold regular meetings at least six times each year or more frequently as required to carry out the duties and responsibilities of the Executive Committee. The Chair shall determine the time and place of all meetings.

Section 2. The Chair may call special meetings of the Executive Committee and must call special meetings when requested by two of the voting officers or when requested in writing by one-third of the voting members of the Executive Committee.

Section 3. Not less than Five days prior to each regular and special meeting of the Executive Committee the Secretary shall forward to each member of the Executive Committee notice of the time and place of the meeting.

Section 4. A quorum for all meetings of the Executive Committee shall be one-third of the voting membership of the Executive Committee represented in person.

Section 5. Members shall have one vote and must be present in order to exercise that vote.

Section 6. Robert's Rules of Order, Revised, shall govern the conduct of all meetings of the Executive Committee and its standing committees except as otherwise provided for in the by-laws or the law.

## **Article VIII. By-laws**

Section 1. These by-laws may be amended only by a vote of two-thirds of the Executive Committee.

Section 2. The Secretary shall deliver a current copy of these by-laws to all new members of the Executive Committee following the selection of such members and to all members of the Executive Committee and to the Chair of the Republican State Committee following adoption or amendment of these by-laws.