

By Laws Of The
Houston County Republican Executive Committee
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ARTICLE I, NAME

The name of the organization governing the Republican Party in Houston County shall be the Houston County Republican Executive Committee, hereinafter called "Committee".

ARTICLE II, OBJECTS AND PURPOSES

1. The object of the Committee shall be to build and promote the Republican Party in Houston County, Alabama.
2. The Committee shall perform the duties imposed by law and party custom upon, and shall exercise the rights granted by law and party custom to, county executive committees of political parties. The Committee shall direct, manage, and supervise the affairs and business of the Republican Party in Houston County, Alabama; determine party policies; issue calls and prescribe rules for conventions and primaries for the election of party officers and the nomination of candidates for public office; settle party controversies; give direction and assistance to all Republican organizations in Houston County, Alabama, which are affiliated with the Republican Party in the State of Alabama; further such principles as from time to time may be adopted by the Party; and otherwise enjoy all privileges and perform all duties and responsibilities granted or imposed by applicable laws or by the rules of the Republican National Committee.
3. Without limiting the foregoing, the Committee shall also have the following specific purposes and duties:
 - A. To build and maintain an effective and permanent Republican organization within the county;
 - B. To aid, support and finance Republican activities;
 - C. To support and assist in campaigns for the Party's nominees (local, state and national) for public office after they have been duly selected to be the Party's candidate in a primary election.
 - D. To recruit candidates to run for local, state and national office on the Republican ticket. The Committee is charged with the duty to encourage and support well qualified and acceptable Republicans seeking public office.
 - E. To provide leadership for and direction to all activities of any recognized Republican organization or group within Houston County, Alabama.
 - F. To formulate and promulgate the ideals, aims and goals of the Republican Party.
 - G. To further and aid the cause of good government in whatever manner shall be determined advisable.

ARTICLE III, MEMBERS OF THE COMMITTEE

The Committee shall be composed of the following members (“Members”):

- A. There shall be no more than seventy-five (75) Members elected by combinations of county districts and at-large. Members shall be elected in the Republican primary election in the same year that the Republican Party conducts a primary election for the purpose of determining its candidate to run for Governor.
- B. The combinations of Districts are as follows:
 - a. Houston County Commission District 1
 - b. Houston County Commission District 2
 - c. Houston County Commission District 3
 - d. Houston County Commission District 4
- C. Members shall occupy seats on the Committee. There shall be thirty-five (35) at-large seats and forty (40) designated seats that shall represent the Combinations of Districts. Said designated seats shall be allocated proportionately among the Combinations of Districts based upon each Combination of Districts’ percentage of the total Republican vote for President during the most recent Presidential election. The number of provisional Republican votes and the absentee box Republican votes shall not be considered in these calculations. All provisional Republican votes and absentee box Republican votes shall be subtracted from the total Republican votes cast in the county to determine the number of Republican votes from all of the other voting places. Each Combination of Districts’ percentage of the total Republican vote in the county shall be determined by dividing the total number of Republican votes for President in each Combination of Districts by the total number of Republican votes for President in the county, multiplying the resulting percentage by forty (40), and rounding to the nearest whole number. The result is the total number of seats allocated to that Combination of Districts. Designated seats within any Combination of Districts shall only be filled by Members that reside within that Combination of Districts.
- D. All at-large seats for the Committee shall be determined according to the primary election stated in Art. III, Sec. A. Members selected for at-large seats may be from any Combination of Districts in the county.
- E. Membership of the Committee may be changed by amendment of these Bylaws, as provided in Article IX. But, no vacancy created by such amendment shall be filled for at least seven (7) days after the vacancy is created.
- F. In the event that the Alabama Republican Executive Committee elects not to be governed by the primary election laws of the State of Alabama as set forth in Title 17, Chapter 16, Sections 1-89, then:
 - 1. Committee Members shall be elected in a county primary or by such means as prescribed by the Alabama Republican Party Executive Committee;
 - 2. Prior to the election event and at the earliest possible time after the election process is announced by the Alabama Republican Party Executive Committee, the County

Chairman shall draft a plan for said election and present it to the Committee for comment and clarification. However, no vote shall be required to implement said plan.

- G. In the event that not all seventy-five (75) seats are filled during the pertinent primary election cycle, the available seats left vacant may be filled in the manner described below in Subsection I of this same Article.
- H. To be eligible for selection or election to the Committee, a person must: 1) be a resident of Houston County, 2) be registered to vote in Houston County, 3) be a Republican, 4) be in accord with the principles of the Republican Party, and 5) pay a qualifying fee.
- I. Vacancies in the membership, whether because a seat was not filled during the pertinent primary election or because of death, resignation or removal of a Member of the Committee may be filled by proposal of the Chairman or a member of the Committee during new business at any regular meeting ("Prospective Member") providing the following conditions are met:
 - 1. After a guest has attended their first meeting and shows a desire to become a Member of the Houston County Republican Executive Committee.
 - 2. They must fill out an application and their information must be verified by the HCREC Secretary.
 - 3. After their information has been verified and approved by the HCREC Secretary, then the prospective member must attend one more, consecutive, meeting.
 - 4. Then the prospective member will be voted on in the third meeting, if there is a quorum.
 - 5. They must be approved by a two-thirds vote of a quorum to become a member. If there is no quorum, then, they will be voted on in the next meeting when there is a quorum.
- J. In addition to the Members described above, a maximum of 20 of the following (in the order listed) may be ex-officio non-voting Members:
 - 1. The President of each Federated Republican Women's Club;
 - 2. All county-wide elected positions, including circuit and district judges, that are elected in a partisan race as a Republican in order of seniority;
 - 3. All state officials elected in a partisan race as a Republican in order of seniority;
 - 4. All county commission positions elected according to districts elected in a partisan race as a Republican in order of seniority; and
 - 5. All other city or county officials elected in a partisan race as a Republican in order of seniority.
- K. The Members of the Committee so selected or elected shall serve a term of four (4) years give or take the number of days difference resulting from fluctuation in election day dates. The term of office for Members of the Committee shall begin at 12:01 AM on the day following the General Election in which the Alabama Gubernatorial race is run.

ARTICLE IV, OFFICERS

1. The Committee shall elect for two (2) year terms of office and until their successors are elected and installed; a Chairman, a Vice Chairman, a Secretary, a Treasurer, and an Assistant Treasurer. Said officers shall be selected from among the Members of the Committee.
 - A. The Chairman shall be the Chief Executive Officer of the Committee, and shall perform the duties imposed upon him or her by the laws of Alabama, by these bylaws, by the parliamentary authority adopted herein by the Committee itself and by the Steering Committee; serve on all Committees except the Nominating Committee and Membership Committee; organize the Committee based upon these bylaws; propose Members as provided herein; employ and discharge paid personnel; and be responsible for performance of other officers.
 - B. The Vice Chairman shall act and discharge all said duties of Article IV, Section 1(A) in the absence of the Chairman and shall be responsible to the Chairman for Committee activities.
 - C. The Secretary shall keep the minutes of the meeting; handle Party correspondence; assist the Chairman in notifying members of time and place of meetings and assist the Chairman in preparation of meeting agenda.
 - D. The Treasurer shall keep Party finances and maintain financial records; make financial reports at meetings, and to the Houston County Probate Judge and the Secretary of State as required by law; solicit periodic contributions from Committee members; and make disbursements of funds as follows: (1) Amounts of \$250.00 or less (total for any project) at direction of the Chairman, (2) Amounts greater than \$250.00 but not greater than \$500.00 (total for any project) at direction of Steering Committee. The Steering Committee may make disbursements of funds for special events, including holiday parties and special ceremonies, for a reasonable amount up to \$1,000.00. The Chairman shall present amounts greater than \$500.00 that are not related to a special event and all amounts greater than \$1,000.00 to the Executive Committee where a simple majority may approve such matters. The Treasurer shall accept and disburse designated contributions for any amount at the direction of the Steering Committee.
 - E. The Assistant Treasurer shall assist the Treasurer in the discharge of all duties, and assume the duties of Treasurer in the absence of the Treasurer.
2. The Committee may remove any of its officers by a majority vote of its full membership, with or without cause. Such removal shall have no affect on the officer's Committee membership. For purposes of this paragraph, full membership shall include all positions filled or due to be filled under Article III above, except the positions filled or due to be filled under Article III(J) above.
3. Officers of the Committee shall be elected from the membership of the Committee at the Committee's October meeting in even-numbered years according to the format established in Article VIII, Section 1. Elected officers will take office in January of the year following the election.

4. Any officer missing more than one regular meeting of the Committee without giving prior notification to an officer of the Committee during a two year term of office or missing more than one regular meeting of the Steering Committee without giving prior notification during any twelve (12) month period shall automatically stand removed from office without further action of the Committee. For the purposes of this paragraph, "officer" shall be defined as those members serving as officers under Article IV of these bylaws.

ARTICLE V, APPOINTED DIRECTORS

The Chairman may appoint the following Directors (from the membership), subject to ratification by a majority of the Committee:

1. **Director of Organization.** Set up and maintain the organization to (1) survey the electorate and maintain the records of the results; (2) foster registration of favorable voters; (3) turn out the favorable vote on election day; (4) protect the vote by surveillance at the polls; (5) assist the Director of Finance in fundraising activities; (6) under the direction of the Chairman or his designee, assist candidates and the Party in the distributing of campaign and other literature. In the absence of both the Chairman and the Vice Chairman, the Director of Organization shall discharge all the duties of the Chairman.
2. **Director of Finance.** Raise and collect money for the support of Committee activities and for the furthering of the Houston County Republican Party.
3. **Director of Research.** (1) Establish and maintain files on major issues facing local and State government; (2) establish and maintain files on voting records and/or policies of elected and state government officials; (3) analyze public sentiment and voting patterns on political issues; (4) monitor local, state and National partisan philosophies and positions on major political issues; and (5) determine and recommend the vote goals for each voting box.

ARTICLE VI, COMMITTEES

1. Steering Committee
 - A. The Steering Committee shall include the Chairman, Vice Chairman, Secretary, Treasurer and the Assistant Treasurer. The Steering Committee shall provide general supervision and management of the affairs of the Committee between its meetings; however, it shall be subject to the orders of the Committee and shall take no action in conflict with the actions of the Committee. Except as otherwise directed by the Committee, the Chairman may, with the advise and consent of the Steering Committee, appoint or employ persons to such positions and committees (such as but not limited to executive secretary, campaign coordinators, affiliated organization coordinator, legal counsel, candidate recruitment committee, finance committee, budget committee, policy and issues committee, publicity committee, social committee) as may be needed or desirable to carry out the purposes of this organization. Persons appointed to or employed for such positions or committees need not be members of this Committee, but all such persons shall hold such positions during the tenure of and at the pleasure of the office of the Chairman. The Chairman, subject to the approval of the Steering Committee, shall establish compensation made to any employees of the Committee.

- B. The Steering Committee shall meet at least quarterly at the call of the Chairman. All meetings must take place in Houston County, Alabama. A majority of the Steering Committee shall constitute a quorum, and Robert's Rules of Order, Newly Revised (11th ed.) shall govern all proceedings except where inconsistent with these by-laws, with directions from the Committee or with special rules of order adopted by the Steering Committee.

2. Other Committees

- A. A Tellers Committee composed of a Chairman and two (2) regular members of the Committee shall be appointed by the Committee Chair at least seven (7) days before a contested primary. The Tellers Committee will collect and count all ballots for the primary and run-off elections, as needed.
- B. A Membership Committee composed of a Chairman and four (4) additional members shall be appointed by the Chairman to serve for two (2) year term. The Membership Committee shall review all information necessary to determine that any prospective new member meets the requirements for membership stated in Art. III, H. The Membership Committee shall provide the Steering Committee with reports on the number of members, the members in each of the Combinations of Districts along with what member is assigned to each seat within each Combination of Districts, and the number of at-large seats occupied by members of the Committee along with what member is assigned to each seat filled within the at-large seats. The Membership Committee will assign all new members of the Committee to a position with one of the Combinations of Districts or the at-large seats available. The Membership Committee shall assure prospective new members meet the requirements of Art. III, I. if the prospective new member is nominated. The Membership Committee will identify underrepresented Combinations of Districts and lead recruitment efforts of qualified prospective new members.
- C. The Chairman, with the approval of the Committee, shall appoint other Committees or Subcommittees that may be deemed advisable during the normal course of Committee activities. All Committees shall report to the Chairman.
- D. Membership of all Committees shall be comprised of members currently serving on the Houston County Republican Executive Committee.

ARTICLE VII, DISCIPLINE OF MEMBERS

- 1. Members may be removed for malfeasance, misfeasance, or nonfeasance, or by support (other than his personal vote) of any candidate for public office opposing a Republican candidate for that office. A Member may be removed upon advice and consent of two-thirds of the Committee present at any regular or special meeting, after seven (7) days written notice by certified mail to such member and notice in the call to the membership of the Committee. Such action for removal must be initiated either by the Steering Committee or by written petition signed by not less than one-third (1/3) of the voting members of the Committee.
- 2. Members who remove their legal residence from Houston County shall automatically lose their membership on the Houston County Republican Executive Committee.

3. Any Member absent from three consecutive meetings of the Committee during a calendar year shall be removed from Committee membership unless the Steering Committee votes in finding good cause for the Member to remain a part of the Committee.
4. Members shall be required to pay dues on January 1st of each year. If any Member has not paid his or her required dues by March 1st, written notice shall be provided to the Member. Any Member who has not paid his or her dues by March 31st shall lose his or her membership on the Committee.
5. The disciplinary procedures of Robert's Rules of Order, Newly Revised (11th ed.) are adopted by this Committee for all discipline proceedings not stated in this Article.

ARTICLE VIII, MEETINGS

1. Pursuant to Article IV, 3., all elected officers will take office at the January meeting following elections of officers.
2. The Committee shall hold a Regular Meeting at least once a quarter at a time and place designated by the Chairman.
3. A special meeting may be called by the Chairman at any time or must be called and held by the Chairman within seven (7) days receipt of written petition by one-half (1/2) of the voting members of the Committee, written notice having been properly given to all members.
4. Quorum requirement for the Committee is as follows: A simple majority of all voting members of the Committee.
5. The Secretary may call the roll at any time during a meeting that a quorum is believed to be present. Once a quorum is established, it shall endure until adjournment.
6. Roberts Rules of Order, Newly Revised (11th ed.) shall govern all proceedings of this Committee except where inconsistent with these Bylaws or with Special Rules of Order adopted by the Committee.
7. Proxy voting will not be recognized in any meeting of the Committee. On questions deemed by the Chairman as not of sufficient consequence to call a meeting of the Committee, yet on which the opinion, or vote, of the members may be desired, or required, a ballot by certified mail may be taken, and a majority of the voting membership of the Committee must reply within the time specified on the ballot to constitute a quorum. Such mail vote shall be as valid as if the meeting had been properly held and the issues voted upon at such meeting.
8. If a regular Member of the Committee should be elected or appointed to a position holding ex-officio status before his term is completed, he shall retain his seat and voting right. In no case, however, shall a Member of the Committee have more than one (1) vote.

ARTICLE IX, AMENDMENTS

These bylaws may be amended by a two-thirds vote of those present (provided a quorum is present)

and voting at any meeting of the Committee, provided the substance of the proposed change is given in the notice of the meeting or announced at the preceding meeting of the Committee. These bylaws may also be amended by a four-fifths vote of those present (provided a quorum is present) and voting at any meeting of the Committee without prior notice.

ARTICLE X, GENERAL PROVISIONS

1. Upon nomination to the Committee, a candidate for membership shall furnish the candidate's name, address, telephone number, and email address (if available) to the Membership Committee. Upon election to the Committee, each Member of the Committee shall furnish his or her name, address, telephone number, and email address (if available) to the Secretary, and shall be responsible for notifying the Secretary of subsequent changes.
2. Except as stated in Art. VII, Section 1., whenever these Bylaws provide for written notice to be given to any Member, it will be sufficient that the notices be mailed to the Member by electronic mail or postal delivery.
3. Whenever these Bylaws provide for oral notice to be given to any Member, it will be sufficient that the Chairman or Secretary notify said Member either in person or by telephone, and that a verified statement to that effect be signed by one of them.
4. Whenever these Bylaws provide for advanced written notice to be given to any Member the number of advance days will be counted beginning with the day immediately following the postmarked date on the notice as the first day, and the day of the event noted as the last day.