

B Y L A W S

Jefferson County Republican Executive Committee

*We are the Party of the Open Door.
With these rules we seek to transform the transcendent principle
into accepted practice.*

*As Republicans, we are and we
must be committed to encouraging the broadest possible
participation in the affairs of our Party.*

*We must and we do encourage every Republican to seek that level of
Party leadership for which his/her talents and energy recommends
him/her.*

*No false distinctions of age, race,
sex, or religion shall bar anyone from any Party
position.*

*Devotion to our Party's principles and loyalty
to its candidates are and should be the only
qualifications for holding any position in the Republican
Party . . . **the Party of the Open Door**. In accepting
membership on the **Jefferson County Republican
Executive Committee**, an individual assumes the
obligation to protect the organization, its ideals, and its
purposes.*

ARTICLE I -- NAME

The name of this permanent political body shall be the Jefferson County Republican Executive Committee, hereinafter known as JCREC.

ARTICLE II -- PURPOSE

The JCREC shall be the governing body and the central organization of the Republican Party in Jefferson County, and shall be charged with the administration of the affairs of the party in Jefferson County. The JCREC shall:

- Section 1. Approve, direct, prepare, and execute the activities of the Jefferson County Republican Party;
- Section 2. Educate the citizenry of Jefferson County regarding the Republican position on current issues;
- Section 3. Employ an Executive Director and Headquarters Staff, as necessary;
- Section 4. Supervise the Executive Director and Headquarters Staff to assure that *their* duties are properly performed;
- Section 5. Approve an annual budget; and
- Section 6. Approve annual goals and objectives submitted by the Steering Committee.

ARTICLE III -- MEMBERSHIP

- Section 1. **Qualifications.** To be eligible for membership on the JCREC, a person shall be a registered Republican in Jefferson County.
- Section 2. **Classification of Members.** Membership in the JCREC shall be based on the following classifications:
 - A. Legislative District Chairs. The number of legislative district chairs shall correspond to the State Legislative House Districts composed entirely or partially within Jefferson County. Henceforth legislative district chairs shall reside in the district they represent.
 - B. At-Large Members. Twenty-two (22) individuals shall be selected to serve as At-Large members.
 - C. At-Large Members By Virtue of Ex-Officio Status. Five (5) additional individuals shall serve as At-Large Members of the JCREC. These five (5) individuals shall include the following:
 - 1. The Republican Member of the Jefferson County Board of Elections;
 - 2. The Chair of the Third Congressional District;
 - 3. The Governor of the Kentucky Federation of Republican Women for the Third Congressional District; and
 - 4. The Chair of the Kentucky Federation of Young Republicans for the Third Congressional District; and
 - 5. The immediate past Chair of the JCREC.
 - 6. Membership in the JCREC for the above mentioned persons shall be concurrent with their term of office. In addition, these five (5) individuals shall not be included on the slate for the nominations and election of the JCREC.
 - 7. Should an individual serve the party in a multiple capacity as described in the sections above, no vacancy in the JCREC shall exist. Individuals in this circumstance shall have no more than one vote.
 - D. Honorary Members. Honorary Members shall have none of the obligations of membership to the JCREC, but shall be entitled to all of the privileges of membership, excepting those of making motions, voting, and holding office.

1. All Republican officials selected through partisan public election shall have Honorary membership in the JCREC.
2. Honorary Membership may be conferred upon the nomination of two members, and by a two-thirds vote by ballot, to any individual who is a registered Republican and has rendered notable service to the Republican Party.

E. Honorary JCREC Life Chair. The office of Honorary JCREC Life Chair shall be conferred upon each JCREC Chair at the end of his/her term of office as County Chair. An Honorary JCREC Life Chair shall have none of the obligations of membership on the JCREC, but shall be entitled to all of the privileges of membership except those of making motions, of voting, and of holding office.

Section 3. **Good Standing.** A member in good standing is one who complies with the provisions of these by-laws and other rules adopted by the JCREC.

Section 4. **Admission.** Membership on the JCREC shall be by nominations and election in a presidential election year. The procedures for such an election shall be prescribed in Article XI of these By-Laws.

Section 5. **Term.** The term of office of each member shall be four (4) years or until his successor is elected.

A. Administering Oath of Office.

(1). The duly elected persons shall be sworn into office at the regular monthly meeting in April of Presidential Election years following the County Convention.

B. Oath of Office. The retiring County Chair of the JCREC shall swear in the members of the new JCREC by administering the following oath of office to each. The current County Chair shall swear in additional members who are filling vacancies during a term.

"I am a believer in the principles of the National Republican Party. I am in favor of an active, aggressive campaign in every election, and will endorse and support, as long as I am a member of this committee, each and every candidate nominated by the Republican Party."

Section 6. **Resignation, Forfeiture, Reinstatement, and Removal.**

A. Resignation.

A member in good standing may resign by sending a letter of resignation to the Secretary.

B. Forfeiture/Reinstatement.

If a member is absent from three (3) consecutive meetings or four (4) meetings in a calendar year his/her term of office shall automatically terminate. The member may be reinstated provided the chairman receives from the member written reason for said absences prior to the next meeting and approved by a two-thirds vote of the committee present. If the member is not reinstated, then the chairman shall declare a vacancy.

C. Removal.

Members of the JCREC are expected to pay dues as provided in these Rules, and to attend meetings of the JCREC.

1. Any member may be removed for cause by a two-thirds majority vote at any regular or special meeting of the JCREC, after due notice and an opportunity to be heard has been given to the member.
2. Executive Committee seats shall be declared vacant automatically if their dues have not been received in full by the treasurer by the call to order of the general meeting in February or 60 days after their election to the Executive Committee to fill a vacancy.
3. The Executive Committee may declare vacant the seat of any JCREC member who works in the campaign and/or directly contributes to the opponent of a Republican nominee for local, statewide, or national office.

Section 7. **Filling Vacancies.** A vacancy shall be declared by the County Chair at the regular monthly meeting following any vacancy except where vacancies are automatic.

- A. Nominations to fill such vacancies of a legislative district chair shall be made in writing and received by the chairman or secretary prior to the next meeting. Said nominations shall then be referred to the local organizations committee for purposes of recommendation and election at the next general meeting. The nomination and election procedure shall be repeated until a vacancy is filled.
- B. Nominations to fill vacancies of an At-Large Committee member shall be made in writing and received by the Chairman or Secretary prior to the next meeting. Said nominations shall then be referred to the steering committee for purposes of recommendation and election at the next general meeting. The nomination and election procedure shall be repeated until a vacancy is filled.
- C. If there are more than two candidates and the vacancy remains unfilled after the first ballot, the two candidates receiving the largest number of votes in descending order shall remain on the ballot for the necessary repeated balloting.

Section 8. **Proxy Representation/Voting.** There shall be no proxy voting.

Section 9. **Duties of Members.** The members of the JCREC shall:

- A. Upon election to the JCREC, the member shall immediately give in writing his/her mailing address and telephone number to the Secretary of the Executive Committee. Any changes of mailing address or telephone number thereafter shall likewise immediately be given by the member to the Secretary.
- B. Attend all meetings of the JCREC and the committees to which appointment has been made;
- C. Serve on at least one standing committee;

- D. Shall contribute dues to the Jefferson County Republican Party;
- E. Solicit funds for the JCRP;
- F. Assume those duties on primary and general election day as may be assigned by the County Chair or the Executive Director; and
- G. Perform any and all duties imposed on them collectively or individually by law, by these By- Laws, or by the JCREC;

ARTICLE IV – MEETINGS

- Section 1. **Regular Meetings.** The JCREC shall meet no less than once a month, the date, time, and location of which shall be determined by the membership.
- Section 2. **Special Called Meetings.**
- A. The County Chair, or the Vice-Chair, when the County Chair is unable to serve, may call the JCREC into special session for the purposes of:
 - 1. Selecting candidates for special election,
 - 2. Employing or terminating employees,
 - 3. Preparing for visiting dignitaries or important projects, or
 - 4. Any other necessary emergency.
 - B. The JCREC may be called into special session upon the written request submitted to the Secretary by the State Chair, one-half of the Steering Committee, or one-fourth of the voting membership of the JCREC.
 - C. Except as provided otherwise, written notice must be sent to all members of the JCREC at least twenty-four (24) hours prior to the date set for the special meeting. The purpose of the meeting must be stated in the call.
- Section 3. **Quorum.** The quorum shall be majority of the voting members of the JCREC. Seats temporarily vacant shall not be counted toward full membership.

ARTICLE V -- FINANCIAL POLICIES

- Section 1. **Membership Dues.** All non-at-large members of the Executive Committee shall pay to the Party the sum of \$50.00 per year in dues. Such dues shall be payable prior to the start of the general meeting in February of each year and comply with Article III, Section 6 (C) (2).

The Annual Dues for Members at Large of the Executive Committee shall be \$200 annually, beginning in 2003 and shall be payable by February 1, each year. Members still delinquent after 2 months (April 1) shall be removed from the committee.

All members that are members due to their ex-officio status shall be treated as non-at Large members for the purposes of dues and will lose any voting privileges during any such period where said dues remain unpaid following the last due date.

- Section 2. **Budget.** A proposed budget shall be submitted by the Budget & Finance Committee at the regular meeting in January.

Section 3. **Disbursements.**

A. Disbursements of funds of JCREC shall be by check which shall bear two signatures: the signature of the Treasurer and of the County Chair, with the Vice-Chair as an alternate.

B. Expenditures and disbursements over one thousand dollars (\$1000) must have prior approval from the Budget & Finance Committee.

Section 4. **Contracts.** Contracts, working agreements, or statement of agreements with such agencies and organizations as from time to time may be deemed necessary or useful to carry out the functions and purposes of the JCREC shall be approved by the JCREC.

Section 5. **Audit.** An audited report of the financial records of the JCREC shall be presented by the Audit Committee at the regular meeting in January for approval.

Section 6. **Fiscal Year.** The fiscal year shall be February 1 through January 31.

Section 7. **Salaries.** The compensation for any JCREC staff shall be fixed by the steering committee subject to the approval of the JCREC.

ARTICLE VI – OFFICERS

Section 1. **Officers.**

- A. The elected officers shall be a County Chair, a County Vice-Chair, a Secretary, and a Treasurer.
- B. The appointed officers shall be a Sergeant At-Arms and a Historian, and Parliamentarian who shall be members of the JCREC.

Section 2. **Duties of Officers.** The officers shall perform the duties prescribed by the By-Laws, the adopted parliamentary authority, and such other duties as may be assigned by the JCREC.

A. The County Chair shall:

- 1. Be the official spokesman of the JCREC to the media and the public;
- 2. Preside at all meetings of the JCREC and the Steering Committee;
- 3. Appoint the Sergeant At-Arms, Historian and Parliamentarian.
- 4. Appoint members of the JCREC to no less than one (1) and no more than two (2) standing committees.
- 5. Appoint and serve as an ex-officio (non-voting) member to all standing and special committees, except the Nominating Committee.
- 6. Co-sign checks as provided for in these By-Laws;
- 7. Co-sign all contracts with the Secretary;
- 8. Preside at all conventions called by the JCREC until temporary organization has been put into effect;
- 9. Perform such other duties as usually pertain to the office and as may be assigned by these By-Laws and the JCREC;
- 10. Administer the oath of office to members of the JCREC;
- 11. At the regular meeting in November, in a Presidential election year, preside over the election of a temporary County Chair of the JCREC; and
- 12. Appoint an auditing committee consisting of three members at the regular meeting in December to audit the financial records at the close of the fiscal year.

- B. The County Vice-Chair shall:
1. Assist the County Chair in the performance of his/her duties;
 2. Serve as temporary County Chair, in the absence of the County Chair;
 3. Co-sign checks as provided for in these By-Laws; and
 4. Assume such duties that may be assigned by the County Chair, these By-Laws, or the Executive Committee.
 5. The County Vice-Chair must be of the opposite sex of the County Chair.
- C. The Secretary shall:
1. Record the minutes of the meetings and the names of those attending the JCREC meetings in a record book with numbered pages;
 2. Provide each member with copies of the minutes of the JCREC meetings;
 3. Keep a copy of the By-Laws, Special Rules of Order, and Standing Rules of the JCREC;
 4. Be custodian of all records except those assigned to others;
 5. Issue or have issued notices of meetings and conduct the general correspondence of the JCREC;
 6. Co-sign all contracts with the County Chair.
- D. The Treasurer shall:
1. Be custodian of all funds of the JCREC;
 2. Keep an accurate account of all monies received and disbursed;
 3. Make a financial report at all regular meetings of the JCREC and at such other times as may be requested by the JCREC or the County Chair;
 4. Inform all Executive Committee members of their dues requirement in a timely manner;
 5. Maintain a current confidential list of all members contributing to the JCRP;
 6. Submit an audited annual report at the regular meeting in February.
 7. Co-sign checks as provided in these By-Laws;
 8. Execute such bond as the JCREC shall determine;
 9. Prepare and file all financial reports as required by federal, state, and local election regulations.
- E. The Sergeant At-Arms shall preserve order and admit to the meetings only members of the JCREC and other persons as the County Chair or the JCREC may authorize.
- F. The Historian shall prepare a narrative account of the JCREC during his/her term of office, which, when approved by the JCREC at the regular meeting in March shall become the official history of the JCREC.

Section 3.0 **Removal.** Pursuant to the Rules of the Republican Party of Kentucky (RRPK), mid-term removal of officers shall be dictated by RRPK Rule 2.04.

ARTICLE VII -- NOMINATIONS, ELECTIONS, VACANCIES

Section 1. **Nominating Committee.** A Nominating Committee of five members and two alternates shall be elected by ballot at the regular meeting in April of Presidential election years. Nominations for the committee shall be from the floor. A plurality vote shall elect. The five candidates receiving the largest number of votes in descending order shall serve as the

members of the committee and two candidates receiving the next largest number of votes in descending order shall be the alternates. The member receiving the largest number of votes shall be the chairman. In the event of a tie vote, lots shall be drawn to determine who shall serve as chairman. No member may serve two consecutive terms on the committee.

- A. Duties of the Nominating Committee. The nominating committee shall submit at least one name for each office to be filled. No name shall be placed in nomination without consent of the nominee.
- B. Report of the Nominating Committee. The report of the Nominating Committee shall be printed in the Call to the May meeting. Following reading of the report to the JCREC, additional nominations may be made from the floor provided the consent of such nominees has been obtained.

Section 2. **Elections.**

- A. Officers shall be elected by ballot at the regular meeting in May in non-Presidential election years. A majority vote shall elect. If there is only one nominee for each office the election may be by *viva voce*.
- B. Officers shall assume office at the close of the meeting at which they are elected.
- C. Officers shall serve for a term of four years or until their successors are elected.

Section 3. **Vacancies.** A vacancy of any officer shall be filled by a ballot vote at the next regular meeting following the declaration of a vacancy, except in filling a vacancy in the office of County Chair; the County Vice-Chair may call a special meeting for the election of a County Chair. At least ten (10) days prior written notice shall be given of a meeting to fill any vacancy.

ARTICLE VIII -- STEERING COMMITTEE

Section 1. The Steering Committee shall be composed of the County Chair, the County Vice-Chair, the Secretary, Treasurer, and the appointed Chairs of the Standing Committees.

Section 2. The Steering Committee shall be empowered to:

- A. Meet on the call of the County Chair or any three (3) members of the Steering Committee;
- B. Establish short-term and long term goals and the operational plan for meeting the goals;
- C. Work with Headquarters personnel on the operation of Republican Headquarters;
- D. Supervise, but not direct, the activities of the other standing committees;
- E. Carry out such business as may be delegated by the JCREC;
- F. Regularly review matters of business in order to provide information in advance to members of the JCREC and to make recommendations to the JCREC for its determination; and
- G. Report all recommendations and actions taken by the committee to the JCREC for appropriate action at the next meeting.
- H. Appoint a temporary Chair when the Chair and the Vice-Chair are unable to serve.

ARTICLE IX -- STANDING COMMITTEES

There shall be such standing committees as established in the By-Laws and such other standing committees as are deemed necessary to carry on the work of the JCREC.

Section 1. **Committee Chairs.**

- A. The Chairs of Standing Committees, unless specified in these By-Laws, shall be appointed by the County Chair subject to the approval of the JCREC.
- B. The Committee Chairs shall be empowered to
 - 1. Preside over the standing committee designated in his/her title;
 - 2. Report the activities and recommendations to the Steering Committee and the Executive Committee;
 - 3. Execute the adopted plans of the committee;
 - 4. Appoint subcommittees to their standing committee and the chairs thereof;
 - 5. Assume such duties that may be assigned by the County Chair, these By-Laws, or the Executive Committee.

Section 2. **Committee Clerks.** Each standing committee, excepting the Steering Committee, shall elect from its own membership a clerk. The Clerk shall keep attendance and a record of the committee meeting and shall serve as temporary committee chair in the absence of the committee chair.

Section 3. **Budget and Finance Committee.** The Budget and Finance Committee shall:

- A. Have general supervision of the finances of the JCREC, subject to approval by the JCREC;
- B. Prepare an annual budget based on a fiscal year ending January 31, and submit it to the JCREC for approval at the regular meeting in January; and
- C. Organize the JCREC fund-raising campaign.
- D. A computer disk containing the current list of donors shall be maintained by the Budget and Finance Chairman and passed on to the next Chairman and to the Secretary.

Section 4. **Candidate Recruitment Committee.** The Candidate Recruitment Committee shall search for individuals to run for office.

Section 5. **Community Issues and Relations Committee.** The Community Issues and Relations Committee shall:

- A. Research issues and submit drafts of policy statements to the JCREC;
- B. Work to increase public awareness of Republican positions and activities in the community;
- C. Act as a liaison between the media and the JCREC; and
- D. Devise a strategy for disseminating Republican positions to the public.

Section 6. **Local Organization Committee.** The Local Organization Committee (LOC) shall:

- A. Membership of the LOC shall be as follows subject to the appointment of the JCRP Chair with the approval of a majority of the JCREC:
 - a. LOC Chairman
 - b. Recruitment and Retention Manager
 - c. Training Manager
 - d. Programs & Recognition Manager
 - e. Metro-Council Districts Manager
 - f. Three (3) Area Managers

- g. Two (2) elected representatives of the LD Committee
- h. The Chair of the LD Committee
- i. The Republican Member of the Board of Elections
- j. Any other members deemed necessary by the JCRP Chairman or the LOC Chair.

- B. Position descriptions for those serving on the LOC shall be contained in the Standard Operating Procedures Manual as approved by the JCREC.
- C. The JCRP Executive Director will serve in an ex-officio capacity.
- D. The LOC shall oversee the activities of the Local Organization and the LD Committee.
- E. An annual written report summarizing the LOC activities shall be submitted to the JCRP Chair after the General Election in election years or by November 1 in non-election years.

Section 7. **Rules and By-Laws Committee.** The Rules and By-Laws Committee shall:

- A. Maintain a continuous study of the By-Laws and Rules in order to make necessary recommendations regarding revision;
- B. Provide recommendations on the merits of floor proposals for By-Law and rule changes; and
- C. Provide an official interpretation of the By-Laws and/or rules upon the request of the JCREC or any officer or body within the JCREC.
- D. Maintain a continuous study of the Standing Rules and Standard Operating Procedures Manual as approved by the JCREC.
- E. A computer disk containing the current bylaws shall be maintained by the Bylaws Chairman and passed on to the next Chairman and to the Secretary.

Section 8. **Past Chairman's Committee.** The Past Chairman's committee shall consist of all past chairmen who are registered Republicans.

Section 9. **Legislative District Committee:**

- A. All duly elected Legislative District Chairs shall serve on the Legislative District Committee (LDC).
- B. At the May meeting of the JCREC in Presidential Election years the LDC shall elect a Chairman who shall represent the interests of the LD Chairs on the LOC. The LDC Chair shall have a term of one-year and serve at the pleasure of the LD Chairs with removal of said Chairman to take a majority vote of the duly elected LD Chairs. Any mid-term replacement of the LDC Chair constitutes a fulfillment of the existing one-year term and not constitute a new one year term.
- C. At the May meeting of the JCREC in Presidential Election years the LDC shall elect two (2) Legislative District Chair Representatives who will also serve to represent the interests of the LDC on the LOC.
- D. All LD Chairs will be required to submit monthly written reports to the LOC outlining the activities within their respective districts during the previous reporting period and at other such times as deemed necessary by the LOC or JCRP Chair.

Section 10. **Quorum.** A majority of the members of a committee shall constitute a quorum.

- Section 11. **Meetings.** The committees shall meet on the call of the Committee Chair or the County Chair. At least three (3) days notice of a meeting shall be given to all committee members.
- Section 12. **Subcommittees.** The JCREC, County Chair, or a standing committee chair may create subcommittees from within the committees. The committee chair shall appoint subcommittees and the chair thereof.
- Section 13. **Committee Appointment of Non-JCREC Members.** The County Chair may appoint individuals with special knowledge, skills, or experience, who are not members of the JCREC, as members to any standing committees, except the Steering Committee. The number of non-JCREC members on a committee shall not exceed the number of JCREC members serving on the committee.

ARTICLE X -- EXECUTIVE DIRECTOR

- Section 1. **Employment.** The Executive Director of the JCREC shall be recommended by the Steering Committee, which shall recommend terms of his/her employment, and be approved and employed by the JCREC.
- Section 2. **Duties and Functions.** The Executive Director shall carry out the purpose of the JCREC, within the framework of the By-Laws, the established policies and procedures of the JCREC, and the general and specific assignments given to him/her by the JCREC or the County Chair. The functions of the Executive Director shall include, but not be limited to:
- A. Supervision of all employees under the guidelines authorized by the JCREC;
 - B. Attendance at the meetings of the JCREC and the Steering Committee, except when otherwise determined by the County Chair.
 - C. Developing and coordinating with the Local Organization Committee Chairman the implementation of an annual political plan for the precinct organization;
 - D. Meeting with and on a regular basis with the Local Organization Committee and coordinating the activities of the Legislative District Chairs;
 - E. Engaging campaign functions at the direction of the County Chair; and
 - F. Representing the JCREC in dealing with public and other agencies.
 - G. Appointing interim Legislative District Chairs with the approval of the County Chair.
- Section 3. **Removal.** The Executive Director shall be employed at the will of the JCREC and may be removed by a majority vote of the JCREC.

ARTICLE XI -- LEGISLATIVE DISTRICT CHAIRS

The Legislative District Chair shall:

- Section 1. Maintain an active precinct organization composed of secretary, committee members, precinct captains, co-captains and youth precinct captains;
- Section 2. Notify and make every effort to have all committee people and precinct captains attend Legislative District meetings prior to Primary and General Election Day;
- Section 3. Be responsible along with the Precinct Captains for obtaining the necessary number of election officials to work in each precinct in the legislative district on Primary and General Election Day.

- Section 4. Attend special meetings of Legislative District Chairs as may be called by the Local Organization Chairman;
- Section 5. Select and appoint Legislative District Committee members, a Secretary, and Precinct Captains that are not elected at the Precinct Convention every Presidential year with the concurrence of the Local Organization Chairman; and,
- Section 6. Remove a Legislative District Committee member with the concurrence of the Local Organization Chairman.

ARTICLE XII – PRECINCT COMMITTEE

- Section 1. **Precinct.** The Precinct shall be the basic organizational unit of the Jefferson County Republican Party.
- Section 2. **Officers.** The Precinct Committee shall consist of three (3) officers residing therein: the Precinct Captain, a Co-Captain of the opposite sex and a Youth Captain, who when elected will be thirty-six (36) years of age or younger and such other members as the Precinct or JCREC may provide by standing rule. Their term of office shall be four (4) years and shall expire in accordance and in concurrence with the other members of the JCREC. Precinct Officers will be elected as provided in Article XIII, Section 1.0. Vacancies will be filled as provided in Article XII, Section 3.
- Section 3. **Vacancies in Precinct Committee.** Vacancies in the Precinct Committee will be filled by the County Committee, by nomination at a regular monthly meeting of the JCREC by the Precinct's respective LD Chairman and approved by the JCREC by majority vote of the members present, except that long-standing vacancies exceeding ninety (90) days will be appointed by the Chairman subject to the approval of the JCREC.

**ARTICLE XIII – NOMINATION AND ELECTION OF
JEFFERSON COUNTY REPUBLICAN EXECUTIVE COMMITTEE (JCREC) AND CONVENTIONS**

- Section 1.0 **Precinct Conventions.** Precinct officers shall be elected on the first Saturday of March at 10:00 AM local time in Presidential Election years, at the Precinct Convention. All registered Republican voters (except those who switched their registration to Republican after the candidate filing deadline), who reside in said Precinct, are entitled to attend and vote upon all matters that come before the Precinct Convention. The Precinct Convention shall be held at a location designated by the current JCRP Chairman as approved by the JCREC. The location will serve as the polling place for all precincts within the County. The County Party Headquarters staff will circulate a press release giving notice of the time, date and place of the Precinct Conventions; a copy will be sent to all newspapers and all Republican LD Chairmen.

Notice by paid ads of the time, date and place of the Precinct Convention is not required, although wide-spread and timely advertisements of such Conventions are encouraged. Provided, however, that if for any reason the location of the Precinct Convention that has been selected and announced cannot be used for such purpose, the County Chairman shall select another location within the County and shall publish an advertisement specifying the date, time, and location of the Precinct Convention in the newspaper that has the largest bona fide circulation in the Precinct and such publication shall occur at least 15 days prior to the Precinct Convention but no earlier than 30 days prior thereto. The newly elected Precinct Captain shall maintain minutes of the proceedings conducted at the Convention for a period of two years and shall deliver a copy within three (3) days of the conclusion of the Precinct Convention to the Executive Director, Chairman or Secretary of the JCREC certifying the Convention. The Convention shall be organized as provided in Section 4.0 hereof, except that:

- (a) The Temporary Chairman of the Precinct Convention shall be the Precinct Captain, or in his absence the Co-Captain, or in his absence the Youth Captain, or in his absence the current LD Chairman or his designee as named by the JCRP Chairman;
- (b) If none of the said officers is present, the Convention will elect a Temporary Chairman;
- (c) The temporary Chairman shall appoint a Temporary Secretary;
- (d) A Permanent Chairman and Secretary (in that order) will be nominated and elected to chair and record the convention;
- (e) The positions of Precinct Captain, Co-Captain and Youth Captain will be filled in that order by nomination(s) from the floor followed by balloting;
- (f) If after a ballot, no candidate for that office has a majority (more than half) of the votes cast, the candidate receiving the fewest number of votes will be eliminated, and another ballot will be taken, and so on until the winner is elected by a majority of the votes cast; and
- (g) No Convention Committees will be used; all those properly present and voting will decide any business to come before the Convention.

Section 2.0

Legislative District Causes. On the first Saturday in March of Presidential Election years at the conclusion of all eligible Precinct Conventions **or** 11:00 A.M. local time, all elected Precinct Officers that reside in a respective Legislative District are entitled to attend and vote upon all matters that come before the Legislative District Caucus.

The Caucus shall be organized as provided in Section 4.0 hereof, except that:

- (a) The Temporary Chairman of the LD Caucus shall be the LD Chairman;
- (b) If the said officers are not present, the Caucus will elect a Temporary Chairman;
- (c) The temporary Chairman shall appoint a Temporary Secretary;
- (d) A Permanent Chairman and Secretary (in that order) will be nominated and elected to chair and record the convention;
- (e) The position of LD Chairman, will be filled by nomination(s) from the floor followed by balloting;
- (f) If after a ballot, no candidate for that office has a majority (more than half) of the votes cast, the candidate receiving the fewest number of votes will be eliminated, and another ballot will be taken, and so on until the winner is elected by a majority of the votes cast; and
- (g) No Caucus Committees will be used; all those properly present and voting will decide any business to come before the Convention;

The newly elected LD Chairman shall maintain minutes of the proceedings conducted at the Convention for a period of two years and shall deliver a copy within three (3) days following the caucus meeting to the Executive Director, Chairman or Secretary of the JCREC certifying the Caucus.

Section 2.1

LD Caucus Other Business. The newly elected LD Chair shall preside throughout the remainder of the caucus upon the completion of Section 2.0.

- A. The order of business for the Legislative District Caucus shall be:
- (a) Call to Order and Introduction of Officers; and
 - (b) Election of Delegates and Alternates to the County Convention; and
 - (c) Election of one person to each of the standing committees for the county convention. Each person must be a resident of the county.
 - (d) Adjournment *sine die*.
- 1) Each Legislative District Caucus shall prepare a slate of delegates and alternates for the county convention.
 - 2) The number of delegates allowed each legislative district shall be determined by the number of votes cast in that LD for the Republican nominee for President in the prior presidential election divided by four hundred (400), with no LD having less than three delegates. An equal number of alternate delegates shall be selected.
 - 3) The LD Chairman elected at the LD Caucus shall automatically be granted the position of delegate to the County Convention.
 - 4) It will be the responsibility of each LD Caucus Chair to present a list of the names, addresses, telephone numbers and email addresses of the delegates and alternates to the county chair within three (3) days.
 - 5) It shall be the responsibility of the County Chair to submit a list of officers, committee members, delegates and alternates to the respective District Convention to the State Chair and the appropriate Congressional District Chair.

Section 3.0 **County Convention.** On the third Saturday of March at 10:00 A.M. local time in the same years as Precinct Conventions are held, all elected delegates from the LD Caucuses shall convene at the county convention for the purpose of:

- (a) Electing the twenty-two (22) remaining Jefferson County Executive Committee members;
- (b) Electing delegates and alternate delegates to the respective District and State Conventions; and
- (c) Nominating members to serve on the permanent committees of the District Convention; and
- (d) Unifying and motivating the Republicans of Jefferson County; and
- (e) Demonstrating the values of the JCRP.

Section 3.1 The County Convention will be organized as provided in Section 4.0 hereof. The County Chairman (or in his absence the Vice-Chairman) shall serve as Temporary Chairman, and the County Secretary shall serve as Temporary Secretary, of the County Convention. If the County Secretary is absent, the Temporary Chairman may appoint a Temporary Secretary. A list of delegates and alternate delegates with names and addresses will be certified both to the Secretary of the JCREC and to the Chairman of the County Committee.

Section 3.2 **Qualifications For Election.** All Registered Republicans eligible to attend a Precinct Convention at the time of the County Convention shall be eligible for election to the position of LD Chairman, Party Officer, at-large member or any other delegate position elected at said convention.

- Section 4.0 **Organization of Conventions and Caucus.** All conventions and caucuses (hereinafter “convention(s)”) provided for in these rules will be organized as follows unless noted otherwise herein:
- Section 4.1 **Call to Order.** The Temporary Chairman designated by these rules for each Convention shall call the convention to order; then the Temporary Secretary as designated by these Rules will be announced; the Temporary Chairman will then briefly describe the official reorganization call from the RSCC, but without objection the call need not be read aloud to the meeting. The temporary rules of the convention will be made available to the delegates in printed form, or read to the meeting, unless a motion is passed to waive the reading. The Temporary Chairman will preside until permanent convention officers are elected. A set of temporary rules for each convention will be adopted by the Executive Committee of the RSCC and will be included as part of the call; the temporary rules will be in affect until each convention adopts its permanent rules upon approving the report of its Rules Committee.
- Section 4.2 **Contests.** In Precinct, LD Caucus and County Convention, the right to vote shall be outlined by the Rules herein. It will be the duty of the County Chairman and Secretary to see that the most current Republican voter registration list is available for the conventions. It shall be the responsibility of the JCREC Chairman and Secretary to obtain a full and complete Republican Voter Registration List from the proper authorities as of the candidate filing deadline during a Presidential Election year and prepare a database from which eligibility for attendance at the Republican Party Precinct Conventions can be confirmed. At least one form of government issued, picture ID must be presented by the individual seeking recognition as a Precinct Voter. Whenever there is a challenge to a delegate, alternate delegate, or delegation, the delegate, alternate delegate or delegation elected according to these rules by the convention called to order by the designated Party Official pursuant to the official call, will be seated until the contest is settled by the convention but cannot vote as to its own right to be seated.
- Section 4.3 **Order of Business.** The order of business of each convention shall be:
- A. The call to order;
 - B. Announcement of Temporary Officers;
 - C. Report of the Credentials Committee;
 - D. Report of the Rules Committee;
 - E. Report of the Committee on Permanent Organization;
 - F. Report of the Nominations Committee;
 - G. Announcements;
 - H. Adjournment Sine Die.
- Section 4.4 **Committees.** All committee members of the County Convention were chosen at their respective LD Caucus. The County Chairman shall appoint from the committee members a temporary Chair, Co-Chairman and Secretary for each of the standing committees of the County Convention. The Standing Committees of the County are as follows:
- A. Committee on Credentials;
 - B. Committee on Rules;
 - C. Committee on Permanent Organization;
 - D. Committee on Nominations;
 - E. Committee on Resolutions.

Section 4.5 **Convention Committees and Officials.**

- A. The Credentials Committee will meet no later than five (5) days before the County Convention to certify the accuracy of the final reports of the LD Caucuses in order to make a proper registration list of eligible delegates and alternate delegates for the county convention. Upon conclusion of the registration at the County Convention the Credentials Committee will report a list of the properly accredited delegates and alternate delegates to be seated by the Convention. They will hear and make a report to the convention on any disputed delegations, delegates, or alternate delegates. The Credentials Committee shall NOT certify as an accredited delegate or alternate any person who they do not believe was duly elected as such by his respective convention.
- B. The Rules Committee shall report a proposed set of rules to the Convention which will not conflict with these rules or the rules of the RSCC unless passed by two-thirds (2/3) of the Delegates.
- C. The Committee on Permanent Organization will nominate a permanent Convention Chairman and a permanent Convention Secretary.
- D. The Nominating Committee will nominate candidates for any positions to be filled by the Convention under these rules unless otherwise noted.
 - 1. At the County Convention, the Nominating Committee will nominate three separate slates, one each for:
 - a. Delegates-at-large and alternate delegates-at-large to the respective District Conventions; and
 - b. The remaining twenty-two (22) at-large members of the JCREC; and
 - c. Eighteen members (18) to each of the seven permanent committees of the District Convention.
 - 2. Each slate will be voted on separately by the Convention and if rejected, the Nominating Committee will submit a new slate. This procedure will continue indefinitely until a slate is approved by the Convention.
 - 3. Each slate must be complete and without vacancy in any position to be a valid slate.
 - 4. The same person's name may appear on more than one slate.
- E. The Resolutions Committee shall have a preliminary meeting no later than five (5) Days before the county convention, so that most resolutions can be debated, amended as necessary, adopted and then typed prior to the Convention. The Committee may decide to not report a resolution to the Convention. A resolution may be reported to the Convention as a Minority Report if at least five (5) members of the Committee vote to do so. The Chairman of the Resolutions Committee will present the Minority Report, if any, to the Convention after the Convention has completed action on the ("majority") report of the Resolutions Committee.

- F. An Arrangements Committee may be appointed for the Precinct, LD Caucus, or County Convention, respectively, by the Precinct Captain, LD Chairman, or County Chairman. The Arrangements Committee will provide the space, adequate staff, including security and supplies, and make all physical arrangements subject to the approval of the Precinct, LD Caucus, or County Committees whichever appointed them.
- G. The Temporary Chairman of each convention will appoint a Parliamentarian, Sergeant-at-Arms, Teller and other necessary personnel. Such persons shall continue to serve for the entire convention in the offices to which they were thus appointed unless and until they are replaced by appointment of the Permanent Chairman of the Convention, who is permitted but not required to appoint different persons to such positions.
- H. If it becomes necessary to determine which alternate delegates should replace absent delegates at the County or District Convention, the alternate delegates will be taken in the order listed on the list of alternate delegates submitted by the LD Caucuses to the County Headquarters.

ARTICLE XIV -- PRIMARY AND GENERAL ELECTIONS

- Section 1. **Endorsement of Candidates in Primary Elections.** The JCREC shall not endorse any person as a nominee in a primary election. This does not preclude individual members of the JCREC, or groups of individual members of the JCREC, from endorsing or working for candidates of their choice as individuals in a Republican primary.
- Section 2. **Vacancies in General Elections.** The JCREC shall fill vacancies in the Nominations of the Republican Party for state and local offices as provided by the Kentucky Revised Statutes.
- Section 3. **JCREC Role in Selecting Candidates for Special Election.** The JCREC shall select candidates for special election in Jefferson County pursuant to Kentucky Revised Statutes.

ARTICLE XV -- REPUBLICAN HEADQUARTERS

- Section 1. The permanent headquarters and executive office shall be in Jefferson County.
- Section 2. The business of headquarters shall be under the direction of the Executive Director subject to the approval of the Steering Committee.
- Section 3. Funds shall be allocated in the budget for rental space, necessary personnel, and other operational expenses.

ARTICLE XVI -- PARLIAMENTARY AUTHORITY AND STANDING RULES

- Section 1. The rules contained in the current edition of *Robert's Rules of Order, Newly Revised (RRORNR)*, shall govern the JCREC in all cases in which they are applicable and in which case they are not inconsistent with these By-Laws and the Rules and By-Laws of the Republican Party of Kentucky.
- Section 2. The members of the JCREC shall have the power as deemed necessary to adopt a set of Standing Rules in accordance with the procedures of Standing Rules outlined in RRORNR provided that said Standing Rules shall not be in conflict with these By-Laws.

Section 3. Any adopted set of Standing Rules shall be called the JCREC Standing Operating Procedures and said Standing Rules shall be kept in manual form at the local Head Quarters at all times and will be maintained by the By-Laws Committee according to these By-Laws.

ARTICLE XVII -- AMENDMENT OF BY-LAWS

Section 1. Ratification of revisions and amendments of these by-laws shall be by two-thirds (2/3) vote of the JCREC. These by-laws shall then be submitted for approval to the Executive Committee of the Republican State Central Committee of Kentucky.

Section 2. These by-laws may be amended. An amending proposal may be made by any JCREC member and reviewed by the Rules & By-Laws Committee. Written notice of the amendment shall be sent to all members no later than ten (10) days prior to the report from the committee.