

# RULES AND BY-LAWS OF THE BAXTER COUNTY REPUBLICAN COMMITTEE

(Adopted by the County Convention on June 16, 2008)

## Preamble

Declaration: The express purpose of these rules is to provide for the free and unhampered right of the individual electors of Baxter County to participate in the nomination and election of REPUBLICAN candidates of their choice. These rules shall govern the activities of the Republican Party of Baxter County insofar as they do not conflict with the State Party Rules or with applicable state law.

## Authority

The final authority in all Party matters shall rest in the biennial Republican County Convention which shall be deemed to have delegated such interim authority to the County Committee and the County Executive Committee as is necessary to carry out the purposes and objectives of the Party.

The *latest edition* Robert's Rules of Order shall apply in all cases not specifically covered by the rules, except if a conflict exists between these rules and Robert's Rules of Order, then these rules shall apply.

## Party Organization

- I. County Committee
- II. Executive Committee of the Baxter County Committee
- III. Candidate Assistance Committee
- IV. Finance Committee
- V. Rules Committee
- VI. Nominating Committee
- VII. Such other committees as the County Chairman or the County Committee appoint

## SECTION I. COUNTY COMMITTEE

- A. The Republican County Committee shall be organized immediately following the Republican County Convention and shall have such officers as are prescribed in the “Rules of the Republican Party of Arkansas.”
- B. One-fourth (1/4) of the membership of the County Committee shall constitute a quorum for the transaction of business.
- C. *Proxies are governed by Republican Party of Arkansas rules.*

## SECTION II. EXECUTIVE COMMITTEE

- A. The Executive Committee shall consist of the following:
  - 1. County Chairman
  - 2. County First Vice-Chairman
  - 3. County Second Vice-Chairman
  - 4. Secretary of the County Committee
  - 5. Treasurer of the County Committee
  - 6. State Committeeman
  - 7. State Committeewoman
  - 8. Chairmen of Support Groups
- B. The Executive Committee shall:
  - 1. Meet at the call of the County Chairman, or a majority of the members thereof may call a meeting as deemed necessary or appropriate.
  - 2. One-fourth (1/4) of the members shall be required to constitute a quorum.
  - 3. Minutes of the meeting shall be kept by the Secretary.
- C. *The County Chairman Shall:*
  - 1. *Be Responsible for plans and day to day operations of the Baxter County Republican Committee;*

- 2. Preside over regular and special meetings of the Republican County Committee and the County Executive Committee;*
- 3. Serve on the County Election Commission, unless the Chairman opts not to serve, or is otherwise disqualified, then the County Committee will elect someone to fulfill the position as guided by Arkansas Code 7-4-102;*
- 4. Appoint Chairmen of all standing committees and such additional committees as needed to accomplish the goals of the County Committee;*
- 5. Coordinate the activities of all standing committees;*
- 6. Coordinate with the Republican State Headquarters on matters of patronage – state or national – and coordinate with the representatives from their Congressional District on the Patronage Committee. The Chairman’s action and decisions on patronage matters should reflect the will and serve the interests of the County Committee;*
- 7. Attend as many District and State meetings and appropriate social functions as practical, to be assured that Baxter County is effectively and physically represented, and to be given proper consideration in the many aspects of government affairs;*
- 8. The County Chairman shall take candidate filings in the absence of the Committee Secretary.*

### **SECTION III. CANDIDATE ASSISTANCE COMMITTEE**

A. The Candidate Assistance Committee shall consist of:

1. A chairman, appointed by the Chairman and approved by the Committee;
2. Two (2) members of the County Committee appointed and approved as above.

B. The primary duty of this Committee is to assist qualified Republican candidates for national, state, and local offices.

### **SECTION IV. FINANCE COMMITTEE**

A. The Finance Committee shall consist of:

1. A chairman, appointed by the Chairman and approved by the Committee;
2. One (1) member of the County Committee appointed and approved as above;

3. The Treasurer of the County Committee.

B. The Finance Committee shall plan, conduct, and direct fundraising activities to support the organizational work of the County Committee, and carry out other activities and duties as prescribed in the “Rules of the Republican Party of Arkansas.”

*C. Marshall Fund*

*It shall be the responsibility of the Committee Treasurer to administer and re-invest the funds in the Committee-owned Bob and Marie Marshall certificates of deposit. Not the Treasurer, nor any member of the Committee, shall be able to terminate the Marshall fund without the approval of 80% of the Baxter County Republican Committee. The proceeds (interest earned) from the certificates of deposit shall be used to aid in funding the expenses incurred in even-numbered years due to the additional expenses during the election year’s cycle.*

**SECTION V. RULES COMMITTEE**

A. The Rules Committee shall consist of:

1. A chairman, appointed by the County Chairman and approved by the Committee;
2. Two (2) members of the County Committee appointed and approved as above.

B. The primary duty of this Committee will be to review and make recommendations for changes, to the rules of the county or state committees, to the County or State Committees.

**SECTION VI. NOMINATING COMMITTEE**

A. The Nominating Committee shall consist of:

1. A chairman, appointed by the County Chairman and approved by the Committee;

2. Two (2) members of the County Committee appointed and approved as above.

B. The primary duty of this Committee shall be to contact, confer with, and recommend people for various positions as directed by the County Chairman.

C. Nominations for any and all positions shall be accepted from the floor.

## **SECTION VII. OTHER OFFICERS**

### **A. Parliamentarian**

1. The Chairman shall have the authority to appoint a Parliamentarian;
2. The Parliamentarian shall rule on matters of parliamentary procedure.

### **B. Master-at-Arms**

1. The Chairman shall have the authority to appoint a Master-at-Arms;
2. The Master-at-Arms shall be responsible for maintaining order.

## **SECTION VIII. GENERAL PROVISIONS**

### **A. Membership**

The number of members allowed on the County Committee shall be determined at each biennial Convention in accordance with State Party rules.

### **B. Vacancies**

Vacancies may be filled at any regular or special meeting of the County Committee, provided that members are given ten (10) days written notice that such vacancies are to be filled. Newly elected members shall be assessed a filing fee as described in Section H below, and the Executive Committee shall take immediate steps to assimilate new members in the Party's activities.

### **C. Removal**

Any member of the County Committee may be removed for any one of the

following reasons:

1. Failure to qualify as an elector;
2. Willful violation of these rules, or working against the interest of the Republican Party;
3. Inactivity, neglect, or refusal to perform the duties of the office;
4. *Removal Process: Charges against any member, except the Chairman, shall be made in writing to the County Chairman who shall within ten (10) days appoint three (3) qualified Committee members, (two (2) of which may be selected by the person charged) on the County Committee to investigate the charges. Within ten (10) days following their appointment, the Investigation Committee shall furnish to the person charged a copy of all charges, setting a time and a place for the person charged to be heard. The Investigation Committee shall make a written report of its findings to the County Chairman, who shall, in the event of removal, notify the person removed in writing. An appeal may be submitted from the Chairman's decision by filing a written notice with the County Committee Secretary within thirty (30) days, which upon receipt, the Secretary shall place the matter on the agenda for the next scheduled meeting of the County Committee for final determination.*

#### D. AUDIT

The financial books of the County Committee shall be closed at the time of the County Convention, and audited within thirty (30) days by a person approved by the County Committee.

#### E. TENURE IN OFFICE

Tenure in office for the County Chairman elected by the Committee shall be limited to two (2) consecutive two-year terms.

#### F. POLICY

It shall be the policy of the County Committee that neither the County Chairman, as County Chairman, nor the Committee as a whole shall endorse any candidate prior to any Primary. However, the individual members of the Committee may endorse candidates prior to the Primaries, and are encouraged to do so.

## G. AMENDMENTS

These rules may be amended by a two-thirds (2/3) vote of the delegates present at the County Convention, provided that the proposed changes be stated in the Call of the County Convention.

Suspension of the Rules, or portions thereof, will be the same as the State Party Rules which state: "Any rules may be suspended during any meeting of the State Committee by a nine-tenths (9/10) vote of the members present."

## H. FILING FEES

All candidates filing fees shall be set by the County Committee. In the event of the County Committee's failure to set the filing fees within the time specified, the filing fees established, or in effect, for the elections held two (2) years before shall apply.

Filing fees adopted by the County Committee for the two (2) year period between biennial conventions shall be prorated for new members joining the Committee in six-month (6) increments as follows: during the first six months, a full filing fee shall be charged; during the second six months, a three quarter (3/4) filing fee shall be charged; during the third six months, a one-half (1/2) filing fee shall be charged; and during the fourth six months, a one-quarter (1/4) filing fee shall be charged. For members-at-large that are removed from the Committee due to new members joining in districts and precincts, thereby exceeding the number of members allowed, the fee shall be rebated in a prorated fashion as described above.

## I. MEETINGS

The County Committee must meet at least six (6) times a year, in addition to the meetings required by statute according to State Party Rules. It is recommended that the Baxter County Committee meet at least ten (10) times a year, plus those required by statute.

Adopted by the County Convention

June 16, 2008

Note: By-Laws changes that were adopted at the 2008 County Convention are shown  
with *italic letters*.