



RULES OF PROCEDURE OF THE PALM BEACH COUNTY REPUBLICAN EXECUTIVE COMMITTEE

As Approved by the Republican Executive Committee of Palm Beach County on February 13, 2013 and amended by the Palm Beach County REC on December 11, 2013 and April 8, 2015

RULE 1 – REC Mission Statement

The Republican Executive Committee of Palm Beach County is committed to promoting Republican ideals and principles; recruiting and electing qualified candidates for public office; developing a grassroots organization that will motivate the electorate to vote; and raise the funds necessary to complete these objectives.

RULE 2 – REC Committeeman & Committeewoman Duties and Responsibilities

1. Attend REC Meetings
2. Organize your district and carry out the policies and programs of the Party within your district. Active participation in the various programs is expected.
3. Serve on a Party Committee.
4. Become familiar with the RPOF Constitution, Policies and Procedures, and Robert's Rules of Order.
5. Recommendations for service: develop a presence in the broader community by joining a Republican Club; serving on a local board or committee; or monitoring local media for relevant material.

RULE 3 – Duties, Powers and Responsibilities of Officers, and Committee Chairmen.

CHAIRMAN

General Description

The Chairman shall be a member of the County REC and shall be elected/re-elected by the REC members to a term of two (2) years at the biennial organizational meeting or for the remainder of the predecessor's unfinished term. He/she shall be a voting member on the REC Board of Directors.

Duties

The Chairman shall:

- Preside at all meetings of the REC and the Board of Directors
- Be the Party spokesperson and shall be the Chief Executive of the County Party
- Appoint the Assistant Vice Chairmen, subject to confirmation, and subject to removal at the pleasure of the Chairman.
- The Chairman must fill any vacancies on the Executive Board of Directors within 60 days of the vacancy occurring. (This Rule does not apply to the Vice Chairman, Secretary or Treasurer.)
- Appoint the chairman of standing committees and or subcommittees
- Appoint the Legal Advisor and Parliamentarian

- Establish or retire ad hoc committees
- Act as liaison to elected government officials
- Perform all other duties as directed by the Constitution and By-Laws of the County and State Parties and Florida Statutes

VICE CHAIRMAN

General Description

The Vice Chairman shall be a member of the County REC and shall be elected/re-elected by the REC members to a term of two (2) years at the biennial organizational meeting or for the remainder of the predecessor's unfinished term. He/she shall be a voting member on the REC Board of Directors.

Duties

The Vice Chairman shall:

- Perform all duties in the absence of the Chairman
- Perform other duties as directed by the Chairman
- Perform any other duties requested by the Chairman and required by the Republican Party of Florida, Florida Statutes, or the Palm Beach REC Constitution

SECRETARY

General Description

The Secretary shall be a member of the County REC and shall be elected/re-elected by the REC members to a term of two (2) years at the biennial organizational meeting or for the remainder of the predecessor's unfinished term. He/she shall be a voting member on the REC Board of Directors.

Duties

The Secretary shall:

- Be in charge of the records of the organization
- Send out notices of meetings together with minutes of the prior meeting
- Keep minutes of each meeting of the REC and its Executive Board
- Take and certify poll at each meeting
- Keep a record of meeting absences
- Maintain a current REC membership listing
- Publish a list of prospective new members after they are qualified
- File with the State Party office and County Supervisor of Elections, the names and addresses and office of any duly elected officer or district committeeman or committeewoman pursuant to State Party Rules and Florida Statutes
- File REC member loyalty oath with the State Party office and County Supervisor of Elections. File candidate loyalty oath with County Supervisor of Elections Pursuant to State Rules and Florida Statutes.
- In the absence of the Chairman and Vice Chairman preside over meetings.
- Perform any other duties requested by the Chairman and required by the Republican Party of Florida, Florida Statutes, or the Palm Beach County REC Constitution.

TREASURER

General Description

The Treasurer shall be a member of the County REC and shall be elected/re-elected by the REC members to a term of two (2) years at the biennial organizational meeting or for the remainder of the predecessor's unfinished term. He/she shall be a voting member on the REC Board of Directors.

Duties

The Treasurer shall:

- Have custody of all monies and securities
- Keep receipts and records of account to support income and expenditures

- Prepare Quarterly reports of income and expenditures for filing with the state committee within ten (10) days after the end of each calendar quarter pursuant to State Party Rules, and Florida Statutes
- Maintain payroll and tax records of all salaried employees for preparation and filing of required State and Federal returns on a quarterly and annual basis
- Submit all records to an audit team on an annual basis or more frequently if requested
- Prepare a Treasurer's report for submission as requested at meetings
- In the absence of the Chairman, Vice Chairman, and Secretary preside over meetings
- Perform any other duties as requested by the Chairman and required by the Republican Party of Florida, Florida Statutes, or the Palm Beach County REC Constitution

COMMITTEE CHAIRMEN

Committee Chairmen Shall:

- Be responsible for implementing the program of work designated to their committee
- Set regular meeting dates, four times a year being the minimum
- Establish an agenda for each meeting
- Be responsible for the distribution of minutes to the Chairman, Vice Chairman, Assistant Vice Chairman, and committee members

RULE 4 – Executive Board of Directors

The Republican Party Palm Beach County's Board of Directors shall include the following positions:

1. **Chairman (Voting)**
2. **Vice Chairman (Voting)**
3. **Secretary (Voting)**
4. **Treasurer (Voting)**
5. **State Committeeman (Voting)**
6. **State Committeewoman (Voting)**
7. **Chairman of the Council of Republican Club Presidents (Voting)**
8. **General Counsel (Non-Voting)**
9. **Parliamentarian (Non-Voting)**

Additionally the Board of Directors will also be comprised of no less than 4 and no more than 6 additional voting members whose position titles and responsibilities will be at the discretion of the Chairman. The Board of Directors may also include up to 2 additional non-voting positions. The staff of the Republican Party Palm Beach County will serve on the Board of Directors, at the discretion of the Chairman, as non-voting members.

The Chairman shall appoint the members to all voting positions of the Board of Directors not specifically cited in this rule and those members shall take office and have full voting rights once appointed. Members appointed by the Chairman are subject to confirmation at the Meeting of the Republican Executive Committee immediately following their appointment.

The terms of all the members of the Executive Board of Directors shall expire at the natural end of the Chairman's term.

Any appointed voting member of the Board of Directors who is absent for 3 meetings in a calendar year will be automatically removed from the Executive Board of Directors.

RULE 5 – Rule of Procedure for Filling REC Vacancies

Prior to filling a vacancy for voting member on the County Executive Committee, the prospective member shall complete an application for membership and must sign the RPOF Loyalty Oath and the Palm Beach County Candidate Loyalty Oath. The application must be accompanied by the written recommendation of a sponsor and seconder who are members of the Executive Committee. The application must be filed at the office of the Palm Beach County Republican Executive Committee by 11:00 AM no less than 14 days prior to the Republican Executive Committee meeting at which the vacancy may be filled. The application must be accompanied by the signed loyalty oaths. NO vacancy may be filled unless the vacancy exists, at the time of and is announced in, the call of the meeting.

RULE 6 – Training Requirement for All REC Applicants

Any person applying to be a member of the Republican Executive Committee of Palm Beach County must attend the REC Member Orientation before they can be voted on by the REC. If an applicant is reapplying within six (6) months of termination of prior service on the REC, this requirement will be waived.

RULE 7 – Attendance Requirements for All REC Applicants

Any person applying to be a member of the Palm Beach County Republican Executive Committee must be in attendance at the meeting he or she will be voted on by the REC. The applicant will need to sign in on an applicants' sign-in sheet to verify his or her attendance. If an applicant does not sign in and attend the REC meeting he or she will not be voted on by the Executive Committee.

RULE 8 – Rule of Procedure for Conducting Elections to Fill REC Vacancies

Voting to fill REC vacancies shall be by ballot distributed at the sign-in table. Once a meeting of the REC has been convened and a quorum established, the Chairman will appoint a teller committee to collect the ballots, count the votes, and announce the results to the membership for any contested election. In the event there is but one candidate to fill a vacancy, the ballot may be dispensed with by a unanimous vote of the membership present and eligible to vote.

RULE 9 – Rule of Procedure for Resolutions

Resolution: A resolution is a statement expressing the opinion, will, position or intent of the REC on an issue of public policy external to the REC.

a) **Resolution on Prior Notice**

A proposed resolution shall be submitted to the Executive Director or his/her designee for review prior to 60 days of the REC Meeting.

The Board of Directors shall then approve the resolution for placement on the REC's next agenda as a resolution on prior notice, or disapprove it. A Resolution not approved by the Board shall render the proposed resolution to be treated as if it were made without prior notice when presented at the next REC meeting.

A resolution approved by the Board of Directors shall be placed on the next possible agenda of the REC and circulated with the call of the meeting. The resolutions shall be adopted only upon the affirmative vote of two-thirds (2/3) of those in attendance when there is at least a quorum present.

If the proposed Resolution has any amendment passed at the meeting, this amendment shall render the proposed resolution to be treated as if it were made without prior notice.

b) **Resolutions without Prior Notice:**

A proposed resolution may be submitted in writing at any regular meeting without prior notice; the presenter shall provide adequate copies of the written proposed resolution for all voting members in attendance to receive a copy. The REC must then approve debate and potential consideration of the proposed Resolution vote by a two-thirds (2/3) vote of those REC Members in attendance.

If the REC approves consideration and debate regarding the proposed Resolution, then approval of the proposed Resolution shall require 2/3 approval of the entire committee..

c) **Resolutions in Conflict with the Party Platform:**

No resolution, which conflicts with the Platform of the Republican Party of Florida or of the National Republican Party, may come before the Palm Beach County Republican Executive Committee.

RULE 10 – Rule of Procedure for Amending the Rules, Policies and Procedures

a) **Amendments Proposed by the Board of Directors**

The Board of Directors shall propose amendments to the Rules, Policies & Procedures to the REC as the Board deems necessary. All proposed amendments by the Board shall be placed on the next possible meeting agenda of the REC and circulated with the call of the meeting. The amendment to the Rules shall be adopted by a majority vote of the full REC.

b) **Amendments Proposed by REC Members with Prior Notice**

A proposed amendment to the Rules, Policies & Procedures made by a member of the REC shall be submitted to the Executive Director or his/her designee for review and shall be acted on by the Board of Directors within 60 days. The REC Member presenting the rule change must be given the opportunity to present either verbally or written the rational for the rule change to the Board of Directors before a vote on said change.

The Board of Directors shall then approve the amendment for placement on the REC's next meeting agenda as an amendment with prior notice, or disapprove it. If the amendment is disapproved, it shall not be placed on the agenda but may come before the REC as an amendment without prior notice.

An amendment approved by the Board of Directors shall be placed on the next possible meeting agenda of the REC and circulated with the call of the meeting. The amendment shall be adopted by a majority vote of the full REC. Any motions passed at the meeting of the proposed amendment that substantially or materially alters the object or purpose of the amendment shall render the proposed amendment to be treated as if it were made without prior notice.

c) Amendments without Prior Notice

A proposed amendment to the Rule, Policies & Procedures may be submitted in writing at any regular meeting of the REC without prior notice; the presenter shall provide adequate copies of the written proposed amendment for all persons in attendance to receive a copy. Passage of such proposed amendment shall require the affirmative vote of two-thirds (2/3) of the REC Members present and voting, and shall be the last item under new business on the agenda.

RULE 11 – Endorsements

The Republican Executive Committee may endorse, certify or recommend a Republican candidate in a contested Republican primary, or a registered Republican in a nonpartisan election, or a local Unitary Special/General Election, by either of the two following methods: (1) Upon the affirmative vote of not less than 60% of the County Executive Committee present and voting at a duly called meeting complying with notice requirements set forth below, provided that the number voting to endorse represents a majority of the full committee, or (2) upon the affirmative vote of not less than two-thirds (2/3) of those present and voting at such meeting, provided that a quorum is present at the time the vote is taken. Each announced candidate shall be likewise notified that a vote on endorsement is to be taken and that he or she will be allowed to speak at such meeting in support of or opposition to any proposed endorsement, certification, or recommendation for an office for which he or she is a candidate.

There shall be no less than ten days written notice to each member of the Executive Committee of any meeting at which the vote is to be taken. The written notice shall inform each member of the time, date, place of meeting, and that a vote will be taken to endorse, certify, screen or otherwise recommend one or more Republican candidates for nomination for election. A copy of the notice of the meeting shall be mailed by the County Chairman or other appropriate officer to: Republican Party of Florida, P.O. Box 311, Tallahassee, Florida, 32302.

RULE 12 -- ADMINISTRATIVE PROCEDURES

- Ensure that the Chairman has signed contractor-engagement agreements for all PBC GOP staffing personnel and contractors. This does not include vendors.
- Personal charges should not be made on PBC GOP credit cards.

- The two PBC GOP credit cards will maintain the current \$2,500 limit.
- Two signatures are required on all checks. All four officers of the REC (Chairman, Vice Chair, Secretary and Treasurer) shall be signatories on the bank account. However, at least one of the signatures on every check shall be either the Chairman or the Treasurer.
- Any expenditure in excess of \$2,500 must be approved by the Board. Such approval can be by Board vote via e-mail or teleconference.

RULE 13 –UPDATING THESE RULES AND PROCEDURES

These Rules and Procedures are to be updated as changes are warranted. Any changes could be included as Addenda, along with the date they were enacted.