



Plan of Organization

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ARTICLE I - MEMBERSHIP

A. MEMBERS

All citizens of Carteret County, North Carolina, who are registered Republicans, are members of the Carteret County Republican Party of North Carolina and shall have the right to participate in the official affairs of the Carteret County Republican Party, in accordance with these rules.

B. REFERENCES

All references herein to delegates, alternates, officers, and members shall in all cases mean persons identified and registered with the Carteret County Republican Party in the precinct of their residence.

C. RESIDENCY REQUIREMENTS

Any person running for office in the Carteret County Republican Party, or any precinct therein, shall be a registered Republican resident of the jurisdiction in which he seeks office. In the event a candidate for public office was not registered Republican as of January 31st, of the year prior to the election in which that candidate seeks election, the Executive Committee of the jurisdiction may disqualify such candidate from recognition, endorsement, and the utilization of Party resources.

ARTICLE II – PRECINCT ORGANIZATION

A. CALL TO ANNUAL PRECINCT MEETING

Every year the Carteret County Republican Party Chairman shall call concurrent precinct meetings to be held during the month of February or March, establishing the day by giving no less than 10 days written notice to each Precinct Chairman, and by Public Notice within the county as provided for in this *Plan of Organization*. In the event the precinct meetings are held on a concurrent date of the County Convention, the Chairman's Call to Convention shall stipulate such and shall be considered a call for precincts to meet and elect convention delegates. Every Republican registered as of January 31st, of the given year, shall be entitled to attend their respective precinct meeting and cast one (1) vote. The only exception to this requirement is those Republicans who registered after January 31st, due to relocation to the county, or who turned eighteen (18) years-of-age after January 31st, making them eligible voters. Regardless,

documentation of registration in that precinct must have occurred within 30 days of the precinct meeting. The Precinct Chairman shall be informed as to the number of registered Republican entitled to cast votes at the County Convention as delegates, in accordance with this *Plan of Organization*, and subsequent statistics relating to the number of delegates and alternates from the respective precinct. Failure of the County Chairman to act in compliance with the provisions herein gives reason for any member of the County Executive Committee to call said precinct meeting(s) by notice in a newspaper of general circulation within the County as provided by this *Plan of Organization*.

B. ELECTION OF PRECINCT OFFICERS AND COMMITTEE MEMBERS

At odd-year precinct meetings attendees shall elect a Precinct Committee consisting of a Chairman, Vice Chairman, Secretary, and as many Members-At-Large as deemed necessary to conduct the business of the precinct, provided residency requirements are met and they are a registered Republican as of January 31st of that year. Members of the Precinct Committee shall hold their offices for two (2) years, or until their successors are chosen. Additionally, one at-large precinct member shall be designated by the membership present to sit as a precinct representative on the Carteret County Republican Executive Committee as outlined in this *Plan of Organization* (Article III, Sec. C.5)

C. DUTIES OF PRECINCT OFFICERS AND COMMITTEE MEMBERS

1. Precinct Chairman

The Precinct Chairman shall be responsible for presiding over called precinct meetings and serving on the County Executive Committee as a representative from their respective precinct, subject to provisions of the *Plan of Organization* relating to membership on the County Executive Committee. With the advice and consent of the Precinct Committee, the Precinct Chairman shall have general supervision of the affairs of the Party within the precinct and shall perform such other duties as may be prescribed by the Precinct Committee or the County Executive Committee.

2. Precinct Vice Chairman

The Precinct Vice Chairman shall be responsible for serving on the County Executive Committee as a representative from their respective precinct, subject to the provisions of the *Plan of Organization* relating to membership on the County Executive Committee. He shall function as Precinct Chairman in the absence of the Chairman.

3. Precinct Secretary

The Precinct Secretary shall be responsible for recording minutes from all precinct meetings and making those available upon the request of any Republican registered in Carteret County. He shall maintain a list of registered Republican voters and workers within the Precinct, unless otherwise provided by the County Executive Committee. The Chairman and Secretary of each precinct shall document the election of officers, delegates, and alternates to the County

Convention, on forms furnished by the County Chairman. These forms shall be given to the County Party Secretary at the conclusion of the precinct election.

4. Precinct Committee Members

The Precinct Committee shall cooperate with the County Executive Committee in all elections and Party activities, provide the County Chairman with a list of Party members within the Precinct suitable for appointed as Election Officials, and promote the objectives of the Party within the Precinct.

D. VACANCIES AND REMOVALS OF PRECINCT OFFICERS AND/OR COMMITTEE MEMBERS

Vacancy due to death, resignation, discontinuance of residency within the Precinct, or removal of any officer, or member of the Precinct Committee, or for any other reason, shall be filled by the remaining members of the Precinct Committee. The procedure for removal of any member or officer is defined in this *Plan of Organization, Article 3.A.6*. Such removal may be appealed to the County Executive Committee within twenty (20) days and their decision shall be final.

E. ELECTION OF COUNTY CONVENTION DELEGATES AND ALTERNATES

The Annual Precinct Meetings shall elect one (1) Delegate and one (1) Alternate to the County Convention. They shall also elect one (1) additional delegate and alternate for each 100 registered Republican voters, or major fraction thereof, in the precinct as of January 31st. The January 31st registration requirement shall not apply to residents who have moved to the precinct within 30 days of the Precinct Meeting. Precinct members do not need to be in attendance in order to be elected as delegates or alternates, but they shall provide advance written notice to their precinct chairman of their desire to be elected as a delegate and/or alternate. This written notice shall have been received prior to the precinct meeting being called to order.

The Chairman and Secretary of each precinct shall certify the election of Officers, Delegates, and Alternates to the County Convention on forms stipulated by the State Party and furnished by the County Chairman. Completed forms from the Annual Precinct Meeting shall be in the hands of the County Party Secretary by the deadline set by the County Chairman, which shall be at least two (2) days prior to the Credentials Committee meeting, provided, however, that when the Precinct Meetings and the County Convention are held on the same day, the completed credentials shall be in the hands of the County Party Secretary at the time set by the County Chairman on that day.

No delegate or alternate shall be added to the Credentials List following the adjournment of the Annual Precinct Meeting.

The list of delegates and alternates shall be made immediately available to any Republican candidate at that candidate's reasonable expense, after the County Chairman receives a

Confidentiality and Use Agreement, signed by the candidate, stating the list will be used only for Republican activities related to the candidate's run for office.

F. UNORGANIZED PRECINCT

In the event that a precinct fails to properly organize, or the Precinct Chairman fails to act, the County Chairman shall appoint a temporary Precinct Chairman who shall serve for a period not to exceed sixty (60) days, during which time a County Executive Committee meeting shall be called, and a new Precinct Chairman shall be elected by the County Executive Committee.

G. ANNUAL MEETING CANCELLATION DUE TO UNFORESEEN CIRCUMSTANCES

When circumstances beyond the control of the County Party prevent access to or the feasibility of an Annual Precinct Meeting (including, but not limited to, inclement weather conditions), it shall be the responsibility of the County Chairman to consult with the County Vice Chairmen, County Secretary, and County Treasurer and make a decision on the cancellation and rescheduling of said Annual Precinct Meetings in the timeliest manner possible.

All efforts should be made by the County Chairman to notify local news outlets of said cancellation and rescheduling information. Notice of cancellation and rescheduling shall be given to the Republican State Headquarters within twenty-four (24) hours, or the next business day.

H. REGULAR PRECINCT MEETINGS

Other meetings of the Precinct general membership may be held at such times as shall be designated by the Chairman of the Precinct Committee after giving five (5) days' Public Notice of such meeting within the County, or by such other method of notification as may be specified in the *Carteret County Republican Party Plan of Organization*; or upon a similar call by one-third (1/3) of the members of the Precinct Committee, or ten (10) members of the general precinct membership.

ARTICLE III – COUNTY PARTY ORGANIZATION

A. THE COUNTY EXECUTIVE COMMITTEE

1. Membership

The Carteret County Executive Committee shall consist of the following:

- a. Party Officers elected at the County Convention;
- b. Immediate Past Chairman of the County Republican Party;
- c. All duly elected Precinct Chairmen, Vice Chairmen, secretaries and one at-large member from the precinct;

- d. Incumbent Presidents of any county duly organized and chartered chapter of the NC Young Republicans, Republican Men's Federation, and Republican Women's Federation;
- e. Incumbent Presidents of any county duly organized and chartered chapter of the NC Teenage Republicans shall be ex-officio, non-voting members;
- f. Chairmen of all Standing Committees;
- g. Any registered Republican incumbent local, state, and federal office holder residing within the county shall be ex-officio, voting members, who shall not affect quorum; and,
- h. At-Large Members duly elected, as set forth in this *Plan of Organization*.

2. Powers and Duties

The Carteret County Republican Party Executive Committee shall cooperate with the District and State Committees in all elections and Party activities; shall encourage qualified candidates for office within the county; shall adopt a budget; shall recommend nominees to the State Chairman for appointments to the County Board of Elections; and shall have active management of Party affairs within the County.

It shall approve a Finance Committee and an Auditing Committee of not less than three (3) members each and may approve such other committees as may be deemed necessary. The County Chairman and Vice Chairman shall be ex-officio members of all committees doing business on behalf of the Carteret County Republican Party.

3. Meetings

The Carteret County Executive Committee shall meet at least twice a year by call of the County Chairman, or by call of one-third (1/3) of the members of the Executive Committee. The Chairman, with the approval of the Executive Committee members, may establish a standard date/day for on-going regular meetings of the committee. Notice of the upcoming regular meeting may be sent to all members by e-mail as a reminder. Notice of a special meeting must be sent by e-mail at least ten (10) days in advance of the scheduled meeting date. A quorum for the transaction of all business shall be no less than 25 percent of the full Carteret County Executive Committee membership.

4. Duties of Officers

a. Chairman

The Chairman of the Carteret County Executive Committee, with the advice and consent of the County Executive Committee, shall have general supervision of the affairs of the Party within the County. The duties shall include but may not be limited to:

- The Chairman will issue the call for Precinct Meetings, the County Convention, and Executive Committee meetings;
- The Chairman shall preside over all meetings of the County Executive Committee;

- The Chairman shall appoint a Finance Committee and an Auditing Committee and may establish any other committees he deems necessary to conduct the business of the County Executive Committee;
- The Chairman shall further appoint a Temporary Chairman of the County Convention, who may be himself.
- The Chairman shall make periodic reports on the status of the Party within his county to the District Chairman;
- The Chairman shall be responsible for the creation and maintenance of a Republican organization in every Precinct within his county;
- The Chairman shall obtain and preserve a list of all registered Republicans within the county; and shall perform such other duties as may be prescribed by the County, District, or State committees;
- The County Chairman shall be ex-officio, non-voting member, of all County Committees unless otherwise designated in the *Carteret County Republican Party Plan of Organization*.

b. First Vice Chairman

The First Vice Chairman shall function as Chairman in the absence of the Chairman and shall have such other duties as may be prescribed by the County Executive Committee and/or the Chairman to include but not be limited to:

- The First and Second Vice Chairmen will collaborate with the Chairman in responsibilities for maintaining the operations of the Party Headquarters;
- The First Vice Chairman shall be recruiter and coordinator of volunteers to staff headquarters for the days and times established by the CCGOP Executive Board of Officers;
- The First Vice Chairman shall monitor headquarters' avenues of communication, and in collaboration with the Chairman, establish protocol for handling incoming phone calls and mail;
- The First Vice Chairman shall manage the inventory of informational materials such as voter registration and auxiliary club applications and manage supplies of campaign signs once they are provided by the candidates for distribution to polling places and individuals;
- The First Vice Chairman shall be ex-officio, non-voting member, of all County Committees unless otherwise designated.

c. Second Vice Chairman

The Second Vice Chairman shall be the chief assistant to the First Vice Chairman. In the absence of the First Vice Chairman, *he* shall act as the First Vice Chairman. If the County Chairman and the First Vice Chairman are absent he shall act as the County Chairman. The Second Vice

Chairman shall have such other duties as directed by the County Executive Committee and/or the Chairman to include but not be limited to:

- The First and Second Vice Chairmen will collaborate with the Chairman in responsibilities for maintaining the operations of the Party Headquarters;
- The Second Vice Chairman shall facilitate the maintenance of the headquarters building to include, when applicable, serving as the liaison with cleaning and extermination crews, maintaining inventory of maintenance and housekeeping supplies, and replenishing when needed;
- The Second Vice Chairman shall (with the Chairman) serve as liaison with city and county building and fire inspectors ensuring compliance with all building codes and ordinances established in the lease agreement;
- The Second Vice Chairman shall be ex-officio, non-voting member, of all County Committees unless otherwise designated.

d. Secretary

The Secretary shall keep all Executive Committee meeting minutes and attendance records. He shall maintain a roster of all Precinct Officers and other Executive Committee members. Such records shall be available (including all credentials lists) upon request to any Carteret County registered Republican. Credentials lists will be provided after the Chairman has secured a *Confidentiality and Use Agreement*, signed by all persons requesting the information. The Secretary shall furnish up-to-date lists of all Precinct Chairmen to the Third Congressional District Chairman and to NCGOP Headquarters on an on-going basis.

e. Assistant Secretary

The Assistant Secretary shall function as the Secretary in the absence of the Secretary.

f. Treasurer

The Treasurer shall receive and disburse all funds for Party expenditures pursuant to authority duly given by the Executive Committee; shall make a financial report at all Executive Committee meetings; and shall fulfill all financial reports and obligations required under state and federal election laws. All elected Treasurers must successfully complete the mandatory compliance training as soon as possible, but not later than sixty (60) days after election.

g. Assistant Treasurer

The Assistant Treasurer shall function as the Treasurer in the absence of the Treasurer.

5. At-Large Members

At-Large members on the Carteret County Republican Executive Committee are elected in odd-numbered years during the County Convention following Article III.C.5 of the County *Plan of Organization*.

Persons elected as At-Large members between odd-numbered year conventions shall serve until the next odd-numbered year convention. In order to be eligible for election to the Executive Committee between odd-numbered year convention individuals must reside within the county for forty-five (45) days and be a registered Republican, with the exception of those who turned 18 within 30 days of the nomination.

To be elected to the Executive Committee between odd-numbered year conventions there must be a vacancy on the Committee.

6. Vacancies and Removals of Committee Members

Vacancy due to death, resignation, discontinuance of residency within the County, or removal of any Officer or member of the County Executive Committee shall be filled by members of the Executive Committee as provided in the *Carteret County Republican Party Plan of Organization*.

To be elected to the Executive Committee between odd-numbered year conventions there must be a vacancy on the Committee. A prospective candidate shall attend three (3) consecutive Executive Committee meetings. At the first meeting a sitting member of the County Executive Committee must introduce the candidate and indicate to the membership that this person wishes to be considered a candidate for an available At-Large position. The candidate will be provided with and shall complete an application and provide it to the Credentials Committee Chairman at the close of the first meeting. At the second consecutive meeting the candidate may be brought before the membership for consideration, given there are no challenges to their credentials. At the third consecutive meeting of the County Executive Committee a vote may be taken on the candidate, providing the individual is present for the meeting. The vote will be conducted by secret ballot and shall be approved by a two-thirds (2/3) vote of the members present at the Executive Committee meeting. An individual may only be nominated once in a calendar year if there has been a vote taken on the individual.

When a vote for removal is established, it will be conducted by secret ballot.

The procedure for removal of any member or officer is defined in this *Plan of Organization*. Such removal may be appealed to the State Central Committee within twenty (20) days and their decision shall be final.

Any member of a committee organized under this Plan may be removed by a two-thirds (2/3) vote of the respective committee after being furnished with a notice of charges against him,

signed by the lesser of fifty (50) members or one-third (1/3) of the members of the respective committee. Any Republican against whom charges are brought shall be furnished with a fifteen (15) days' notice of said charges and be given an opportunity to present a defense.

7. Allowable Reasons for Removal

Removal by a vote of the Executive Committee shall be confined to gross inefficiency, party disloyalty (as defined herein), excessive absences from Executive Committee meetings, conviction of a felony, or failure to comply with the County, District, or State Party Plans of Organization.

8. Excessive Absences

Any Executive Committee member who has three (3) consecutive unexcused absences from Executive Committee meetings shall be automatically resigned from the Executive Committee. The resulting vacancy created shall be filled in accordance with this *Plan of Organization*. With reference to this paragraph, an excused absence is defined as an absence that is anticipated and/or announced and documented by letter or e-mail received by the Party Secretary prior to the meeting that will be missed.

9. Party Disloyalty

For the purposes of this *Plan of Organization*, "Party Disloyalty" shall be defined as actively supporting a candidate of another Party, or an independent candidate who is running in opposition to a candidate of the Republican Party, or a Republican Executive Committee endorsed non-partisan candidate.

10. Conviction of a Felony

Upon the event of a conviction of a felony, as defined below, the committee member convicted of said felony shall be compelled to immediately inform the Chairman of such committee in writing. Automatically upon a member's conviction of a felony, his/her seat shall be declared vacant. The failure of a member to so notify the Chairman in writing shall not delay, prevent, or restrict the expulsion of such member from said committee in accordance with this *Plan of Organization*. For the purposes hereof, a "conviction" shall be defined as the conviction of or the entering of a guilty plea, an Alford plea, or a plea of no contest to a felony.

Any current or former officer or member of a Precinct Committee or County Executive Committee who, for any reason, is removed from said position shall forfeit all rights and privileges in any way connected with that position.

11. Automatic Resignation

Any committee member or officer of the County Republican Executive Committee campaigning in person, on social media, or in any other manner for a candidate, in any race, who is not a member of the Republican Party and is running in opposition to a member of the Republican Party, shall have been deemed to have automatically resigned from the committee and any position. In addition, no committee member or officer shall serve as a Treasurer or member of a campaign committee for any candidate, in any race, if that candidate is not a member of the Republican Party and is running in opposition to a member of the Republican Party.

B. COUNTY FINANCE AND AUDITING COMMITTEES

1. Finance Committee

The Finance Committee of the Carteret County Republican Executive Committee shall be composed of the appointed Finance Chairman, the Executive Committee officers (excepting the Secretary), and not less than three (3) persons appointed by the County Chairman and approved by vote of the Executive Committee. This body shall cooperate with the District and State Republican Finance Committees and shall have active management of fundraising efforts for the Carteret County Republican Party.

2. Auditing Committee

The members of the Auditing Committee shall be appointed by the County Chairman and approved by vote of the County Executive Committee. The Auditing Committee, once approved, shall conduct a yearly review of the financial records of the County Party and report such review to the Executive Committee for approval. The review to be conducted shall be of the type and nature which the Auditing Committee, in its discretion, deems appropriate.

C. COUNTY CONVENTION PROCEDURES

1. Call to County Convention

A County Convention shall be called every year by the Chairman of the County Executive Committee, at a suitable location within the county, within the month of March, at least ten (10) days prior to the scheduled District Convention, and following procedures given in the *Carteret County Republican Party Plan of Organization*.

If the County Chairman fails, refuses, or neglects to call a County Convention as required by this *Plan of Organization*, it shall become the duty of the First Vice Chairman to act in this capacity. The First Vice Chairman shall follow procedures outlined in this *Plan of Organization*. If the County Chairman or First Vice Chairman does not call such a meeting it shall give cause for the Second Vice Chairman, followed by the Secretary, then by any member of the County Executive

Committee, with the approval of the Congressional District Chairman, to call such County Convention. In the absence of the Chairman, the First Vice Chairman, Second Vice Chairman or Secretary, in order stated, shall have the power to appoint the necessary Convention Committees and Temporary Convention Officers at or before convening the Convention.

2. County Convention Credentials Committee

At or about the time of the Call to Convention, the County Chairman, with the advice and consent of the Executive Committee, shall appoint a Credentials Committee consisting of no less than three (3) people who will meet and issue a report on delegates and alternates certified to the Convention.

If Precinct Meetings are held prior to the County Convention, the Credentials Committee shall issue its report on delegates and alternates at least three (3) days in advance of the convening of the County Convention. When Precinct Meetings are held prior to the date of the County Convention, all delegates and alternates challenged in the report of the Credentials Committee shall be notified prior to the day of the Convention and allowed to present their case to the Credentials Committee prior to the convening of the Convention.

If the Precinct Meetings and the County Convention are held concurrently on the same day, the Credentials Committee shall issue its report on delegates and alternates certified to the County Convention prior to the transaction of any business at the County Convention. All delegates and alternates challenged in the report of the Credentials Committee shall be notified on that day and allowed to present their case to the Credentials Committee. The delegates and alternates elected at the Precinct Meetings, unless successfully challenged, shall sit as delegates and alternates to the County Convention.

No member of the Credentials Committee created by this Plan shall be eligible for election to an office or at-large position on the Executive Committee at the convention for which the Credentials Committee has the responsibility of certifying delegates. Nor shall a Credentials Committee member publicly support anyone for an office to be elected by said convention except when voting in convention. Members of the Credentials Committee shall strive to maintain the integrity of the convention and the Committee by conducting the business of the Committee with impartiality and strict neutrality.

Notwithstanding any other provisions of this *Plan of Organization*, challenges to delegates and alternates must be made in their capacity as individual delegates and alternates. The successful challenges of individuals in their *Carteret County Republican Party Plan of Organization* adopted capacity of delegates and alternates shall not affect the seating of other delegates and alternates in the same precinct.

3. Convention Action

Each year, the County Convention shall adopt or amend a written *Carteret County Republican Party Plan of Organization* not inconsistent with the State Plan of Organization, a current copy of which shall be on file at County Headquarters and at State Headquarters. If the County

Convention fails to adopt a written *Carteret County Republican Party Plan of Organization*, the previously adopted *Carteret County Republican Party Plan of Organization* shall remain in effect, to the extent not inconsistent with the State Plan of Organization. Failure to submit a county plan to the NCGOP State Headquarters within thirty (30) days of its adoption or amending shall constitute agreement by the County Party to adopt the State Plan of Organization for that county.

In the event that it is determined that the *Carteret County Party Plan of Organization* is not consistent with the State Party Plan of Organization, the Carteret County Executive Committee must bring the *Carteret County Republican Party Plan of Organization* into compliance with the State Party Plan of Organization at the next meeting of the Carteret County Executive Committee.

4. Non-Partisan Candidates and Office Holders

No County, Congressional District, or State Committee of the North Carolina Republican Party shall offer an opportunity for a candidate for, or current office holder of, a “non-partisan office” who is not registered Republican, to address a Republican Convention or other function sponsored by the North Carolina Republican Party or any of its subdivisions.

5. County Convention Voting Procedures and Elections

No precinct shall cast more votes than it has duly elected delegates on the floor at the County Convention.

No person shall be seated as a delegate at the County, District, or State Convention unless such person shall have been duly elected a delegate at the appropriate precinct meeting or County Convention. The registered Republican or Republicans present at a County Convention from an unorganized precinct shall have the right to vote one (1) vote per precinct, prorated among those present from that precinct. No delegate, alternate, or any member of a Convention shall cast any vote by proxy.

In every odd-numbered year, the County Convention shall elect Party Officers consisting of a Chairman, First Vice Chairman, Second Vice Chairman, Secretary, Assistant Secretary, Treasurer, and Assistant Treasurer. These Officers must be registered Republicans as of January 31st, of that year, and shall serve for a term of two (2) years or until their successors are elected.

In every odd-numbered year the County Convention shall elect At-Large members to the County Executive Committee. Each precinct may elect one (1) At-Large Member to serve on the County Executive Committee. An additional member for every 2,500 registered Republicans as of January 31st, or major fraction thereof, shall be elected to the County Executive Committee. Those elected to serve on the committee must reside within the county and be registered Republicans as of January 31st, of that year. All terms of Executive Committee membership shall be for two (2) years from the date of the close of the Convention at which this *Plan of Organization* is adopted.

Notwithstanding any other part in this *Plan of Organization*, the delegate and alternate slots allocated under this *Plan of Organization* to a precinct or county shall be filled first by the election of those duly qualified registered Republicans, eligible to vote, present at such precinct meetings or county convention and desiring to be elected to fill such slots. All duly qualified Republicans registered to vote may be elected by qualified Republicans attending the meeting to fill slots that have not been filled, provided residency requirements apply. Party members do not need to be in attendance in order to be elected as delegates or alternates, but they shall provide advance written notice to the Party Chairman of their desire to be elected as a delegate and/or alternate. This written notice shall include whether election to District or State convention is desired. Each requires a separate request. The written request must have been received prior to the convention being called to order.

The County Convention shall elect one (1) delegate and one (1) alternate to the Congressional District and State Conventions, plus one (1) additional delegate and alternate for every 250 Republicans, or major fraction thereof, registered in the county as of January 31st of that year.

The Convention shall further elect one delegate and alternate for each Republican elected to the State Legislature and to public office on the state or national level from said county in the last election held for that office.

With respect to the District Convention, the additional one (1) delegate and one (1) alternate shall only be elected to the District Convention being held in the district in which said Republican elected to the state legislature and to public office on the state or national level actually lives.

6. Convention Fee

For each person who is elected to the County Convention to be either a delegate or an alternate to the State Convention, the county shall forward to the State Party a fee set by the State Central Committee to defray the costs of mailing Convention materials to such elected delegates and alternates. The County Party may recover this fee from the delegates and alternates following their election

7. Certification of County Officers; Delegates and Alternates to District and State Conventions

The sitting Chairman and Secretary of the County Executive Committee shall certify the election of new Officers, Executive Committee members, Precinct Chairmen, and Delegates and Alternates to the District and State Conventions, on forms furnished by the State Party. Completed credentials documents shall be in the hands of, or in the email box of, the Congressional District Secretary and the State Headquarters no later than ten (10) days following the County Convention. The postmark date will be used to determine compliance for mailed credentials.

No delegates or alternates shall be added to the credentials list following the adjournment of the County Convention. Copies of all notices, in addition to a list of county and precinct officers, shall be submitted to the NC Republican Party and all applicable Congressional District Committees along with delegate credentials.

ARTICLE IV – GENERAL ADMINISTRATIVE PROCEDURES

A. OFFICIAL RECORDS

Minutes shall be kept by all Committees and Conventions of official actions taken, and a copy shall be filed with the Chairman of the appropriate Committee or Convention, and with the Republican State Headquarters when applicable.

B. FINANCIAL ACCOUNTS

1. Records

The Chairman, Treasurer, and Finance Chairman of the County, District, and State Committees shall keep faithful and accurate records of any and all monies received by them for the use of the said Committees and shall make faithful and accurate reports thereof when so requested.

2. Loans

No officer, staff, or member of the Party shall cause the Party to undertake a loan without the prior approval of the State Central Committee.

C. APPOINTMENTS

1. Notification of Vacancies

It shall be the duty of the State Chairman to transmit notice of known vacancies on a county, district, or state level to those persons having jurisdiction over such appointments.

2. Filling Vacancies

When a vacancy occurs in a governmental office for which a Party recommendation is called, the vacancy shall be filled in accordance with the laws of the State of North Carolina and the terms of this Plan. The recommendation shall be provided by the committee having jurisdiction over the respective county or district which is subject of the vacancy.

In multi-county offices or state legislative offices, the responsibility for calling the meeting to address filling the vacancy rests with the State Chairman. The State Chairman may delegate this authority to the appropriate District or County Chairman or the Congressional District Chairman if the County or Congressional District encompasses the entire district or county in which the vacancy occurs.

Unless otherwise provided by law, notice to committee members of the time, date, location, and purpose of the meeting at which a recommendation for filling the vacancy will be considered, must be made by certified US Mail to the last known address of the committee member. Notice must be mailed at least ten (10) days prior to the date of the meeting, unless good cause exists for shortening the time period. In no case may the meeting be scheduled for a date and time less than five (5) days after the mailing of the notice to committee members.

In those cases where the State Chairman or, by appointment, the County, District, or Congressional District Chairman calls the meeting, the State Chairman shall designate the person to chair the meeting. The vote shall be conducted by secret ballot.

Should any cause or provision found in this section be deemed inconsistent with the laws of the State of North Carolina, those laws shall govern as to the particular clause or provision and the remainder of this section shall apply.

D. REFRAIN FROM UTILIZING POWERS OF OFFICE IN REPUBLICAN PRIMARY

Each officer and member of the Carteret County Executive Committee shall refrain from utilizing the powers and dignity of his or her office or position in any Republican primary for public office at any level.

E. PARTY OFFICERS AS CANDIDATES

In the event that a Chairman or Vice Chairman of any county, district, or state party, shall announce his/her intentions to run for public office, or files a notice of candidacy with the Board of Elections, that person shall be deemed to have resigned his office within the Party, effective seven (7) days after the close of filing, and the then existing vacancy shall be filled as provided for herein. In those cases where the party office held by said person is at the county level, the party official may petition the County Executive Committee for exemption from this provision, and the County Executive Committee may, for good cause shown, grant such an exemption with a two-thirds (2/3) affirmative vote. This exemption shall be deemed void if any other Republican files with the Board of Elections for the same public office within that election cycle.

F. ENDORSEMENT IN NON-PARTISAN ELECTIONS

In non-partisan elections, or in elections where there is no primary election, County Executive Committees shall have exclusive authority to endorse registered Republicans running in that county. County Executive Committees shall not issue endorsements in races unless the district resides entirely within the county. All members of the County Executive Committee may vote on the endorsements for districts wholly encompassed within that county, regardless of whether committee members live within the district in question. In those districts encompassing more than one county, or portions of more than one county, endorsements may only be made in accordance with Article IV.A.1.c of the *NCGOP Plan of Organization*.

In statewide judicial elections where there is no primary election, the NCGOP State Executive Committee shall have the exclusive authority to endorse registered Republicans. Political subdivisions (i.e., County Executive Committees, Congressional District Executive Committees) shall not issue endorsements of statewide judicial candidates inconsistent with the State Executive Committee endorsements. At a properly noticed meeting, the NCGOP State Executive Committee is permitted to issue an endorsement of a statewide judicial candidate prior, during, or after the prescribed filing period for said statewide judicial office.

G. NOTICE

“Written Notice”, as used in this Plan, shall mean notices sent through the United States Postal Service (USPS) first class mail, or by e-mail when a member’s e-mail is listed on the official roster of the Carteret County Executive Committee as presented to the state as part of Convention follow-up documents, or amendments to Convention documents.

Individuals entitled to receive written notice under this Plan may elect to receive notifications by other means in lieu of a written notice. This may be requested via written notice to the Secretary of the entity required to give written notice; however, this waiver is revocable at any time by sending written notice of the revocation to the Secretary.

H. ELECTRONIC MEETINGS

Except as herein provided, meetings of the following bodies are to be held in person:

- a. All State, District, and County Conventions;
- b. 2. All State Executive Committee and State Central Committee meetings;
- c. 3. All required District Executive Committee meetings; and,
- d. 4. All required County Executive Committee meetings (Art. III.A.3) These in-

person meetings may be broadcast, as provided below.

Notwithstanding the forgoing, a County or District Chairman may petition, in writing or via email, the State Party Chairman for relief from the in-person meeting requirement. County or District Chairmen may join together in a written or emailed petition. Grounds for relief consist of a need for a meeting which cannot be postponed; an event consisting of an adverse weather event; a public health crisis; or an unforeseeable occurrence which counsel prudence against an in-person meeting. The State Party Chairman may grant the petition after a majority vote on consultation with the Vice Chairman, the General Counsel, the Treasurer, and the Secretary. The State Secretary shall record all votes for and against the petition.

In addition, County Executive Committee meetings beyond the required quarterly meetings may be held in person or electronically at the discretion of the Chairman of the respective committee.

The County Executive Board or Committee may authorize any Standing or Special Committee formed under its jurisdiction to be conducted as an electronic meeting.

When the State Party Chairman grants relief from any in-person meeting requirement for a County Convention or Executive Committee meeting, the respective Chairman of any such County Party shall provide an alternate broadcast by electronic means of a meeting. In any case, the County Chairman may provide a place for in-person participation.

Any meeting held electronically must allow each member to fully participate in its proceedings, including the right to attend meetings, to make motions, to speak in debate, and to vote. No member can be individually deprived of these basic rights of membership or any basic rights

concomitant to them, such as the right to make nominations or to give up precious notice of a motion.

I. ACTION WITHOUT MEETING

Action required or permitted to be taken at a meeting of any committee organized under this Plan may be taken without a meeting by unanimous written consent of all members of such committee. The action must be evidenced by one (1) or more written consents signed by each member of such committee before or after such action, describing the action taken, and included in the minutes or filed with the committee's records. Action so taken is effect when the last member of such committee signs such consent unless the consent specifies a different effective date. Such consent has the effect of a meeting vote and may be described as such in any document.

ARTICLE V – AMENDMENTS, APPLICABILITY, AND EFFECTIVENESS OF THIS PLAN

A. AMENDMENTS TO THE *PLAN OF ORGANIZATION*

This *Plan of Organization* may be amended, changed, or total rewritten, not inconsistent with the State GOP Party Plan of Organization, by a two-thirds (2/3) vote of the members present and voting at any County Convention or regularly scheduled County Executive Committee meeting. Excepting the annual County Convention, the proposed changes must be introduced at one meeting for the first reading; the vote to approve or deny the amendment will be taken at the next regularly scheduled meeting of the Executive Committee. For the amendment(s) to move forward to a vote, committee members must have been provided with written notice of the meeting and the substance of the proposed amendment. The meeting notice requirement may be satisfied by email or U.S. Mail.

Proposed amendments/changes/rewriting of the Plan must be presented to the State Executive Committee no later than thirty (30) days after the close of Convention, or adjournment of the regularly scheduled County Executive Committee meeting.

The *Plan of Organization* Committee shall have authority to correct any spelling or typographical errors in the *Plan of Organization*, as a housekeeping matter, that do not change the substance of the Plan without a vote of the County Executive Committee being necessary.

B. APPLICABILITY

1. Rules as to Counties and Districts

The Precinct and County Committees and County Conventions, and the District Committees and

Conventions, are authorized to promulgate such additional rules and establish such additional Party Officers or Committees for their respective organizations, not inconsistent with NCGOP rules and regulations. Counties may establish Executive Boards to transact the business of the Party between County Executive Committee meetings.

C. AUTHORITY

1. Controversies

Controversies in any county or district with respect to the organizations set up therein under this Plan shall be referred to the State Chairman, State Vice Chairman, National Committeeman, National Committeewoman, and General Counsel for arbitration. The ruling shall be made within sixty (60) days, and their decision shall be final.

2. Parliamentary Authority

The current edition of Robert's Rules of Order Newly Revised shall govern all proceedings except when inconsistent with this *Plan of Organization* or Convention Rules properly adopted.

3. Gender and Number

The masculine pronoun or title herein includes the feminine, and the singular herein includes the plural, wherever appropriate.

4. Proxy Voting

No proxy voting shall be allowed at any meeting or convention held pursuant to this Plan.

E. EFFECTIVE DATE

Adopted March 11, 2017; Updated September 12, 2017; Adopted March 24, 2018; Amended August 13, 2019; Adopted March 6, 2021; Amended November 9, 2021; Adopted March 12, 2022; Amended June 14, 2022; Adopted March 18, 2023; March 29, 2025; March 7, 2026