

Pender County Republican Party Plan of Organization

As adopted by the Pender County Convention

March 04, 2023

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PREAMBLE

We, the members of the Republican Party of Pender County, are dedicated to the sound principles fostered by our party, are conscious of our civic responsibilities and rights, and are firm in our determination to give our strength to preserving the American principle that government ought and must be of all the people, by all of the people and for all of the people. Therefore, for the purpose of uniting and coordinating our efforts for maximum power and efficiency, and providing focus to win elections, we hereby establish this instrument, The Plan of Organization of the Republican Party of Pender County of North Carolina.

ARTICLE I – MEMBERSHIP

A. MEMBERS

Every citizen residing in Pender County, North Carolina, and who is identified by and registered with the Pender County Board of Elections as Republican in the precinct of their residence is a member of the Republican Party of Pender County, North Carolina. Every party member may participate in the official affairs of the Republican Party in accordance with this Plan of Organization. Any person running for Party Office within the Pender County Republican Party, at any level, shall be a resident of the jurisdiction in which he seeks office. A candidate running for any level of Republican Party office shall be a registered Republican resident of the jurisdiction in which he/she seeks office.

ARTICLE II - PRECINCT ORGANIZATION

A. OFFICERS

The Precinct Committee shall consist of a Chair and may consist of a Vice-Chair, Secretary and as many Members-at-Large as deemed necessary to conduct the business of the Precinct.

B. DUTIES OF COMMITTEE

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

C. DUTIES OF OFFICERS

The Chair of the Precinct Committee, with the advice and consent of the Precinct Committee, shall have general supervision of the affairs of the Party within the Precinct, shall preside at all Meetings of the Precinct, and shall perform such other duties as may be prescribed by the Precinct Committee or the County Executive Committee. The Vice-Chair shall function as Chair in the absence of the Chair. The Secretary shall keep all minutes and records and shall maintain a list of registered Republican voters and workers within the Precinct, unless otherwise provided by the Precinct Committee or the County Executive Committee. The Chair and Secretary of each Precinct shall certify the election of Officers, Committee Members, and Delegates and Alternates to the County Convention to the County Chair.

The Pender County Precinct Meetings and the County Convention are held on the same day, the complete credentials shall be in hands of the County Secretary at the time set by the County Chair on that day.

No Delegate or Alternate shall be added to the Credentials List following the adjournment of the Precinct Meeting. This delegate list shall be made immediately available to any Republican candidate, at that candidate's reasonable expense, after the county Chair 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.

D. PRECINCT MEETINGS

1. Regular Precinct Meetings

Other Meetings of the Precinct general Membership may be held at such time as shall be designated by the Chair of the Precinct Committee after giving 5 days' Public Notice of such Meeting, or by such other method of notification as may be specified in the County Plan of Organization; or upon similar call of 1/3 of the Members of the Precinct Committee, or 10 Members of the general Precinct Membership.

2. Unorganized Precinct(s)

In the event a Precinct fails to properly organize or the Precinct Chair fails to act, the County Chair shall appoint a Temporary Precinct Chair who shall serve for a period not to exceed 60 days, during which time a County Executive Committee meeting shall be called and a new Precinct Chair shall be elected by the County Executive Committee. All County Executive Committee members present at a County Executive Committee meeting called for the purpose of electing a new Precinct Chair may vote in the election; there is no requirement for a voting County Executive Committee member to be registered in the precinct for which a new Precinct Chair is being elected.

3. Vacancies and Removals in Precinct Committee

Vacancy due to death, resignation, discontinuance of residency within the Precinct, 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, or as provided in the County Plan of Organization. The procedure for removal of any Member or Officer is defined in Article V.A.6. Such removal maybe appealed to the County Executive Committee within 20 days and their decision shall be final.

ARTICLE III - COUNTY ORGANIZATION

A. COUNTY EXECUTIVE COMMITTEE

1. Membership

The County Executive Committee shall consist of the County Officers, the County Finance Chair, five (5) members-at-large and other persons elected by the County Convention in accordance with Article IV.B.2.b.ii,.

2. Powers and Duties

The County 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 Chair for appointments for County Board of Election in accordance with Article V.D.2.d. 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 3 Members each and may approve such other Committees as may be deemed necessary. The County Chair and Vice-Chair shall be Ex-officio Members of all Committees indicated in this paragraph.

3. Meetings

The Pender Executive Committee shall meet at least **eight** times a year upon the call of the County Chair, or the call of 1/3 of the Members of the County Executive Committee, after giving 10 days' notice, as that term is defined in Article V.I.2 herein, to all Members. The quorum of 25% of Executive Committee Members is required for all action items to be voted. **Any member of the Pender County Republican Party is welcome to the meetings but may not vote on action items. The Chair may ask for a non-binding vote of those present.**

4. Duties of Officers

a. **The Chair of the Pender 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 Chair shall issue the call for Precinct Meetings, the County Convention, and Executive Committee Meetings, and the Chair shall preside at all the Meetings of the County Executive Committee. The Chair shall appoint a Finance Chair, Auditing Committee, and any other committees the Chair deems necessary to conduct the business of the County Executive Committee. The Chair shall further appoint a Temporary Chair of the County Convention, who may be himself. The Chair shall make periodic reports on the status of the Party within his County to the District Chair. The Chair shall be responsible for the creation and maintenance of a Republican organization in every Precinct within his County. The Chair 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 Chair shall be an "Ex-officio Member of all County Committees.

b. **The Vice-Chair** shall function as Chair in the absence of the Chair and shall have such other duties as may be prescribed by the County Executive Committee. The Vice-Chair shall be an "Ex-officio" Member of all County Committees.

c. **The Secretary** shall keep all minutes and records and shall maintain a roster of all Precinct Officers and Executive Committee Members. At a minimum, these records shall contain the name and address for each Precinct Officer and Executive Committee Members. Such records shall be available, including all Credentials Lists upon request, to any registered Republican within the County. The Secretary shall furnish to the Congressional District Chair and to State Headquarters up-to-date lists of all Precinct Chairmen.

d. **The Treasurer** shall receive and disburse all funds for Party expenditures pursuant to authority duly given by the County Executive Committee, shall make a financial report at all County Executive Committee Meetings and shall fulfill all financial reports and obligations required under State and Federal election laws. All elected Treasurers must successfully enroll in and complete the Mandatory Compliance Training provided by the North Carolina Board of Elections as soon as possible, but not later than sixty (60) days after election.

5. Vacancies and Removals

a. Vacancy due to death, resignation, discontinuance of residency within the County, removal of any Officer or Member of the County Committee, or for any other reason, shall be filled by the Pender County Executive Committee.

b. The procedure for removal of any Member or Officer is defined in Article V.A.6. Such removal may be appealed to the State Central Committee within 20 days and their decision shall be final.

B. COUNTY FINANCE AND AUDITING COMMITTEES

1. Finance Committee

The County Finance Committee shall be composed of the County Finance Chair, the County Chair, **County Vice-Chair** appointed by the Chair, the County Treasurer, and not less than 3 persons approved by the

County Executive Committee. They shall cooperate with the Congressional District and State Finance Committees and shall have active management of fund-raising efforts within the County.

2. Auditing Committee

The members of the Auditing Committee shall be nominated by the County Chair and the names shall be presented for the advice and consent of the County Executive Committee. The Auditing Committee, once approved, shall conduct a yearly review of the financial records of the County and report such review to the County 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.

ARTICLE IV - CONVENTIONS

A. ANNUAL PRECINCT MEETINGS

1. Call for Meeting

In every year, the Pender **County Chair shall call Precinct Meetings during the month of March**, to be held concurrently with the County Convention, after giving no less than 10 days' written notice to each Precinct Chair and by Public Notice as provided for in Article VI.II.3. Precinct Chairs shall be informed as to the number of registered Republicans entitled to cast votes at the county convention, and in accordance with Article VII.A.3. Failure of the County Chair to act in compliance with the provision above shall be cause for any Member of the County Executive Committee to call said Precinct Meetings by Public Notice as provided for in Article V.I.3. Every Republican registered as of January 31 preceding the Meetings shall be entitled to cast one (1) vote, except that the January 31 requirement shall not apply to residents who have moved into the Precinct, or turned eighteen (18) years of age within 30 days of the Precinct Meeting.

2. Election of Precinct Officers

At odd-year Precinct Meetings, at which a quorum is one person, , attendees shall elect a Precinct Committee consisting of a Chair, Vice-Chair, Secretary and as many Members-at-Large as deemed necessary to conduct the business of the Precinct. Members of the Precinct Committee shall hold their offices for 2 years or until their successors are chosen.

3. Election of Delegates and Alternate Delegates

The annual Precinct Meetings shall elect 1 Delegate and 1 Alternate to the Pender County Convention. They shall also elect 1 additional Delegate and Alternate for each 100 registered Republican voters, or major fraction thereof, in the precinct as of January 31 of that year. In determining the number of registered Republicans to be used as the basis for the number of additional Delegates and Alternates to be elected in the precinct under this calculation.

B. COUNTY CONVENTIONS

1. Call of Convention

a. A Pender County Convention **shall be called every year by the Chair of the County Executive Committee**, at a suitable location within the county, within the month of March, at least 10 days prior to the scheduled District Convention, and following procedures given in Article V.I.3. At or about the time of the call of the Convention, the County Chair, with the advice and consent of the Executive Committee, shall appoint a Credentials Committee consisting of no less than 3 people, which will meet and issue its report on Delegates and Alternate Delegates certified to that Convention.

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.

The **Precinct Meetings and the Pender County Convention are held on the same day**. The Presiding Officer of the Convention (which may be the Pender County Chair – See Article III.4.a) shall call a Recess to the convention for the purpose of the Precinct Meetings which will be held in the vicinity of the Convention Location. 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.

b. If the county Chair fails, refuses, or neglects to call a County Convention as required by this Article, it shall become the duty of the First to act in this capacity. The Vice-Chair shall follow procedures given in Article V.A.4. If the County Chair or Vice-Chair does not call such a Meeting, it shall be cause for any Member of the County Executive Committee, with the approval of the Congressional District Chairmen, to call such County Convention.

2. Convention Action

a. Each year, the County Convention **shall adopt or amend a written County 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 County Plan of Organization, the previously adopted County Plan of Organization shall remain in effect, to the extent not inconsistent with this State Plan of Organization. The Pender County Republican Party may Opt in Convention to adopt the State Plan of Organization as the Pender County Plan of Organization.

b. Elections

i. **In every odd-numbered year, the County Convention shall elect:**

a **Chair and a First Vice-Chair, a Second Vice Chair, a Secretary and a Treasurer**, who are registered Republican as of January 31 of that year and who shall serve for a term of 2 years or until their successors are elected.

ii. In every odd-numbered year, the County Convention **shall elect a County Executive Committee of five 5 or more voters, in addition to the County Officers**, who shall hold their places for a term of 2 years or until their successors are elected.

iii The Pender County Plan of Organization provides that the Pender County Executive Committee to **elect additional Members of the County Executive Committee in addition to those Members of the County Executive Committee elected by the County Convention**. These members shall be:

- The Immediate Past County Chair
- All duly elected Precinct Chairmen
- The County Finance Chair
- Republican elected officials, who were elected in County wide elections and reside in Pender County.

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- Elected Judicial officials who are registered Republicans and reside in Pender County.
- One member from each of the Affiliated Republican Organizations identified in the NC

Republican Plan of Organization Article VI.A1.c. -Namely the Young Republican Federation, the the Republican Women's Federation, Republican Men's Federation, the North Carolina College Republicans, North Carolina Teenage Republicans, and the Republican National Hispanic Assembly North Carolina Chapter, Frederick Douglass Foundation of North Carolina. The member must be designated by the Chair of the Affiliated Organization and be a registered Republican residing in Pender County. These members may be elected at the Pender County Convention OR elected by the Pender Executive Committee at a subsequent Board meeting. If an individual member of the Executive Committee should hold 2 offices in the these mentioned positions the individual will only have one (1) vote in committee. The duplicate posting will not affect quorum in either total quorum or the required 25% quorum count.

- iv. The County Convention shall elect 1 Delegate and 1 Alternate to Congressional District and State Conventions, plus 1 additional Delegate and Alternate for every 250 Republicans, or major fraction thereof, registered in that county, as of January 31 of that year.** Members considered for election in this section do not need to attend the County Convention to be elected as Delegates or Alternates.

3. Credentials

The Chair and Secretary of the County Executive Committee shall certify the election of Officers, Committee Members, Delegates, Alternates and Precinct Chairs to the District and State Conventions, on forms created by the State Credentials Committee and approved by the State Central Committee and Completed Credentials shall be in the hands of or in the email box of the Congressional District Secretary and the State Headquarter no later than 10 days following the date of 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 County Credentials.

4. Convention Fee

For each person who is elected at a 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 Pender County Chair, with the advice and consent of the County Executive Committee, shall be authorized to assess a reasonable delegate fee to defray the costs and expenses of conducting the County Convention.

ARTICLE V - GENERAL ADMINISTRATIVE PROCEDURE

A. MEETING PROCEDURES

1. Annual Conventions and Presidential Election Year Convention

a. The Pender County Conventions shall be called to order by their Pender County Chair, or in the absence of the Chair, by the Vice-Chair or Secretary, in order slated, who shall have the power to appoint the necessary Convention Committees and Temporary Officers at or before the convening of the Convention.

b. Except when voting in convention, members of credentials committees shall strive to maintain the integrity of the convention and the committee by conducting the business of the committee with impartiality and strict neutrality on the business and elections of said convention. **Page8**

2. Voting Procedure

a. No Precinct shall cast more votes than it has duly elected Delegates on the floor at the County Convention.

b. No person shall be seated as a Delegate at the Pender County Convention unless the person has been Certified by the Credential Committee.

- c. Only Delegates seated on the Floor shall be eligible to vote.
- d. No Delegate, Alternate or any other Member of a Committee shall cast any vote by proxy

3. 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 a Registered Republican to address a Republican Convention or other function sponsored by the North Carolina Republican Party or any of its subdivisions.

B. OFFICIAL RECORDS

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

C. FINANCIAL ACCOUNTS

1. Records

The Chair, Treasurer, and Finance Chair of the Pender County Executive 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.

D. REFRAIN FROM UTILIZING POWERS OF OFFICE IN REPUBLICAN PRIMARY

1. Republican Primary Campaigns: Pender County Officers are encouraged to participate in primary campaigns; however, members shall not allow their titles or positions to be used in support of one primary candidate over another
2. While acting in their official capacities, Pender County Republican Party officers, except as provided in shall provide the same support and aid to all primary candidates such that one Republican candidate does not have an unfair advantage over another by having partial or exclusive use of the party organization.
3. Pender County Officers shall not chair or co-chair a primary campaign.

E. PARTY OFFICERS AS CANDIDATES

If the Chair or vice Chair of the Pender County Republican Party shall announce his/her intentions to run for public office or shall file a notice of candidacy with the Board of Elections, that person shall be deemed to have resigned his office within the Party, effective seven 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 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. NOTICE

All Notices for meetings and other Communications in the Pender County Republican Party will be in compliance with Article IX.I of the State Plan of Organization.

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G. PARTICIPATION BY TELEPHONE OR OTHER ELECTRONIC CONFERENCE CALL

The Pender County Chair of any committee organized under this Plan may permit any one (1) or more members of such committee to participate in a meeting of such committee by means of a telephone or other electronic conference call that allows all persons participating in the meeting to simultaneously hear each other during the meeting, and such participation in a meeting shall be deemed present in person at such meeting.

ARTICLE VI - AMENDMENTS, APPLICABILITY AND EFFECTIVENESS OF THIS PLAN

A. AMENDMENTS TO PLAN OF ORGANIZATION

1. Timing of Amendment

A. Any proposed amendment to this Plan of Organization shall not conflict with or confuse statements, provisions, or requirements found within the most recently adopted State Plan of Organization.

B. Any proposed amendment to this Plan of Organization shall be presented to the County Executive Board for processing at least 30 days prior to the date of the County Convention.

C. When it is determined that the County Plan of Organization is not consistent with the State Plan of Organization or is inconsistent with state or federal law, the County Executive Committee, at its next Meeting may temporarily amend this Plan with a 2/3 majority vote.

2. Administrative Amendments

The Plan of Organization Committees 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.

B. AUTHORITY

1. Parliamentary Authority

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

2. Gender and Number

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

3. No Proxy Voting

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

4. Days

All references to "days" shall mean calendar days unless otherwise stated.

C. EFFECTIVE DATE

1. Effective Date of this Plan

This Plan of Organization shall become effective and repeal and supersede all other rules, except as specifically noted, immediately upon ratification.