

# Constitution and By-laws of the Republican Central Committee of Harford County, Maryland

Amended 4/11/2021

## Republican Central Committee of Harford County Members:

Jessica Blake -- Chair  
Linda Norman-- Vice Chair  
Christina Trotta--Secretary  
Jeffery McBride  
Matthew Gallion  
Patrick McGrady  
Sharon Beam  
Joseph Norman  
Jordan Glassman  
Michael Griffith  
Patrick Haggerty  
Jean Beulah

## Article I - Name

This organization shall be called and referred to as the "Republican Central Committee of Harford County, Maryland" hereinafter called "Committee" and/or "RCCHC". The official mailing address for the Committee will be established by the Chair of the Committee.

## Article II - Purpose and Mission Statement

The purpose of this Committee is to be the governing body of, and the official spokesperson for the Republican Party in Harford County, Maryland; to cooperate with the Republican State Central Committee; to establish, operate and provide effective Republican clubs and organizations in the County; to secure the election of all duly nominated Republican candidates; to assist and coordinate Republican activities in Harford County; to engage in fund raising to support the activities enumerated above; to promote the principals, objectives, and platform of the Republican Party here in Harford County. Additionally, the Committee will establish and maintain a close dialogue with all Republican elected officials. Additionally, the Committee shall work in harmony with all other committees, organizations and clubs formed for the purpose of promoting the Republican Party in Harford County. It will be the duty and responsibility of the Committee to hold all elected officials accountable in case(s) when elected official(s) failed to act or acted in such a way which is deemed to be detrimental to the Republican Party and or the citizens of Harford County.

## Article III - Officers

The Officers of the Committee shall consist of the Chair, Vice Chair, Secretary, and Treasurer. The Secretary and Treasurer shall not be required to be members of the Committee, but all officers shall be elected by the Committee.

**Section 1. Chair:** The Chair shall be the Chief Executive Officer (CEO) of the Committee; shall preside at all meetings of the Committee; shall have general supervision over the affairs, activities, officers and members of the Committee; shall make all Committee appointments unless herein or otherwise provided by law; shall be the official spokesperson for the Committee; and shall perform such other duties as are required by law pertaining to the Office of Chair. Before taking any action which will have a direct or indirect impact on the Committee of the Republican Party, the Chair shall bring the issue before the Committee for discussion and approval before any action is taken. The Chair shall be accountable to the members of the Committee. The Chair shall disclose to the Committee any conflict of interest or potential conflict of interest which may directly or indirectly impact his or her position as Chair. While serving as Chair of the RCCHC, the Chair is prohibited from serving as an officer or board member of any other Harford County political club, organization or political action committee.

**Section 2. Vice Chair:** The Vice Chair shall perform the duties of the Chair in his/her absence and perform such other duties as are required by law or as may be prescribed by the Chair and are incident to this Office, and in the event a vacancy occurs in the Office of Chair, the Vice Chair shall exercise all of the powers and perform all of the duties of the Chair until such vacancy has been filled by the Committee. The Vice Chair shall perform such duties as incident to the Office. The Vice Chair shall be accountable to the members of the Committee. The Vice Chair will disclose to the Chair and to the Committee any conflict of interest or potential conflict of interest which may directly or indirectly impact on his or her position as Vice Chair.

**Section 3. Secretary:** The Secretary shall keep complete and accurate minutes of all meetings of the Committee; shall maintain a current roster of Central Committee Members; shall record the attendance of members at all meetings and special work sessions; shall be responsible for all official notices and reports as required by law and/or by these By-Laws; will retain approved copies of meeting minutes and all related correspondence in a permanent file; and shall perform such other duties as the Chair, Vice Chair or the Committee assigns. The Secretary shall timely submit minutes of prior meetings to all members of the Committee.

**Section 4. Treasurer:** The Treasurer shall be responsible for the receipt and disbursement of all monies by and for the Committee; shall maintain all the account of and for the Committee. He/she shall be the custodian of all the financial records of the Committee; shall maintain complete and accurate records of all receipts and disbursements to include maintaining all supporting documentation for all receipts and expenditures; shall prepare and file all required reports to fully document all income and disbursements of the Committee with the State Administrative Board of Election Laws (SABEL) and the Federal Election Commission (FEC); shall submit an annual estimated budget to the Chair prior to December 31 of each year; shall submit annually, a written report of the activities of the Office to the Chair of the Committee prior to the annual meeting in November of each year; shall render monthly reports of income and expenditures as required by the Chair, and shall, upon request, account to and transfer to his/her successor any funds belonging to the Committee at the end of his/her term. The Treasurer may be bonded in an amount to be determined by the Committee, the cost of said bond being paid by the Committee.

**Section 4.1. Committee Funds:** Committee funds shall be maintained in a Federally insured financial institution. All accounts shall be audited annually if requested by the Chair or a majority of the Committee. Checks and other withdrawals of Committee funds should be signed by the Treasurer or by the Chair with the knowledge of the Treasurer. All financial transactions of the Committee shall be transacted in accordance with applicable Federal, State, and County laws.

**Section 5. General Counsel:** A General Counsel may be appointed by the Committee to serve as the legal advisor to the Committee and shall perform such other duties as are incident to this office or as may be directed by the Chair and or Committee. The General Counsel need not be a member of the RCCHC, but shall be a member of the Maryland State Bar Association.

**Section 5.1 Parliamentarian:** A parliamentarian may be appointed by the Committee to advise the Committee according to the Roberts Rules of Order.

**Section 6. Qualifications:** All officers of the Committee must be residents of Harford County, Maryland, and registered as Republican throughout their term in office.

**Section 7. Election of Officers:** Election of officers shall be held at the annual meeting in November, and officers shall be elected by a majority vote of the members present. Their term shall be for one (1) year, and officers may stand for re-election. Elections shall be held in accordance with Roberts Rules of Order unless otherwise agreed by 2/3 vote.

**Section 8. Notice of Election of Officers:** Within ten (10) days following the election of any officer(s), the Chair shall notify the State Administrative Board of Election Laws, the Harford County Board of Election Supervisors and the Republican State Central Committee for the State of Maryland of the names and addresses of the persons elected as officers.

**Section 9. Removal of Officer:** At any regular or special meeting of the Committee, a vote may be taken to remove any officer from office, provided that a member of the Committee has given at least twenty (20) days written notice to all members of the Committee in advance of the meeting of the intent to seek such action. The written notice must articulate the reason(s) for seeking the removal of any officer. A two-thirds vote of all eligible Committee voters shall be required to effect such a removal. If any officer is so removed from office, the vacancy shall be filled by a majority vote taken at the same meeting.

#### **Article IV – Membership**

**Section 1. Membership:** Membership of the Committee shall be regulated by the appropriate sections of Article 33 of the Annotated Code of Maryland of the Public General Laws of the State of Maryland; and Article II of the Constitution of the Maryland Republican Party. The number of members on the Committee shall not exceed two (2) times the number of State Delegates to the Maryland General Assembly. Membership shall be elected at large every four (4) years during the Maryland Gubernatorial Republican primary election.

**Section 2. Qualifications:** Each member of the Committee will be a bona fide resident of, and registered voter of Harford County. Each member of this Committee will have declared such member's party affiliation to be "Republican" when registering to vote in partisan election under Maryland law and under the law of any and all local jurisdictions and shall maintain such Republican registration through such member's term of office.

**Section 3. Removal:** The Committee, may, by two-thirds majority vote, remove any member during his/her term for lack of qualification(s) lack of participation, incapacity or who misses three (3) or more regularly scheduled meetings during a twelve (12) month period. Further cause for removal include action(s) detrimental to the welfare and reputation of the Republican Party or the Committee, or other good and sufficient cause, such as criminal indictment, conviction of a felony or commits misconduct as defined in subsection 3.1 . The member may be removed from the Committee by the affirmative vote of two-thirds of the members present and voting at the next regularly scheduled meeting. Additionally, any member who fails to appear in person or by proxy at three (3) consecutive State Conventions may be removed with prior notice by a two-thirds vote of the voting strength present and voting at the next regularly scheduled meeting. A member subject to action under this section shall be given twenty 20 days written notice before any action is taken. The member proposed for removal is not eligible to vote relative to his or her removal.

**Section 3.1 Misconduct.** The following actions constitute misconduct:

- i. Any action of physical violence against another committee member;
- ii. A credible threat of violence against another committee member, meaning a knowing and willful statement or course of conduct that does not serve a legitimate purpose and that causes a reasonable person to fear for the person's safety or for the safety of the person's immediate family.

**Section 4. Vacancies:** When any vacancy in the membership of the Committee shall occur by reason of death, disqualification, resignation, incapacity or removal, the Chair of the Committee shall declare a vacancy to exist. The Chair shall ensure that the vacancy is addressed by the membership. Such vacancy shall be filled within sixty (60) days after the vacancy occurs by an affirmative vote of two-thirds of the remaining members of the Committee (not a quorum). If a 2/3 vote cannot be reached after 3 consecutive votes, the Chair of the Republican Central Committee for Harford County will fill the vacancy. A person elected/approved to fill a vacancy shall serve for the remaining term of the member who created the vacancy.

## **Article V - Meetings and Voting**

**Section 1. Quadrennial Organizational Meeting:** No later than four (4) days after the gubernatorial primary election, the newly-elected member receiving the highest number of votes, or, in case of a tie vote, the member whose name comes first in alphabetical order on the ballot shall, upon at least five (5) days written notice, hold a meeting of the incoming Committee to elect officers. The newly elected Committee will officially take office on the third Wednesday of November following the gubernatorial general election. Within fifteen (15) days, following the

election of new officers, the Chair shall report the name(s) of the newly elected officer(s) to the Chairman of the State Central Committee, the Maryland State Administrative Board of Election Laws (SABEL) and to the Harford County Board of Election Supervisors.

**Section 2. Annual Meetings:** The annual meeting of the Committee shall be held in November of every calendar year (except gubernatorial election years, in which years the annual meeting shall be held in accordance with Article V section 1) at which time officers of the Committee will be elected.

**Section 3. Regular Meetings:** Regular meetings of the Committee will be held not less than once every three (3) months. No regular meeting of the Committee shall be held unless at least five (days) notice be given, either written and delivered by regular first class mail, or by personal contact, telephone contact or by Internet e-mail to each Committee member. The aforementioned venues shall constitute due notice.

**Section 3.1 Virtual Meetings:** Virtual meetings will be allowed during a State of Emergency or Special meeting at the discretion of the Chair.

**Section 3.2 Open Meetings:** The meetings of the Republican Central Committee of Harford County will be, at the discretion of the Chair, when advertised in advance, made open to the public. However upon a two-thirds vote of the members present, the Committee shall meet in executive/closed session. The Chair may invite a non-member, including the secretary to be included whose presence he/she feels is necessary to the orderly progress of the meeting.

**Section 4. Proxies Disallowed:** Proxies are not allowed at any meeting of this Committee.

**Section 5. Special Meetings:** Special Meetings of the Committee may be called by the Chair or may be called upon the written petition of the majority of the Committee.

**Section 6. Quorum:** A majority of the Committee members Seven (7) shall constitute a quorum for the transaction of business at any duly called meeting or work session of the Committee, except with respect to the election of officers pursuant to Article III, Section 9, hereof, or the election of new member(s) pursuant to Article IV, Section 4, hereof.

**Section 7. Roll Call Vote:** On any question or vote before the Committee, a roll call vote or secret ballot vote shall be taken at the request of any member present, otherwise, a show of hands shall suffice.

**Section 8. Communications:** Individual Committee members may not speak for the Committee. The Chair is the official spokesperson for the Committee. When verbal statements or written communications are needed, he/she will discuss the matter with the Committee. The factual content and meaning of all planned public written communications must be approved by a two-thirds majority of the committee. When so approved, it will be signed by the Chair of the RCCHC. All public communications must be approved by a two-thirds majority of the entire Committee. If all members approve, the communication will be signed by the Republican

Central Committee of Harford County. If less than unanimous approval, the communication will be signed by those members in agreement therewith. In the event of an emergency, the Chair has the authority to act on behalf of the Committee.

**Section 9. Special Work Sessions:** The Chair, when necessary, may call a "special work session" to initiate or complete Committee assignments, project, tasks and activities. All members of the Committee shall attend these special work sessions in order to insure all work associated with the special work session is completed. The purpose of these work sessions is to handle assignments, projects, tasks and activities that would not normally be handled at regularly scheduled or special meetings.

**Section 10. Order of Business:** The Order of business of a regular meeting shall be as follows:

Call to Order

Secretary's report of minutes of prior meeting

Treasurer's Report

Sub-Committee Reports

Announcements

Old Business

New Business

Adjournment

**Section 11. Rules of Procedure:** When not inconsistent with the provisions of this Constitution and By-Laws, Roberts Rules of Order (Revised) shall govern all meetings of the Committee, Executive Committee and subcommittees.

#### **Article VI -- Standing Sub-Committees**

There shall be the following standing sub-committees: Finance Sub-Committee, Communications Sub-Committee and Registration Sub-Committee. The Chair of the Standing Sub-Committees shall be appointed by the Chair of the Committee with approval of the majority of Committee members. Each Standing Sub-Committee Chair shall submit an annual written report in November to the Chair of the Committee. Standing Sub-Committee Chair shall be appointed for a term to coincide with the annual election of the committee Chair and may be reappointed for consecutive terms.

**Section 1. Finance Sub-Committee:** The Finance Committee shall be responsible for fund raising activities of the Committee and shall keep a detailed record of receipts and expenditures pursuant to such activity and shall work in conjunction with the Treasurer in this regard. The Finance Committee will be responsible for promoting and maintaining the "Century Club" membership program as a primary fundraising activity. Special recognition will be given by the Central Committee to those individuals who are designated as Life Members of the "Century Club."

**Section 2. Communications Sub-Committee:** This Committee is responsible for the timely dissemination of information relative to the activities of the Central Committee, events and

activities relating to the Republican Party in Harford County. The Chairman of this sub-committee will be responsible for acting as a liaison with the community, political organizations and clubs. This committee will also focus on the maintenance and update of information for the Committee's website, email and other electronic media. Additionally, all press releases relating to the Committee's activities and announcements will be disseminated through this sub-committee.

**Section 3. Registration Sub-Committee:** The Registration Committee shall be responsible for the development and maintenance of current records of the political registration of County residents and for the implementation and maintenance of effective programs to increase the number of registrants in the Republican Party in Harford County.

**Section 3. Ad Hoc Sub-Committee(s):** In addition to the Standing Sub-Committees, the Chair, with the approval of the majority of the Committee members, may appoint such other sub-committees as may be necessary or practical to carry out the purpose and intent of the Committee.

#### **Article VII - Clubs and Organizations**

The Young Republican National Federation, composed of State and local Young Republican Clubs; the Teen Age Republican National Federation, composed of State and local Teen Age Republican Clubs; The National Federation of Republican Women, composed of State and local Republican Women's Clubs' are official auxiliaries of the organizations of the Republican Party at the national level. Affiliates within Harford County of those organizations will be recognized by the Committee as auxiliaries of the County party organization. The Committee shall be responsible for encouraging and lending assistance to such affiliates within the County. The Committee shall also assist in the organization and development of such other Republican clubs as it deems in the best interest of the Party.

#### **Article VIII**

##### **Amendments to the Constitution and By Laws**

The revised Constitution and By-Laws shall be effective when adopted by an affirmative vote of two-thirds of the members present at a duly called and constituted meeting of the Committee. The Constitution and By-Laws may be amended at any meeting by an affirmative vote of two-thirds of the members, at a meeting called in accordance with Article V of the By-Laws and provided further that notice of the proposed amendment was sent to each member of the Committee at least ten (10) days prior to the meeting. The Chair will file with the State Administrative Board of Election Laws, Harford County Board of Election Supervisors and the Republican State Central Committee for the State of Maryland a copy of this Constitution and By-Laws within thirty (30) days after its adoption and shall also file in the same locations a copy of any amendments to this Constitution and By Laws with thirty (30) days of its adoption.

#### **Article IX - Conflicts of Interest**

Members of the Committee will disclose to the Chair and to the full Committee any conflict of interest or potential conflict of interest which may directly or indirectly impact on his/her position as a member of the Republican Central Committee of Harford County. Members of the

Committee will sacrifice their personal views in support of the Republican Party and Republican candidates in order to serve the purposes of the Committee as set forth in Article II, hereof. If a member of the Committee feels compelled to affirmatively support a candidate of an opposition party, directly or indirectly, and it can be shown through clear and convincing evidence, then such support will be deemed to be in conflict with the stated purposes of the Committee and the member shall promptly resign from the Committee.

#### Article X -- Constitutional Conflicts

To the extent that this Constitution and By Laws may conflict with the State Republican Central Committee By Laws or Constitution, the State By Laws and Constitution shall govern

ADOPTED BY THE COMMITTEE THIS 21<sup>st</sup> DAY OF April 2021

Jessica Blake (SEAL)  
Jessica Blake

Linda Norman (SEAL)  
Linda Norman

C. Trotta (SEAL)  
Christina Trotta

Jeffery McBride (SEAL)  
Jeffery McBride

Sharon Beam (SEAL)  
Sharon Beam

Mike Griffith (SEAL)  
Mike Griffith

Joe Norman (SEAL)  
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Jordan Glassman (SEAL)  
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