

BYLAWS OF THE HARRISON COUNTY REPUBLICAN EXECUTIVE COMMITTEE

ARTICLE I - NAME

The name of this organization shall be the Harrison County Republican Executive Committee, hereinafter also referred to as Executive Committee.

ARTICLE II - PURPOSE AND POLICY

Section A. Purpose

The purpose of the Executive Committee shall be to advance the principles and interests of the Republican Party in the county, state, and nation, by participating in political education that broadens the understanding of Republican goals in government; encouraging greater voter participation in the election process so that the best men and women may be nominated and elected; working to increase the number of registered Republicans in Harrison County; encouraging Republicans to become candidates for public office; assisting in the election of Republicans in general elections; and carrying out the duties of the Executive Committee as set forth in these bylaws, the bylaws of the Republican State Executive Committee, and the West Virginia Code.

Section B. Election Policy

In a primary election, the Executive Committee shall remain neutral: it shall neither endorse nor oppose nor work for or against any candidate seeking nomination to a Republican ticket or a Republican Executive Committee. The Executive Committee Chair, who is spokesperson for the Executive Committee, shall not publicly endorse or oppose any Republican candidate in the primary election. Other Executive Committee members and officers may endorse and support particular Republican candidates in the primary election provided they do so as individuals and not as Executive Committee members or officers. In a general election, the Executive Committee shall endorse, promote, and assist the Republican candidates.

ARTICLE III – MEMBERSHIP

Section A. Election of Statutory Members of the Executive Committee

At the time of the May primary election in the non-Presidential election years, “the voters of the county in each magisterial district or executive committee district, as the case may be, shall elect one male and one female member to the party’s county executive committee.” (West Virginia Code § 3-1-9(c)) The elected members may appoint other members as provided in these by-laws.

Section B. Composition of the Executive Committee

1. Statutory Member: The Harrison County Republican Executive Committee shall be composed of those persons who **“reside within the county or district from which chosen”** (West Virginia Code § 3-1-9(c)) and were elected to serve as members of the Executive Committee through the state election process stipulated in Article III-A of these by-laws or elected through the guidelines set forth for Executive Committee vacancies in Article III-D of these by-laws.
2. Honorary Member: Honorary members of the Harrison County Republican Executive Committee, who shall hold all of the privileges of membership but be **without** vote unless they also happen to be an elected member of the Executive Committee as stipulated in Article III-B-1 of these by-laws, include:
 - a. Any state or national Republican Party executive committee member who resides in Harrison County.
 - b. Any elected Republican who is a party, county, state, or federal public official residing in Harrison County.
 - c. Any registered Republican voter residing in Harrison County who may be appointed as an officer, member-at-large, subcommittee chair, etc. by the statutory members of the Executive Committee.

Section C. Term of Office

1. The term of office of all statutory members of the Executive Committee shall begin on the first day of July following the primary election in which they were elected, and shall continue for four (4) years thereafter or until the member no longer meets the designated state qualifications, the member submits a written letter of resignation to the Chair, or the member is properly removed from the Executive Committee by the terms of these by-laws.
2. The term of office of all honorary members of the Executive Committee shall begin after the election of officers is completed at the statutory Executive Committee’s first organizational meeting or upon subsequent appointment by the statutory Executive Committee, and shall continue until the term of the sitting Executive Committee

expires, or until the member no longer meets the designated state qualifications, the member submits a written letter of resignation to the Chair, or the member is properly removed from the Executive Committee by the terms of these by-laws.

Section D. Vacancies

1. Vacancies in the Executive Committee shall be filled for the unexpired term by a person holding the required qualifications of the exiting Executive Committee member through a simple majority vote, assuming a quorum of the statutory Executive Committee is present. Otherwise, West Virginia Code may be used to fill the vacant seat.
2. If a vacancy is apparent upon convening the first organizational meeting of the statutory Executive Committee, then the newly-elected Executive Committee may select a properly qualified person to fill the unexpired term of that statutory Executive Committee seat, either at the organizational meeting or a subsequent meeting, through a simple majority vote, assuming a quorum of the statutory Executive Committee is present. Otherwise, West Virginia Code may be used to fill the vacant seat.

Section E. Removal

1. If a member shall fail to attend three (3) consecutive meetings in person without reasonable or just cause submitted in writing to the Chair, the Executive Committee is empowered, by simple majority vote, assuming a quorum of the statutory Executive Committee is present, to remove that member so that the Executive Committee shall be assured of the fullest possible attendance and so that attaining a quorum will not be hindered.
2. If a member no longer meets the residency requirements or other state imposed qualifications, the Executive Committee is empowered, by simple majority vote, assuming a quorum of the statutory Executive Committee is present, to remove that member.
3. An Executive Committee member may be removed from office for any cause by a two-thirds (2/3) vote of the *total number of all statutory Executive Committee members holding office at the time*, provided the member to be removed shall have been given written notice by certified mail of the potential action with a stated reason for the removal. The letter must be signed by a majority of the *total number of all statutory Executive Committee members holding office at the time* and must be mailed at least ten (10) days prior to the date of the meeting.
4. Votes by proxy may not be counted toward the removal of a statutory Executive Committee member.

ARTICLE IV - OFFICERS

Section A. Titles of Officers

The officers of the Executive Committee shall consist of a Chair, a Vice-Chair, a Secretary, and a

Treasurer.

Section B. Qualifications

1. All officers must be registered Republican voters residing in Harrison County.
2. The offices of Chair and Vice-chair must be filled by a statutory member of the Executive Committee as outlined in Article III-B-1 of these by-laws.
3. The offices of Secretary and Treasurer may be filled by an Executive Committee member or by a person appointed as an Honorary Member from outside the Executive Committee.

Section C. Election of Officers

Election of officers shall be by a simple majority vote, assuming a quorum of the statutory Executive Committee is present. The order of elections shall begin with Chair, and proceed to Vice-Chair, followed by Secretary, and then, Treasurer.

Section D. Privileges

Any officer may participate in the discussions of the Executive Committee and receive any other privilege afforded honorary members, but be without a voting privilege unless also a statutory member of the Executive Committee as outlined in Article III-B-1 of these by-laws.

Section E. Terms of Office

The terms of all officers shall begin on the date of their election to such office and shall continue until the term of the sitting Executive Committee expires, or until the officer no longer meets the designated state qualifications, the officer submits a written letter of resignation to the Chair (or next officer in line), or the officer is properly removed by the terms of these by-laws. Resignations are accepted upon date given, can only be rescinded by a majority vote of the Executive Committee.

Section F. Vacancies

In the event of a vacancy in any of the Executive Committee officer positions, other than Chair, the duties of the office shall be assumed by the Chair until the next scheduled meeting is held, at which time the vacancy shall be filled by a simple majority vote, assuming a quorum of the statutory Executive Committee is present.

Section G. Chair Vacancy

Any vacancy in the office of Chair of the Executive Committee shall be filled by the Vice-Chair until the next meeting is held, at which time the vacancy shall be filled by a simple majority vote, assuming a quorum of the statutory Executive Committee is present.

Section H. Removal

1. If an officer shall fail to attend three (3) consecutive meetings in person without reasonable or just cause submitted in writing to the Chair, the Executive Committee is empowered, by simple majority vote, assuming a quorum of the statutory Executive Committee is present, to remove that officer so that the business of the Executive Committee will not be hindered.
2. If an officer no longer meets the residency requirements or other state imposed qualifications, the Executive Committee is empowered, by simple majority vote, assuming a quorum of the statutory Executive Committee is present, to remove that officer.
3. An officer of the Executive Committee may be removed from office for any cause by a two-thirds (2/3) vote, assuming a quorum of the statutory Executive Committee is present, and provided the officer to be removed shall have been given written notice by certified mail of the potential action with reason for the removal. The letter must be signed by at least two (2) statutory Executive Committee members and must be mailed at least ten (10) days prior to the date of the meeting.

ARTICLE V – DUTIES OF OFFICERS

Section A. Duties Pertaining to All Officers

In addition to the specific duties detailed below, each of the Executive Committee officers shall perform other duties that usually appertain to his or her office or which may be required by law.

Section B. Duties of the Chair

1. The Chair shall be the chief executive officer and spokesperson (unless otherwise designated) of the Executive Committee, and shall be responsible for the management and administration of its affairs, subject to these by-laws and instructions from the Executive Committee.
2. The Chair shall issue the call for Executive Committee meetings using the appropriate method of notice as established in these by-laws.
3. The Chair shall preside at all meetings of the Executive Committee in a balanced and neutral manner.
4. The Chair shall serve as an *ex officio* member of all subcommittees created by the Executive Committee or may designate a statutory Executive Committee member to serve in his or her stead. As such the Chair may request information and reports as them deem needed.

Section C. Duties of the Vice-Chair

The Vice-Chair shall perform the duties of the Chair when the Chair is absent or unable to serve, and shall perform such other duties, within reason, as may be assigned by the Executive Committee or by the Chair.

Section D. Duties of the Secretary

1. The Secretary shall keep an accurate minute journal of all the meetings of the Executive Committee, and shall make such other reports as the Executive Committee or the Chair may require.
2. The Secretary shall have charge of the necessary correspondence of the Executive Committee, to include but not be limited to reports to the SOS office of changes in the committee, and shall perform such other duties, within reason, as may be assigned by the Executive Committee or the Chair.
3. The Secretary shall keep a current list of the names, mailing addresses, telephone numbers, and email addresses (if applicable) for each member of the Executive Committee and any subcommittees created thereafter.
4. The Secretary shall be responsible for the maintenance of these by-laws and shall verify that each Executive Committee member receives a copy upon that member's election or appointment.

Section E. Duties of the Treasurer

1. The Treasurer shall receive and have charge of all the funds of the Executive Committee. The Treasurer shall deposit such funds in an account in the name of the Executive Committee. The Executive Committee shall designate the bank, which shall be a member of the Federal Deposit Insurance Corporation, where such an account is maintained.
2. The Treasurer shall make all expenditures of the Executive Committee by check, co- signed by the Chair (or in his or her absence the Vice-Chair), as approved by the Executive Committee and pursuant to procedures established by the Executive Committee.
3. The Treasurer and Chair may disburse nominal sums from time to time for the payment of bills as may be covered in the budget, or expenses of a generally approved and routine activity such as a picnic or fundraising event. Such disbursements shall be reported at the next meeting of the Executive Committee.
4. The Treasurer shall provide an itemized report of income and expenditures at each regular meeting of the Executive Committee or at an emergency meeting, if stated in the agenda. The treasurer shall provide to the Chair and or the Committee upon request between meeting information on income and expense to ensure the ability of the Chair/Committee to track the activities on the Committee.
5. The Treasurer shall file all required campaign finance reports with the appropriate authorities.
6. The Treasurer shall follow the accounting practices as set forth by the committee in the handling of deposits and expenditures, as well as reporting to the committee in a format that provided an accounting of such activities.

ARTICLE VI - MEETINGS

Section A. Organizational Meeting

As soon as practicable after the first day of July, but not later than the first day of August, following the certified primary election results for the Harrison County Republican Executive Committee, members of the new Executive Committee shall be convened at a location within Harrison County at a time to be designated by a call of the Chair of the retiring Executive Committee using the appropriate method of notice as established in these by-laws or as designated by state code. The new statutory Executive Committee shall thereupon proceed to elect officers, identify and include any qualified honorary Executive Committee members, and transact any other business that it shall deem proper.

Section B. Regular Meetings

Each year, the Executive Committee shall hold meetings on at least a quarterly basis. The Chair shall issue the call by using the appropriate method of notice for a regular meeting as established in these by-laws. A meeting of the Executive Committee may also be called after a written request is submitted to the Chair by either one-third (1/3) of the members of the statutory Executive Committee or one-third (1/3) of the Executive Committee as a whole. The Chair shall schedule such meeting, using the appropriate method of notice for a regular meeting as established in these by-laws, no later than thirty (30) days after receiving the written request.

Section C. Emergency Meetings

Emergency meetings of the Executive Committee may be convened either by a call of the Chair using the appropriate method of notice for an emergency meeting as established in these by-laws or upon a written request submitted to the Chair by either one-third (1/3) of the members of the statutory Executive Committee or one-third (1/3) of the Executive Committee as a whole. The Chair shall schedule such meeting, using the appropriate method of notice for an emergency meeting as established in these by-laws, no later than seven (7) days after receiving the written request.

Section D. Quorum

A simple majority or greater of the total number of all statutory Executive Committee members holding office at the time shall constitute a quorum for the transaction of the business of the Executive Committee.

Section E. Governing Decorum and Debate

1. *Roberts' Rules of Order* shall govern the conduct of the meetings of the Executive Committee except as otherwise provided by these by-laws.
2. When the Executive Committee shall convene as a "Committee of the Whole," it may, at its discretion, restrict attendance to only the statutory Executive Committee members as outlined in Article III-B-1 of these by-laws or invite such attendees as may offer insight for the fulfillment of the stated business (e.g. legal counsel). However, official action may only be adopted when the Executive Committee is reconvened in accordance with Article VI-E-3 of these by-laws.
3. All meetings "shall be open to all members affiliated with the party. Meetings shall be conducted according to party rules, all official actions shall be made by voice vote and minutes shall be maintained and shall be open to inspection by members affiliated with the party." (West Virginia Code § 3-1-9(h))
4. For a vote by proxy to be counted at an Executive Committee meeting, it must:
 - a. be submitted in writing to the Secretary;
 - b. be verified by the Secretary, and if questioned verified by a majority of the statutory Executive Committee members present, to meet all of the requirements stated in this section (Article VI-E-4);
 - c. state whether general or limited in scope;
 - d. be held only by a current statutory member of the Executive Committee;
 - e. clearly designate which member has the power to use the proxy vote and which member surrenders his or her vote;
 - f. list a specific and singular date for the meeting in which the proxy vote is to be considered;
 - g. not count toward quorum of the Executive Committee, and;
 - h. not be counted toward a vote which removes a statutory member of the Executive Committee or amends these by-laws.
 - i. No holder of a proxy is allowed to hold more than one (1) proxies.

Section F. Notices

1. A written notice of the meeting time, location, and agenda (which may also include the minutes of the previous meeting), shall be provided by the Chair to each Executive Committee member, officer, and subcommittee chair as necessary, at least five (5) days in advance of each regular meeting of the Executive Committee, unless notice is made instead in accordance with the provisions of Section F-2 hereof.
2. An e-mail notice at least five (5) days in advance of any regular meeting may constitute formal notification when authorized in advance by the individual recipient and when the notice is given in accordance with party rules (West Virginia Code § 3-1-9(h)). Such notice must include the meeting time, location, and agenda (which may also include the minutes of the previous meeting).

3. In cases of an emergency meeting, the Chair shall call the meeting by personal contact or telephone interaction with each statutory member and officer of the Executive Committee at least twenty-four (24) hours prior to the meeting. Such notice must include the meeting time, location, and agenda (which may also include the minutes of the previous meeting).

ARTICLE VII – *AD HOC* SUBCOMMITTEES

Section A. Purpose

The Executive Committee may create *ad hoc* subcommittees, standing either for the length of the Executive Committee's term or for a more temporary duration, to deal with or expedite matters that are not easily addressed by the full Executive Committee.

Section B. Creation and Composition

1. Such subcommittees may be created at any meeting of the Executive Committee by a simple majority vote, assuming a quorum of the statutory Executive Committee is present.
2. At the time any such *ad hoc* subcommittee is established, its purpose, membership, rules of operation, reporting requirements, budget, etc., will be documented by a charter approved by the Executive Committee and recorded in the minutes.
3. The Chair of the Executive Committee shall make recommendations to fill the membership of a subcommittee, with the consent of a simple majority vote, assuming a quorum of the statutory Executive Committee is present. If membership of a subcommittee is altered at any time, then a report shall be given at the next meeting of the Executive Committee and consent granted to fill the vacancy by a simple majority vote, assuming a quorum of the statutory Executive Committee is present.
4. The Chair of the Executive Committee, or a duly appointed replacement from the statutory members of the Executive Committee, shall serve as an *ex officio* member of any *ad hoc* subcommittee and shall hold all of the privileges of any other member of that subcommittee.

Section C. Removal

A subcommittee may be disbanded, or a subcommittee member may be removed, at any time and for any cause by a simple majority vote of the Executive Committee, assuming a quorum of the statutory Executive Committee is present.

Section D. General Regulations

1. *Roberts' Rules of Order* shall govern the conduct of the meetings of any subcommittee except as otherwise provided by these by-laws or specific instruction in that subcommittee's charter.
2. A subcommittee must give a report of its activities at any Executive Committee meeting on the request of the Chair or a simple majority vote of the Executive Committee.

3. No subcommittee shall bind the Executive Committee to any action or expenditure of funds, unless expressly authorized by a prior Executive Committee decision, without first reporting to and, second, receiving approval from a vote of the Executive Committee.
4. Subcommittee members will notify the Executive Committee Secretary of any change to their mailing address, telephone number, and applicable email address and will furnish such information upon request of the Executive Committee Secretary.

ARTICLE VIII - AMENDMENTS

An affirmative vote by two-thirds (2/3) of the *total number of all statutory Executive Committee members holding office at the time* shall be necessary to amend these by-laws. Any amendments or changes to these by-laws may only be made during a regular meeting of the Executive Committee, as set forth under these by-laws or any applicable state code, and when the agenda, clearly stating the intent to amend these by-laws, is included with the applicable five (5) days prior written notice. Votes by proxy may not be counted toward any vote to amend these by-laws.

ARTICLE IX- ADOPTION

These by-laws of the Harrison County Republican Executive Committee shall become effective immediately upon adoption and shall supersede any prior editions and revisions.

Adopted by the Harrison County Republican Executive Committee
on 13th day of June in the year 2016

Carter Edwards

Greg M. Tall

Angie Brim

Jackie L. Linn

Tracy Campbell

Diana Bailey

Sandra N. Seckman

B. M. [Signature]

Shelby L. Ware

Matt Fogg

Ma Leidel

§3-1-9. Political party committees; how composed; organization.

(a) Every fourth year at the primary election, the voters of each political party in each state senatorial district shall elect four members consisting of two male members and two female members of the state executive committee of the party. In state senatorial districts containing two or more counties, not more than two elected committee members shall be residents of the same county: *Provided*, That at each election the votes shall be tallied from highest to lowest without regard to gender or county of residence. The two candidates with the highest votes shall be elected first and the other candidates shall be qualified based on vote tallies, gender and county of residence. Upon completion of the canvass, the clerk of the county commission from each county shall send the results of the election of members of each state executive committee and certificates of announcement, if any, to the Secretary of State. Upon certification of the election results, the Secretary of State shall make known to each state executive committee the members elected to such committee and the vacancies, if any. The committee, when convened and organized as herein provided, shall appoint three additional members of the committee from the state at large which shall constitute the entire voting membership of the state executive committee: *Provided, however*, That if it chooses to do so, the committee may by motion or resolution and in accordance with party rules, may expand the voting membership of the committee. When senatorial districts are realigned following a decennial census, members of the state executive committee previously elected or appointed shall continue in office until the expiration of their terms. Appointments made to fill vacancies on the committee until the next election of executive committee members shall be selected from the previously established districts. At the first election of executive committee members following the realignment of senatorial districts, members shall be elected from the newly established districts.

(b) At the primary election, the voters of each political party in each county shall elect one male and one female member of the party's executive committee of the congressional district, of the state senatorial district and of the delegate district in which the county is situated, if the county is situated in a multicounty state senatorial or delegate district. Upon completion of the canvass, the clerk of the county commission from each county shall send the results of the election of members of each congressional district, state senatorial district and delegate district executive committee of each party to the Secretary of State. Upon certification of the election results, the Secretary of State shall make known to each state executive committee the members elected to each congressional district, state senatorial district and delegate district executive committee and the vacancies, if any. Upon receipt, the state executive committee shall make known any vacancies to the applicable county executive committee for the purpose of filling said vacancies as provided in subsection (f) of this section. When districts are realigned following a decennial census, members of an executive committee previously elected in a county to represent that county in a congressional or multicounty senatorial or delegate district executive committee shall continue to represent that county in the appropriate newly constituted multicounty district until the expiration of their terms: *Provided*, That the county executive committee of the political party shall determine which previously elected members will represent the county if the number of multicounty state senatorial or delegate districts in the county is decreased; and shall appoint members to complete the remainder of the term if the number of districts is increased.

(c) At the same time the voters of the county in each magisterial district or executive committee district, as the case may be, shall elect one male and one female member of the party's county executive committee except that in counties having three executive committee districts, there shall be elected two male and two female members of the party's executive committee from each magisterial or executive committee district. Upon completion of the canvass, the clerk of the county commission from each county shall send the results of the election of members of the county executive committee of each party along with the certificates of announcement to the Secretary of State. Upon certification of the election results, the Secretary of State shall make known to each state executive committee the members elected to the county committee and the vacancies, if any. Upon receipt, the state executive committee shall make known any vacancies to the applicable county executive committee for the purpose of filling said vacancies as provided in subsection (f) of this section.

(d) For the purpose of complying with the provisions of this section, the county commission shall create the executive committee districts. The districts shall not be fewer than the number of magisterial districts in the county, nor shall they exceed in number the following: Forty for counties having a population of one hundred thousand persons or more; thirty for counties having a population of fifty thousand to one hundred thousand; twenty for counties having a population of twenty thousand to fifty thousand; and the districts in counties having a population of less than twenty thousand persons shall be coextensive with the magisterial districts.

(e) The executive committee districts shall be as nearly equal in population as practicable and shall each be composed of compact, contiguous territory. The county commissions shall change the territorial boundaries of the districts as required by the increase or decrease in the population of the districts as determined by a decennial census. The changes must be made within two years following the census.

(f) All members of executive committees, selected for each political division as herein provided, shall reside within the county or district from which chosen. The term of office of all members of executive committees elected at the primary election in the year two thousand ten will begin on the first day of July, following the primary election and continue for four years thereafter, except as provided in subsection (g) of this section. Vacancies in the state executive committee shall be filled by the members of the committee for the unexpired term. Vacancies in the party's executive committee of a congressional district, state senatorial district, delegate district or county shall be filled by the party's executive committee of the county in which the vacancy exists for the unexpired term.

(g) As soon as possible after the certification of the election of the new executive committees, as herein provided, the newly elected executive committee shall convene an organizational meeting within their respective political divisions, on the call of the chair of the corresponding outgoing executive committee or by any member of the new executive committee in the event there is no corresponding outgoing executive committee. During the first meeting the new executive committee shall select a chair, a treasurer and a secretary and other officers as they may desire. Each of the officers shall, for their respective committees, perform the duties that usually appertain to his or her office. The organizational meeting may be conducted prior to the first day of July, but must occur after the certification of the election of the new executive committees. If the organizational meeting is conducted prior to the first day of July, the new committee shall serve out the remainder of the outgoing committee's term and is authorized to conduct official business. A current listing of all executive committees' members shall be filed with the Secretary of State by the end of July of each year. Vacancies in any executive committee shall be filled by the appropriate executive committee as provided in subsection (f) of this section no later than sixty days after the vacancy occurs. The chair of each executive committee shall submit an updated committee list to the Secretary of State within ten days of a change occurring. Executive committee membership lists shall include at least the member's name, full address, employer, telephone number and term information. An appointment to fill a vacancy does not take effect if the executive committee does not submit the updated list to the Secretary of State within the allotted time period. If the executive committee fails to submit the updated list within the allotted time period, it must make another appointment pursuant to the provisions of this section and resubmit the updated list in a timely manner. If a vacancy on an executive committee is not filled within the sixty-day period prescribed by this section, the chair of the appropriate executive committee, as provided in subsection (f) of this section, shall name someone to fill the vacancy. If the chair of a county executive committee fails to fill a vacancy in a congressional district, state senatorial district or delegate district executive committee, and the failure to fill such vacancy prohibits said committee from conducting official business, the chair of the party's state executive committee shall fill such vacancy.

(h) Any meeting of any political party executive committee shall be held only after public notice and notice to each member is given according to party rules and shall be open to all members affiliated with the party. Meetings shall be conducted according to party rules, all official actions shall be made by voice vote and minutes shall be maintained and shall be open to inspection by members affiliated with the party.

*Note: WV Code updated with legislation passed through the
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for publication, and is not in any way official or authoritative.*