

**NASSAU COUNTY REPUBLICAN EXECUTIVE COMMITTEE
RULES OF PROCEDURE (BYLAWS)**

ARTICLE I – NAME

SECTION 1.1

The name of this organization shall be the Nassau County Republican Executive Committee (hereinafter called the “REC”). It shall be constituted as the Republican Executive committee of the Republican Party within Nassau County, Florida, in accordance with the applicable statutes in Florida and the Party Rules of the Florida Republican State Executive Committee.

ARTICLE II – OFFICERS AND THEIR DUTIES

SECTION 2.1

Composition: The officers shall be Chair, Vice Chair, Recording Secretary, Corresponding Secretary and Treasurer. The officers shall have such powers and duties as generally ascribed to their respective offices and such further powers and duties as from time to time may be conferred by the REC including but not limited to the following:

2.1.1 Chair: The Chair shall

- 2.1.1.1** Preside at all meetings of the REC and the Nassau County Executive Board;
- 2.1.1.2** Appoint all committee chairs and along with the committee chair recommends the committee members;
- 2.1.1.3** Excuse member absences;
- 2.1.1.4** Serve as an ex-officio member of all committees;
- 2.1.1.5** Have general supervision over the affairs of the Nassau County Republican Executive Committee and the other officers;
- 2.1.1.6** Represent and act on behalf of the Republican party as authorized by the REC; and
- 2.1.1.7** Perform all other duties and rights as are conferred or imposed by Florida Statutes and the State Executive Committee.

2.1.2 Vice Chair: The Vice Chair shall perform the duties of the REC in the absence or disability of the County Chair. In the event the County Chair is no longer able to perform the required duties, either through death, disability or resignation, the Vice Chair shall temporarily assume the duties of the County Chair. An election shall be called by the Vice Chair for the purpose of electing a new County Chair, and for filling any other vacancies that might exist, and said election shall be held within 60 days of the date the vacancy occurs. The Vice Chair shall also perform such other duties as are assigned.

2.1.3 Recording Secretary: The Recording Secretary shall

- 2.1.3.1** Record accurate minutes of any regular or special executive committee meetings;
- 2.1.3.2** Ensure a current roster of the REC membership is maintained;

- 2.1.3.3 Provide copies of minutes to membership at any regular or special meetings;
 - 2.1.3.4 Conduct Executive Committee meetings in the absence of the Chair and Vice Chair;
 - 2.1.3.5 Furnish a copy of minutes, attendance records and any such action taken by the committee to excuse the absences of its membership to the State Executive Committee within 30 days following each regular or special meeting; and
 - 2.1.3.6 Exercise such other duties as may be assigned by the Chair.
- 2.1.4 Corresponding Secretary:** The Corresponding Secretary shall
- 2.1.4.1 Send notices of all regular and special executive committee meetings;
 - 2.1.4.2 Conduct the correspondence of the Executive Committee, as directed;
 - 2.1.4.3 Distribute press releases, as approved by the Chair;
 - 2.1.4.4 Furnish a copy of the Republican Party of Florida loyalty oath for all newly-elected committee members within 30 days of the election to the State Executive Committee; and
 - 2.1.4.5 Furnish a copy of candidate's oath to the Nassau County Supervisor of Elections within 30 days of the election.
- 2.1.5 Treasurer:** The Treasurer shall
- 2.1.5.1 Receive and be custodian of all monies and securities of the Executive Committee;
 - 2.1.5.2 Maintain adequate records showing receipt and expenses of all Party funds;
 - 2.1.5.3 Administer the Nassau County REC accounts and balance such accounts in a timely manner;
 - 2.1.5.4 Supply a report of such activity on a monthly basis to the Nassau County REC and the Republican Party of Florida; and
 - 2.1.5.5 Prepare quarterly financial reports on a timely basis and provide copies to both the Supervisor of Elections and the State Executive Committee.
 - 2.1.5.6 Conduct Executive Committee Meetings in the absence of the Chairman, Vice Chairman and Recording Secretary.

ARTICLE III – EXECUTIVE BOARD

SECTION 3.1

Composition: The Executive Board shall consist of the Chair, Vice Chair, Recording Secretary, Corresponding Secretary, Treasurer, State Committeeman, State Committeewoman, chair of the Council of 100, President of the Nassau Federated Republican Women, President of the Westside Republican Club of Nassau County and all Chairpersons of sanctioned and recognized Republican Clubs and Associations located within Nassau County.

Powers and Duties: The Executive Board shall have general supervision of the affairs of the Executive Committee between its meetings, make recommendation to the Executive Committee, and shall perform such other duties as may be specified by Party Rules. The board shall be subject to the orders of the Executive Committee, and none of its acts shall conflict with action taken by the Executive Committee.

Meetings of the Executive Board shall be held monthly at the date, time and place designated by the Chair. Special meetings of the Board may be called by the Chair or upon the written request by a majority of the members of the Board.

ARTICLE IV – MEETINGS AND QUORUM

SECTION 4.1

- 4.1.1** The presiding officer at all meetings shall be the County Chair and in the absence of the Chair, the Vice Chair, Recording Secretary, Corresponding Secretary, or Treasurer, in that order, shall preside. If none of the said officers are present, the membership, by a majority vote, shall name the presiding officer.
- 4.1.2** Regular meetings of the Nassau County REC shall be held monthly at the day, time and place so designated unless canceled by action of the Nassau County REC. A minimum of six meetings will be held each year with at least one meeting in each calendar quarter of the year.
- 4.1.3** Special meetings may be called by the Chair, vice Chair or upon petition of 20% of the REC membership, provided there is written notice of ten (10) days given to all members of the REC and the subject of the special meeting is announced in the notice. A quorum for such meetings is required.
- 4.1.4** Forty percent of the members of the REC shall constitute a quorum. At no time shall less than 40% of the members constitute a quorum.
- 4.1.5** There shall be no use of proxies at the Nassau County REC.

ARTICLE V – COMMITTEES

SECTION 5.1

With the exception of the Audit Committee, the Chair has full authority to authorize the creation of any committee, appoint the chair of the committee and along with the chair recommend the committee members. The Chair of such committees may appoint as many members as deemed necessary to accomplish the functions of the committee. All committee members must be registered Republicans. Standing committees shall include:

- Council of 100
- Candidate Recruitment
- Rules and Procedures
- Headquarters

ARTICLE VI – AMENDMENTS

SECTION 6.1

Any amendments to these Rules of Procedures shall be adopted by no less than a majority vote of the full committee members after receiving due notice of said meeting a minimum of ten (10) days in advance.

ARTICLE VII – PARLIAMENTARY AUTHORITY

SECTION 7.1

The latest revision of “Robert’s Rules of Order Newly Revised” shall be constituted as the authority governing the rules of procedure, except as otherwise limited by the laws of the State of Florida, the Rules of Procedure of the Republican Party of Florida, and the Constitution of the Republican Party of Florida and the Constitution duly adopted by this organization.

The Rules of Procedure of the Nassau County Republican Executive Committee were duly adopted by the membership of the said committee this ____ day of _____ A.D. 2007, at which a quorum of the membership was present. These Rules of Procedure supersede all previous Rules of Procedure.

Chairman, Nassau County Republican Executive Committee

Date

Recording Secretary

Date