

# 2021 RULES OF THE CHATHAM COUNTY REPUBLICAN PARTY OF GEORGIA

## ARTICLE I – GENERAL

**A. Qualifications for Participation in Party Action:** All qualified voters under the laws of the State of Georgia who are in accord with the principles of the Republican Party, believe in its declaration of policy and are in agreement with its aims and purposes, may participate as members of the Republican Party in its Conventions and Mass Meetings in their respective jurisdictions. All Chairmen and Members of Committees, Delegates and Alternates to Conventions and voters in Mass Meetings, provided for in these Rules, shall be members of the Chatham County Republican Party of Georgia as defined above, and must be qualified, registered voters of the respective precincts which they represent and shall have signed a declaration of identification with the Republican Party.

**B. Relation of State and County Rules:** These Rules are adopted pursuant to the Rules of the Republican Party of Georgia. Should any of these Rules conflict with or be incompatible to the State Rules, the State Rules shall control.

**C. State Election Laws:** These Rules, where appropriate, shall be subject to the election laws of the State of Georgia. The terms “election district” and “precinct” are used interchangeably herein to conform to the definitions of said laws.

## ARTICLE II – COUNTY ORGANIZATION

**A. County Committee:** There shall be a committee officially known as the Chatham County Republican Party of Georgia herein referred to as the “County Committee”.

**B. Membership of the County Committee:** The County Committee may consist of one hundred and fifty (150) persons as listed below. The County Committee may, upon a two-thirds vote of a quorum present, enlarge the Committee as additional Republicans are elected to office and as additional precincts become organized. Use of the word “chairman” is intended to refer to either sex.

1. County Chairman
2. First Vice Chairman
3. Second Vice Chairman
4. Third Vice Chairman
5. District Chairmen (one from each Commission District)
6. Secretary
7. Assistant Secretary
8. Treasurer
9. Assistant Treasurer
10. Counsel to the Party
11. Immediate Past County Chairman
12. Chairman, Elections
13. Chairman, Membership Committee

14. Chairman, Communications

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15. Chairman, Headquarters Operations

16. Director of Community Outreach

17. Chairman, Community Relations

18. Chairman, Rules Committee

19. Chairman, Resource Development Committee

20. Precinct Chairmen, from each organized Precinct

21. Authorized Voting Members: All individuals listed below qualify as members of the County Committee and may participate in the business of the Republican Committee of Chatham County, upon oral or written notification to the Secretary.

a. All previous Chairmen of the Chatham County Republican Committee

b. The present and all past Chairmen of the First Congressional District Republican Committee provided that they are residents of Chatham County

c. The present and all past Chairmen of the Georgia Republican Party provided that they are residents of Chatham County

d. Georgia GOP State Committee Member: Residing in Chatham County

e. Incumbent Republican public office holders within Chatham County

f. The Presidents/Chairmen of any Chatham County Savannah Area Young Republican Clubs, Federation of Republican Women's Clubs, Black Republican Councils, Skidaway Island Republican Club, Tybee Island Republican Club, or College Republican Clubs which are sanctioned by their respective State and National Organization and provided they are residents of Chatham County.

22. Members-at-Large: Shall be nominated by the Executive Committee and elected by the County Committee members as listed in B.1. through B.21.

**C. Executive Committee of the County Committee:** There shall be an Executive Committee of the County Committee composed of members listed in Article II-B.1 through B. 21. The Executive Voting members shall include those listed in Article II-B.1 through 11. (The Assistant Secretary and the Assistant Treasurer shall only have voting rights in the absence of the Secretary and the Treasurer). The County Chairman shall be the Chairman of the Executive Committee. At the call of the Chairman, the Executive Committee shall conduct the routine business of the County Committee and act in emergencies when there would not be adequate time to convene the County Committee.

**D. Election of the County Committee:** All persons holding office as listed in Article B.1. through B.9, as well as the Delegates and Alternates to the District and State Conventions, shall be nominated and elected at the County Convention held pursuant to the call of the Georgia State Republican Committee subject to the following exceptions:

1. District Chairmen: Within the four-week period following the Precinct Mass Meetings held pursuant to the State Call in each District, or within the four-week period following a vacancy created for any reason, the elected Precinct Chairmen from the precincts in that District shall meet to elect a resident of that District to be the District Chairman to serve on the County Committee. If no election has been held prior to the County Convention, this election may be held during a recess of the County Convention. If a reasonable effort to fill the County Committee District Chairman position for a particular District fails, the position may be filled from members of other Districts.

2. From the electorate of Chatham County, the County Chairman shall appoint a person to be Counsel to the Party and persons to be Chairmen of the following Committees:
- Communications/Public Relations: *(Shall maintain the CCRP webpage and membership e-mail roster. Shall send out communication as directed by the CCRP Chairman. Shall post updates on CCRP Facebook Page.)*
  - Community Outreach: *(Shall be responsible for organizing community outreach and attending local civic clubs and groups (such as the Rotary Club) on behalf of the party. Shall plan events to increase party membership.)*
  - Elections: *(Shall work in conjunction with the Board of Elections related to election dates and candidate qualifying.)*
  - Headquarters Operations: *(Shall be responsible for the day-to-day operations of CCRP Headquarters: volunteers, event preparation, mail. Shall be responsible for maintenance and repairs of the CCRP Headquarters. Shall work in conjunction with the building landlord.)*
  - Membership: *(Shall be responsible for member recruitment and membership roster.)*
  - Resource Development: *(Shall be responsible for planning and coordinating fundraising activities for CCRP.)*
  - Rules: *(Shall be responsible for updating and maintaining the By-Laws for CCRP.)*

Precinct Chairmen: Elected at the Mass Meetings

4. Authorized Voting Members: Become members upon proper notification to the County Committee as outlined in Article II, Section B. 25.

5. Members-at-large: Shall be nominated by the Executive Committee and elected by the County Committee members as listed in Article II-B.1. through B.21.

**E. Election of County Members to the First District Committee:**

1. The total number of members elected shall be determined as specified in the First District Rules, Article II. I.
2. As pursuant to Article II-C. of the First District Rules, the County Chairman shall serve on the First District Executive Committee; unless Chairman otherwise declines not to serve in writing to the District Secretary.
3. As pursuant to Article II-I of the First District Rules, additional members may be added. These members shall be elected by the County Chairman and an interim Nominating Committee. The Nominating Committee Members shall be appointed every odd-year to serve an interim period (to only conduct the business of this committee), by the County Chairman as follows: consisting of members

from the County Executive Committee and the members-at-large.

4. Members shall be elected, each odd year, to the First District Committee for a two-year term. Any vacancies may be filled at the discretion of the County Chairman with the approval of the Executive Committee.

**F. Term of Office of the County Committee:** The officers and members of the County Committee shall be elected for a term of two years or until their successors are duly elected. Officers (as listed in Article II –B. 1- 4, & 6 -9) may serve a maximum of two (2) consecutive two-year terms in the same position.

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**G. Vacancies on the County Committee:**

1. A vacancy is deemed to exist upon the happening of any one of the following:
  - a. Death
  - b. Resignation
  - c. Failure to be an elector of Chatham County.
  - d. Failure of the electors in a precinct to organize.
  - e. Failure of the Precinct Chairmen in organized precincts to elect a District Chairman. f. Extended failure to act. Such failure shall be determined by a two-thirds (2/3) majority vote of a quorum present at any duly called meeting of the County Committee. Provided, however, that the individual involved is given notice of such meeting mailed at least thirty (30) days in advance thereof, setting forth the grounds therefore, and is given an opportunity to be present and heard in person. Extended failure to act as used herein shall include continued failure to perform his/her duties or participate in the affairs of the Party, or conduct detrimental to the best interests of the Party, all as may be determined by the aforesaid vote of the County Committee.
  - g. A vacancy shall include any office not filled by the County Convention.
2. Vacancies in any of the offices comprising the Executive Committee, with the exception of the District Chairmen and the immediate Past Chairman of the County Committee, shall be filled by election at a regular or special meeting of the County Committee.
3. Vacancies in the office of the District Chairman or Precinct Chairman in organized or unorganized precincts shall be filled by eligible persons appointed by the Executive Committee on an interim basis. At the next regular or special meeting of the County Committee, such an appointment shall be confirmed as a member of the County Committee by a majority vote of those present.
4. Upon the happening of any of the events described above or the certification by a duly licensed physician that the County Chairman is incapable to act or conduct the usual and ordinary business of the County Party, such certification is to be referred to the County Party, such certification is to be referred to the County Committee for action. In the event that the County Committee takes action to remove the Chairman, the First Vice Chairman shall assume the duties and position of County Chairman. Should the First Vice Chairman decline to accept the position of Chairman, he/she shall call a special meeting of the County Committee for the purpose of electing a new Chairman. The First Vice Chairman would continue to serve until the end of his term.
5. Vacancies in any of the Committee Chairmen positions appointed by the County Chairman, as listed in Article II-D.2, shall be replaced at the discretion of the County Chairman with the approval of the Executive Committee.

**H. Removal from Office**

1. County Committee Members: any member listed in B.1 through B. 25 may be removed from office or membership for cause by a two-thirds (2/3) vote of a quorum present, by secret ballot, at any duly called meeting of the County Committee; provided however, such individual must be given written notice of said meeting mailed or circulated by written electronic communication at least thirty (30) business days in advance thereof, setting forth the grounds for removal, and given the opportunity to be heard in person or by his/her representative. "Cause" as used herein shall include:

a. Failure to perform duties of his/her office for an unreasonable period of time, as determined by the Executive Committee with the approval of the County Committee

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b. Failure to participate in the affairs of the Party

c. Conduct detrimental to the best interests of the Party

d. Public service or professional service to any candidate in opposition to the official Republican candidate in a general election by an elected officer shall constitute conduct detrimental to the best interests of the party

2. As soon as an officer qualifies to run for an elected public office (including non-partisan races) for which at least one other Republican has also qualified, he shall be deemed to have resigned. Any officer who qualifies as a candidate for an elected public office (including non-partisan races) for which no other Republican has also qualified shall be deemed to have resigned immediately upon being elected to that office. As soon as an officer qualifies as a candidate for elected office as a candidate of any political party other than the Republican Party, he shall be deemed to have resigned all positions on the County, Municipal, Precinct, or other CCRP governing committees.

3. Whenever the Executive Committee and County Committee determines that the Chairman or other officer is subject to removal for cause as defined in Article II, H. #1. a. through d., and #2; and remedial action has not been taken, and the thirty-day notification period has expired, the County Committee shall remove such Chairman or officer and shall appoint a new Chairman or officer. The Chairman or officer appointed shall perform the duties of the office until his successor is duly elected at a County Convention.

**I. Meetings of the County Committee:** There shall be four meetings each year. They shall be scheduled for the third Thursday of the months of January, April, July and October. In case of a conflict, the Chairman may schedule the meeting on another day of the month. In the event of exceptional circumstances, the Executive Committee may cancel a scheduled meeting with immediate notice to all County Committee Members. Notice of such meetings shall be emailed or mailed to all members of the County Committee and mailed to members who do not have an email address on file at least ten days prior to the date of the meeting. As referred to in these Rules, these are considered to be regular meetings.

1. Special Meetings: The Chairman may call special meetings if he/she chooses to do so, provided proper notice as detailed above is given. When requested in writing by any twenty (20) members of the County Committee, the Chairman must call a special meeting. Such special meeting must be held within fifteen (15) days of the receipt of the request by the Chairman. If the meeting notice so specifies, other items of County Committee business may be considered. Should the Chairman fail to call such a special meeting, then a mailed notice, signed by the twenty County Committee members requesting said special meeting, shall constitute proper notice of the special meeting. Such notice shall specify the date, time, place and purpose of the special meeting. In the absence of the Chairman, the First Vice Chairman shall

preside over this special meeting.

2. Quorum: A quorum is constituted upon the attendance of fifteen (15) members of the County Committee at a meeting. We hereby acknowledge that one person may serve in multiple positions, however, there shall be a one person one vote rule. No more than a total of five (5) proxies may be counted in order to establish a quorum.

3. Proxies:

- a. A member may direct his/her proxy to any other member of the County Committee, except that no proxy may be directed to, or voted by, the Chairman.
- b. No County Committee member may vote more than two proxies.

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- c. No member may give his/her proxy more than four times during their term of office, unless, in the opinion of the County Committee, good cause exists.
- d. Proxy blanks are to be included with the call to each meeting. All proxies shall be signed by the maker of the proxy and shall be substantially in the following form:

**KNOW ALL MEN BY THESE PRESENTS, THAT I \_\_\_\_\_**  
**OF \_\_\_\_\_ do hereby**  
**constitute and appoint \_\_\_\_\_ my true and lawful**  
**attorney, to vote at a meeting of the Chatham County**  
**Republican Committee to be held in \_\_\_\_\_ on the \_\_\_\_ day of**  
**\_\_\_\_\_, 20\_\_, or at any adjourned meeting thereof, and for me in my name,**  
**place and stead to vote upon any question that properly may come before such meeting,**  
**with all the power I should possess if personally present, hereby revoking all previous**  
**proxies.**

**IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal this \_\_\_\_\_**  
**day of \_\_\_\_\_, 20\_\_.**

\_\_\_\_\_  
**Signature of Committee Member**

**J. Duties of the County Committee:** The County Committee, in its entirety, shall call the County Conventions and Precinct Mass Meetings or County Primary, make arrangements therefore, fix the basis of representation by Delegates and Alternates to the County Convention consistent with the State Rules, and shall set the time and place for holding the County Convention. It shall cooperate with the State Committee and its Congressional District Committee in conducting all elections within its boundaries. The County Committee shall decide all controversies and contests arising within its jurisdiction, with the right to appeal

to the District Committee within thirty (30) days after the decision by a petition signed by at least twenty five (25) qualified Republican electors of the political unit affected.

**ARTICLE III - DUTIES OF OFFICERS, DISTRICT CHAIRMEN AND PRECINCT CHAIRMEN**

**A. County Chairman:**

1. Is the Chief Executive Officer and spokesperson of the County Committee and shall perform all duties required by these Rules.
2. Shall convene the County Committee as the Rules and needs of the Party dictate. 3. Presides at all County Committee meetings and all Executive Committee meetings. 4. Appoints committees called for in the Rules and such other committees he/she may deem desirable. 5. Shall appoint a presiding officer for Precinct mass meetings in those instances when the Precinct Chairman is unable to attend.
6. Presides at all County Conventions until temporary convention officers are elected. 7. Appoints interim County Convention committees and their respective Chairmen subject to the approval of the County Committee.
8. Is responsible for the general direction and affairs of the party.
9. Must review and approve all outgoing correspondence to be emailed, mailed or distributed to the County Committee at large or to the public. The County Chairman may designate this duty from time-to-time to the First Vice Chairman to make such approvals.

**All officers shall assist the County Chairman**

**C. First Vice Chairman**

1. As provided for in the Rules, presides in the absence of the Chairman.
  1. Shall assist the Treasurer with the Finance Committee and the Chairmen of the Rules, Resource Development, and Headquarters Operations Committees.

**D. Second Vice Chairman**

1. Shall assist the District Chairmen and the Chairmen of the Elections and Membership Committees. **E.**

**Third Vice Chairman**

1. Shall assist the Chairmen of the Community Outreach and Communications/Public Relations Committees.

## **F. Treasurer**

1. Shall have custody and responsibility of the funds of the Republican Committee of Chatham County and shall deposit said funds in a bank selected by the Executive Committee. These funds may be drawn as prescribed or approved by the Executive Committee.
2. All funds collected shall be deposited monthly.
3. All checks will be prepared and signed by the Treasurer. In the absence of the Treasurer, checks may be prepared by the Assistant Treasurer and signed by the Assistant Treasurer, County Chairman, or First Vice Chairman. No officer can sign a non-operational check in excess of \$500 without the prior approval of the Executive Committee. No disbursements shall be made without an invoice, paid receipt or written request.

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4. Shall make and keep an accurate record of all income and disbursements and have available at all Executive and County Committee meetings a current financial report summarizing income, expense, assets and liabilities of the County Committee.
5. Shall serve on the Resource Development Committee. This committee shall track financial status, provide oversight and prepare an annual budget for each new year for review and approval by the Executive Committee by December of the current year.
6. The Executive Committee shall annually cause to be conducted an internal audit of the records of the Treasurer which shall be presented to the County Committee at the first regular meeting in January of the new calendar year.

## **G. Assistant Treasurer**

In the absence of the Treasurer, the Assistant Treasurer shall perform the duties of the Treasurer.

## **H. Secretary**

1. Shall maintain the lists of the Executive, County, District, and State Committee members, contributors, and the like, publish notices and other materials as required by the party rules and/or Georgia election law. Shall record the minutes of all Executive and County Committee meetings including the date, identity of those in attendance, and a record of all actions taken. Executive Committee minutes shall be emailed or mailed within ten (10) days. Shall determine and announce the status of a quorum at all Executive and County Committee meetings. The minutes from the most recent past county meeting shall be emailed or mailed with the notice of each upcoming official-call County meeting sent out by the County Chairman. All correspondence distributed to the Executive or County Committee at large or the public must be approved by the County Chairman prior to distribution.
2. Shall maintain a "Minute Book" with the minutes from all meetings during your tenure. Said book to be kept at CCRP office.



3. Shall maintain an official CCRP “Member List Book” with a list of the names and contact information of all Executive Committee, County Committee, CCRP Members of the First District Committee, Chatham County Republican elected officials, and GA State GOP Members that are current CCRP participants. Said book to be kept at CCRP office.

**I. Assistant Secretary**

In the absence of the Secretary, the Assistant Secretary shall perform the duties of the Secretary. **J.**

**District Chairmen**

1. Serve on the Executive Committee.
2. Be responsible for assisting in the recruitment of Precinct Chairmen in their District.
3. Maintain periodic contact with Precinct Chairmen in their District.
4. Assist in obtaining poll watchers during elections.

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**K. Precinct Chairmen**

1. Be responsible for maintaining contact with the voters in their precinct.
2. Assist with the conduct of voter canvasses.
3. Assist with recruitment of Poll Watchers.

**L. Duties/Responsibilities for Vice Chairmen, District Chairs, Precinct Chairs, Committee Chairmen**

1. Will establish an action plan and objectives.
  2. Will submit said action plan to the Executive Committee within thirty (30) days after being elected to or accepting said position.

**ARTICLE IV - MEMBERSHIP DONORS**

The CCRP Membership application and donor fees shall be determined by the Membership Committee with the approval of the Executive Committee.

**ARTICLE V – CONVENTIONS AND MASS MEETINGS**

**A.** The call for Conventions and Mass Meetings shall conform to State Rules.

**B.** The conduct of Precinct Mass Meetings and the designating of Delegates and Alternates to the County Convention shall conform to State Rules.

**C.** Interim Committees: the County Chairman shall appoint the following Interim County Convention Committees and their respective Chairmen subject to the approval of the County Committee at the January quarterly meeting held in odd-numbered years and in Presidential Election years:

1. Nominating Committee
2. Rules Committee

3. Credentials Committee
4. Platform Committee
5. Resolutions Committee

Each Committee shall consist of a Chairman plus three (3) to six (6) members. No person may serve on more than one Committee. Each Interim Committee shall have a majority of members who are members of the County Committee.

At least ten (10) days prior to the County Convention, the names of those nominated by the Interim Nominating Committee to serve as officers of the County Committee, as listed in these Rules, as well as the names of those to serve as Delegates and Alternates to the District and State Conventions, shall be made available to any person upon request.

**D. Delegates and Alternate Delegates:** Persons elected to be Delegates and Alternates to the District and State Conventions shall be allocated among the Commission Districts pro rata in accordance with the number of votes cast therein for the Republican candidate for President in the last General Election provided, as a sufficient number of Republicans living in a District desire to so participate. If a reasonable effort to fill the allotted number of Delegates and Alternates in a District fails, vacancies may be filled with persons from other Districts.

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**E.** Any contested races elections shall be conducted by secret ballot.

## **ARTICLE VI – AMENDMENTS**

**A.** These Rules may be amended at any County Convention by a majority vote or by the County Committee by a two-thirds (2/3) vote of a quorum present. With respect to action to amend by the County Committee, such meeting must be duly held and written notice setting forth in detail; the proposed intention to amend the Rules shall accompany the emailed and/or mailed notice of the meeting.

## **ARTICLE VII – ROBERT’S RULES OF ORDER**

**A.** Except to the extent modified by these Rules, *Robert’s Rules of Order* (latest revision) shall govern the conduct of all meetings.

I certify that these rules are correct  
As re-adopted by  
Majority vote of the Chatham County Committee Members

at the Chatham County Committee Meeting held on April 17, 2021

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Signature - Leonard Massey  
Chairman

Date: \_\_\_\_\_