

BY-LAWS

BOROUGH OF MIDDLESEX REPUBLICAN ORGANIZATION

ADOPTED : 7/16/2020

SECTION I NAME

- A. The official name shall be the "Borough of Middlesex Republican Organization" of Middlesex, New Jersey

SECTION II PURPOSE

- A. The purpose of this committee is to stimulate interest in and promote good government through the Republican Party. This is to be accomplished in part by:
1. Actively assisting in the selection and election of Republican Organization Candidates for all local elective offices.
  2. Helping residents become better-informed citizens.
  3. Promoting the registration of all eligible voters who support Republican principles.
  4. Getting voters to the polls to vote for Republican Candidates.

SECTION III MEMBERSHIP

- A. The organization will be composed of members consisting of one male and one female member of each election district in the Borough of Middlesex to be elected bi-annually (every other year during even numbered years) in the Primary Election . The election will be conducted in the manner prescribed in Title 19 Elections of the Revised Statutes of New Jersey.
- B. Vacancies caused by death, resignation, failure to elect, or otherwise shall be filled for the unexpired term in accordance with the same provisions in Title 19 Elections of the Revised Statutes of New Jersey.

SECTION IV OFFICERS

- A. The Governing Body shall consist of the following officers:
1. Municipal Chairperson
  2. Municipal Vice-Chairperson
  3. Municipal Secretary
  4. Municipal Treasurer

SECTION V OFFICERS QUALIFICATIONS

- A. Any duly registered and voting Republican resident of Middlesex Borough is eligible for election as an officer of the Republican Committee. If a member of a Committee is elected as an Officer, the Officer may resign as a Committee person and recommend a replacement for himself. An incumbent Chairperson & Vice Chairperson may seek re-election for their respective positions without the necessity of holding a committee seat.

SECTION VI TERMS OF OFFICERS

- A. Officers will be elected for a term of two (2) years by a majority of the Committeemen and Committeewomen elected at the primary who are present and voting at the organizational meeting. Said meeting will be held bi-annually on the Monday following the Primary Election as prescribed in Title 19.

SECTION VII DUTIES AND RESPONSIBILITIES OF OFFICERS

- A. The Municipal Chairperson shall:
1. Preside at all regular and special meetings of the Municipal Committee, and conduct all meetings in accordance with procedures as outlined in "Roberts Rules of Order";
  2. Decide matters relating to the Municipal Committee and to elections in accordance with the New Jersey Revised Statutes on Elections (Title 19);
  3. Cast the deciding vote in case of a tie;
  4. Appoint members and chairperson to the Standing Committees and to such Special Committees as may be needed;
  5. Represent the Borough of Middlesex Municipal Committee at Middlesex County and State Republican party meetings;
  6. Present to local and county officials – after Screening Committee Selection and Organization approval – names of local residents desirous of filling the various non-elective positions which are or about to be vacated and to urge their appointment;
  7. To be an ex-officio member of all Committees with the exception of the Nominating Committee.
  8. Countersign all checks for payment of bills and other expenses.
  9. Call special meetings when deemed necessary or when requested by a letter signed by at least three (3) Municipal Committee Representatives. The letter shall also state the reason for the meeting.
- B. The Municipal Vice-Chairperson shall;
1. Assist the Chairperson in the discharge of his/her duties;
  2. Preside at regular and special meetings in the absence of the Chairperson;
  3. Represent the Municipal Committee at all functions in the absence of or when called upon by the Chairperson;
  4. Assume the position of Chairperson, if such vacancy occurs, until a new Chairperson is elected;
  5. Will be an alternate co-signer and endorser of checks in the absence of the Chairperson.
- C. The Municipal Secretary shall:
1. Keep accurate minutes of all regular and special meetings;
  2. Read minutes of prior meetings, not previously read or approved;
  3. Preserve all documents;
  4. Perform other related duties, as directed by the Chairperson;

5. Notify members by informing them at the current monthly meeting or by email of regular meetings ; at least seven (7) days prior to such meetings;
  6. Notify members by email of special meetings; and also the reason for such meetings.
  7. Submit all minutes, documents, etc., to successor at the end of term.
- D. The Municipal Treasurer shall
1. Handle all financial business of the Municipal Committee
  2. Keep all monies of the Committee in a Banking Institution to be selected at each re-organization meeting;
  3. Maintain records of all income and expenses;
  4. Submit a report – at each regular meeting – of income, expenses, and monies on hand;
  5. Pay all bills by check; all checks to be signed by the Municipal Treasurer and the Municipal Chairperson, or in absence of same, Vice Chairperson.
  6. Preserve all documents for transfer to successor

#### SECTION VIII RESIGNATIONS AND/OR VACANCIES

- A. Notices of resignations should be served personally, or by mail, telephone, or email and should be addressed to the Chairperson.
- B. Vacancies in Committee offices occurring by reason of death, moving from Middlesex Borough, resignation, etc. and should be filled no later than the second meeting following said vacancy by a majority vote of the Committee members present assuming there is a candidate for the position
- C. When a vacancy in an Officer Position occurs or is about to occur, the Chairperson or Vice-Chairperson, if necessary, shall:  
Call for a Special meeting of all Committee members to select a candidate(s) who – at the next Regular Meeting – will be nominated and elected to fill the unexpired term of the vacated position.

#### SECTION IX REORGANIZATION MEETING

- A. The bi-annual Reorganization meeting of the Municipal Committee shall be held on the First Monday following the Primary Day Election. The out-going Chairperson, at the last regular meeting prior to the Primary Election shall designate the place and time. At least three days notice of this meeting shall be given to each member of the board via email.
- B. At this meeting, the newly elected Municipal Committee Representatives shall:
  1. Elect officers of the new year;
  2. Appoint and/or Reappoint the By-Laws Committee;
  3. Review the By-Laws;
  4. Refer any suggestions for changes to the By-Laws Committee for study and subsequent action;
  5. Schedule regular meeting dates for the New Year.

- C. Attendance at this meeting will generally be limited to the Chairperson, Vice-Chairperson and Municipal Committee representatives. Attendance by other than Republican Officials and Candidates will be permitted only by special request of the Chairperson. Any duly registered and voting Republican resident seeking a board position will be allowed to attend but will not have a vote.

#### SECTION X QUORUM FOR MEETINGS

- A. The quorum for a regular or special meeting shall be FIVE (5) Municipal Committee Members.
- B. For the meeting at which a Chairperson, Vice-Chairperson or other Officers are to be elected, the quorum shall be ELEVEN (11) Municipal Committee Members.
- C. No action shall be taken at any meeting, which does not have the quorum attendance requirements.

#### SECTION XI COMMITTEES

- A. At each reorganization meeting, the Chairperson shall appoint the following Standing Committees and such Special Committees as may be needed or deemed necessary for the proper conduct of the affairs of the Borough of Middlesex Republican Organization.

Standing Committees are:

- 1. By-Laws

This committee shall consist of three members, one of whom shall be named Chairperson. It shall review and study and report on all suggestions for changes – as per procedures outlined in Section XIII – and, after approval and adoption, distribute the change(s) to all members and the Chairperson and Vice-Chairperson.

- 2. Publicity

This may be a committee of one. It shall be responsible for all publicity of and for the Municipal Committee.

- 3. Screening

No later than January of the year preceding a regularly scheduled municipal election (Mayor-Council) a Screening Committee shall be composed of the Municipal Chairperson and four (4) duly elected members of the Municipal Committee, who shall be nominated and elected from the floor. Should the Municipal Chairperson choose to screen for office, he/she shall be excused from his/her responsibilities established in VIII, and shall be replaced on the committee by the Vice-Chairperson or Successors. The Screening Committee shall have the responsibility for:

- a. The collection and review of resumes of all persons seeking Local and County Elective Positions and appointments; and
- b. The submissions of its recommendations to the Municipal Committee for approval and subsequent presentation, by the Municipal Chairperson, to the respective Local and County Government Officials.

- c. The Chairperson of the Screening Committee shall be elected by the membership of the Screening Committee.
- d. In case of the occurrence of a non-scheduled election, a special meeting shall be called as reasonably and as expeditiously as possible to formulate a screening committee in accord with the provision of Section b. above.
- e. No member of the Screening Committee shall be eligible to be screened as a candidate for elected Municipal Office.

## SECTION XII                      MEETINGS

- A. Regular meetings of the Borough of Middlesex Republican Committee will be held on the third Thursday of every month, except the month of the Primary Election when the bi-annual organizational meeting, as prescribed in Title 19 is held, and subject to change in the event of a holiday at 7:30 p.m. at a place designated by the Chairperson. A quorum is needed to open the meeting. A majority vote of the members present at any regular meeting may cancel a future meeting.
- B. An agenda for each meeting will be prepared by the Chairperson, with the aid of the Officers and all members to be notified personally, via email seven (7) days before such meeting. Notification at the current monthly meeting for the next meeting is also sufficient notice.

The following shall be the pattern for all meetings:

- 1. Call to order
  - 2. Sign in of all attendees
  - 3. Establish that a quorum is present
  - 4. Reading of the minutes of previous meeting
  - 5. Treasurer's Report
  - 6. Reports of committees
  - 7. Unfinished business
  - 8. New business
  - 9. Public Session
  - 10. Notice of date, time and place of next meeting
  - 11. Adjournment
- C. Meetings of the Borough of Middlesex Republican Organization will be open to anyone. The privilege of the floor, however, will be limited to members or officers of the Committee (Robert's Rules notwithstanding), except that in the Public Session of the meeting, the privilege of the floor may be extended to an individual not a member or officer for the purpose of making a single statement, not exceeding four (4) minutes. This portion of the meeting should not exceed forty (40) minutes. The Chairperson with the consent of a majority of the member's present and voting, can close the session after which the meeting will be limited to elected

Committee persons and officers. At the discretion of the Chairperson, the press may be permitted to attend.

SECTION XIII                      CHANGES AND AMENDMENTS

- A. Changes in the By-Laws shall be made in accordance with the following procedures:
1. The by-laws committee, after study and review to insure that no conflict will exist with:
    - a. Robert's Rules of Order on Parliamentary Procedures; and
    - b. New Jersey Revised Statutes on Elections (Title 19) will present the by-laws changes at a regular meeting.
  2. The by-laws committee shall conduct a discussion and a determination shall be made as to whether or not the suggested change(s) should be approved. Simple majority of members present to proceed.
  3. If approved, the suggested change(s) shall be presented again at the following regular meeting; where, after further discussion, a final decision will be made. 2/3 majority of members present shall be required for the adoption of this change(s).

The By-Laws are approved and adopted, by a vote of members, at the regular meeting held on:

Thursday, July 16, 2020

Secretary: Mark Holmes

Chairperson Michael R. Hompesch