

**OFFICIAL RULES of the
EAST BATON ROUGE REPUBLICAN
PARISH EXECUTIVE COMMITTEE**

Tuesday, March 27, 2012

All of the following rules are to be consistent with the laws of the State of Louisiana
and rules and regulations of the Republican State Central Committee.

The Rules of the East Baton Rouge Republican Parish Executive Committee shall be adopted by a majority vote of the entire PEC membership at a regularly scheduled meeting at which a quorum is present and shall thereafter be filed with the Clerk of Court for the Parish of East Baton Rouge within ten (10) days of adoption. These rules supercede all previous rules of the committee. In addition, all resolutions, procedures, and practices of previous PEC's are hereby rescinded.

ARTICLE I — NAME

The East Baton Rouge Republican Parish Executive Committee, hereinafter referred to as PEC, will also be known as the Republican Party of East Baton Rouge Parish.

ARTICLE II — OBJECTIVE

The purpose of this organization shall be to promote good government and the best interests of the people of East Baton Rouge Parish and the Republican Party. It shall direct party activities in accordance with the law of Louisiana as set forth in La. R. S. Title 18, Section 444 et. seq.

ARTICLE III — MEMBERSHIP

A. Qualifications

Qualifications for membership in PEC, either elected or appointed, shall be as set forth hereinafter in accordance with the laws of the State of Louisiana and consistent with the rules and regulations of the Republican State Central Committee:

1. Be a resident of the district from which he is a candidate for at least six months prior to election to PEC.
2. Be a registered Republican for a minimum of six months prior to election to PEC.
3. Qualify as set forth by law.

B. Elections

Members of the PEC shall be elected every four (4) years at the same time as the Presidential

Primary elections, and the PEC shall hold an Organizational Meeting at the parish courthouse within forty (40) days of election. The term of office shall not extend beyond the time for which a member was elected. Candidates for membership shall qualify for office pursuant to the provisions of Chapter 5 of La. R.S. Title 18.

C. Duties

1. Set additional filing fees for all candidates filing under the jurisdiction of the PEC.
2. Fill any vacancy in the membership of the PEC for an unexpired term, or one that has not been filled at the regular election.

E. Disqualifications

1. A PEC member shall be subject to removal from membership if:
 - a. He resides out of the district from which he was elected or if he is no longer a registered Republican voter of the parish;
 - b. He fails to attend three consecutive regularly scheduled meetings of the PEC, either in person or by written proxy, or five consecutive meetings in person;
 - c. He has been convicted of a felony.
2. When a disqualification occurs, PEC shall hold a hearing, after ten (10) days' written notice to the member, and removal shall be by two-thirds' vote of a quorum of the members present. However, should the disqualified Member notify PEC, in person at a regularly scheduled meeting or in writing read by the Secretary at the meeting of his disqualification or resignation, the PEC shall declare the seat vacant without further notice to him. Upon designation of the vacancy, PEC shall place the election to fill the vacancy on the agenda of the next regularly scheduled meeting and shall, no later than twenty (20) days in advance of the election to fill the vacancy, disseminate notice of the vacancy in the affected district by the most effective means available with at least one notice in the official publication of the parish.

E. Vacancies

1. A majority of members of PEC shall constitute a quorum in order to fill any vacancies caused by resignation, death, ineligibility, and those caused by failure to fill an elected position on PEC. Such vacancies shall be filled at the next regularly scheduled meeting following the removal or occurrence causing the vacancy.
2. A vacancy in an at-large position shall be filled by a vote of the majority of a quorum of the PEC members with a qualified resident of the parish. A district representative vacancy shall be filled by a vote of the majority of a quorum of the PEC members with a qualified resident of the district.

F. Proxies

1. No member may vote by proxy at more than two (2) consecutive regular meetings.
2. No member shall exercise the proxy votes of more than two (2) other members at any time. Proxies shall not count to constitute a quorum.
3. Proxies must be in writing through letter, fax or e-mail transmission. Proxy correspondence

must clearly identify the member granting a proxy and the member receiving the proxy.

ARTICLE IV — OFFICERS

A. Officers

Officers are Chairman, Vice Chairman, Secretary, and Treasurer. Officers shall be elected for a term of four years by a vote of the majority of the members of the PEC present and voting. The four officers shall serve as members of the Executive Committee, along with a fifth member of the committee who shall be appointed by and serve at the pleasure of the Chairman.

B. Duties and Responsibilities

The officers of the PEC shall have authority to transact any necessary business between meetings and to recommend policies to the membership. Subject to the supervisory authority of the full PEC, the Executive Committee shall advise the Chairman on policy between meetings of the PEC.

1. The Chairman shall preside over all meetings of PEC, act as PEC spokesman, and shall perform all duties vested in him by PEC, including, but not limited to the following:

a. Set the Parish Headquarters location and the time and place of the regular and special meetings of PEC.

b. Authorize the expenditure of PEC funds for regular operational expenses up to a limit of \$200 per individual expenditure, by providing a receipt or invoice in connection with each expenditure to the Treasurer.

c. Call special meetings of PEC when deemed necessary, or with five days upon receipt at the Parish Headquarters of a written request for a meeting signed by five PEC members. Forty-eight (48) hours notice, in such cases, shall be given to all PEC members.

d. Select committee chairmen for standing, special, or temporary committees.

2. The Vice Chairman shall, in the absence of the Chairman, perform the duties of the Chairman.

3. The Treasurer shall act in a fiduciary capacity over all funds collected by PEC and shall receive and expend all PEC monies for authorized projects and expenses. The Treasurer will also be responsible for preparing financial records of the party, completing audits of financial activity as necessary, preparing and monitoring the budget, providing financial status reports and balances on a monthly basis, paying the ongoing financial obligations of the party, and filling timely and accurate financial reports with the Louisiana Department of Ethics and the Secretary of State where necessary.

The Treasurer is authorized to sign contracts on behalf of PEC and to maintain all financial records required by law. Any checks written on behalf of PEC shall require two of the following three signatures: Chairman, Vice Chairman, and Treasurer when the amount of the check is two hundred dollars (\$200) or more, and has not been authorized in a resolution by the PEC. Only one signature is required for checks of less than two hundred dollars (\$200).

4. The Secretary shall record the minutes of each PEC meeting and all resolutions adopted by PEC in a binder and shall post all minutes and resolutions on-line within five days after each meeting. When the Secretary must be absent from a meeting, he shall arrange for another member to perform his duties.

The Chairman may appoint an Assistant Secretary to assist the Secretary in the performance of his duties. The Assistant Secretary need not be a member of the PEC. The Secretary or Assistant Secretary shall notify all members of meetings in accordance with law, post such notices on-line, and shall perform such other duties as shall be assigned to the Secretary by the PEC.

C. Terms of Office

The term of office for PEC officers shall be four years.

ARTICLE V — COMMITTEES

A. Committees shall be created by resolution of the PEC or by the Chairman of the PEC. The Chairman of the PEC shall appoint each committee chairman who shall, in turn, select members of his respective committee. Standing committees shall include but not be limited to:

Committee on Township Organization & Get Out the Vote

Committee on New Republicans

Hispanic Republican Council

Finance Committee

Fundraising Committee

Events Committee

Communications and Technology Committee

Ronald Reagan Luncheon Committee

Republican Training Institute

Recruitment and Endorsement Committee

1. Committee on Township Organization & Get Out the Vote. This committee shall be responsible for creating a highly-effective organization at the Township level. A Township is a precinct or a portion of a precinct which has at least 100 registered Republicans. The committee shall establish specific, achievable vote goals in each Township and shall develop and execute a plan to achieve that vote goal for the Republican candidate or conservative cause being supported. Where possible, the committee shall establish a Neighborhood Headquarters in each Township.

2. Committee on New Republicans. This committee shall develop and execute a plan for growth in Republican voter registration in the parish. The committee shall be present at ceremonies for new citizens and shall provide them an opportunity to register to vote and invite them to affiliate with the Republican Party. The committee shall attempt to visit high schools, colleges, and vocational schools in the parish and offer students the opportunity to register to vote and to affiliate with the Republican Party. The committee shall contact voters who are registered as independents, Democrats, members of other parties and invite them to switch their party affiliation to Republican.

3. Hispanic Republican Council. This committee shall reach out to Spanish-speaking citizens and invite them to affiliate with the Republican Party. The committee shall develop materials in Spanish, have a continuous presence in Spanish-language media, and organize events which welcome Spanish-speaking citizens.

4. Finance Committee. This committee, which is chaired by the Treasurer, is responsible for assisting the Treasurer in preparing financial records of the Party, completing audits of financial activ-

ity as necessary, preparing and monitoring the budget, providing financial status reports and balances on a monthly basis, paying the ongoing financial obligations of the party, and filing in a timely and accurate manner all financial reports required by the Louisiana Board of Ethics, the Secretary of State, and other governmental entities. The Chairman of the committee shall seek Republicans with financial backgrounds to serve on the committee. A compiled financial report completed by a CPA shall be completed at least annually and provided to the committee for review by January 30 of the following year. The fiscal year of the party will end on December 31 of each year.

5. Fundraising Committee. This committee shall consist of a broad base of Republicans from a variety of businesses and professions. The committee shall be responsible for raising the funds necessary for party activities, as provided in the annual budget. The committee shall have monthly, quarterly, and annual fundraising goals.

6. Events Committee. This committee shall coordinate all special events sponsored by the party.

7. Communications and Technology Committee. This committee will be responsible for internal communications within the PEC and all external communications with the public and the media. It shall develop computerized lists of registered Republicans, frequent voting Republicans, volunteers, donors, and sign locations. It shall develop the website, Facebook, twitter, and other social media, so as to maximize the effectiveness of these means of communication. The committee shall issue news releases, reports, and statements to the media on behalf of the Chairman of PEC

8. Ronald Reagan Luncheon Committee. This committee shall organize a monthly luncheon for Republican elected officials, party leaders, Republican voters, and the media. Each luncheon shall feature a speaker or a cause which well represents the philosophy and character of President Ronald Reagan. The committee shall select speakers, subject to the approval of the Chairman of PEC, publicize the event, secure a location, and insure that the events are self-funding. Speakers shall be chosen based on the newsworthiness of their appearance and their ability to articulate a clear and compelling conservative message. The meeting shall be held to the extent possible at the same location every month.

9. Republican Training Institute. The committee shall offer a series of courses on American liberty, running for public office, managing campaigns, lobbying the legislature or other governmental bodies, and such other related subjects as shall be determined by the committee, subject to approval by the Chairman of PEC.

10. Recruitment and Endorsement Committee. This committee, which shall be chaired by the Chairman of PEC, shall be responsible for identifying and recruiting outstanding candidates for public office and training them to put together a winning campaign. Each potential candidate shall be informed that only the full PEC can endorse candidates. The committee shall develop procedures for Endorsement of Candidates and submit the proposed procedures for approval by the PEC.

ARTICLE VI — MEETINGS

A. Regular Meetings. The regular meeting of the PEC shall be held at 6 p.m. on the second Thursday of each month in the Metro Council Chamber, unless set otherwise by the Chairman.

B. Special Meetings. Special meetings may be called by the Chairman with 48 hours written notice to the members or by any five members of the PEC who file with the Chairman a request for a special

meeting, which shall be called by the Chairman within five days thereafter with at least 48 hours' notice to all members of the PEC.

C. Notice. Notice of meetings shall be made by mail, e-mail, by phone, or in person. Actual notice is sufficient. Every member shall be considered to have received notice when an e-mail has been sent by the Chairman or the Secretary to the member's e-mail address at least 48 hours prior to a meeting.

D. E-mail List. The Chairman of the Committee on Communications and Technology shall maintain a list of names of all Republicans who have requested to be informed of meetings of the PEC and of public events sponsored by the PEC. Upon notice of an event by the Secretary, the Chairman of the Committee shall send an e-mail notification to all Republicans on the list.

ARTICLE VII — REPUBLICAN MUNICIPAL EXECUTIVE COMMITTEES

A. The Chairman of the PEC may establish a Republican Municipal Executive Committee in each of the following cities in East Baton Rouge Parish: City of Baker, City of Central, and City of Zachary.

B. The Chairman of the PEC may appoint, from among the registered Republicans in a city, a Republican City Chairman. A member of the PEC who resides in the city is eligible for appointment.

C. Each Republican City Chairman shall propose, subject to the approval of the Chairman of the PEC, the names of registered Republicans to be appointed to the Republican Municipal Executive Committee. The names shall then be submitted to the full PEC, which may approve or disapprove each name on the list. Those who are approved shall serve as members of the Republican Municipal Executive Committee for a term, which shall end 30 days after the swearing in of the next PEC. If any names on the list are disapproved, the Republican City Chairman shall propose additional names, subject to the approval of the Chairman of the PEC and the full PEC. Any vacancy in the Republican Municipal Executive Committee shall be filled in the same manner.

D. The Baker Republican Municipal Executive Committee shall have nine members.

E. The City of Central Republican Municipal Executive Committee shall have 17 members.

F. The Zachary Republican Municipal Executive Committee shall have 17 members.

G. The powers, duties, and limitations of the Republican Municipal Executive Committee shall be defined by resolution approved by the PEC.

H. A Republican Municipal Executive Committee shall always remain subject to supervision by the Chairman of the PEC and the full PEC.

ARTICLE VIII — AFFILIATES, LIAISONS, AND WATCHERS

A. Affiliated Organizations. The PEC may affiliate itself with other Republican organizations, and the Chairman shall have the authority to affiliate the PEC with any Republican Women's Club, College Republican Club, or Teen-Age Republican Club in the parish. The PEC may list affiliated clubs on its website and literature. PEC members will be encouraged to attend and participate in the activities

of affiliated organizations.

B. Liaisons. The Chairman of PEC may designate a member of the PEC or himself as the official liaison between the PEC and an organization.

C. Watchers. The Chairman shall appoint a registered Republican to attend and monitor the meetings of the Metro Council, School Board, BREC, Library Board, CATS Board, and Planning & Zoning Commission. With the approval of the Chairman of PEC and a majority of the Executive Committee, the representative shall be authorized to state the position of the PEC on any matter under consideration. Any such statement is subject to review by the full PEC at its next regular meeting.

ARTICLE IX — QUORUM & AGENDA

A majority of the membership of PEC shall constitute a quorum at any meeting. The Chairman shall establish the agenda for each meeting, which may include Invocation, Pledge, Introduction of Guests, Minutes, Reports of Officers, Reports of Committees, Unfinished Business, and New Business.

ARTICLE X — RESOLUTIONS

Proposed resolutions may be submitted to the PEC by any PEC member, committee, or municipal executive committee. Each resolution shall be referred to the Executive Committee, which may report it as Favorable, Unfavorable, or Without Action.

ARTICLE XI — AMENDMENTS

These rules are subject to amendment as follows:

1. A proposed amendment may be submitted to the Secretary at least 10 days prior to any regular meeting of the PEC. The Secretary shall immediately notify the Chairman, who shall hold a meeting of the Executive Committee. The full PEC shall consider the proposed Amendment at the next regular meeting of the PEC along with one of three reports from the Executive Committee: Favorable, Unfavorable, or With Amendments.

2. Within 60 days after adoption of these rules, changes in the rules may be adopted by a majority of the members of the PEC present and voting, provided a quorum is present.

3. After 60 days, changes in the rules may be adopted by a 2/3rds vote of the members of the PEC present and voting, provided a quorum is present.

ARTICLE XII — PARLIAMENTARY PROCEDURE

The latest edition of Robert's Rules of Order shall govern all proceedings of the Parish Executive Committee, except where inconsistent with state law or these rules.

Approved by the committee this 27th day of March, 2012

Chairman

