



# Craven County Republican Party Plan of Organization

PROPOSED

March 21, 2009  
2009 Craven County Republican  
Convention



**Committee:** Lucille Dicktel (Chairman), Julia Capshaw, Eddella Johnson (Ex-officio), Tom Meutsch (Ex-officio), Robert Shuck, Michael Speciale (Ex-officio), Ceil Wasserman

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**CRAVEN COUNTY REPUBLICAN PARTY  
PLAN OF ORGANIZATION  
ADOPTED 21<sup>st</sup> DAY OF MARCH 2009**

**PREAMBLE**

We, the Members of the Craven County Republican Party of North Carolina, dedicated to the sound principles fostered by that party, conscious of our civic responsibilities and rights, firm in our determination to give our strength to preserving the American principle that government ought to be and must be of all the people, by all of the people and for all of the people do, for the purpose of uniting and coordinating our efforts for maximum power and efficiency, herewith establish this instrument, The Plan of Organization of the Craven County Republican Party.

Location of file copy:

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UPDATED PLAN OF ORGANIZATION 3-12-09 LD.doc

**ARTICLE I  
CRAVEN COUNTY REPUBLICAN PARTY ORGANIZATION**

All registered Republicans of Craven County are members of the Craven County Republican Party and shall have the right to participate in the affairs of the Party in accordance with these rules. All references herein to delegates, alternates, officers and members shall, in all cases, mean persons identified and registered with the Republican Party precinct of their residence.

**ARTICLE II  
PRECINCT OBJECTIVES**

**Section 1. Objectives of the Craven County Republican Party Precincts shall be:**

- to promote an informed public through political education and activity
- to increase the effectiveness of citizens in the cause of good government through active political participation
- to encourage loyalty to the Republican Party and to promote its principles and candidates in all elections, including non-partisan elections
- to cooperate with the State Republican Party
- to promote the principles of freedom, equality, and justice upon which the government of this country is founded

**ARTICLE III  
PRECINCT MEMBERSHIP**

All registered Republicans of Craven county are members of the Craven County Republican Party and shall have the right to participate in the affairs of the Party in accordance with these rules. All references herein to delegates, alternates, officers and members shall, in all cases, mean persons identified and registered with the Republican Party Precinct of their residence.

**ARTICLE IV  
PRECINCT MEETINGS**

**Section 1. Annual Meetings**

In every year, the Craven County Republican County Chairman (hereafter, "County Chairman") shall call precinct meetings during the month of February, or the first ten days of March. Ten(10) days written notice in advance of the time and place of the meeting shall be given to each Precinct Chairman and a one (1) week's notice of such meeting shall be published in a newspaper of general circulation within Craven County.

## Section 2. Biennial Meetings (Odd Years)

- A. Biennial Precinct meetings shall elect Precinct Committee Officers consisting of a Chairman, a Vice-Chairman and a Secretary to conduct the business of the Precinct.

Precinct Officers shall serve for a term of two years or until their successors are elected.

Precinct meetings shall elect one delegate and one alternate to the County Convention. In addition they shall elect one additional delegate and one additional alternate to the County Convention for every one hundred (100) registered Republican voters, or major fraction thereof, in the precinct as of January 1 of that year. (Amended March 15, 2008)

- B. The Chairman and Secretary of each Precinct shall certify election of officers, committee members, delegates and alternates to the county convention on forms stipulated by the State Central Committee and furnished by the County Chairman. Computer generated duplicate forms are acceptable. Complete credentials shall be in the hands of the County Secretary within ten (10) days after the Precinct meeting.
- (1) In the event a Precinct fails to properly organize or the Precinct Chairman fails to act, after sixty (60) days the County Chairman shall appoint a Temporary Precinct Chairman to serve until a general membership meeting can be called and a new Chairman elected.
  - (2) The Precinct Chairman shall call a Precinct meeting within the first sixty (60) days of getting organized, or within sixty (60) days after the County Convention.
  - (3) Meeting jointly with an established Precinct is encouraged.

## Section 3. Presidential Election Year Meetings

- A. In every Presidential Election year, the County Chairman shall call Precinct meetings within the dates set by the State Central Committee after giving ten (10) days written notice of the time, date, and location of the meeting to each Precinct Chairman, and after giving one (1) week's notice of such meeting in a newspaper of general circulation within Craven County. Failure of the County Chairman to call the Presidential Election Year Precinct Meetings shall be cause for any registered Republican within the Precinct to call said meeting by notice in a newspaper of general circulation within Craven County. Every Republican registered within the Precinct, in attendance, shall be entitled to cast one vote.
- B. Presidential Election Year Precinct Meetings shall elect one delegate and one alternate to the County Convention. In addition they shall elect one additional delegate and alternate to the County Convention for every one hundred (100)

registered Republican voters, or major fraction thereof, in the precinct as of January 1 of that year. No organizational changes shall take place except as provided in this action. (Amended March 15, 2008)

- C. The Chairman and Secretary of each Precinct shall certify election of delegates and alternates to the County Convention on forms stipulated by the State Central Committee and furnished by the County Chairman. Complete credentials shall be in the hands of the County Secretary by the deadline as set by the County Chairman.

## **ARTICLE V PRECINCT COMMITTEE**

### **Section 1. Duties of the Precinct Committee**

The Precinct Committee will:

- cooperate with the County Executive Committee in all elections and Party activities
- provide the County Chairman with a list of registered Party members within the Precinct suitable for appointment as registrar, election judge, and poll watchers
- promote the objectives of the Party within the Precinct
- Get Out The Vote (GOTV) in all elections

### **Section 2. Duties of Precinct Officers**

- A. The Chairman of the Precinct Committee, with the advice and consent of the Precinct Committee, shall:
- have general supervision of the affairs of the Party within his Precinct
  - preside at all meetings of the Precinct
  - participate as an ex-officio member of sub-committees
  - perform such other duties as may be presented by the Precinct Committee or the County Executive Committee
- B. The Vice-Chairman of the Precinct Committee shall function as Chairman in the absence of the Chairman.
- C. The Secretary of the Precinct Committee shall
- keep all Precinct meeting minutes and records
  - execute the correspondence the Chairman requests
  - maintain a list of registered Republican voters and workers within the Precinct

### **Section 3. Meetings of the Precinct Committee**

- A. Meetings of the Precinct Committee shall be held upon the call of the Precinct Chairman or one-third of the members of the Precinct Committee.
- B. One-third of the members shall constitute a quorum for the transaction of business

- C. Proxy voting is prohibited.
- D. The Precinct Chairman shall call a minimum of two (2) Precinct meetings per year.

#### **Section 4. Vacancies and Removals**

- A. In case of death, resignation, discontinuance of residency within the Precinct and removal of any officers or members of the Precinct Committee, vacancy shall be filled by the active members of the Precinct Committee.
- B. Any member of the Precinct Committee may be removed by a two-thirds vote of the Precinct Committee after being furnished with notice of the charges against him, signed by not less than one-third of the members of the Precinct committee and allowing him twenty (20) days to appear and defend himself.
  - (1) Cause for removal shall be confined to gross inefficiency, Party disloyalty or failure to comply with the County or North Carolina Republican Party Plans of Organization.
  - (2) Such removal may be appealed to the County Executive Committee within twenty (20) days. Their decision shall be final.

THIS PLAN OF ORGANIZATION CONTINUES BELOW WITH RULES AND BYLAWS FOR THE EXECUTIVE COMMITTEE

**ARTICLE VI  
CRAVEN COUNTY REPUBLICAN PARTY EXECUTIVE COMMITTEE**

An Executive Committee will conduct the business of the County Republican Party, in compliance with the rules and regulations of the Republican Party District and State Plans of Organization.

**Section 1. Objectives of the Craven County Republican Party Executive Committee shall be:**

- to promote an informed public through political education and community activity
- to increase the effectiveness of citizens in the cause of good government through active political participation
- to encourage loyalty to the Republican Party and to promote its principles and candidates in all elections, including non-partisan elections
- to cooperate with the State Republican Party
- to promote the principles of freedom, equality, and justice upon which the government of this country is founded

**Section 2. Membership of the Executive Committee**

- A. The following shall comprise the County Executive Committee:
- the County officers (Chairman, First Vice-Chairman, Second Vice-Chairman, Recording Secretary, Corresponding Secretary and Treasurer)
  - the five (5) at-large members
  - the President of the Craven County Republican Women's Club
  - the President of the Craven County Republican Men's Club
  - the Chairman of the Craven County Young Republican Club
  - the Precinct Chairperson from all Precincts of Craven County
  - the immediate Past Chairman of the County Executive Committee
  - the Chairman of the Craven County Finance Committee
- B. The Other Past County Chairmen shall be non-voting, ex-officio members of the Executive Committee.
- C. All Republican elected officials residing in the County shall be non-voting members of the Executive Committee as long as they are in office.
- D. The County Chairman and the First and Second Vice-Chairman shall be ex-officio members of all committees.

### **Section 3. Power and Duties of the Executive Committee**

The duties of the County Executive Committee shall include

- cooperating with the District and State Committees in all elections and Party activities
- encouraging qualified candidates to run for office within the County or State
- adopting an annual budget
- managing party affairs and fund raising within Craven County
- approving a Finance Committee and an Audit Committee of not less than three members each
- appointing such other committees as may be deemed necessary
- appointing a Nominating Committee of no less than three (3) members as required

### **Section 4. Meetings of the Executive Committee**

- A. The County Executive Committee shall meet at least six (6) times a year upon call of the County Chairman after giving ten (10) days notice to all members, or upon call of one-third of the members of the Committee.
- B. One-third of all the official voting members shall constitute a quorum for the transaction of business or to conduct elections
- C. Proxy voting is prohibited

### **Section 5. Duties of Office of the Executive Committee**

- A. The County Chairman, with the advice and consent of the County Executive Committee, shall
  - (1) preside at all meetings of the Craven County Republican Executive Committee
  - (2) have general supervision of the affairs of the County Party within the County
  - (3) Issue the call for:
    - a. Biennial Precinct Meetings
    - b. Presidential Election Year Precinct Meetings
    - c. Craven County Republican Conventions
    - d. Craven County Republican Executive Committee meetings
  - (4) appoint a Finance Committee Chairman, an Audit Committee Chairman, and any other committee chairmen deemed necessary to conduct the business of the Craven County Republican Executive Committee. Appointees, except the Finance Committee Chairman, do not have voting privilege.
  - (5) make quarterly reports on the status of the Party within the County to the District Chairman on forms furnished by the State Central Committee
  - (6) be responsible for the creation and maintenance of a Republican organization in every Precinct within the County
  - (7) obtain and preserve a list of all registered Republicans within the County

- (8) perform such other duties as may be prescribed by the County, District or State Committees
  - (9) submit the nominees for Poll Workers, Poll Observers and Precinct Judges to the Craven County Board of Elections
  - (10) submit the Board of Elections nominees to the State Republican Party for Appointment to the County Board of Elections
  - (11) be an ex-officio member of all committees
- B. The First Vice-Chairman shall function as Chairman in the absence of the Chairman and shall have such other duties as may be prescribed by the County Chairman or the County Executive Committee and shall be an ex-officio member of all committees.
- C. The Second Vice-Chairman shall function as First Vice-Chairman in the absence of the First-Vice Chairman and shall have such other duties as may be prescribed by the County Chairman or the County Executive Committee and shall be an ex-officio member of all committees.
- D. The Recording Secretary shall
- keep all minutes and records
  - maintain the organization's official membership roster of all Precinct officers and Executive committee members and to call the roll when required
  - records shall be available, upon request, to any registered Republican within the County
  - furnish to the Congressional District Chairman and to the North Carolina Republican Party Headquarters, up to date lists of all Precinct Chairmen
  - have on hand at each meeting a list of all existing committees and members
  - notify officers, committee members and delegates of their election or appointment
  - furnish committees with required documents for the performance of their duties
  - furnish District and State Convention delegates with credentials
  - sign all certified copies of acts of the Executive Committee, unless otherwise specified in the Plan of Organization
  - maintain record book(s) in which the Plan of Organization, special rules of order, standing rules, and minutes are entered, with any amendments to these documents properly recorded and to have the current record book on hand at every meeting
  - prepare prior to each meeting an order of business for the use of the presiding officer.
  - coordinate calendar of meetings and events with PRC Chairman
- E. The Corresponding Secretary shall
- in the absence of the Recording Secretary, the Corresponding Secretary shall serve as substitute
  - notify members of regular meetings, of any special meetings, and handle general correspondence of the party as directed by the Chairman or executive committee; be custodian of the correspondence record book, stationary and related supplies

- as requested by the Chairman, send notice ten(10) days prior to meetings, giving type of meeting, date, time, place and other pertinent information
- read correspondence at Executive Committee meetings
- compose and send correspondence as directed; send thank you notes promptly
- make phone calls as requested
- be liaison for maintaining communication with the webmaster
- send welcome letters to those who respond to our website who wish to become active in the local Republican party
- send cards or notes of welcome, cheer or sympathy

F. The Treasurer shall

- receive and disburse all funds for the Party expenditures pursuant to authority duly given by the County Executive Committee
- make a financial report at all County Executive Meetings
- fulfill all reports and obligations required under State and Federal election laws
- be authorized to sign checks
- two (2) signatures are required for checks of \$500.00 or more.

The Chairman may authorize the expenditure of up to \$100.00 per month for non-recurring expenses without the need for prior approval.

All invoices shall be presented to the Executive Committee for their approval prior to being paid (recurring approved bills excepted)

Vouchers initiated for travel or other expense incurred by officers in the conduct of their duties shall be submitted to the Executive Committee for approval.

## **Section 6. Executive Committee Vacancies and Removals**

- A. In case of death, resignation, discontinuance of residency within the County, removal of an officer or member of the County Executive Committee, or other vacancy exceeding 90 days; the resulting vacancy shall be filled by the County Executive Committee with the exception of the Finance Chairman who serves at the pleasure of the County Chairman
- B. Any officer or member of the County Executive Committee may be removed by a two-thirds vote of the Committee after being furnished with notice of the charges against him that is signed by no less than one-third of the members of the Executive Committee, allowing him thirty (30) days to appear and defend himself.
- C. Cause for removal shall be confined to:
- gross inefficiency
  - Party disloyalty - *Activity supporting a candidate of another Party, or Independent candidate running in opposition to a nominee of The Republican Party*
  - if a Committee member fails to attend three (3) unexcused consecutive meetings they shall be deemed to have vacated their office/chair.

- if, after ninety (90) days, a member cannot perform his duties due to health reasons, the Executive Committee shall appoint an officer to assume the duties for the remainder of the unexpired term of office.
- failure to act in compliance with the County, District or State Plans of Organization

Such removal may be appealed within twenty (20) days to the Congressional District Chairman and State Executive Committee within the District and their decision shall be final.

- D. No Executive Committee member shall hold more than one elective office within the County Executive Committee. Upon election to an office, all previously held offices are considered vacated.
- E. Should any cause or provision found in this section be deemed inconsistent with the laws of the State of North Carolina, those laws shall govern as to the particular clause or provision and the remainder of this section shall apply.

**Section 7. General Administrative Procedure**

- A. Neither the Executive Committee nor the Chairman shall endorse a candidate prior to the primary election when there is more than one Republican candidate for the same office. The name of the organization, or the position held, shall not be used by any member in supporting a candidate prior to the primary election. The Craven County party shall not advocate a split party ticket nor support a candidate running on an opposition ticket.
- B. County Executive Committee shall not directly or indirectly raise, contribute or collect funds for the benefit of any candidates in Primary Elections.

**ARTICLE VII  
EXECUTIVE ADVISORY BOARD**

**Section 1. Members of the Executive Advisory Board**

The members of the Advisory Board shall be the Officers of the Craven County Republican Party:

- Executive Committee Chairman
- Executive Committee First Vice-Chairman
- Executive Committee Second Vice-Chairman
- Executive Committee Secretary
- Executive Committee Treasurer
- Executive Committee Members at Large
- Immediate Past Chairman

**Section 2. Duties of the Executive Advisory Board**

The Advisory Board is empowered to propose recommendations to the Executive Committee for action.

## ARTICLE VIII COMMITTEES

### Section 1. Finance Committee (CFC)

- A. The County Finance Committee (CFC) shall be composed of
- the Executive Committee Finance Chairman
  - the Executive Committee Chairman
  - the Executive Committee First and Second Vice-Chairmen
  - the Executive Committee Treasurer
  - three (3) persons approved by the County Executive Committee
- B. The CFC shall cooperate with the Congressional District and State Finance Committees and shall have active management of the fund-raising efforts within the county.
- C. The Finance Chairman will serve on the Congressional District Finance Committee and will cooperate with the District and State Finance Committees.
- D. A proposed annual County budget shall be prepared by the Finance Committee and submitted to the Executive Committee during the month of January for their approval.

### Section 2. The Public Relations Committee (PRC)

The PRC shall be responsible for timely press releases and notices coordinating publicity and intraparty communications and maintaining a calendar of all current meetings and future Republican events.

The Craven County Republican Website shall be maintained by the PRC.

The County Chairman shall have ultimate oversight of all County financed publications regardless of the medium.

### Section 3. Special Committees

- A. The County Chairman may appoint special committees, except the Nominating Committee, deemed necessary to carry out the work of the Party.
- B. Special Committees shall serve for the length of time required to complete their work, provided such time is limited to the term of the appointing Chairman.
- **Audit Committee** shall conduct a yearly audit of the financial records of the county and report such to the Executive Committee for approval.
  - **Election Committee** shall assist the County Chairman in screening and training of individuals as Poll Workers, Poll Observers and Precinct Judges; shall maintain updated voter lists; shall coordinate registration drives; shall review voter records for illegal voter practices.

- **Nominating Committee** shall consist of three (3) members of the Republican Party (excluding the Executive Committee officers) appointed by the Executive Committee by November 30 prior to the Biennial Convention (odd years)).

The Nominating Committee shall submit one (1) nominee for each office in a report to the membership by the February meeting (on or before 60 days preceding the Biennial Convention (odd years)).

The Nominating Committee shall submit one (1) nominee for each office to the membership at the Biennial Convention.

- a. Only members who maintain an active membership in good standing within the party shall be nominated for elective office.
- b. Nominations from the floor may be made following the report of the Nominating Committee, provided that the consent of the nominee has been secured in advance.

- **Convention Election Procedures**

Election shall be by paper ballot in all cases where there is more than one nominee for that office.

- a. the County Chairman shall appoint a Teller Committee of not less than three (3) members to count the ballots.
- b. in cases of only one nominee, the election may be by verbal acclamation.
- c. a majority vote of the Executive Committee members and recognized Delegates present and voting shall constitute an election.

- **Credentials Committee**

At the call of County Convention the County Chairman, with the advice and consent of the Executive committee, shall appoint a Credentials Committee of no less than three (3) members.

- **Resolution Committee**

At the call of County Convention the County Chairman, with the advice and consent of the Executive Committee, shall appoint a Resolution Committee of no less than three (3) members.

- **Rules Committee**

At the call of County Convention the County Chairman, with the advice and consent of the Executive committee, shall appoint a Rules Committee of no less than three (3) members.

**ARTICLE IX  
COUNTY CONVENTIONS**

**Section 1. Annual Convention**

A County Convention shall be called in every year, by the County Chairman, at the County seat within the month of March, after giving fifteen (15) days notice in a newspaper of general circulation within the County. The delegates and alternates elected at the Biennial Precinct Meetings, unless successfully challenged, shall sit as delegates and alternates at the County Convention as required by this article. In the event of the failure of the County Chairman to call the Biennial Convention, it shall become the duty of the Vice-Chairman to act in this capacity. The Vice-Chairman shall give five (5) days notice thereof to all Precinct Chairmen and County Executive Committee members, and shall give five (5) days notice in a newspaper of general circulation within Craven County.

**Section 2. Convention Action**

- A. The County Convention shall adopt a County Plan of Organization not inconsistent with the North Carolina Republican Party Plan of Organization, a current copy of which shall be kept by the County Secretary and filed with North Carolina Republican Party Headquarters.
- B. In Odd Numbered Years, The County Convention Shall Elect
- (1) Chairman, First Vice-Chairman, Second Vice-Chairman, Recording Secretary, Corresponding Secretary and Treasurer who shall serve for a term of two (2) years or until their successors are elected.
  - (2) Five (5) or more at-large members of the County Executive Committee who shall serve for a term of two (2) years or until their successors are elected.
  - (3) The number of delegates and alternates to the District and State Conventions designated by the North Carolina Republican Party.
- C. Resolution(s) presented without notice at the County convention will be referred to the appropriate convention committee for action by the County Chairman. The convention committee shall examine the resolution(s), prepare it (them) for presentation, if appropriate. Presentation will be made at the next Executive committee meeting, or recommendations to the convention, as the committee may determine.

**Section 3. Presidential Election Year Convention**

- A. A County Convention shall be called in every Presidential Election Year by the County Committee, at the County seat. The dates will be designated by the North Carolina Republican Party, after giving fifteen (15) days notice of such Convention to all Precinct Chairmen and the County Executive Committee members and after giving fifteen (15) days notice in a newspaper of general circulation within the County. The delegates and alternates elected at the Presidential Election Year sit as delegates and alternates at the County Convention. If the County Chairman fails to call a County Convention as required by this article, it shall become the duty of the Vice-Chairman to

act in this capacity. The Vice-Chairman shall give five (5) days notice thereof to all Precinct Chairmen and County Executive Committee members and shall give five (5) days notice in a newspaper of general circulation within Craven County.

- B. The Presidential Election Year County Convention shall elect the number of delegates and alternates to the District and State Conventions designated by the North Carolina Republican Party.

## **ARTICLE X CONVENTION VOTING PROCEDURES**

### **Section 1. Proportional Voting**

Delegations may not cast votes in excess of the actual number of delegates present on the floor. Where delegations have more delegates/alternates than the number authorized, they may allocate votes proportionately within the delegation in a caucus. Only whole numbers of votes will be reported (no fractional votes), and total number of votes may not exceed the total authorized for that delegation.

### **Section 2. Election Procedures**

Election shall be by paper ballot in all cases where there is more than one nominee for that office.

- a. the County Chairman shall appoint a Teller Committee of not less than three (3) members to count the ballots.
- b. in cases of only one nominee election may be by verbal acclamation.
- c. a majority vote of the Executive Committee members and recognized Delegates present and voting shall constitute an election.

### **Section 3. Challenges**

Delegates may be ruled ineligible to be seated as delegates or alternates at the County conventions by the Credentials Committee if they have been found guilty of party disloyalty as defined in ARTICLE VI, Section 6. Executive Committee Vacancies and Removals, C.

Appeal shall be to the County Chairman, whose decision shall be final. Mitigating circumstances of subsequent displays of loyalty or contrition by the individual may be considered by the Credentials Committee and the County Chairman in making their decisions.

