

BY-LAWS OF THE REPUBLICAN CENTRAL COMMITTEE OF BALTIMORE CITY

ARTICLE I — MEMBERSHIP

Section 1. Number of Members

Under the Maryland GOP Constitution and By-Laws, because the City of Baltimore has five or more resident Members to the House of Delegates, this Committee's Membership may not exceed twice the number of delegates the City sends to the legislature.

Section 2. Election of Members and Party Oath.

- a. Baltimore City Republican Central Committee (hereafter "BCRCC") Members shall be elected at such time and in such manner as provided by the laws of the State of Maryland.
- b. All newly elected or appointed Members shall take this Party Oath upon being seated:
I, (name), do solemnly swear [or affirm] that I will uphold and support the Constitution of the United States; be faithful and bear true allegiance to the State of Maryland and uphold the Maryland Constitution and laws thereof; abide by the Constitution and Bylaws of the Maryland Republican Party; and faithfully execute the office upon which I am about to enter with diligence to the best of my skill, abilities, and judgment without partiality or prejudice.
- c. The Chairman of the BCRCC (hereinafter, "Chair") shall certify to the Maryland Republican State Party Chairman (hereinafter, "State Chair") that all Members of the BCRCC have taken the Party Oath.
- d. No Member shall sit in session or cast a vote until taking the Oath.
- e. No Member refusing to take the Oath shall be seated or recognized, nor shall the Member's vote be counted, and the Secretary shall report the Member's refusal to take the Oath to the Party Chair.
- f. Within fifteen (15) days following the election or appointment of a BCRCC Member or Officer, the Secretary shall report his or her name to the State Chair and to the Maryland State Board of Elections.

Section 3. Qualifications of Members.

- a. Both at the time of their elections (or appointments) and throughout their terms of office, Members of the BCRCC must be bona fide residents of, and registered Republican voters in, Baltimore City.
- b. Residency is determined by a Member's primary residence, which is the dwelling where Member usually lives. A person can only have one primary residence at any given time. A primary residence is considered to be a legal residence for the purpose of income tax and/or acquiring a mortgage.

Section 4. Resignation of Members.

- a. The resigning Member shall submit his resignation to the BCRCC Chair or Secretary. Other BCRCC Members who receive notice of resignation or are apprised of another member's intent to resign shall expeditiously refer documents or information to the Chair or Secretary.
- b. Notice to the Committee. Upon receipt of the resignation, the Chair or Secretary shall announce it to the Members at the next regularly-scheduled BCRCC meeting.
- c. Acceptance of Resignation.
 - (1) The resignation is effective immediately upon its announcement to the Committee; however, BCRCC Members may, by majority vote, direct the Secretary to request that the Member consider withdrawing the resignation letter.
 - (2) If a majority of BCRCC request withdrawal of the resignation, the Secretary shall notify the resigned Member by mail or email within five (5) business days.
 - (3) To resume his seat, the resigned Member must either:
 - (A) Return to the BCRCC at its next regularly-scheduled meeting; or
 - (B) Notify the Chair or Secretary by mail or email before the next regularly-scheduled meeting that the resigned Member wishes to resume his Committee Membership.
 - (4) In the absence of a personal appearance or correspondence (via email or U.S. mail) from the resigned Member to the Chair or Secretary affirming his intent to return as described in Section 4c(3), above, the resignation shall be enforced retroactively and a vacancy created. The resignation shall also be enforced and a vacancy created in instances in which the Member, having notified the Chair or Secretary of his intent to return, fails to return to the Committee during the next two consecutive monthly meetings.

Section 5. Removal of Members. Elected and appointed Members may either be removed from office or subject to other actions for the reasons described below:

- a. Prohibited Political Activity.
 - (1) No BCRCC Member shall sponsor or endorse any candidate of a political party other than the Republican Party in connection with any partisan election or primary in which a Republican candidate seeks office. Failure of a Member to comply with the foregoing standard shall subject the Member to such sanctions as may be imposed by the State Central Committee, which may include a vote of censure as well as a request for the Member's resignation. Evidence of unauthorized sponsorships or endorsements will be brought to the attention of the BCRCC. In substantiated cases, the Chair will bring the matter to the attention of the State Central Committee.
 - (2) No BCRCC Member shall serve as the treasurer or campaign chair for any candidate other than a Member of the Republican Party in connection with any partisan election or primary. Failure of a Member to comply with the foregoing prohibition shall subject the Member to removal pursuant to the following procedures:
 - (A) Proof of Violation. Upon receipt of a filed campaign finance report that lists the Member as the treasurer or campaign chair of a prohibited campaign, BCRCC Officers may initiate removal proceedings.
 - (B) Removal by the BCRCC. Any such Member may be removed, with ten (10) days prior written notice by return receipt mail or email, by a two-thirds vote of Members present at the next regularly-scheduled meeting. Such a vote will be to determine whether the prohibition has been violated. If a violation has been deemed to occur, removal will be

immediate. The Member shall be notified in writing by return receipt mail or electronic communication of this action within three (3) business days.

(C) Removal by State Executive Committee. If no such vote is taken by the BCRCC within thirty (30) days of the receipt of a filed campaign finance report that lists the Member as the treasurer or campaign chair of a prohibited campaign, the Member may be removed, with ten (10) days prior written notice by return receipt mail or electronic mail, by a two-thirds vote of those present at the next regularly-scheduled meeting of the State Executive Committee (described in Article V of the Constitution and By-Laws of the Maryland Republican Party). The Member shall be notified in writing by return receipt mail or electronic mail of this action within three (3) business days.

b. Felony Conviction.

(1) Removal by the BCRCC. Upon proof that a Member has been convicted of a felony, the Committee may remove that individual with prior written notice by return receipt mail and by a two-thirds vote of the Members present at the next regularly-scheduled meeting. The Member shall be notified of the removal in writing by return receipt mail within three (3) business days.

(2) Removal by the State Executive Committee. As described in Article VI of the Maryland State GOP By-Laws, a Member who is convicted of a felony may be removed with prior written notice by return receipt mail by a two-thirds vote of those present at the next regularly-scheduled meeting of the State Executive Committee. The Member shall be notified in writing by return receipt mail of this action within seven (7) calendar days.

c. Failure to Attend Meetings.

(1) Three Consecutive Monthly Committee Meeting Absences. The BCRCC may remove a Member who fails to appear at three (3) consecutive regularly-scheduled meetings during a period in excess of sixty (60) calendar days. During the third consecutive meeting in which an absence is recorded, any Member may move that the Committee direct the Secretary to issue written notice to the absent Member that a vote to remove said Member shall be taken at the next regularly-scheduled meeting. The Secretary shall issue said notice by return receipt mail to the Member within seven (7) business days informing the Member of the time, date, and location of the next meeting and that a removal vote has been added to the agenda. Then, at this next regularly-scheduled meeting, the Chair shall bring the matter before the Membership for a vote. Removal will occur and a vacancy created upon a two-thirds vote favoring removal. The Member, if not present for the removal vote, shall be notified in writing by return receipt mail of this action within three (3) days. A vote favoring retention shall not preclude any Member from requesting that the Member-in-question be removed at a subsequent regularly-scheduled meeting if that Member continues to remain absent from the Committee. No vote to remove a Member shall be taken before the Secretary has reported the Member's participation in Committee events as reflected in the *System to Assess Contributions by Members* at Appendix A.

(2) Five Consecutive Monthly Committee Meetings. The BCRCC shall remove a Member who fails to appear at five (5) consecutive regularly-scheduled meetings during a period in excess of 120 days. Following the fourth consecutive meeting in which an absence is recorded, the Secretary, without direction by the Committee, shall issue written notice by return receipt mail to the absent Member (as well as a copy to the Chair) informing the Member he will face automatic removal should he be absent from the next regularly-scheduled meeting. Notice to the Member will include the time, date, and location of the next meeting. Then, at

that subsequent meeting, the Secretary will note for the record the presence or absence of the Member-in-question. Should the Member appear to be absent for the fifth consecutive month, the Chair will note that should the Member fail to make an appearance before the Chair adjourns the meeting, the Member shall be in violation of the By-Laws pertaining to attendance and subject to immediate removal. The Chair will direct the Secretary, in that eventuality, to notify the Member of his removal by return receipt mail within seven (7) days.

- d. Failure to Attend Republican State Conventions. As described in Article VI of the Constitution and By-Laws of the Maryland Republican Party, a Member who fails to appear either in person or by proxy at three (3) consecutive conventions of the State Central Committee may be removed with prior written notice by return receipt mail by a two-thirds vote of those present at the next regularly-scheduled meeting of the State Executive Committee, after which the Member shall be notified in writing by return receipt mail of this action within seven (7) days.
- e. Failure to Meet or Maintain Political or Residential Qualifications. A Member's failure to meet or maintain the Qualifications for Committee Membership as set forth at Article I, Section 3 of these By-Laws shall constitute grounds for removal from the BCRCC. The Member shall be removed by a vote of the majority of Members present upon a showing of preponderant evidence that the Member failed to meet either the residency or political qualification at the time elected or appointed, or that the Member failed to maintain either the residency or political qualification at any time thereafter while in office. The Secretary shall notify the State Party Chair of the removal within three (3) business days.

Section 6. Disciplinary Measures for Violations of the Code of Civility.

- a. Based on the nature and frequency of a Member's behavior, the Chair or Committee may admonish, reprimand, or censure a Member for violations of the Committee's *Code of Civility* (Appendix B).
- b. Verbal Admonishment. The Chair may at any time admonish a Member whose behavior is not in keeping with the spirit of deportment and collegiality expected among and between Members of the BCRCC. The chair will verbally admonish a Member for any first offense. Additional offenses shall be memorialized in writing by the Chair and a copy maintained by the Secretary.
- c. Written Reprimand. In instances in which the Chair believes a Member has flagrantly violated the Rules of Civility or engaged in a series of repeated, but non-flagrant violations of those Rules, he shall ask for a vote of the Committee to Reprimand the Member. A majority of the Members present at the meeting shall be required for a reprimand. The Member who is the subject of this discipline will retain his vote on the issue of reprimand. The Chair or his designee shall provide evidence that the Member has flagrantly or repeatedly violated the Code of Civility. The accused Member shall be afforded the opportunity to rebut the evidence and speak on his own behalf for a period determined beforehand by the Chair. Thereafter, a vote shall be taken in the Committee. If a majority of Members present favors reprimand, the Member shall be issued the reprimand in writing within five (5) business days. The reprimand will state the underlying behavior and that additional violations of the Code of Civility may lead to censure by the Committee and action by the Maryland State Executive Committee. The Secretary shall provide to the Executive Committee a written summary of the evidence presented and the vote tally within five (5) days.
- d. Censure and Report. In instances in which the Chair believes that a Member, after having been reprimanded, has continued flagrantly to violate the Code of Civility or continues to engage in

repeated, but non-flagrant violations of the Code, he shall ask for a vote of the Committee to censure the Member. A majority of the Members of the BCRCC present at the meeting shall be required for censure. The Member subject to this discipline retains his vote on the issue of censure. The Chair or a designee shall present evidence that the Member has flagrantly or repeatedly violated the Code since the reprimand was issued. The accused Member shall be afforded the opportunity to rebut the evidence and speak on his own behalf for a period determined beforehand by the Chair. Thereafter, a vote shall be taken in the Committee. If a majority of Members present favors censure, the Member shall be advised that the matter will be forwarded to the Maryland State Executive Committee for such action as that Committee deems appropriate. The Secretary shall provide to the Executive Committee a written summary of the evidence presented, a summary of activities which constituted the basis of earlier admonishments and reprimands, the censure vote tally, as well as a written request, signed by the Chair, that the Executive Committee take such action as it deems appropriate.

Section 7. Membership Vacancies.

- a. Vacancies are created either by the failure of sufficient numbers of candidates to fill the Republican slate during the gubernatorial primary election or upon the resignation, death, or removal of an elected or appointed Member.
- b. The Chair or Secretary shall announce the existence of new vacancies to the Members as soon as practicable, and any Member may bring notice of the vacancy to the attention of other Members during new business.
- c. BCRCC candidates for membership must be sponsored by a current BCRCC Member. Any BCRCC Member may sponsor and nominate a “qualified” person as defined in Section 3 of this Article to fill a vacancy. For the purpose of filling a Membership vacancy, a qualified person under these By-Laws need not reside in the councilmanic district in which the vacancy exists.
- d. No less than three (3) weeks before any meeting at which a vacancy-related vote is intended, the candidate seeking to fill the vacancy must provide to the sponsoring Member the following:
 - (1) A resume which describes the candidate’s professional and academic background.
 - (2) A description of the political campaigns in which the candidate has volunteered, if any. This description may be included in the resume or provided as a separate document.
 - (3) A statement explaining why the candidate is a Republican. The statement will include the candidate’s home address (primary residence) and Maryland political party with which the candidate is registered.
- e. No less than two weeks before any meeting at which a vacancy-related vote is scheduled, the sponsoring Member, using the BCRCC *Vacancy Vetting Guide* (Appendix C), must present to the Chair and to the appropriate subcommittee an assessment of the candidate’s good character and allegiance to the Republican party and its principles.
- f. Election shall be held in close session by a majority of the Members present.
- g. Vacancies filled by the BCRCC Chair. The Chair may fill the vacancy if, after sixty (60) days from the date the candidate’s name is submitted to the appropriate subcommittee, the BCRCC has failed or is unable to fill the vacancy.
- h. Vacancies filled by the State Party Chair.
 - (1) Vacancies lasting for longer than ninety (90) days shall be filled by the State Party Chair from among those persons recommended in writing by the remaining BCRCC Members.

(2) If the Party Chair receives no written recommendations within the ninety-day period, the Party Chair shall fill the vacancy by appointing any person qualified under these bylaws.

- j. Nothing in this section prohibits the BCRCC from filling the vacancy prior to action by the Party Chair.

Section 8. Special Non-Voting Members.

The Committee, by majority vote in closed session, may invite former BCRCC Members and other City residents to sit with the Committee in a non-voting capacity.

- a. Emeritus Member. A former Member of the BCRCC who was in good standing with the Committee upon his departure may be invited to serve as an Emeritus Member. A similar invitation may be given to current members who are scheduled to retire from the committee.
- b. Associate Member. Baltimore City Residents who have, with some regularity, either attended Committee meetings or participated actively in BCRCC events may be invited to sit as Associate Members of the Committee. Associate memberships shall be reserved for residents who the Committee believes may eventually be suitable for full membership.
- c. Nothing in this Article shall preclude the Committee from appointing individuals who are under consideration for, or serving in, an Emeritus or Associate status, to current BCRCC vacancies. However, the purpose of the Emeritus position is to encourage participation from respected former Members whose schedules may no longer permit them to appear with regularity at Committee meetings. Their presence and participation are welcome, but they no longer need be concerned that their absence will adversely affect the Committee's ability to achieve a quorum.

ARTICLE II — OFFICERS

Section 1. Offices to be filled.

The Officers of the BCRCC shall include a Chair, Vice Chair, Second Vice Chair, Secretary, and Treasurer. The Chair shall preside over meetings.

Section 2. Qualifications.

All Officers must be BCRCC Members at the time of their election and throughout their tenure in office.

Section 3. Election and Term of Office.

- a. BCRCC Officers shall be elected by majority vote at the first regular meeting of the Committee following the Gubernatorial General Election from among candidates openly nominated from the floor followed by secret ballot vote, unless only one candidate is running for the office. Other voting methods are also permissible if approved by majority vote. Officers shall serve until the next Gubernatorial General Election, resignation, removal, death, or until their successors are elected or appointed, whichever shall first occur.
- b. Only Members elected in the Quadrennial Maryland Gubernatorial Primary shall be eligible to vote for Officers at the meeting following the Gubernatorial General Election. All elected and appointed Members shall vote at subsequent meetings, if necessary, to elect replacement officers as a result of resignation, retirement, removal, death, etc.

Section 4. Removal of Officers and Filling of Officer Vacancies.

- a. **Removal of Officers.** At any regular or special meeting of the BCRCC, a vote may be taken to remove a Member from his position as an Officer, provided that at least twenty (20) days written notice has been given to all Members of the Committee in advance of the meeting of an intention to seek such action. A two-thirds majority of the BCRCC Members present at the meeting shall be required to effect such removal. If any Officer is removed from office, the vacancy may be filled by a majority vote taken at the same meeting.
- b. **Filling of Vacancies.** Except as otherwise provided in Section 4(a) of the Article above, if any BCRCC office should become vacant, the vacancy may be filled at the next regular or special BCRCC meeting. If the office of Chair becomes vacant, the Vice Chair shall act as Chair until a new Chair is elected and shall preside at the meeting at which the vacancy is to be filled. If the office of Vice Chair becomes vacant, the Second Vice Chair shall act as Vice Chair until a new Vice Chair is elected.

ARTICLE III — PURPOSE, TIME, AND NOTICE OF MEETINGS

Section 1. First Regular Meeting (Quadrennial Organizational Meeting).

- a. **Date of First Meeting.** The Quadrennial Organizational Meeting of the BCRCC shall be held within fourteen (14) days after the Gubernatorial General Election.
- b. **Purpose of First Meeting.** A meeting of the BCRCC shall be held to:
 - (1) Elect Officers to serve in their respective capacities, and
 - (2) Conduct such other business as may be deemed necessary.
- c. **Notice of First Meeting.** Notice of the meeting shall be given no more than five (5) days after the Gubernatorial General Election, and Members shall be given at least five (5) days' notice of the meeting.
- d. **Calling the First Meeting.** The meeting shall be called by the Ranking Member; that is, by the Member who received the highest number of votes in the Quadrennial Gubernatorial Primary. If the meeting is not called within the time prescribed in this Article, the newly elected Member who received the second highest vote total in the Gubernatorial Primary Election shall call the meeting promptly.
- e. **First Meeting Order of Business.** The order of the First Meeting shall be as follows:
 - (1) The Ranking Member shall preside over the meeting until the Chair is elected and in the interim perform the following functions in the order prescribed below:
 - (a) Before the meeting, ensure the Committee tables are arranged in a “horseshoe” configuration at the base or center of which will sit the Ranking Member and, later upon election, the Chair and other Officers;
 - (b) Gavel the meeting to order and welcome the Members and guests;
 - (c) From his place, the Ranking Member will lead the Members and guests in the Pledge of Allegiance. Then, direct the elected Members to form on the other side of the Ranking Member's table in preparation for the Taking of the Oath.
 - (d) Invite a Federal, Maryland, or Baltimore City official to administer the oath to all elected Members, including the Ranking Member. Alternatively, the Ranking Member may call upon any recently-elected BCRCC Member-in-good-standing who served as an officer during the previous quadrennial period to administer to the

Ranking Member the oath of office. The Ranking Member will thereafter administer the Oath to all other recently-elected Members. The Ranking Member will note if any Member fails to take the oath.

- (e) Direct Members elected as a result of the Quadrennial Gubernatorial Primary to sit at the Committee table and sign the Member's Attendance sheet;
 - (f) Direct all other attendees to sign the Guest Attendance sheet and to sit in seats set apart from the Committee tables. At this event and whenever practicable at subsequent, regularly-scheduled meetings of BCRCC, guests will sit facing the Committee and be in direct view of the Officer's table. Guests will be seated such that they are outside the "perimeter" of the Committee's tables were additional tables joined to the "horseshoe" configuration to form a square;
 - (g) Determine from the Membership who among them intends to run for the BCRCC Chair;
 - (h) Invite each candidate for Chair to speak to the Membership for no more than three (3) minutes;
 - (i) If more than one candidate for Chair is running, direct the candidates and any non-Member attendees to leave the room while a vote is taken;
 - (j) Invite comment from remaining Members before the vote is taken;
 - (k) Conduct the vote through paper ballot, with the Chair being elected by a majority of votes from the Elected Members assembled;
 - (l) Assign two non-candidate Members to count the ballots and provide the tally to the Chair;
 - (m) Verify the count by personally counting the ballots;
 - (n) Announce the name of the new Chair, unless the Ranking Member, as a result of his own count, disagrees with the Members who tallied the votes as to the winner of the contested election for Chair, in which case the Ranking Member shall immediately conduct a Roll Call vote. The name of the winner will be announced. In tie votes in which three (3) or more Members are candidates, the candidate with the fewest votes will be eliminated and by paper ballot a new vote taken involving the remaining candidates. In ties involving only two (2) candidates, the vote will be retaken until one candidate receives a majority of votes.
 - (o) Tender the floor, or the gavel (if one is used), to the newly-elected Chair, who shall from this point forward conduct the Committee meeting.
- (2) The Chair shall:
- (a) Announce that the vote for the remaining Officer positions will be taken immediately.
 - (b) Conduct in the manner described in Article III, Section 1e(1), elections for the following positions:
 - 1. Vice Chair
 - 2. Second Vice Chair
 - 3. Secretary

4. Treasurer

- (3) Upon election, the Officers shall take their positions with the Chair at the lead table.
- (4) The Chair may appoint a Legal Advisor, Parliamentarian, and Sergeant-at-Arms.
- (5) The Chair may ask for nominations from sitting Members for appointment of new Members to vacant seats on the Committee, but a vote may only be taken if the candidate is present; a Member present is serving as “sponsor” of the candidate; the sponsor is a current, elected Member, and has reviewed the candidate’s eligibility, qualifications, and academic and political background as required in the *Vacancy Vetting Guide* at Appendix C; and the Member advocates the candidacy to the other Members. Votes on such new Members shall be taken in the same meeting after the candidate(s) have been afforded the opportunity to speak to the Committee for not more than three (3) minutes.
- (6) The Chair may establish subcommittees, name subcommittee Chairs, and assign subcommittee Members.
- (7) The Chair may conduct such other new business as deemed necessary.

Section 2. Regular Meetings.

The Chair shall schedule regular meetings of the BCRCC to occur in at least nine (9) months out of twelve each the year. The meeting following the Gubernatorial General Election shall be deemed to be the first regular meeting of the Committee. At each Regular Meeting, the Treasurer, Secretary, and the chairs of any standing subcommittees appointed by the Chair shall issue reports.

Section 3. Special Meetings.

Special meetings of the BCRCC may be called by the Chair (or, should the office be vacant, by the Vice Chair or Second Vice Chair if the office of Vice Chair is vacant). The Chair must give prior notice of each non regularly-scheduled BCRCC meeting to the Party Chair.

Section 4. Notice.

Except as otherwise provided in Section 1 of this Article and in Article VII, at least ten (10) days written notice shall be given to Members of any regular or special meeting of the BCRCC. Such notice shall state the time, place, and insofar as practical, the agenda of the meeting.

Section 5. Procedural Rules to Conduct of Meetings.

These By-Laws take precedence over other rules of procedure. When not inconsistent with these By-Laws and any special rules of order the BCRCC may adopt, the most recent edition of Robert's Rules of Order (Newly Revised) shall govern meetings of the BCRCC and the subcommittees thereof.

ARTICLE IV — VOTING AND PROCEDURE AT MEETING

Section 1. Quorum required for All Business.

For all Articles enumerated in these By-Laws, no funds shall be appropriated or allocated; Officers removed; vacancies filled; Members appointed, removed, or disciplined; or any other official actions taken, except in the presence of a quorum, and only upon affirmative vote of a majority of the Members present, unless a different percentage of those voting is required by these By-Laws.

Section 2. Quorum.

Forty percent (40%) of the BCRCC Members present shall constitute a quorum.

Section 3. Instances in which a Member shall be deemed “Present.”

- a. A Member shall be regarded as present for purposes of a quorum and other Committee business in one of two ways:
 - (1) When the Member appears in person at a Committee meeting and for the duration of that Member’s presence at the meeting;
 - (2) When the Member can communicate in real time with the Committee through telephonic or other electronic means and by so doing hear the business of the Committee, offer opinions, and cast votes. However, the absent Member shall not be deemed present until the remotely located Member satisfies the Chair of his identity through the verification process described below:
 - (a) The absent Member will contact the Chair or Secretary by phone, email, text message, or social media to alert the BCRCC that the Member will not be physically present but nevertheless wishes to participate formally in the proceedings from a remote location.
 - (b) The Chair or Secretary will send the absent Member a verification code, word, or phrase via email or text using the absent Member’s phone number or email address on record with the Secretary.
 - (c) The absent Member will provide this verification code/word/phrase by voice or electronic message to the Chair or Secretary to complete the verification process.
- b. A Member shall not be regarded as present for purposes of a quorum and other Committee business at any time after:
 - (1) The Member physically departs the Committee chambers; or
 - (2) For technical or other reasons, the remotely located Member is unable to hear the business of the Committee and thus is no longer able to offer views or cast votes.

Section 4. Proxies Disallowed.

Proxies shall not be recognized at any meeting of the BCRCC. (Note, a proxy vote may be cast by any individual authorized under the Maryland State Republican By-Laws for business conducted at a State Republican Convention.)

Section 5. Roll Call Vote.

On any question, a roll call vote shall be taken at the request of two (2) Members.

Section 6. Open Meetings.

The meetings of the BCRCC shall be open. Upon two-thirds (2/3) vote of the Members present, the Committee shall meet in closed session unless other provisions of these By-Laws provide for closed sessions by majority vote. Irrespective of votes taken, the Committee shall convene in closed session whenever discussing or voting on matters related to the appointment or removal of a Member or the election of Officers.

Section 7. Disbursement of Funds by Treasurer.

- a. Disbursements below \$250. Disbursements of funds may be authorized by the Chair or by a vote of the Committee.
- b. Disbursement of \$250 and above. Every disbursement of funds in excess of Two Hundred-Fifty Dollars (\$250.00) shall be approved by affirmative vote of a majority of Members present at a meeting.
- c. Disbursements in Aggregate. The Treasurer may not disburse more than an aggregate amount of Five Hundred Dollars (\$500.00) within any 30-day period over and above those disbursements approved by affirmative vote of a majority of Members present at a meeting.
- e. Financial Review. At least annually, the Chair shall appoint a person or persons to review the Treasurer’s accounts and report the results to the BCRCC.

ARTICLE V — SUBCOMMITTEES.

- a. Such subcommittees may be established as the Chair deems necessary to assist with new or recurring matters that come before the Committee.
- b. The Chair shall appoint the Members as well as the Chairs of these subcommittees.
- c. The Chair of any subcommittee shall be a Member of the BCRCC.
- d. Members of subcommittees need not be BCRCC Members, but the subcommittee membership must be comprised of a majority BCRCC Members.
- e. The Chair may disestablish subcommittees as well as remove or reassign subcommittee Chairs and Members.

ARTICLE VI — APPOINTED STAFF POSITIONS

Section 1. Legal Counsel.

The Chair may appoint a legal counsel to serve as an advisor to the BCRCC without charge to the Committee. The legal counsel shall serve at the pleasure of the Chair. The legal counsel need not be a Member of the BCRCC.

Section 2. Parliamentarian.

The Chair may appoint a Parliamentarian to serve at the pleasure of the Chair without charge to the Committee. The Parliamentarian shall advise the Chair with respect to all matters related to the interpretation of the By-Laws and Roberts Rules of Order, and he shall assume other such duties as are incident to the office. The Parliamentarian need not be a Member of the BCRCC.

Section 3. Sergeant-at-Arms.

The Chair may appoint a Sergeant-at-Arms to serve at the pleasure of the Chair without charge to the Committee. The Sergeant will maintain order in and around the Committee chambers before, during, and after the Committee is in session. The Sergeant may also serve in other functional and ceremonial roles as determined by the Chair.

ARTICLE VII — FILING VACANCIES AND NOMINATIONS FOR PUBLIC OFFICE

Section 1. Purpose.

Article III, § 13 of the Maryland State Constitution provides that a vacancy in the Maryland General Assembly shall be filled by designation of the central Committee of the party and district from which the legislator was last elected or appointed within thirty (30) days of the seat becoming vacant. Within fifteen (15) days of receiving name(s) from the Central Committee, the Governor shall appoint from among the name(s) received.

Section 2. Definitions.

For the purposes of this policy, the following terms are defined.

- a. Legislative Vacancy shall mean a vacancy in a seat, occurring in either the Maryland House of Delegates or the Maryland State Senate, whereby the Member immediately holding the seat prior to the vacancy was a Republican at the time of last election or appointment and where the geographical boundaries of the district either lie entirely within the Committee's jurisdiction or occupy some portion of the Committee's jurisdiction.
- b. Application Deadline shall mean the deadline for submitting a timely application to fill a Legislative Vacancy.
- c. Occurrence of Legislative Vacancy shall mean the receipt of notification that the House of Delegates Member or State Senator has resigned or otherwise vacated his or her office.
- d. Short-Term Vacancy shall mean any of the following:
 - (1) A Legislative Vacancy occurring within sixty (60) days prior to the expiration of the vacating Member's term in the General Assembly.
 - (2) A Legislative Vacancy occurring during the legislative session, or
 - (3) A Legislative Vacancy occurring within forty-five (45) days prior to the commencement of the legislative session.

Section 3. Announcement of Vacancy.

Upon the occurrence of Legislative Vacancy, the Chair shall, within five (5) days, publicly announce the Legislative Vacancy by the following means:

- a. By sending written notice, either in the form of standard mail, electronic mail, or other means of written communication to:
 - (1) All BCRCC Members and Officers;
 - (2) All elected public officials who were elected or appointed as Republicans and represent all or part of Baltimore City.
 - (3) The president of each Republican organization in Baltimore City.
- b. By issuing a press release to local media announcing the vacancy and that the vacancy shall be filled pursuant to the Committee's policy on Legislative Vacancies.

Section 4. Applications to Fill Legislative Vacancies.

- a. Any individual who meets the requirements of the Maryland State Constitution to serve as a Member of the Maryland State Senate or Maryland House of Delegates from Baltimore City may apply to be considered as a candidate to fill the vacancy.
- b. Any individual wishing to apply to fill the vacancy shall submit a completed application prior to the Application Deadline.

- c. The Application Deadline shall be announced along with the Legislative Vacancy, and shall in no event be set less than ten (10) days nor more than fifteen (15) days after the Legislative Vacancy occurs.
- d. Individuals wishing to apply to fill a Legislative Vacancy shall send their applications via electronic mail (email) or USPS mail to the officially published address of the Committee.
- e. Any application materials received by email or postmarked by the Application Deadline will be deemed to have been timely filed.
- f. The Chair shall confirm receipt of an application within three (3) days of receipt by the Committee.
- g. Any applications or application materials not timely filed shall not be considered.
- h. All Committee Members shall be sent an electronic copy of all applications within two (2) days following the Application deadline.

Section 5. Review of Applications.

- a. Each application received in a timely manner shall be reviewed by the Chair, or the Chair's designee, to verify that applicant meets the constitutional eligibility requirements (e.g., residency in the district, Republican registration, etc.) to occupy the seat in which there is a Legislative Vacancy and that the application is complete.
- b. The Chair or designee shall report the findings on the submitted applications to the entire Committee.

Section 6. Public Comment Period.

- a. Within three (3) days after the Application Deadline, the Chair or designee shall announce the identity of all applicants for the Legislative Vacancy along with an invitation for public comments.
- b. The method and deadline for submission of public comments shall be announced.
- c. The deadline for public comments shall be a minimum of seven (7) days after the application deadline.

Section 7. Interviews.

- a. The Committee shall interview candidates seeking to fill a Legislative Vacancy and shall notify any candidates who will not be interviewed.
- b. The interviews may take place at a Regular or Special Meeting of the Committee as defined in the Constitution and Bylaws of the Committee.
- c. Each interview may consist of an opening statement, questions from the Committee, and a closing statement.
- d. After the interview of applicants is completed, the Committee will discuss the qualifications of the applicants, which may occur in Executive Session.

Section 8. Selection of Candidates.

- a. There shall be no proxy voting on applicants to fill Legislative Vacancies.
- b. If a Central Committee Member is also a candidate, the candidate shall not cast a vote. BCRCC Members may recuse themselves from voting for other conflicts of interest as well.

- c. Voting shall take place in a public session by secret ballot, and the ballots tallied and results announced after the completion of the interview of applicants. It may occur during the same session as the interview of candidates or during a subsequent meeting of the Committee provided the vacancy exists at the time of the vote.
- d. If no individual applicant receives enough votes to constitute a majority of Committee Members, second and subsequent ballots will be taken until one applicant receives votes of a majority of Committee Members. The candidate who receives the majority shall have his name sent to the Governor, although the Committee may vote to send additional names as well.

Section 9. Early Initiation of Process for Anticipated Vacancies in the State Legislature.

- a. In some cases, when an incumbent Member of the State House of Delegates or the State Senate has announced an intention to resign as of a given date, it may be prudent to initiate the selection process before the actual occurrence of a vacancy.
- b. When the BCRCC receives a copy of an official resignation letter of a State Delegate or State Senator, which is dated as of a date certain occurring no more than thirty (30) days in the future, the BCRCC may proceed with the process for filling a Legislative Vacancy as if the Legislative Vacancy had occurred on the date the letter was received. However, in no event shall the Public Hearing or any Vote take place before the actual occurrence of the Legislative Vacancy.
- c. If the process for filling a Legislative Vacancy is initiated early due to an anticipated vacancy, the Application Deadline may be set no earlier than ten (10) days prior to the receipt of the copy of an official resignation letter.
- d. Should the process have been initiated early, but for some reason the Legislative Vacancy never actually occurs, the process will terminate immediately.

Section 10. Short-term Vacancies in the Legislature.

In the event of a Short-term Vacancy, the Committee may act to fill the Legislative Vacancy at a Regular or Special Meeting. In addition, the Committee shall not be required to announce, take applications for, or interview applicants for a Short-term Vacancy. The requirements of Sections 3 through 8 of this policy shall not apply. Any selection to fill such a Legislative Vacancy, however, must still be made within thirty (30) days after the occurrence of such a vacancy as set forth by the Maryland State Constitution.

Section 11. Filling of a Legislative Vacancy in a Multi-County District.

- a. In the case of a Legislative District occupying part or all of more than one (1) County, the County Committees shall follow the guidelines above for a single County district and shall work together wherever possible.
- b. Applications shall be sent to a single address and then shared with all Committee Members as set forth by section 4(h).
- c. If possible, the Public Hearing and Voting shall be held in one location for all Committee Members. Each Committee shall vote separately, using the voting procedures stated previously in Section 8(c). The results of each County Committee's votes shall be presented to the public, and the appropriate name(s) sent to the Governor.
- d. If a joint hearing and vote is not possible due to distance or other factors, then the above guidelines shall be followed on an individual county basis, however, the county chairmen, prior to releasing their individual results, shall meet to share their results in an attempt to submit a

single joint nomination. If the counties have different preferred nominees and cannot reach a consensus, multiple nominations may be submitted.

Section 12. Notification of the Governor.

The Chair or designee shall notify the Governor of the Committee's decision within one (1) day after the final selection is made. Pursuant to the Maryland State Constitution, the Governor must be notified no later than thirty (30) days after the occurrence of the Legislative Vacancy.

ARTICLE VIII — AMENDMENTS

These By-Laws may be amended at any meeting of the BCRCC, provided that at least five (5) days written notice of a Member's intention to seek amendment to the By-Laws shall have been given, or notice announced at the immediately preceding meeting. Approval of the proposed amendment or amendments shall require an affirmative vote of a two-thirds majority of the Members of the BCRCC present at the meeting.

ARTICLE IX — WRITTEN NOTICE, VALID CONTACT INFORMATION, AND THE USE OF PRONOUNS

Section 1. Written Notice. As used in these By-Laws, "written notice" shall include, but not be limited to email, facsimile, or regular mail.

Section 2. Valid Contact Information. Each member is exclusively responsible for apprising the Chair and Secretary of current personal contact information. Email and regular mail directed to addresses or phoned to facsimile numbers properly on file shall be conclusively deemed to have been received by the addressee for purposes of giving written notice.

Section 3. Pronouns. Use of such pronouns as "he" and "his" is intended for simplicity and brevity. Reference in these By-Laws to the masculine gender imports both genders.

ARTICLE X — SUPPLEMENTARY MATERIALS

Section 1. Rules of Procedure.

These By-Laws take precedence over other rules of procedure. When not inconsistent with these By-Laws and any special rules of order the BCRCC may adopt, the most recent edition of Robert's Rules of Order (Newly Revised) shall govern meetings of the BCRCC and the subcommittees thereof. A Parliamentarian, if appointed, shall – at the direction of the Chair – offer guidance as to the interpretation of these By-Laws, as well as Robert's Rules.

Section 2. Appendices.

These By-Laws may be supplemented as needed with Appendices, which in each case shall be incorporated herein upon the assent of two-thirds of the voting Members present. Each appendix shall be attached as hard copies or electronically, as appropriate.

Section 3. Enumeration of Appendices.

In this section, all appendices shall be listed in the order in which they are adopted.

- a. Appendix A: A System to Assess Contributions by Members

- b. Appendix B: Code of Civility
- c. Appendix C: Vacancy Vetting Guide

ARTICLE XI — ADOPTION

These articles were adopted by the Baltimore City Republican Central Committee on, and shall be effective as of, 18 October 2018.

Previous versions of these bylaws are rescinded and no longer in effect.

APPENDIX A: A SYSTEM TO ASSESS CONTRIBUTIONS BY MEMBERS

Points Credited to BCRCC Members for Events/Activities from November ____ to October ____													
Recommended annual number of points a member should accumulate for satisfactory participation in the BCRCC: 100													
Note	Event / Activity	Criteria	Metric			Per Annum		=	Potential Max				
1	BCRCC Monthly meeting	Officially Attend & Participate	10	points per attended meeting		x	12	per year	=	120	points		
2	Maryland Convention	Officially Attend & Participate	10	points per attended convention	x	2	Conventions between 11/18 to 10/19		=	20	points		
3	Maryland Convention	Tender Proxy to Secretary	5	points per proxy tendered	x	2	Conventions between 11/18 to 10/20		=	10	points		
4	Maryland Convention	Baltimore City Suite	2	points to setup/run/breakdown	x	2	Conventions between 11/18 to 10/21		=	4	points		
5	National Convention	Attendance as Delegate or Alternate	5	points (quadrennially)					=	5	points		
6	Monetary Contributions	Funds Contributed	1	point per \$5 contribution	x	?	contributions		=	###	points		
7	Technical Knowledge	Expertise Contributed	7	points per database or account maintained per month	x	12	per year		=	84	points		
8	Summer Festivals	Planning/Execution	6	points per event		x	4	events/year	=	24	points		
9	Summer Festivals	Operate BCRCC Table	2	points per two hour shift	x	5	shifts/event	x	4	events/year	=	40	points
10	Maryland State Fair	Operate GOP Table	2	points per two hour shift	x	5	shifts/event			10	points		
11	Attend City Council Meeting	Report meeting to BCRCC	4	points per report to BCRCC following attendance		x	12	per year	=	48	points		
12	Represent BCRCC at Events	Report event to BCRCC	5	points per report to BCRCC following attendance		x	12	per year	=	60	points		
13	BCRCC Happy Hour	Planning/Execution	4	points per event		x	?	per year	=	###	points		
14	BCRCC Happy Hour	Attendance	1	points per event		x	?	per year	=	###	points		
15	Other BCRCC Event	Planning/Execution	6	points per event	x	4	shifts/event	x	?	events/year	=	###	points
16	Other BCRCC Event	participate	2	points per two hour shift	x	2	shifts/event	x	?	events/year	=	###	points
17	GOP Candidate Electioneering	Post-GOP primary candidate only	2	points per one hour on-site	x	5	shifts/event	x	?	events/year	=	###	points
18	GOP Candidate Phone banking	Post-GOP primary candidate only	2	points per one hour on-site	x	6	shifts/event	x	?	events/year	=	###	points
19	Letters to the Editor	Sent to Main Stream Media outlets	4	points per article		x	?	articles	=	###	points		
20	Radio Show call-in	to liberal broadcast media	3	points per call		x	?	calls	=	###	points		
21	Radio Show call-in	to conservative broadcast media	2	points per call		x	?	calls	=	###	points		
22	GOP Voter Registration Drive	at events/door knocking/etc	1	point per every three newly-registered voters		x	?	registered voters	=	###	points		
23	Member of a City Commission	Appointment by virtue of political party	5	points per appointment		x	?	appointments	=	###	points		
24	Train Candidate Volunteers	Post-GOP primary candidate only	2	points per one hour training		x	?	training sessions	=	###	points		
25	Edit Newsletter	for distribution to Baltimore republicans	5	points per edition		x	?	editions	=	###	points		
26	Outreach	to Newly Registered Voters	1	point per every three newly-registered voters		x	?	events/year	=	###	points		

Notes:	
1	10 points for attendance and participation in official regularly-scheduled BCRCC meetings. Thus, a Member may earn no more than 120 points annually, unless also attending a Chair-called special meeting.
2	10 points for timely arrival (before session is gavelled in) and sitting/voting with the Baltimore City delegation while the convention is in session. Late arrival: -5 points. Missing any vote: -5 points
3	8 points for timely submission to the BCRCC Secretary or other BCRCC official of the Member's GOP State Convention proxy authorization
4	2 points to a Member for setting up, 1 point per hour to man, 2 points for breaking down, and 3 points for coordinating any Baltimore City Hospitality Suite at a Maryland State Convention
5	5 points for representing a Maryland congressional district at a quadrennial Republican National Convention as a delegate or alternate delegate, or as a delegate or alternate elected or designated by the Maryland State Convention
6	1 point per \$5 (= 10 pts per \$50) (= 120 pts per \$600) (= the equivalent of full attendance at BCRCC meetings annually). Max points per year = 120. A Member's contributions may exceed \$1,200.
7	7 points per month for maintaining any BCRCC database or other BCRCC account on behalf of the Committee.
8	6 points for planning/executing any BCRCC-attended Summer festival. This includes scheduling, coordinating payment of fees, and carting tables/chairs/pamphlets, etc., to and from the festival site.
9	2 points per two-hour volunteer session at the BCRCC-attended Summer festival. This includes assisting with setting up, breaking down, and "manning" the table.
10	2 points per two-hour volunteer session at the Maryland Republican Party booth at the annual Maryland State Fair. Must sign-up thru the MDGOP volunteer website.
11	4 points for Members who attend City Council meetings and report findings to BCRCC. SIX (6) points for speaking on behalf of Republican principles at such meetings and reporting findings to BCRCC.
12	6 points for Members who represent the BCRCC and who upon invitation speak about Republican principles at officially sanctioned academic, political, or community-based events
13	4 points for planning/executing any BCRCC-sponsored Happy Hour.
14	1 point for attending the Happy Hour and attempting to recruit at least one (1) non-Member (i.e., obtain contact information and forward it to the _____ Subcommittee)
15	6 points for creating/planning/executing any other BCRCC-sponsored event, including establishing a neighborhood Republican Club
16	2 points per two-hour volunteer session at the BCRCC-sponsored event
17	2 points per hour for Members who campaign on behalf for any candidate who has received the GOP nomination for any City, State, or National office. Maximum of 2 points for any hour of work.
18	2 points per hour for Members who phonebank on behalf for any candidate who has received the GOP nomination for any City, State, or National office. Maximum of 2 points for any hour of work.
19	4 points for each article presented for publication, whether published or not. Published work will be linked from BCRCC social media sites. Non-published work will be posted in full on BCRCC social media
20 21	3 points for calls made by Members to liberal-leaning (or 2 points for calls to conservative-leaning) radio stations to address topics of interest to listeners from a Republican perspective. Must record call to allow verification
22	1 point for every three voter registration forms signed and otherwise completed which the Member will properly tender to the Baltimore City Board of Elections. Copies will be preserved to allow verification.
23	5 points for regular participation by the Member in a City Commission to which the Member was appointed by virtue of her or his association with the Republican Party
24	2 points for each one hour session a Member spends providing training to GOP campaign primary winners
25	5 points for editing and distributing an edition of the BCRCC newsletter to Baltimore GOP voters
26	1 point for calling three newly-registered Baltimore City GOP voters, introducing them to the BCRCC, and urging participation in BCRCC and GOP post-primary candidate events

APPENDIX B: CODE OF CIVILITY

I. Conduct Generally

- a. The Chair shall maintain the order of the meeting and the dignity of the proceedings. Members of the Committee and the public shall respect the Chair's role. Objections respecting the agenda or the Chair's decisions shall be voiced politely and in accordance with the rules of procedure.
- b. All Members, Officers, and Staff, including the Parliamentarian, Sergeant-at-Arms, and Legal Advisor, shall be treated in a professional, courteous, and dignified manner at all times by Members and the public.
- c. No Member shall verbally or physically attack, name call, or harass another Member, nor do the same to guests of, or visitors to, this Committee. Based on the severity of behavior, the Chair may either admonish the misconduct or direct removal of a Guest or Visitor from the Committee hall upon the initial misconduct or additional violations.
- d. The Chair shall not entertain excessively contentious, overly argumentative, or mean-spirited debate among Members, staff, or guests.

II. Conduct among Members of the Baltimore City Republican Central Committee

- a. All Members shall treat their colleagues with deference and respect.
- b. While working toward achieving the will of the majority, Members shall respect the rights of the minority and recognize the importance of attaining consensus. When consensus is not possible, Members shall comport themselves with courtesy and civility.
- c. Members shall act politely and reasonably during all discussions. Questions respecting the deportment of Members and penalties for failure to adhere to the spirit and letter of this Code will be determined by the Chair.
- d. Under no circumstance shall a Member threaten another.
- e. The Chair shall not tolerate speech uttered publicly or in Committee that is mean-spirited, cruel, unfounded, or incendiary.
- f. The Chair shall not tolerate speech directed disparagingly at a Member's religion, race, sex, ethnicity, disability, physique, or sexual orientation.
- g. Members of the Committee and the public shall not use abusive, obscene, or slanderous language, nor shall they engage in the use of profanity, insults, or other disparaging and inappropriate remarks or gestures.
- h. Members shall not exhibit conduct that, in the opinion of the Chair, disturbs the order of a public meeting.

III. Conduct of General Public Attending Open Meetings

- a. The general public may attend any open session of the Baltimore City Republican Central Committee or any BCRCC board or subcommittee.
- b. Members of the public attending an open session may participate in the session only when the BCRCC invites public testimony, questions, comments, or other forms of public participation.
- c. After the chair invites remarks from guests or visitors, their remarks shall be directed to the Chair. Remarks shall relate to the subject matter of the hearing and will be respectful,

courteous, and free of name-calling or personal attack. The Chair shall not tolerate profanity, combative, and other inappropriate language.

- d. The Chair shall establish appropriate time limits for speakers.
- e. The Chair shall not permit disruptive, disorderly, or unruly verbal or physical demonstrations which hinder BCRCC Members or guests from entering, attending, participating, or departing a session.
- f. The Chair may order the removal of any person who violates these regulations from the session. The Chair may request assistance of law enforcement to remove the person and restore order.

APPENDIX C: VACANCY VETTING GUIDE



**BALTIMORE CITY REPUBLICAN CENTRAL COMMITTEE
VETTING CRITERIA FOR COMMITTEE VACANCIES
PROPRIETARY TO THIS COMMITTEE**

The vetting criteria for candidates interested in being appointed to fill a vacancy on the Baltimore City Republican Central Committee is as follows:

	WHAT TO DO	WHAT YOU FOUND
1	potential candidates must be registered Republican and reside at a Baltimore City address [use GOP Data Center or https://voterservices.elections.maryland.gov/VoterSearch]	
2	review state databases: Maryland Judiciary Case Search (http://casesearch.courts.state.md.us/inquiry/inquiry-index.jsp) and Maryland Sex Offender Registry (http://www.dpscs.state.md.us/sorSearch/)	
3	review state elections board data to ensure no outstanding fines from previous candidacies	
4	review MDGOP Data Center for past voting history going back eight years	
5	review social media such as facebook, twitter, instagram, Linked In, etc. [look for inappropriate or objectionable postings]	
6	google search the results of the person's name [look for angry or uncontrolled thread arguments, published articles, news references]	
7	get a resume or curriculum vitae from the candidate [see if it matches the social media and statements made by the candidate]	
8	get a written statement from the candidate addressing the statement "Why I am a Republican"	

If the candidate passes muster, ask him/her to lunch or call him/her on the phone to chat. Your goal is to gauge if he/she would like the responsibility and would be an asset to the committee. When you are interviewing the potential central committee candidate, inform him/her of these responsibilities:

1. Each committee member is expected to attend a monthly meeting on the 3rd Thursday of every month except December from 6:30pm-8pm. Terms end in November 2018.
2. Each committee member is expected to attend and participate in two semi-annual conventions held at locations throughout the state. Committee members pay their own way.
3. Each committee member is expected to serve on at least one subcommittee of the central committee (communication, finance, election judges, campaigns, community outreach, and operations/administration).
4. Each committee member is expected to attend periodic committee-sponsored events, festivals, and ceremonies to work the booth and the crowd.