

**CONSTITUTION AND BYLAWS  
OF THE  
CAROLINE COUNTY REPUBLICAN CENTRAL COMMITTEE**



**CAROLINE COUNTY  
REPUBLICANS**

**PROPOSED 20 FEBRUARY 2014**

**ADOPTED 14 OCTOBER 2014**

**AMENDED 10 FEBRUARY 2018**

**AMENDED 3 JANUARY 2023**

**AMENDED 4 APRIL 2023**

**ARTICLE I**  
**NAME, PURPOSE AND AFFILIATION**

**Section 1.1 - Name**

The name of this organization shall be "The Republican Central Committee of Caroline County, Maryland," hereafter referred to as the "Central Committee."

**Section 1.2 - Purpose**

The purposes of the Central Committee are as follows:

- a. To be the governing body of and the official spokesman for the Republican Party in Caroline County, Maryland.
- b. To cooperate with the Maryland Republican Party and the Republican National Committee.
- c. To establish and operate an effective Republican political organization for Caroline County.
- d. To seek to register new voters as Republicans and encourage those already registered otherwise to change their registration to the Republican Party.
- e. To secure the election of all duly nominated Republican candidates.
- f. To fill vacancies in, and nominations for, public office.
- g. To coordinate and assist Republican activities in Caroline County.
- h. To engage in fundraising to support the activities enumerated above.
- i. To promote the principles, objectives, and platform of the Republican party.
- j. To engage in such other activities as are reasonably necessary and proper to accomplish the foregoing purposes.

**Section 1.3 - Affiliations and Superior Authorities**

The Central Committee shall be subject to the rules, regulations, constitution, and bylaws of the Republican National Committee and the Maryland Republican Party. The Central Committee shall also be subject to all applicable sections of the Constitution of the State of Maryland and the laws thereof.

## **ARTICLE II**

### **MEMBERSHIP**

#### Section 2.1 - Qualifications for Membership

Members of the Central Committee must be registered Republicans residing in Caroline County, Maryland at the time of their election or appointment and throughout their term of office. In addition, members shall:

- a. Be qualified through appropriate sections of Title 4-202 of the Annotated Code of Maryland.
- b. Be qualified through the appropriate sections of the Constitution and Bylaws of the Maryland Republican Party.
- c. Take the Maryland Republican Party Oath of Office.

#### Section 2.2 - Number of Members

The Central Committee shall be composed of at least 5 but not more than 9 voting members, all elected at-large. Increases and decreases in membership must be approved through a resolution passed by a Convention of the Maryland Republican State Central Committee.

#### Section 2.3 - Election of Members

The election of members shall occur during the quadrennial gubernatorial primary election, in accordance with the laws of the State of Maryland.

#### Section 2.4 - Term of Office

The terms of all newly-elected members of the Central Committee shall be for four (4) years, commencing with the Committee Quadrennial Organizational Meeting.

#### Section 2.5 - Associate Members

The Voting Members of the Central Committee may, from time to time, extend by a majority vote Associate membership to individuals who meet the same eligibility requirements as voting members. Associate members shall have all rights and benefits of full membership, but without a vote.

**ARTICLE III**  
**OFFICERS OF THE CENTRAL COMMITTEE**

Section 3.1 - Officers

The officers of the Central Committee shall be a Chairman, a Vice Chairman, a Secretary, a Treasurer, and any other officers appointed by the Chairman.

Section 3.2 - Qualifications to Hold Office

Only voting members are eligible to serve as Central Committee Chairman or Vice Chairman. Any registered Republican may serve as Central Committee Secretary, Treasurer, or any other office created by the Chairman.

Section 3.3 - The Chairman

The Chairman of the Central Committee shall:

- a. Preside at all meetings of the Central Committee.
- b. Administer the Maryland Party Oath of Office to all Central Committee members.
- c. Exercise general supervision over the affairs, activities, and personnel of the Central Committee.
- d. Submit a proposed annual budget to the Central Committee at the first meeting of each calendar year.
- e. Supervise the expenditures of the Central Committee funds.
- f. Be the official spokesman of the Central Committee.
- g. Oversee the maintenance of all appropriate current and past records of the Central Committee.
- h. Determine if absences from Central Committee meetings and Maryland Republican Conventions are excused or unexcused.
- i. Appoint members to subcommittees, subject to approval by a majority vote of the Central Committee.
- j. Receive letters of resignation from Central Committee members.
- k. Notify the Central Committee of vacancies among Central Committee members or officers.
- l. Call and convene the Quadrennial Organizational Meeting and conduct the election of a Chair for the newly-elected Central Committee members or officers.
- m. Perform all duties as required by this document, by the MARYland Republican Party, by the Maryland State Board of Elections, and by the Caroline County Board of Elections.

### Section 3.4 - The Vice Chairman

The Vice Chairman of the Central Committee shall:

- a. Preside at all meetings of the Central Committee in the absence of the Chairman.
- b. Perform such other duties as are required by law or may be prescribed by the Chairman.

### Section 3.5 - The Secretary

The Secretary shall:

- a. Maintain complete and accurate minutes and attendance records of all meetings of the Central Committee.
- b. Manage all correspondence to and from the Central Committee.
- c. Perform such other duties as the Chairman may assign and are incident to this office.

### Section 3.6 - The Treasurer

The Treasurer shall:

- a. Be responsible for the receipt of, and, at the discretion of the Chairman, disbursement of all monies by and for the Central Committee.
- b. Submit the Central Committee financial reports in the form and manner by the deadlines required by law.
- c. Maintain complete and accurate records of all receipts and disbursements of Central Committee funds.
- d. Render periodic reports of income and expenditures as required by law, by the Chairman, or by the committee.
- e. At the end of his/her term, provide a complete accounting of Central Committee funds and transfer to this successor any funds and records belonging to the committee.

### Section 3.7 - Other Officers

The Chairman shall, at his discretion, create and appoint other officers of the Central Committee to serve at the pleasure of the Chairman.

### Section 3.8 - Election of Officers

Election of officers shall be held at each Quadrennial Organizational Meeting and at the meeting taking place in January each year thereafter.

### Section 3.9 - Term of Office

All officers shall serve for a term of one year or until their successor is chosen and installed.

### Section 3.10 - Removal of Officers

Any officer may be removed at a special meeting called for that purpose, by a two-thirds vote of the Central Committee, given that all members have received notice of the meeting along with the charges against that officer at least twenty (20) days in advance.

## **ARTICLE IV MEETINGS OF THE CENTRAL COMMITTEE**

### Section 4.1 – Quorum

A majority of the voting members of the Central Committee constitutes a quorum for the transaction of any business. In the absence of a quorum, the Chairman or Vice Chairman presiding may conduct routine Committee functions and coordination which do not require voting among members.

### Section 4.2 - Regular Meetings

Each year in December, the Chairman shall submit a copy of the schedule of regular monthly meetings for the next calendar year, with the time and date of these meetings agreed upon by the members of the Central Committee.

### Section 4.3 - Special Meetings

Special meetings may be called by the Chairman, or upon written petition to the Chairman by a majority of the members of the Central Committee. Special meetings may be called with at least five (5) days notice.

### Section 4.4 - Emergency Meetings

An emergency meeting may be called if necessary, to fill a vacancy in public office or perform any other Constitutional Duty. Emergency meetings may be called by the Chairman upon twenty-four (24) hours notice.

#### Section 4.5 - Quadrennial Organizational Meeting

No later than four (4) days following the gubernatorial general election, the current Chairman of the Central Committee shall provide seven (7) days notice to the newly-elected Central Committee members, calling them to assemble for the purpose of taking the Party Oath of Office, electing officers, and conducting such other business that may be required.

#### Section 4.6 - Notice

Notice of meetings may be given through written announcement, mail, e-mail, phone call, or other method of electronic delivery.

#### Section 4.7 - Voting

Voting shall be conducted on all matters of Central Committee business at a scheduled meeting by those voting members in attendance. Proxies may not be utilized. Members may participate either physically or virtually as long as two (2) voting members are physically present. For the purpose of filing a vacancy or performing another constitutionally mandated duty, voting may be conducted over e-mail, telephone, or other method of electronic delivery over a period of twenty-four (24) hours, given that the Chairman gives notice to all committee members of the voting period and discloses the votes to all committee members once voting has concluded.

## **ARTICLE V**

### **REMOVAL FROM OFFICE**

#### Section 5.1 - Cause for Removal

Any member of the Central Committee shall be removed from office for:

- a. Accumulation of three consecutive unexcused absences from regularly scheduled Central Committee meetings.
- b. Accumulation of five (5) unexcused absences from regularly scheduled Central Committee meetings over a twelve (12) month period.
- c. Failure to appear, in person or by proxy, at more than two (2) regular Conventions of the Maryland Republican Party.
- d. Using the name or title of the Central Committee to publicly endorse or support a candidate in a contested Republican primary.
  
- e. Publicly endorsing or supporting a candidate of another political party in a contested election in which there is a Republican candidate.
- f. Conduct detrimental to the Republican Party.
- g. Any violation of the Constitution and Bylaws of the Maryland Republican Party.

- h. Any officer of the Central Committee: Chairman, Vice Chairman, Secretary, Treasurer, and any other officers appointed by the Chairman, shall step down when running for an elected position and become a Regular Voting Member. The only exception shall be running for re-election to the Caroline County Republican Central Committee.

#### Section 5.2 - Removal Procedures

Any member in danger of removal shall be notified at least twenty (20) days in advance of the meeting where the removal hearing shall take place. The member shall have the opportunity to state their case to the Central Committee. A two-thirds vote is required for removal from office.

## **ARTICLE VI VACANCIES**

#### Section 6.1 - Vacancies of Committee Members

If a vacancy exists on the Central Committee, the following procedure shall be used to fill the vacancy:

- a. The Chairman shall immediately give notice to the other Committee members whenever a vacancy occurs.
- b. The Central Committee may choose, by majority vote, to advertise the vacancy through written, verbal, or other communications.
- c. Each Associate Member of the Central Committee shall be automatically be nominated to fill the vacancy, and other qualified individuals may be nominated by members of the Central Committee.
- d. By majority vote, the Central Committee may choose to gather information regarding the nominees or to hold interviews.
- e. A majority vote of Central Committee members shall be required to fill a vacancy with the replacement serving the unexpired term.
- f. Should the Central Committee fail to fill a vacancy within sixty (60) days of a notice of vacancy, the Chairman may fill the vacancy by appointment.
- g. The Chairman shall notify the Maryland State Board of Elections and the Maryland Republican Party of the name and contact information of the new member.

#### Section 6.2 - Vacancy in the Office of the Chairman

Should the Office of the Chairman be vacated, the Vice Chairman shall become Chairman



Section 6.3 - Vacancy in the Offices of Vice Chairman, Secretary, or Treasurer

Should the Office of Vice Chairman, Secretary, or Treasurer become vacant, the vacancy shall be filled by a majority vote of the Central Committee at the next regularly scheduled meeting.

Section 6.4 - Vacancy of Other Offices

If a vacancy occurs in another office created by the Chairman, the Chairman may fill that vacancy by appointment.

Section 6.5 - Vacancy of Public Offices

Should a vacancy occur within a public office, the Central Committee will act in accordance to the MDGOP Bylaws, Appendix A, Procedures to Fill a Legislative Vacancy by a County Central Committee. A copy of Appendix A is attached.

**ARTICLE VII**

**ENDORSEMENT OF CANDIDATES**

Section 7.1 - Endorsements in Primary Elections

Prior to a primary election, the Central Committee shall neither endorse nor provide more support – financially or in any other manner – to a candidate or group of candidates than it provides to all other candidates and groups.

Section 7.2 - Endorsements by Individual Central Committee Members

An individual member of the Central Committee, acting on his own behalf and not representing the Committee, may endorse or provide support to any Republican candidate.

Section 7.3 - Endorsement by the Chairman

The Chairman of the Caroline County Republican Central Committee may not publicly endorse or support any candidate in a contested Republican Primary, nor publicly endorse or support a candidate of any other political party.

#### Section 7.4 - Endorsements in General Elections

The Central Committee shall endorse and support all Republican candidates in each General Election, unless by a three-fourths vote the Central Committee declines to endorse or support any particular candidate.

#### Section 7.5 - Endorsements in Non-Partisan Elections

The Central Committee may, by a majority vote, choose to endorse or support any candidate in a non-partisan election.

### **ARTICLE VIII PARLIAMENTARY AUTHORITY**

#### Section 8.1 - Parliamentary Authority

The Parliamentary Authority of the Central Committee shall be *Robert's Rules of Order, Newly Revised*.

### **ARTICLE IX SUPERSESSION**

#### Section 9.1 - Superseding Clause

Upon ratification of these Bylaws, all previous Bylaws of the Central Committee are hereby void, superseded, and replaced.

### **ARTICLE X AMENDMENTS**

#### Section 10.1 - Notice

Any proposed amendment to this document must be submitted to the Secretary in writing, who will present it at the next regularly scheduled meeting of the Central Committee.

### Section 10.2 - Vote Required

A proposed amendment may be adopted upon a two-thirds vote of the Central Committee at the meeting after it was presented.

## **THE BYLAWS OF THE MARYLAND REPUBLICAN PARTY APPENDIX A**

### **Procedures to Fill a Legislative Vacancy by a County Central Committee Referenced in Article 14, Section 1(b)**

#### 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 15 days of receiving name(s) from the Central Committee, the Governor shall appoint from among the name(s) received. The members of the Republican State Central Committee of Maryland, who are elected by the Republican voters of Maryland, recognize the responsibility with which they have been entrusted and understand that they are charged with filling any vacancy as representatives of their jurisdiction without personal partiality or prejudice. Recognizing that some counties have adopted their own policy governing the filling of Legislative Vacancies, this policy shall govern the selection process for the local Republican Central Committees for all jurisdictions of the State of Maryland as governed by the Republican State Central Committee of Maryland in the absence of a county policy adopted as part of the county's bylaws, meeting the criteria detailed in Article 14, Section 1(a).

#### Section 2. Definitions

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

(a) Committee shall mean the local Central Committee of one of the 23 Counties of Maryland or the City of Baltimore.

(b) County Chair shall mean the Chairman of the local Central Committee of one of the 23 Counties of Maryland or the City of Baltimore

(c) State Chair shall mean the Chairman of the Maryland Republican Party.

(d) 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.

(e) Application Deadline shall mean the deadline for submitting a timely application to fill a Legislative Vacancy as prescribed in Section 4 herein. (f) 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.

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(g) 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.

(h) Applicant(s) shall refer to an individual or individuals who submit an application(s), for a vacancy, to be considered by the Committee. Section 3. Announcement of Vacancy. Upon the occurrence of Legislative Vacancy, the County Chair, or their designee, 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 members and officers of the Committee;

(2) all elected public officials who were elected or appointed as Republicans and represent all or part of the county in question.

(3) the president of each Republican organization in the County or 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.

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(3) the president of each Republican organization in the County or 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 the district in which the vacancy occurs 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 in accordance with Section 2 above, and shall in no event, be set less than ten (10) days nor more than fifteen (15) days after the Legislative Vacancy occurs except as prescribed in Section 10 herein.

(d) Any individual wishing to apply to fill a Legislative Vacancy shall send his or her application via electronic mail (email) or USPS mail to the officially published address of the Committee. (Read Receipt on email and Tracking on mail suggested)

(e) Any application materials received by email or postmarked by the Application Deadline will be deemed to have been timely filed.

(f) The County Chair, or their designee, 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 County Chair, or their designee, to verify that applicant meets the constitutional eligibility requirements (e.g., residency in the district, etc.) to occupy the seat in which there is a Legislative Vacancy and that the application is complete.

(b) The County Chair, or their designee, shall report the findings on the submitted applications to the entire Committee.

#### Section 6. Public Comment Period

(a) Within (3) days after the Application Deadline, the County Chair, or their designee, shall announce the identity of all applicants for the Legislative Vacancy along with an invitation for public comments in the same manner as set forth in Section 3 above for originally announcing the Legislative Vacancy.

(b) The method and deadline for submission of public comments shall be announced in accordance with subsection (a) above.

(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, it is suggested that they recuse themselves from the vote. A Central Committee member may recuse themselves from the vote 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 that it occurs during the time period as provided by section 6(c) herein and 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 their 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

- (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 prior to the actual occurrence of a vacancy.
- (b) When the Committee 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 Committee 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 prior to 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 event of a Short-term Vacancy as defined in Section 2(g) herein, the Committee may act to fill the Legislative Vacancy at a Regular or Special Meeting with voting taking place in accordance with Section 8 herein except that no timeframes specified in these policies shall apply to filling the Short-term Vacancy. 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 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 County Chair, or their 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.