

Bylaws of
Queen Anne's County Republican Central Committee
Amended May 11, 2021

Article I – NAME

The name of this organization shall be “Queen Anne’s County Republican Central Committee”, hereinafter referred to as the “Committee”.

Article II – PURPOSE

Section 1 – The Committee shall promote the cause of good government by seeking to enlist the support of citizens for the Republican Party.

Section 2 – Through the Party organization, it shall seek to register new voters as Republicans and to encourage those already registered otherwise to change their registration to the Republican Party. It shall undertake programs to educate and inform voters on current issues, and shall encourage debate and discussion within the ranks of the Party.

Section 3 – The Committee shall sponsor informed and intelligent Republican candidates for public office, who have demonstrated loyalty to the Republican Party and its platform, shall consider and adopt appropriate platforms and statements of Party Policy, and shall submit nominations to the appropriate officials when public law or practice requires the appointment of Republicans.

Section 3a – The Committee is not obligated to sponsor any Republican candidate who has been found by a majority of Committee members, to have actively supported during the current election cycle, a candidate of the opposing Party.

Section 4 – The Committee shall participate in the programs and activities of the Republican Party of Maryland.

Section 5 – The Committee shall seek to provide a candidate for any elected position not filled by the filing deadline, within the time limit prescribed by law.

Section 6 – The Committee shall support incumbent Republicans so long as they advocate core Republican ideals, and the principles and platform of the Maryland Republican Party and the Republican National Committee.

Article III – MEMBERSHIP

Section 1 – Membership of the Committee shall be regulated by the appropriate sections of the Election Law Article (Article 33 repealed and transferred) of the Annotated Code of the Public General Laws of the State of Maryland, and Article IV of the Constitution of the Republican Party of the State of Maryland. Membership shall be set at seven (7) members elected at-large, and two (2) Associate appointed Committee Members (the Associate Member process set forth in Article V herein).

Section 1a – In accordance with Maryland Annotated Code, Election Law Article, Title 4, Subtitle 2. Political Parties Governing Bodies, the tenure in office of a member of a Republican Party Central Committee shall begin on the 14th day following the gubernatorial election.

Section 1b – A quadrennial organizational meeting of new members shall be held prior to the 14th day subsequent to the gubernatorial general election for the purpose of electing new officers and organizing the new Committee and shall be called by the sitting Chairman of the Committee within 5 days subsequent to the gubernatorial general election.

Section 1c – New Associate members for the new term, will be selected at this time (pursuant to this Article, Section 1b) upon majority vote of present Committee members at the quadrennial organization meeting (the Associate Member process set forth in Article V herein).

Section 2 – The Committee shall fill vacancies as may occur from death, removal, resignation, change of residence or declination to serve, etc.

Section 2a – The Chair of the Committee will advertise the vacancy on the Committee’s web page and/or QAC Republican Facebook page. Interested parties must submit a letter of intent (either via postal mail or email) and be chosen by a majority vote of the entire Committee.

Section 2b – Every member of the County Central Committee must take the Party Oath as contained in Article XII, Section 12.2 of the Constitution and Bylaws of the Republican Party of Maryland.

Section 2c – In accordance with the Constitution and Bylaws of the Republican Party of Maryland, Article IV, Section 4.1d, within fifteen (15) days following the election or appointment of any member(s) or officer(s) of the County Central Committee, the Chairman of the Committee shall report their name(s) to the Chairman of the Maryland Republican Party and to the Maryland State Board of Elections.

Section 3 – Any member who is absent from three (3) or more scheduled meetings during a 12-month period may be removed from the Committee by a majority vote of the entire Committee.

Section 4 – A member who fails to appear in person at two (2) consecutive State Conventions may be recommended for removal by a majority vote of the entire Committee.

Section 5 – The Committee, at its discretion, may appoint individuals to serve as project chairmen and/or to provide advice and support to the Committee.

Article IV – OFFICERS

Section 1 – Every elected Committee member is an officer of the Republican Central Committee of Queen Anne’s County.

Section 1a – Each committee member shall promote the Republican Party of Queen Anne’s County and its Republican candidates in the General Election.

Section 2 – The Committee shall, at their November quadrennial organizational meeting, elect by secret ballot a Chairman, Vice Chairman, Treasurer and Secretary, whose duties are as follows:

Section 2a – The Chairman shall preside over Committee meetings, sign documents and represent the Committee as its chief executive officer.

Section 2b – The Vice Chairman shall act at the direction of the Chairman and the Committee; and in the absence of the Chairman, shall assume the duties of the Chairman.

Section 2c – The Treasurer shall maintain accurate financial records, file required reports, and provide financial reports at all Committee meetings and additionally as requested.

Section 2d – The Secretary shall keep the minutes of Committee meetings, record attendance of members, and perform other duties as assigned by the Chairman.

Section 3 – The election of officers in Section 2 of this article shall be elected in November of every even-numbered year. Individuals are permitted to run for unlimited consecutive terms.

Section 4 – Committee funds shall be maintained in a Federally insured financial institution. All accounts shall be audited annually if requested by the Chairman or a majority of the Committee. A treasurer of record is required for any financial transaction. Checks and other withdrawals of Committee funds shall be signed by the Treasurer or by the Chairman with the knowledge of the Treasurer. All financial transactions of the Committee shall be transacted in accordance with applicable Federal, State and County laws.

Section 5 – Committee members may be removed from office for cause. Recommendation for removal of any member shall be by a majority vote of those members of the Committee present and voting. A majority vote of the entire Committee shall be required for removal.

Section 6 – The fiscal year of the Committee shall run from November 15th of one year through November 14th of the next year. Prior to each fiscal year, a budget shall be developed projecting revenues and expenses.

Article V – ASSOCIATE MEMBERS TO QAC RCC

Section 1 – To encourage active participation in Committee meetings and activities by individuals who are not official members of the Committee, the Committee may by majority vote elect up to two (2) Associate Committee members.

Section 1a – Associate Committee members must meet the same eligibility requirements as Members, and they are subject to disqualification and automatic resignation as are official Members as enumerated in Sections 1g this Article.

Section 1b – The term of an Associate member will begin with Election and end at the next Committee Quadrennial Organization Meeting.

Section 1c – Voting by Associate Members:

- (i) Associate members shall not be entitled to vote at meetings of the Committee, except as provided herein.

Section 1d – Should an elected member of the Committee be unable to attend a Convention of the Maryland Republican Party, that member of the Committee is encouraged (but not required) to assign his or her proxy to one of the Associate Members of the Committee so that the Associate member might attend, vote, and otherwise fully participate in the business of the Convention.

Section 1e – Should a Committee vacancy occur (as described in Section 2 of this Article), all Associate Committee members are automatically among those nominated to be Members of the Committee.

Section 1f – An Associate Committee member who sustains four (4) unexcused absences from regularly scheduled meetings of the Committee occurring over a period of one year may be removed or subject to other discipline by a vote of two-thirds of the Committee members present and voting at the next regularly scheduled meeting. It shall be within the discretion of the Chairman to determine that an absence should be excused. A two-thirds majority of the then serving members of the Committee may reverse that Chairman's finding of an excused absence.

Section 1g – Written notice of intent to remove or discipline for a violation(s) of the Constitution and Bylaws of the Queen Anne's County Republican Central Committee or the MDGOP Constitution and Bylaws shall be given to such Associate Committee member and to all other members of the Committee at least seven day prior to the meeting at which the vote shall be taken. An Associate Committee member who has been removed or disciplined in accordance with this Section shall be notified in writing within three days after the Vote to remove or discipline. A two-thirds majority of the then serving members of the Committee is required to remove an Associate Committee member.

Section 1h – An Associate Committee member is required to participate in two community wide events on behalf of the Queen Anne's County Republican Central Committee yearly.

Section 1i – Committee members may be removed for cause. Recommendation for removal of any member shall be by a majority vote of those members of the Committee present and voting. A majority vote of the entire Committee shall be required for removal.

Article VI MEETINGS

Section 1 – Regular meetings shall be scheduled by the Chairman. The Committee shall meet not less than once every 2 months.

Section 2 – The Chairman or a majority of the Committee may call a special meeting provided notice is given to all members of the Committee five (5) days in advance of such meeting. Personal contact, telephone contact, digital contact, or mail via the USPS shall constitute due notice.

Section 3 – A majority of the Committee members (4) shall constitute a quorum for the purposes of conducting Committee business.

Section 4 – Individual Committee members may not speak for the Committee. All public communications must be approved by a majority of the entire Committee. If all members approve, the communication will be signed by the Queen Anne’s County Republican Central Committee. If less than unanimous approval, the communication will be signed by those members in agreement.

Section 5 – The Chairman may close the meeting to any non-member whose presence negatively impacts the orderly progress of the meeting.

Article VII – PARLIAMENTARY AUTHORITY

Section 1 – Roberts Rules of Order (Newly Revised) shall govern all actions of the Committee.

Section 2 – Standard Operating Procedures may be adopted and amended by a majority vote at any meeting of the Committee.

Section 3 – These Bylaws may be amended at any meeting by the affirmative vote of a two-thirds majority of the entire Committee providing that notice of the proposed amendment was sent to each Committee member via USPS or email at least ten (10) days prior to the meeting.

Article VIII – NOMINATING AUTHORITY

Section 1 – Authorities - In case of death, disqualification, resignation, refusal to act, expulsion, or removal from jurisdiction for which a person shall have been elected or appointed, of a sitting Republican official from public or political party office, the Committee is authorized to select and nominate an individual to fill that vacancy under the following circumstances and authorities:

Section 1a – State Legislative Vacancies (State Senator or Delegate)

- (i) Authority – Constitution of the State of Maryland. In accordance with the Constitution of the State of Maryland, Article III, Section 13, the Governor shall appoint a person to fill such vacancy from a person whose name shall be submitted to him in writing, within thirty (30) days after the occurrence of the

vacancy, by the Central Committee of the political Party, if any, with which the Delegate or Senator, so vacating, had been affiliated, at the time of the last election or appointment, in the County or District from which he or she was appointed or elected, provided that the appointee shall be of the same political Party, if any, as was that of the Delegate or Senator, whose office is to be filled, at the time of the last election or appointment of the vacating Delegate or Senator.

- (ii) Process – Multi-County District. In the event of a state legislative vacancy occurring in a multi-county district, the Committee has adopted the “District 36 Uniform Process for Legislative Vacancies” (see Addendum A). Nothing in this section should serve to limit, restrict, preclude or supersede, the authority granted the Committee by law or by the authorities cited in Article VIII, Section 1, cited herein.

Section 1b – County Commissioner Vacancies

- (i) Authority – Maryland Code. In accordance with the Annotated Code of Maryland, Local Government Article, Section 9-042, in commission counties, the Governor shall appoint the individual to fill the vacancy, from the name of the individual nominated and submitted to him in writing, by the central committee of the political Party that is affiliated with the vacating county commissioner, provided that the individual nominated shall be of the same political party as the vacating county commissioner.
- (ii) Authority – County Code. In accordance with the Code of Queen Anne’s County, Maryland, Chapter 4, Board of County Commissioners, Article I, Section 4 – 6 Vacancy, Paragraph A, in the event any office of County Commissioner of Queen Anne’s County shall become vacant by death, resignation or otherwise, such vacancy shall be filled through the procedure set forth in Article 25, Section 16 of the Annotated Code of Maryland (repealed and replaced with Local Government Article, Section 9-402).

Section 1c – Republican Central Committee Vacancies

- (i) Authority – Maryland Code. In accordance with the Annotated Code of Maryland, Election Law Article,

Section 4-203, a vacancy in the party central committee for a county shall be filled by the remaining members of the committee elected from that county.

- (ii) Authority – Constitution and Bylaws of the Republican Party of Maryland in accordance with Article IV of the Constitution and Bylaws of the Republican Party of Maryland (MDGOP), any vacancies in the County Central Committee shall be filled by the remaining members of that County Central Committee in accordance with the Constitution and Bylaws of the County

Central Committee. The Committee shall fill the vacancy within ninety (90) days of the occurrence of a vacancy, and any vacancy lasting longer than ninety days will be filled by the Party Chairman from among those persons recommended in writing by the remaining members of the County Central Committee.

- (iii) Process – Queen Anne’s County Republican Central Committee Vacancy The Committee shall fill vacancies on the Central Committee, in accordance with the process set forth in Article III Section 2, herein.

Section 2 – Nominating Process – In the event of a vacancy of a Republican-held county public office, including the office of County Commissioner, County Board of Elections, and others, the Committee may exercise its nominating authority by implementing the following process. Nothing in this section should serve to limit, restrict, preclude or supersede, the authority granted the Committee by law or by the authorities cited in Article VIII, Section 1, cited herein.

Section 2a – Ratification of Previous Election Results

- (i) In the event that a vacancy occurs within six months of being sworn in following an election for that public office, the Committee may ratify the result of that election and nominate the former candidate who ran for the same position and received the next highest number of votes in that election, provided that the candidate is not otherwise deemed ineligible under state law or the terms of these bylaws.
- (ii) If a vacancy in public office occurs later than six (6) months following an election for that office, the vacant position may be filled through the competitive process defined herein.

Section 2b – Public Notice and Call for Applications.

Public Notice of the vacancy may be provided and consist of the name of the position to be filled, access to relevant application materials, an application deadline and contact information for questions and submissions, and may be provided by the Committee within five (5) days of the occurrence of a vacancy, by the following means:

- (i) Notice to sitting Republican elected officials within the county or legislative district,
- (ii) Notice to all known operational Republican organizations registered within the county or legislative district,
- (iii) Press release or other written notice to any local print media outlet of significant circulation, and
- (iv) Notice posted on official Committee website.

Section 2c – Eligibility

Any individual who is a registered Republican residing in Queen Anne’s County, or legislative district in the case of a state legislative district vacancy, and who otherwise is eligible under the Maryland State Constitution to hold a public office, may be eligible to apply to fill a Republican vacancy occurring within Queen Anne’s County.

- (i) County Commissioners – In accordance with the Annotated Code of Maryland, Local Government Article, Section 9-402, the Committee shall nominate an individual of the same political party as the vacating commissioner.

Section 2d – Application

- (i) Subject to Subsection 2i – Short Term Vacancy, herein, all individuals, in order to be considered for a Committee nomination to fill a vacancy in a Republican-held public office, will be required to complete the designated application to be reviewed by the Committee.
- (ii) Any information provided in the application or otherwise disclosed by the applicant, will become a matter of Committee record, and may be reviewed by members of the Republican Party of Queen Anne’s County.
- (iii) A valid application will include verification of age, residence, and Party affiliation substantiated by a date of Republican voter registration, as well as a declaration or letter of intent, professional resume and a photograph of the applicant, and will be processed according to the following:
 - (a) Application materials and instructions, may be made accessible to the public by the Committee, simultaneously with the issue of Public Notice;
 - (b) Applicants may be afforded no less than ten (10) and no more than fifteen (15) days following the Public Notice and Call for Applications, to complete and submit application materials;
 - (c) Any application not received or not completed by the advertised deadline, will not be considered timely and the applicant may be disqualified, unless at the time of application deadline, less than one (1) qualified candidate otherwise was identified; and
 - (d) The Committee may confirm receipt of application with each applicant and provide a copy of each application submitted timely, to each of the voting members of the Committee within three (3) days of receipt.

Section 2e – Public Comment

The Committee may provide the names of the applicants and call for Public Comment, utilizing the same or similar communication methods used in providing Public Notice,

and for a period of no less than seven (7) days prior to the selection of a nominee to fill a vacancy.

Section 2f – Applicant Review

Each voting member of the Committee may receive a copy of each application timely submitted, to determine whether the application demonstrates basic qualifications for holding a Republican office in Queen Anne’s County and should proceed to interview. Among qualifying factors, the Committee may consider the following:

- (i) Background Information – The Committee may conduct a basic background check, utilizing public records searches, to ensure that no conflict of interest or other substantial cause may affect an applicant’s eligibility and electability. The Committee does not assume liability for disclosure of information provided by the applicant or otherwise discoverable through a public records search.
- (ii) Other Considerations – While no statutory or other conditions are imposed on the Committee in making its selection, the Committee will use its best judgment and discretion in determining other qualifying factors or preferences in selecting the best nominee to fill a vacancy, which may include the following:
 - (a) In the case of a vacancy in public office, where the vacating public official was elected within a particular district, the Committee will make its best effort to identify and select a qualifying Republican residing in that same district. In the absence of a qualifying Republican, the Committee reserves the right to make its selection from any qualifying Republican residing within the County who is otherwise eligible according to state law and these Bylaws.
 - (b) The Committee may give preference to applicants based on years of residency and/or Republican Party affiliation.

Section 2g – Interview

The Committee may conduct appropriate interviews of all qualifying applicants. Appropriate interviews will afford equal time to each qualifying applicant and will consist of questions specific to an individual’s application, or uniform questions relevant to Republican principles regarding good government, which may include issues pertaining to county governmental affairs.

- (i) Applicant interviews may be held by the Committee following the Notice of Vacancy, and ten (10) day application period and before the end of the twenty ninth (29) day following the receipt of notice of vacancy.
- (ii) Applicant interviews may be held during a regular or special meeting of the Committee. Interviews may be recorded and retransmitted, only with express

authorization from the Committee.

- (iii) The Committee will advise each qualifying applicant of their scheduled interview date, time, and location.
- (iv) The Committee should use its best judgment in determining whether in the interest of discretion or applicant privacy, a matter pertaining to an applicant's application, background information or interview, should be discussed only in closed Executive Session.

Section 2h – Voting

- (i) Voting will be conducted during a regular or special meeting of the Committee, and the Committee may invoke, Robert's Rules of Order.
- (ii) Voting will be conducted by secret ballot.
- (iii) Each current voting member of the Committee will have one vote and no proxies will be accepted in the matter of vacancies.
- (iv) If regarding any applicant to fill a vacancy, a voting member of the Committee should have a direct personal or professional interest, not common to the other members of the Committee, which would include familial or spousal relationship, employee/employer relationship, direct financial or pecuniary interest, candidacy or other interest as defined by Robert's Rules of Order, Section 45 (Voting Procedure), that Committee member should recuse him or herself from the vote.
- (v) The first applicant to receive a majority vote, as opposed to a plurality, will become the Committee's nominee. In the event that no applicant receives a majority vote, second and subsequent ballots will be taken, first removing the applicant(s) receiving the lowest number of votes, in an earnest attempt to secure a majority vote of the Committee.
- (vi) The Committee, in the interest of more direct representation of county voters, will make every effort to do its due diligence, to select and submit to the Governor, the name of their chosen nominee to fill the vacancy. In the event that no consensus can be reached, the Committee may submit more than one name to the Governor.

Section 2i – Short-Term Vacancy

In the case of a short-term vacancy, that occurring within sixty (60) days of the end of a current term of public office, the Committee may vote by a majority, to waive notice and interview requirements, and require a limited application, consisting of a letter or declaration of intent, and verification of the eligibility requirements provided in

Subsection (c) - Eligibility, herein.

Section 2j – Nomination to Governor

- (i) The Committee shall submit the name of the individual whom it nominates, to the Governor within thirty (30) days of the occurrence of the vacancy.
- (ii) Written nomination should be submitted using the biographical information form provided by the Governor’s Office of Appointments.
- (iii) The Committee should make a formal request that the Governor’s Appointments Office provide notice of approval of the nomination and date of swearing in, directly to the Committee Chair or designated representative.
- (iv) The Committee will notify the State Party Chair and the Board of Elections of the nomination within fifteen (15) days.

Section 2k – Appointment




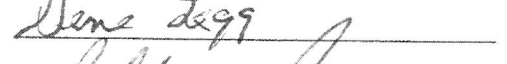
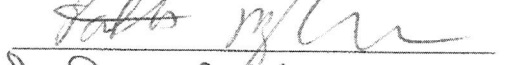
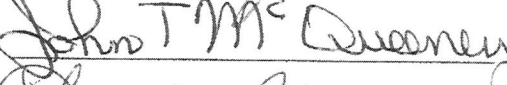

In accordance with the Annotated Code of Maryland, Local Government Article, Section 9-402(c)(3), the Governor shall nominate or appoint the individual whose name is submitted by the Committee, within fifteen (15) days after the submission.

Section 2l – Swearing In

Each appointee must be sworn into office by the appropriate public official.

ENCLOSED
ADDENDUM A
ADDENDUM A1
ADDENDUM A2
ADDENDUM A4
ADDENDUM A5

As amended and approved this day of May 11, 2021,

	Mike Arntz, Chairman
	Jody Schultz, Vice Chairman
	Rick Bowers, Secretary
	Gene Legg, Treasurer
	Patrick McLaughlin, Member at Large
	John McQueeney, Member at Large
	Laurie Plemons, Member at Large

QACRCC BYLAWS – ADDENDUM A

District 36 Central Committee Caucus

DISTRICT 36 UNIFORM PROCESS FOR LEGISLATIVE VACANCIES

Section 1. Purpose of Article

The Article pertains to the recommended uniform process for filling vacancies in a multi-county legislative district. While each county has one vote and retains the right to utilize their own process, the counties shall work collaboratively when possible, using the guidelines prescribed in this Article. Where there is any discrepancy between this Article and related application materials, this Article will prevail. (See Addendum A1 – Uniform Policy on Filling Vacancies – Timeline, and Addendum A2 – Instructions for Applicants for Nomination for a Republican Office in Maryland Legislative District 36.)

Section 2. Authorities

According to the Constitution of the State of Maryland, Article III, Section 13. In case of a vacancy by any person who shall have been chosen as a Delegate or Senator, from a state legislative district comprising a portion or all of two or more counties, the respective partisan central committee of each county involved shall have one vote for submitting the name of a resident of the district, for nomination to the Governor, within thirty days after the occurrence of the vacancy; and if there is a tie between or among the central committees, the list of names there proposed shall be submitted to the Governor, and he shall make the appointment from the list.

Section 3. Central Committee Caucus

- (a) Within three (3) days of the occurrence of a Republican vacancy in a multi-county legislative district, the chairpersons of the Republican Central Committees for each county involved, shall convene a temporary caucus of the central committees, for the purpose of nominating to the Governor, within thirty (30) days of the occurrence of a legislative vacancy, an individual from within the district, to fill the vacancy. This Central Committee Caucus shall consist ONLY of current voting members of the involved county republican central committees.
- (b) Upon creation of the Central Committee Caucus, the participating county committee chairpersons, shall select a Joint Chair and Joint Recording Secretary, and assign tasks.
- (c) The temporary Central Committee Caucus shall automatically dissolve following the Governor’s appointment, unless an extension thereof is otherwise provided by the participating chairpersons.

Section 4. Public Notice and Call for Applications

- (a) Within five (5) days of the occurrence of a vacancy, the Central Committee Caucus shall cause a uniform public notice of the vacancy and call for applications

by the following means:

- (i) Direct notice to all sitting Republican elected officials within the District,
- (ii) Notice to all operational Republican organizations registered within the District, and
- (iii) Notice to any local print media outlets of significant circulation.

(b) Participating county central committees also may provide notice through their individual, established communication channels, including websites, newsletters, and social media.

(c) Valid public notice should include the name of the position vacated, a link or other access to application instructions and materials, and the date required for submission of the application materials, including contact information for questions and submission of applications.

Section 5. Uniform Application

(a) The Central Committee Caucus may use their individual application materials or may use uniform application materials including a Declaration of Intent (Addendum A3 – Declaration of Intent), and Applicant Questionnaire (See Addendum A4 – Applicant Questionnaire for Nomination for a Republican Office in Maryland Legislative District 36).

(b) The uniform application materials may be posted by each of the involved county central committees on their respective websites, simultaneously with the public notice of vacancy, or otherwise distributed to interested applicants upon request.

Section 6. Timing of Application

(a) Applicants shall be afforded no less than ten (10) and no more than fifteen (15) days following Public Notice and Call for Applications, to complete and submit application materials. Any application not received or not complete by the published deadline, will not be considered timely and the applicant will therefore be disqualified.

(b) The Central Committee Caucus shall confirm receipt of application with each applicant within three (3) days of its receipt.

Section 7. Public Comment Period

The next day following the deadline for applications, the Caucus may call for Public Comment, for a defined period of seven (7) days, utilizing the same or similar communications channels described in Section 4, Public Notice and Call for Applications, above. Link or contact information should be provided for formal submission of comments. Informal submissions will not be accepted.

Section 8. Application Review Period

(a) Eligibility

Any individual who is a Registered Republican residing within the legislative district, and who otherwise is eligible under the Maryland State Constitution to serve as a member of the Maryland State Senate or Maryland House of Delegates, may be eligible to apply to fill a Republican legislative vacancy within the District.

(b) Caucus Review

Within one (1) day following the application deadline, the Caucus should share all qualifying applications with the entirety of the Caucus. The members of the Caucus should have no less than five (5) days and no more than seven (7) days to review the applications. This Caucus Review period will run simultaneously with the Public Comment Period.

(c) Public Information and Privacy

(i) Application materials should provide disclosure that any information provided in the application by the applicant, will become a matter of public record, and that while the Caucus intends to use the information provided exclusively for candidate review purposes, that the Caucus and individual members have no liability for any harm caused to an applicant as the result of these disclosures.

(ii) The Caucus should use its best judgment in determining whether in the interest of discretion, a matter pertaining to an applicant's application, should be discussed in closed Executive Session only.

(d) Background Information

The Caucus may conduct a basic background check, utilizing public records searches, to ensure that no conflict of interest or other substantial cause may affect an applicant's eligibility and electability, however, application materials should disclose to applicants that by submitting an application they are consenting to a basic background check. Any information discovered through a background check, and not otherwise disclosed by an applicant, should be utilized for the Caucus review purposed only, and handled with great deference for individual privacy.

Section 9. Candidate Interviews

(a) Candidate Interviews should be held by the Central Committee Caucus, following a ten

(10) day application period and seven (7) day public comment period.

(b) Candidate Interviews should be held in public, during a published regular or special meeting of the Central Committee Caucus, and at agreed date and time, in a centralized location.

(c) When multiple candidates must be provided time for interview, interview times may be assigned as the result of an informal lottery to conducted by the chairs of each participating county central committee.

- (d) All qualifying candidates shall be directly notified by the Caucus of the interview details. Those not qualifying shall be notified prior to the date for interviews.
- (e) Interviews should be conducted consistently, affording each applicant equal and appropriate time.
- (f) Interviews may consist of opening statements, questions from the Caucus and a closing statement.
- (g) Interviews may be recorded and retransmitted with authorization of the Caucus.

Section 10. Voting and Selection of Nominee

- (a) Each county, according to the Maryland State Constitution, shall have one vote. County Central Committees may convene separately or in executive session, during the combined interview process, to discuss their selection.
- (b) No proxy shall be accepted when voting for vacancies in elected office.
- (c) Any vote, either by an individual county central committee, or by the Central Committee Caucus, should be taken by secret ballot, counted in view of the public forum.
- (d) The Caucus should seek to preserve local control, and the most direct form of representation of local voters, by making every effort to select and submit to the Governor, the name of a single nominee to fill the vacancy.
- (e) If no individual applicant receives a majority of votes from the Caucus, second and subsequent ballots will be taken, in an earnest attempt to secure a majority vote of the Caucus.
- (f) In the event that consensus can be reached by the Caucus on the day of voting, nor the by the 27th day following the occurrence of the vacancy, more than one name may be submitted to the Governor.

Section 11. Nomination to Governor

- (a) By statute, a name(s) shall be submitted to the Governor within thirty (30) days of the occurrence of a legislative vacancy, however, the Caucus should strive to submit the name(s) of its nominee(s) by the 27th day, to afford the Governor an opportunity to confirm or return the nomination, within the 30-day period.
- (b) Written nomination must be formally submitted using the biographical information form provided by the Governor's appointments office. (see Addendum A5 – Office of the Governor Request for Appointment Consideration Biographical Information Form)
- (c) The Caucus should make formal request that the Governor's appointments office provide notice of confirmation of the nomination(s) directly to the Caucus representative or respective county chairpersons.

Section 12. Short-Term Vacancy

In the event of a short-term legislative vacancy, that occurring within sixty (60) days

prior to the end of a term, time and notice requirements may be waived and application and interview shall be optional. Written nomination must be made to the Governor within thirty (30) days of the occurrence of the legislative vacancy.

Section 13. Appointment

According to Article III, Section 13 of the Maryland State Constitution, it shall be the duty of the Governor to make appointment within fifteen days after the submission of the nomination(s) to him, provided the nomination(s) was submitted within thirty (30) days of the occurrence of the vacancy.

Section 14. Public Notice of Appointment

In addition to notifying necessary public officials, and the Maryland State Republican Party of the nomination, the Central Committee Caucus should publish notice of the appointment in any local media print outlets of significant circulation.

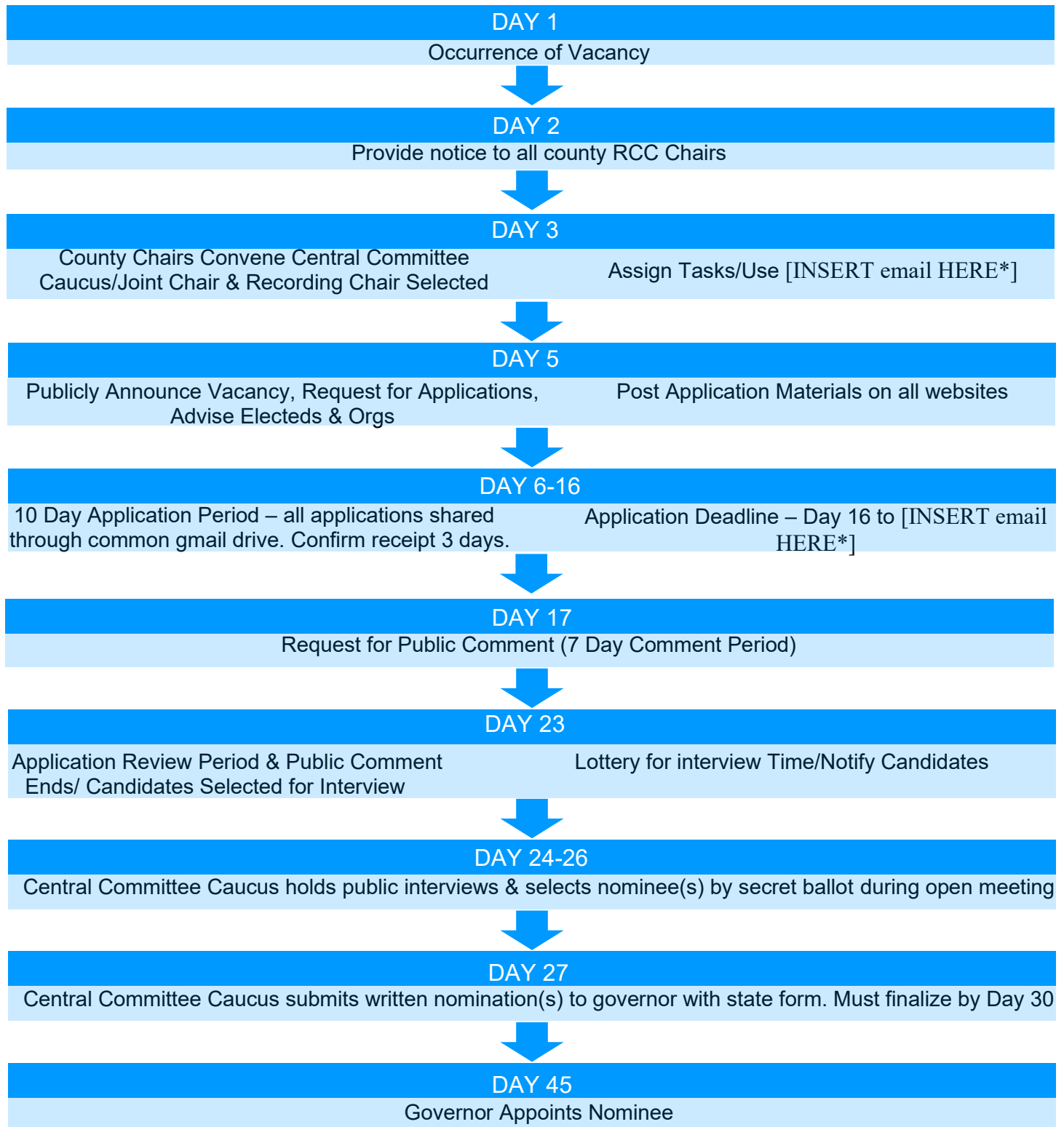
Section 15. Intent of Bylaw

Nothing in this Article should be interpreted to restrict, amend, or otherwise limit the individual authority of county central committees to select nominees to fill vacancies in elected offices, as provided in either the Maryland State Constitution or the Annotated Code of Maryland.

QACRCC BYLAWS – ADDENDUM A1

District 36 Central Committee Caucus

UNIFORM POLICY ON FILLING VACANCIES – TIMELINE



* The Central Committee Caucus chair will create a Central Committee Caucus email account to be used as the official email account for the purpose of filling the vacancy

QACRCC BYLAWS – ADDENDUM A2

District 36 Central Committee Caucus

INSTRUCTIONS FOR APPLICANTS FOR NOMINATION FOR A REPUBLICAN OFFICE IN MARYLAND LEGISLATIVE DISTRICT 36

NOTICE TO APPLICANTS: PLEASE READ THESE INSTRUCTIONS CAREFULLY AND PAY CLOSE ATTENTION TO ALL DEADLINES AND FORMS REQUIRED FOR SUBMISSION TO ENSURE THAT YOUR APPLICATION RECEIVES FULL CONSIDERATION.

The Maryland Constitution Article III, Section 13 provides that if a vacancy occurs in office of State Delegate or Senator, that the Governor shall appoint a person to fill such vacancy from a person whose name shall be submitted to him in writing, within thirty days after the occurrence of the vacancy, by the Central Committee of the same political party, in the County or District from which he or she was elected, and that if that vacancy occurs in a district which has two or more counties, the Central Committee of each county involved shall have one vote, and if there is a tie vote, the list of names there proposed shall be submitted to the Governor, and he shall make the appointment from the list. In Maryland Legislative District 36, there are four counties fully or partially represented, including Caroline, Cecil, Kent, and Queen Anne's counties. Under Maryland Law, the Republican Central Committees within District 36, are jointly charged with selecting nominees to fill any state legislative vacancies occurring in Republican legislative seats in the District. While each county maintains the right to adopt their own process for filling legislative vacancies, they are encouraged to work together wherever possible. These instructions pertain to the joint process for filling all legislative vacancies in multi-county districts (with the exception of short-term vacancies of 60 days or less, in which the application and interview process may be waived) adopted by Cecil, Kent, and Queen Anne's Counties, and explained herein.

Members of the Maryland General Assembly generally serve for a term of four (4) years. The nomination by the joint committee is subject to appointment by the Governor. The appointee will serve the remainder of the current four-year term.

All constitutionally eligible applicants must be registered Republicans of voting age, currently residing within Maryland Legislative District 36. Applicants are encouraged to review the requirements for a Republican office in the Maryland General Assembly to ensure that their interests are not incompatible with the requirements of this position and principles of the Republican Party.

APPLICANTS ARE STRONGLY ADVISED TO PAY CLOSE ATTENTION TO THE TIMELINE BELOW (below working in conjunction with Addendum A1):

- Day 1 Legislative vacancy occurs in multi-county District.
- Day 2 Notice of vacancy provided to all county RCC's within District.
- Day 3 County RCC Chairs convene District-wide Central Committee Caucus and assign tasks. Only current voting members of the relevant county Republican Central Committees shall have voting power in the Central Committee Caucus.
- Day 5 Each RCC in District publicly issues, through their respective local channels, a Notice of Vacancy and Call for Applications and makes the adopted uniform application materials and instructions available on respective websites or combined joint site, where applicable. Notice should be made to local media, local Republican organizations and all sitting Republican elected officials within the legislative district.
- Days 6-16 Rolling 10-day application period. Joint Chair shall confirm receipt of each application within 3 days.
- Day 16 **DEADLINE FOR APPLICATIONS** by Midnight. Applications must be submitted to the Joint Committee email account, [INSERT HERE*]
- Days 17-23 Each RCC in District, the first day following application deadline, will issue public notice of Applicant's names and request Public Comment through their respective channels in the same manner as the notice of vacancy was issued. Within this seven-day comment period, qualifying candidate interview times shall be selected by Joint Chairs through lottery. Candidates shall be notified of interview appointment times and location, by members assigned to task, no later than Day 23.
- Days 24-26 Central Committee Caucus interviews applicants in open meeting(s) and selects a nominee/s by secret ballot tallied in the open meeting. (Executive session may be utilized for discussion between votes.) Each County Committee has one vote. In the event of a tie, the Central Committee Caucus *may* submit more than one name.
- Day 27 Central Committee Caucus submits written nomination form to Governor. The Governor may return the nomination(s), in which case the Caucus must submit final nomination(s) by day 30.
- Day 45 Governor must appoint from submitted nominee(s) within 15 days.
- Days 46-50 Joint Committee announces appointment through respective channels.

* The Central Committee Caucus chair will create a Central Committee Caucus email account to be used as the official email account for the purpose of filling the vacancy.

WHO MAY APPLY FOR STATE LEGISLATIVE OFFICE?

Applicants must be constitutionally eligible, registered Republican's voters residing within District 36. Throughout their term of service, state legislative members must maintain eligibility for reappointment and shall forego eligibility for a Republican seat on the event they change their Party affiliation or otherwise become constitutionally ineligible.

HOW SHOULD APPLICATIONS BE SUBMITTED?

All applicants wishing to be considered for appointment for a District 36 state legislative office, must submit a complete application to the Central Committee Caucus by the advertised deadline. **Complete applications should preferably be submitted via email to the official email account of the Caucus. Application emails should contain the subject header "District 36 Nomination Application."** Applicants will receive confirmation of receipt of their application. Applicants whose applications are not submitted timely will not be considered unless after consideration of all applicants who filed complete and timely applications, there is less than one (1) approved candidate.

WHAT ARE THE REQUIRED PARTS OF THE COMPLETE APPLICATION?

A complete application for nomination for a legislative vacancy consists of four required parts:

1. Completed *Declaration of Intent to Apply for a Nomination for a Republican Office in Maryland Legislative District 36*
2. Completed *Applicant Questionnaire for Nomination for a Republican Office in Maryland Legislative District 36*
3. Resume no exceeding two single-sided 8.5" x 11" sheets
4. Current Photograph

An official state nomination form (to be provided) must be completed by the selected nominee for submission to the Governor, no later than the thirtieth (30th) day of the process.

Please note that applications lacking any one of the enumerated items above will be deemed incomplete and returned to the applicant. All completed application materials will become the property of the Central Committee Caucus and will not be returned.

ADDITIONAL DISCLOSURES

By signing this application, the Applicant acknowledges that the information self-disclosed in both the application and the public interview, become matters of public record, and hereby consent to a public records background check. **Results of any background check, all application materials and the responses contained therein, will be used for the purpose of evaluating candidates for nomination to a Republican office, and for no other purpose.**

Applicants also acknowledge that the Central Committee Caucus, its members, officers, and persons affiliated therewith, will assume no liability for any damages incurred by applicants or associates in connection with the process to select nominees including, but not limited to, the disclosure of any information provided in the application or discoverable through a public records background check.

WHAT IF I HAVE ADDITIONAL QUESTIONS?

Please contact the Central Committee Caucus at the official Caucus email address.

QARCC BYLAWS – ADDENDUM A3
District 36 Central Committee Caucus

PROPOSED DECLARATION OF INTENT TO APPLY FOR NOMINATION FOR A
REPUBLICAN OFFICE IN MARYLAND LEGISLATIVE DISTRICT 36

I, _____ residing at _____ in
(Print or type name) (Street Address)
_____, _____ County, Maryland
(City) (County)

hereby declare my intent to apply as a candidate for appointment to the office of state
_____ for Maryland Legislative District 36. By signing this declaration,
(Office)

I certify that I have read and agree to the terms of *the Instructions for Applicants for Nomination for a Republican Office in Maryland Legislative District 36*. I also certify that I meet all of the eligibility requirements to serve as a Republican official in District 36. I understand that if appointed, I will complete the remainder of the current four-year term. I further understand that it is my obligation to identify and resolve any potential conflicts with my employer or other associations, as it pertains to political activity, and that my individual political activity should be consistent with the efforts of the Maryland Republican Party.

I also understand that any information self-disclosed through my application and interview will become matters of public record and that the District 36 Central Committee Caucus, its members, officers and persons affiliated therewith, will not be liable for any damages incurred by myself or any other party in relation to the disclosure of this information.

Applicant's Signature

Date

QACRCC BYLAWS – ADDENDUM A4
District 36 Central Committee Caucus

PROPOSED APPLICANT QUESTIONNAIRE FOR NOMINATION FOR A REPUBLICAN
OFFICE IN MARYLAND LEGISLATIVE DISTRICT 36

NOTICE TO APPLICANTS: PLEASE ANSWER ALL QUESTIONS IN ACCORDANCE WITH THE INSTRUCTIONS PROVIDED TO ENSURE FULL CONSIDERATION OF YOUR APPLICATION. YOUR RESPONSES WILL BE KEPT CONFIDENTIAL.

Please print or type responses.

PART I: BASIC INFORMATION

Full Name: _____

Home Address: _____

City: _____

County: _____ State: _____ Zip: _____

Home Phone: _____ Mobile Phone: _____

Email: _____

How Long Have You Resided at this Address? (if less than 3 years, please provide previous address): _____

Legislative District: _____ Commissioner District: _____

Date of Birth: _____

PART II: VOTER REGISTRATION INFORMATION

Are you registered to vote at your home address? (If no, please provide address of voter registration.): _____

Date of Voter Registration: _____ Are you a registered Republican? _____

Have you ever held a different party affiliation? (e.g., if you were previously a Democrat or Independent, please state as such and provide details about when and why you changed your party affiliation)?



PART III: WORK INFORMATION

What is your current occupation? _____

Employer (If self-employed, state such): _____

Position: _____

Work Address: _____

City: _____

County: _____ State: _____ Zip: _____

Work Phone: _____

How long have you been at this employer? _____

Supervisor's Name: _____

Is your employer aware of your application? _____

PART IV: RELEVANT EXPERIENCE AND POLITICAL ACTIVISM

What experiences and skills do you possess that would be relevant to the position? Confine your response to 250 words or less.

Please summarize your past political involvement and accomplishments, including any support for previous political campaigns or partisan offices held. Confine your response to 250 words or less.



Why do you wish to serve as a Republican public official and why do you believe Republican principles are essential to good government? Confine your answer to 250 words or less.

PART V: BACKGROUND QUESTIONS

Please answer "yes" or "no" to each of the questions below. For any questions to which your answer is "yes", please provide details on a separate sheet.

1. Have you ever been charged with, arrested for, or convicted of any criminal offense excluding minor traffic violations? _____
2. Have you ever had a professional or business license suspended or revoked? _____
3. Have you ever been a defendant to a civil or administrative proceeding? _____
4. Have you ever filed a petition for personal bankruptcy under Chapters 7, 11 or 13 of the United States Bankruptcy Code? _____
5. Have you ever held elected office in this or any other district? If so, please provide the name of the office held and your party affiliation during your term of service. _____

6. Have you ever been fired, asked to resign, or resigned knowing you would be fired, from a place of employment for cause? _____

PART VI: CERTIFICATION

I certify that my responses to the questions herein are accurate and truthful to the best of my knowledge. I understand that it is my responsibility to inform the District 36 Republican Central Committees in the event of any occurrences that would change a response in this questionnaire prior to the final selection of nominees to the Governor.

Applicant's Signature

Date

NOTE TO APPLICANTS: PLEASE ATTACH A RESUME NOT EXCEEDING TWO SINGLE-SIDED 8.5" x 11" SHEETS OF PAPER.

