

# Durham County Republican Party

## Plan of Organization

2009

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## **Preamble**

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

## **Article I: Membership**

All citizens of Durham County who are registered Republicans are Members of the Republican Party of Durham County and shall have the right to participate in the official affairs of the Republican Party in accordance with these rules. All reference herein to Delegates, Alternates, Officers and Members shall, in all cases, mean persons identified and registered with the Republican Party in the Precinct of their residence. Any person running for an office within the North Carolina state, district legislative, county or precinct Republican Party shall be a resident of the jurisdiction in which he seeks office.

## **Article II: Precinct Organization**

### ***A. Annual Precinct Meetings***

#### **1. Call to Meeting**

In every year, the County Chairman shall call Precinct Meetings during the month of February or the first 15 days of March, after giving ten (10) days written notice to each Precinct Chairman and by notice in a newspaper of general circulation within the County, and the Precinct Chairs also be informed as to the number of registered Republicans entitled to cast votes at the county convention.

#### **2. Failure to Act**

Failure of the County Chairman to act in compliance with the provision above shall be cause for any Member of the County Executive Committee to call said Precinct Meetings by notice in a newspaper of general circulation within the County as provided for in Article VII of the North Carolina Republican Party State Plan of Organization.

### ***B. Election of Precinct Officers***

At odd-year Precinct Meetings, at which a quorum is one person, attendees shall elect a Precinct Committee consisting of a Chairman, Vice-Chairman, Secretary and as many Members-at-Large as deemed necessary to conduct the business of the Precinct. Members of the Precinct Committee shall hold their offices for two (2) years or until their successors are chosen. There shall be no proxy voting.

### ***C. Election of Delegates***

The annual Precinct Meetings shall elect one (1) Delegate and one (1) Alternate to the County Convention. They shall also elect one (1) additional Delegate and Alternate for each 100 registered Republican voters, or major fraction thereof, in the precinct as of January 31 of that year.

### ***D. Duties of Precinct Officers—Delegate Certification***

The Chairman and Secretary of each Precinct shall certify the election of Officers, Committee Members, and Delegates and Alternates to the County Convention, on forms stipulated by the State Central Committee and furnished by the County Chairman. Complete credentials shall be in the hands of the County Secretary by the deadline set by the County Chairman, which shall be at least two (2) days prior to the Credentials Committee Meeting, unless the Precinct Meetings and the County Convention are held on the same day. No Delegate or Alternate shall be added to the Credentials List following the adjournment of the Precinct Meeting.

### ***E. Other Precinct Meetings***

#### **1. Call to Meeting**

Other Meetings of the Precinct General Membership may be held at such time as shall be designated by the Chairman of the Precinct Committee after giving ten (10) days notice of such Meeting in a newspaper of general circulation within the County; or upon similar call of one-third (1/3) of the Members of the Precinct Committee, or ten (10) Members of the general Precinct Membership. There shall be no proxy voting.

#### **2. Precinct Failure**

In the event a Precinct fails to properly organize or the Precinct Chairman fails to act, the County Chairman shall appoint a Temporary Precinct Chairman who shall serve for a period not to exceed thirty (30) days, during which time a General Membership Meeting shall be called and a new Chairman elected.

### ***F. Quorum***

A quorum shall consist of one (1) person.

## **Article III: Precinct Committee**

### ***A. Duties of the Committee***

The Precinct Committee shall cooperate with the County Executive Committee in all elections and Party activities, provide the County Chairman with a list of Party Members within the Precinct suitable for appointment as Election Officials, and promote the objectives of the Party within the Precinct.

## ***B. Duties of Officers***

The Chairman of the Precinct Committee, with the advice and consent of the Precinct Committee, shall have general supervision of the affairs of the Party within the Precinct, shall preside at all Meetings of the Precinct, and shall perform such other duties as may be prescribed by the Precinct Committee or the County Executive Committee. The Vice-Chairman shall function as Chairman in the absence of the Chairman. The Secretary shall keep all minutes and records and shall maintain a list of registered Republican voters and workers within the Precinct, unless otherwise provided by the Precinct Committee or the County Executive Committee. Other officers' duties shall be as prescribed by the Precinct Chairman.

## ***C. Vacancies and Removals***

### **1. Vacancies**

In case of death, resignation, discontinuance of residency within the precinct, removal of any officers or members of the Precinct Committee, or other vacancy, the resulting vacancy shall be filled by the remaining members of the Precinct Committee, or by appointment by the County Chairman with the approval of the Executive Committee to serve as interim precinct officer until the next precinct meeting.

### **2. Removals**

Any member of the Precinct Committee may be removed from office by a vote of at least two-thirds (2/3) of the entire Precinct Committee after said member is furnished with notice of the charges against their person, signed by not less than one-third (1/3) of the members of the Precinct Committee. The member shall be allowed twenty (20) days to appear and make their defense. Valid reasons for removal of a precinct committee officer shall be gross inefficiency, party disloyalty as defined in Article V, §E, gross financial irregularities with party money, or failure to comply with the Durham County or North Carolina State Plans of Organization and Board of Elections regulations. An individual removed from office may be appeal the decision to the County Executive Committee within twenty (20) days; their decision shall be final.

## **Article IV: County Conventions**

### ***A. Annual Convention***

#### **1. Call to Convention**

A County Convention shall be called every year by the Chairman of the County Executive Committee, at a suitable location within the county, within the month of March, at least ten (10) days prior to the scheduled

Congressional District Convention, and following procedures given in Article VII, A.4 in the State Plan of Organization.

## **2. Failure to Act**

If the County Chairman fails, refuses or neglects to call a County Convention as required by this Article, it shall become the duty of the Vice-Chairman to act in this capacity. The Vice-Chairman shall give five (5) days notice thereof to all Precinct Chairmen and County Executive Committee Members and shall follow procedures given in Article IV, A.4. If the above officers do not call such a Meeting, it shall be cause for any Member of the County Executive Committee, with the approval of the Congressional District Chairman, or Chairmen, to call a County Convention.

## **3. Credentials Committee**

a. At the time of the call of the Convention, the County Chairman, with the advice and consent of the Executive Committee, shall appoint a credentials committee consisting of no less than three (3) people, which will meet and issue its report on Delegates and Alternates certified to that Convention at least three (3) days in advance of the convening of the Convention, unless a County holds its Precinct Meetings and County Convention on the same day. All Delegates and Alternates challenged in the report of the Credentials Committee shall be notified prior to the day of the Convention and allowed to present their case to the Credentials Committee prior to the convening of the Convention. The Delegates and Alternates elected at the Precinct Meetings, unless successfully challenged, shall sit as Delegates and Alternates to the County Convention.

b. No member of a Credentials Committee created by this Plan shall be eligible to be elected to an officer or executive committee position at the convention for which the Credentials Committee serves, nor shall a committee member publicly support anyone for an office to be elected by said convention. Except when voting in convention, the members of Credentials Committees shall strive to maintain the integrity of the convention and the committee by conducting the business of the committee with impartiality and strict neutrality on the business and elections of said convention.

## **4. Nominating Committee**

The County Executive Committee shall appoint a Nominating Committee for the purpose of soliciting nominations for, and seeking volunteers to serve as officers and at-large members of the Executive Committee. The Nominating Committee shall announce which positions are available. The Committee will endeavor to come to the County Convention with at least one complete slate of officers. The slate provided by the Nominating Committee shall in no way preclude

nominations from the floor during the Convention, but potential candidates should contact the Nominating Committee in advance so that their names and biographies can be included with Convention materials provided to the delegates for review.

## ***B. Convention Action***

### **1. Plan of Organization**

In even-numbered years, or as the need arises, the County Convention shall adopt or amend a written County Plan of Organization, not inconsistent with the State Plan of Organization, a current copy of which shall be on file with the County Officers, online, or at State Headquarters. The Plan of Organization shall be perpetual until superseded by amendments. Failure to comply may result in the County Delegation not being seated at the State Convention by the State Credentials Committee. Failure of the County Party to submit the County Plan of Organization to the North Carolina Republican Party State Headquarters within thirty (30) days of its adoption, by certified United States mail, return receipt requested, shall constitute agreement by the County Party to adopt the State Plan of Organization as the County Plan of Organization.

### **2. Elections**

i. In every odd-numbered year the County Convention shall elect a Chairman, Vice-Chairman, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Information Officer, and such other Officers as may be deemed necessary, who shall serve for a term of two (2) years or until their successors are elected.

ii. In every odd-numbered year the County Convention shall elect five (5) or more At-Large Members to the County Executive Committee, in addition to the County Officers, who shall hold their places for a term of two (2) years or until their successors are elected. The County Executive Committee may elect additional At-Large Members of the County Executive Committee in addition to the At-Large Members elected by the County Convention.

iii. The County Convention shall elect 1 Delegate and 1 Alternate to Congressional District and State Conventions, plus 1 additional Delegate and Alternate for every 250 Republicans, or major fraction thereof, registered in that county, as of January 1 of that year. Each County shall further elect 1 Delegate and Alternate for each Republican elected to the state legislature and to public office on the state or national level from said County in the last election held for that office. With respect to the District Convention, the additional 1 delegate and 1 alternate shall only be elected to the District Convention being held in the District in which

said Republican elected to the state legislature and to public office on the state or national level actually lives.

iv. If Durham County has been divided between two or more Congressional Districts, it shall prorate its Delegate vote among these Congressional Districts in accordance with the votes cast for the Republican gubernatorial candidate in the last election in the political subdivisions within the County which have been divided among the different Congressional Districts. Delegates elected to a Congressional District Convention, in addition to the other qualifications which they must meet, must reside in the Congressional District to whose Convention they are elected. The Delegates to the County Convention from the political subdivisions in different Congressional Districts shall elect the Delegates to their own Congressional District Convention.

### ***C. Credentials***

The Chairman and Secretary of the County Executive Committee shall certify the election of Officers, Committee Members, Delegates, Alternates and Precinct Chairs to the District and State Conventions, on forms furnished by the State Central Committee and in conformance with Article VII of the State Plan of Organization. Completed Credentials shall be in the hands of the Congressional District Secretary and the State Headquarters by the deadline set by the State Chairman. All County Credentials for the State Convention should be mailed to State Headquarters no later than ten (10) days following the date of the County Convention or the deadline set by the State Chairman, whichever date comes first. The postmark date will be used to determine compliance for mailed credentials. No Delegates or Alternates shall be added to the Credentials list following the adjournment of the County Convention. Copies of all newspaper notices, in addition to a list of county and precinct officers, shall be submitted to the NC Republican Party and all applicable Congressional District Committees along with County Credentials by the county Secretary.

### ***D. Convention Fees***

For each person who is elected at a County Convention to be either a Delegate or an Alternate to the State Convention, the County shall forward to the State Party a fee set by the State Central Committee to defray the costs of mailing Convention materials to such elected Delegates and Alternates. Any such fee established, shall be paid by the Delegates and Alternates at the time of their election.

### ***E. Convention Procedures***

#### **1. Call to Order**

The Durham County Convention shall be called to order by County Chairman, or in the absence of the Chairman, by the Vice-Chairman, or Secretary, in order slated, who shall have the power to appoint the

necessary Convention Committees and Temporary Officers at or before the convening of the Convention.

## **2. Voting Procedures**

- a. No Precinct shall cast more votes than it has duly elected Delegates on the floor at the County Convention.
- b. No person shall be seated as a Delegate at any County Convention unless such person shall have been duly elected a Delegate or Alternate by the appropriate Precinct Meeting or County Convention; except, the registered Republican or Republicans, present at a County Convention from an unorganized Precinct, which has not had its credentials accepted, shall have the right to vote 1 vote per Precinct, prorated among those present from that Precinct.
- c. Ex-officio members of the committees have the same voting rights as the other committee members, and are not counted in determining if a quorum is present. When an Ex-officio member of a committee ceases to hold the office that entitles him/her to such membership, his/her membership terminates automatically.

## **3. Special Conventions**

The Durham County Executive Committee, at any time, in the interests of the Republican Party, may direct the County to issue a call for Special County Convention. The procedure for calling Regular Meetings and Conventions shall apply to the calling of Special Meetings and Conventions so far as applicable and not inconsistent with this Plan of Organization.

# **Article V: County Executive Committee**

## ***A. Membership***

The Executive Committee shall consist of the current elected County Officers, At-Large Members, and persons elected by the County Convention in accordance with Article IV, §B2, ii, of the County Plan. The aforementioned persons are utilized to calculate quorum as specified in Article V, Section C of the County Plan. The Chairmen of the Precinct Committees, the President of the duly recognized and Board of Election sanctioned Republican-affiliated organizations, the immediate-past chair, and any current elected officials residing in Durham County shall be voting members of the Executive Committee, but shall not count in the calculations for quorum as specified by the County Plan of Organization.

## ***B. Powers and Duties***

### **1. Executive Committee**

The County Executive Committee shall cooperate with the District and State Committees in all elections and Party activities; shall encourage

qualified candidates for office within the County; adopt a budget; and shall recommend nominees to the State Chairman for appointments for County Board of Election; and shall have active management of Party affairs within the County. The County Chairman shall appoint the Chairman and members of all standing committees whose composition is not otherwise designated in the Plan of Organization, and shall appoint such other Committees as may be deemed necessary, subject to the approval of the County Executive Committee. The County Chairman and Vice-Chairman shall be Ex-Officio Members of all Committees.

## **2. Plan of Organization**

Within ninety (90) days of adjournment of the State Convention, the County Executive Committee shall amend the County Plan of Organization so as to bring it into compliance with the State Plan of Organization. The State Convention grants the authority and instructs the Durham County Republican Party Executive Committee to amend, or correct as necessary, the County Plan of Organization. This authority is limited to and only to eliminate any inconsistencies that may occur by changes in the State Plan. No other changes are authorized or permitted by this section.

## ***C. Meetings and Quorum***

The County Executive Committee shall meet at least four (4) times per year upon call of the County Chairman after giving ten (10) days notice to all Members, or upon call of one-third (1/3) of the membership of the County Executive Committee. One-quarter (1/4) of the Executive Committee membership shall constitute a quorum for the transaction of business. There shall be no proxy voting. All meetings shall be conducted in accordance with the Classic Edition, updated 2006 or later, of Robert's Rules of Order, except when inconsistent with this County Plan of Organization or Convention Rules properly adopted.

## ***D. Duties of Officers***

### **1. Chairman**

The Chairman of the County Executive Committee, with the advice and consent of the County Executive Committee, shall have general supervision of the affairs of the Party within the County. The Chairman shall issue the call for Biennial Precinct Meetings, Presidential Election Year Precinct Meetings, the County Convention, and Executive Committee Meetings, and shall preside at all the Meetings of the County Executive Committee. The Chairman shall appoint a Finance Chairman, Auditing Committee and any other Chairman deemed necessary to conduct the business of the County Executive Committee. The Chairman shall further appoint a Temporary Chairman of the County Convention, who may be himself. The Chairman shall make periodic reports on the

status of the Party within Durham County to the District Chairman. The Chairman shall be responsible for the creation and maintenance of a Republican organization in every Precinct within Durham County. The Chairman shall obtain and preserve a list of all registered Republicans within the County and shall perform such other duties as may be prescribed by the County, District, or State Committees; the County Chairman shall be an ex-officio Member of all Committees.

## **2. Vice-Chairman**

The Vice-Chairman shall function as Chairman in the absence of the Chairman and shall have such other duties as may be prescribed by the County Executive Committee. The Vice-Chairman shall be an ex-officio Member of all Committees unless otherwise designated.

## **3. Secretary**

The Secretary shall keep all minutes and records at County Executive Committee meetings and the County Convention. The Secretary shall distribute an electronic copy of the minutes from the prior County Executive Committee meeting for review by all members of the County Executive Committee at least ten (10) days before the next Executive Committee Meeting. The Secretary shall provide a roster of all Precinct Officers and Executive Committee Members. Such records shall be available, including all Credentials Lists upon request, to any registered Republican within the County. The Secretary shall furnish to the Congressional District Chairman and to State Headquarters an up-to-date list of all Precinct Chairmen.

## **4. Assistant Secretary**

The Assistant Secretary shall function as Secretary in the absence of the Secretary, and shall have other duties as may be prescribed by the County Executive Committee.

## **5. Treasurer**

The Treasurer shall receive and disburse all funds for Party expenditures pursuant to authority duly given by the County Executive Committee, shall make a financial report at all County Executive Committee Meetings, and shall fulfill all financial reports, obligations, and certifications required under State and Federal election laws.

## **6. Assistant Treasurer**

The Assistant Treasurer shall function as Treasurer in the absence of the Treasurer, manage the daily aspects of the county party's fundraising efforts, and shall have such other duties as may be prescribed by the County Executive Committee.

## **7. Information Officer**

The Information Officer shall maintain and update the data collected by the Durham County Republican Party in an electronic format suitable for use of the Executive Committee to communicate with members of the County Executive Committee, party members, and the general public. The Information Officer shall maintain a complete and updated copy of registered Republicans within the County. Data should be maintained in a secure manner, with access information disclosed to the Executive Officers of the Durham County Republican Party. The Information Officer, with the advice and consent of the County Executive Committee, is also charged with maintaining the Party Web site with up-to-date information and facilitating contact between the party and residents of Durham County through the internet. The Information Officer shall make a report at all County Executive Committee Meetings.

## ***E. Duties of At-Large Members***

The At-Large members shall form an Ad Hoc committee charged with oversight of the County Plan of Organization to monitor violations of said plan and then report to the County Executive Committee on not less than a quarterly basis or more frequently as needed. An At-Large member shall have additional duties as may be prescribed by the County Executive Committee. Corrective actions in response to the violations as determined by those same At-Large Members must be included in the same report and be presented to the Executive Committee. A two-thirds (2/3) vote of the Committee is necessary for approval.

## ***F. Vacancies and Removals***

### **1. Vacancies**

Vacancy due to death, resignation, discontinuance of residency within the County, removal of any Officer or Member of any County Committee, or for any other reason, shall be filled by the County Executive Committee.

### **2. Removal from Office**

Any Officer or Member of the County Executive Committee may be removed by a two-thirds (2/3) vote of the Committee after being furnished with written notice of the charges against their person, signed by no less than one-third (1/3) of the Members of the Committee. The member will be allowed thirty (30) days to appear before the Committee and defend himself. Reasons for such action to remove an Executive Committee member, or member of a Standing Committee, shall be confined to gross inefficiency, gross financial irregularities, party disloyalty, or failure to comply with the County and/or State Plans of

Organization and Board of Election regulations. Such removal may be appealed within twenty (20) days to the State Executive Committee; their decision shall be final.

### **3. Party Disloyalty**

For the purpose of this Plan of Organization, party disloyalty is defined as an act of publicly supporting a candidate of another party or independent candidate running in opposition to a candidate endorsed by the Republican Party.

### **4. Attendance**

Any member of the County Executive Committee failing to attend three (3) consecutive County Executive Committee meetings, and failing to contact the Chairman to be excused due to extenuating circumstances, may be considered to have submitted a voluntary resignation from the County Executive Committee.

## ***G. Officer Communications***

Any written, electronic or telephonic communication to any of the officers regarding Committee business must be responded to in any of the three forms within five (5) business days.

## **Article VI: County Standing Committees**

### ***A. Standing Committees***

#### **1. Finance Committee**

The County Finance Committee shall be composed of the County Finance Chairman, the County Chairman, County Vice-Chairman, County Treasurer, County Assistant Treasurer, and not less than 3 persons approved by the County Executive Committee. They shall cooperate with the Congressional District and State Finance Committees and shall have active management of fund-raising efforts within the County.

#### **2. Auditing Committee**

The Auditing Committee shall be composed of a Chairman, the County Chairman, the County Vice-Chairman, and two (2) other persons appointed by the County Executive Committee. The Auditing Committee members shall conduct an annual audit of the financial records of the County Party for the fiscal year beginning in January and ending in December. The Auditing Committee shall report the results to the County Executive Committee for approval no later than sixty (60) days after the close of the fiscal year. If, due to vacancy or removal from office, a new treasurer is elected, it shall be the duty of the

committee to perform an extraordinary audit within thirty (30) days of the appointment of a new treasurer.

### **3. Budget Committee**

The Budget Committee shall be composed of a Chairman, the County Chairman, County Vice Chairman, County Treasurer, Assistant Treasurer, Finance Committee Chairman, and three At-Large members. This Committee, with input from the County Executive Committee and party members, will recommend a budget to the Executive Committee for their consideration and adoption by the first meeting of August.

### **4. Organizational Development Committee**

This Committee shall be responsible for establishing and developing the precinct organizations throughout the county.

### **5. Lincoln Day Dinner (President's Day Dinner) Committee**

This committee shall be appointed at the first County Executive Committee meeting held after the Lincoln Day Dinner and shall serve until the completion of the following Lincoln Day Dinner. The Committee will be responsible for all aspects of planning and implementing the next Lincoln Day Dinner.

### **6. Communications Committee**

The Committee is responsible for assisting the County Chairman, Information Officer, and Secretary in enhancing communication between the County Executive Committee, Durham County Republican Party membership, and the Durham County general public.

## ***B. Removal from a Standing Committee***

Any member of a Standing Committee organized under this Plan of Organization, may be removed by a two-thirds (2/3) vote of the Standing Committee after being furnished with notice of the charges against their person, signed by no less than one-third (1/3) of the members of the Committee. The member will be allowed thirty (30) days to appear before the Committee and defend himself. Reasons for such action to remove a member of a Standing Committee shall be confined to gross inefficiency, party disloyalty, or failure to comply with the County and/or State Plans of Organization. Such removal may be appealed within twenty (20) days to the County Executive Committee; their decision shall be final.

## ***C. Standing Committee Records***

Minutes shall be kept by all Committees of official actions taken, and a copy shall be filed with the Chairman of the appropriate Committee and the County Secretary. A copy of committee records shall be made available to the members of the Executive Committee by the Secretary upon request.

## **Article VII: Executive Board of the County Executive Committee**

An Executive Board shall be established by the County Chairman to advise him concerning party activities. The Board will include the seven officers and any at-large members. The Board will be responsible for the day-to-day operations of the party. The Board should formulate recommendations for a party plan of action to be presented to the County Executive Committee for consideration and approval no later than the first meeting in August.

## **Article VIII: Amendments, Authority, and Effectiveness of the Plan**

### ***A. Amendments to the Plan of Organization***

The Plan of Organization may be amended, not inconsistent with the Rules of the North Carolina Republican Party, by majority vote of the delegates present and voting at any Durham County Convention provided, however, that the proposed amendment was mailed to the membership of the Durham County Executive Committee, elected at the preceding County Convention, at least thirty days prior to the convening of the Durham County Convention.

Amendments from the Convention floor to the proposed Amendments to the Plan (an amendment to the amendment) which would materially alter the intent of the original proposed amendment must receive a two-thirds vote of the delegates present and voting at any County Convention. This paragraph applies only to amendments to Amendments to the Plan that were mailed out to the Executive Committee as above described.

Proposed amendments to the Plan not mailed to the Durham County Executive Committee thirty days prior to the convening of the County Convention must receive a two-thirds vote of the delegates present and voting at any County Convention.

The Plan of Organization Committee shall have authority to correct any spelling or typographical errors in the Plan of Organization, as a housekeeping matter, that do not change the substance of the Plan.

### ***B. Authority***

#### **1. Controversies**

Controversies in any County or District with respect to the organizations set up therein under this Plan shall be referred to the State Chairman, State Vice-Chairman, National Committeeman, National Committeewoman and General Counsel for arbitration. Ruling shall be made within 60 days, and their decision shall be final.

## **2. Gender and Number**

The masculine pronoun or title herein includes the feminine, and the singular herein includes the plural, wherever appropriate.

## **3. Newspaper of General Circulation**

Notice published in a newspaper of general circulation in the County for the purpose of this Plan of Organization shall include either a paid advertisement or a news item, provided it includes the time, date, location and purpose of the Meeting. This in no way relieves the County Chairman of the responsibility of providing written notice to party officers as may be otherwise required by this Plan of Organization.

### ***C. Effective Date***

This Plan of Organization was approved at the Durham County Convention held on March 21, 2009.

The Plan of Organization Committee: Kyle H. Wilkins, Chair; Steve Monks; Kathy Rodgers; Dianne Saladino; Thomas Stark; Teiji Kimball, Sr.; and David Smudski.