

The General Rules of the Maine Republican Party

Adopted at the Convention on May 5, 2012

PREAMBLE

The General Rules of the Maine Republican Party, when adopted by the biennial state convention of the Party, provide guidance to its members concerning state, county and municipal party activities. The Rules are intended to define party organization and management, to assure that the Maine Republican Party is open and accessible to all enrolled Republicans and to encourage the broadest possible participation.

ORGANIZATION

Rule 1. Enrolled Republicans in the State of Maine constitute membership in the Maine Republican Party. Membership is exercised through caucuses, conventions, and committees. These rules shall:

- a. govern operations of all caucuses, committees and conventions of the Maine Republican Party,
- b. ensure compliance with requirements of state law (Title 21A, Maine Revised Statutes Annotated) and higher Party authority, and
- c. guarantee fairness to all participants in its activities.

Bylaws of all party committees must conform to these rules, as applicable.

Rule 2. The Maine Republican Party shall cooperate with the Republican National Committee in promoting the principles and ideals of the Republican Party.

Rule 3. The Maine Republican Party shall be governed by the duly elected members of the Maine Republican State Committee.

Rule 4. The voting membership of the Maine Republican State Committee shall consist of:

- a. the duly elected officers of the Maine Republican State Committee;
- b. one Committeeman and one Committeewoman for each county;
- c. one additional State Committee At-Large Member for every 10,000 Republican enrolled voters or portion thereof in excess of the first 10,000 based on the official figures available from the Office of the Secretary of State on the first working day following April 1st of each even numbered year;
- d. the Republican National Committeeman and Committeewoman, upon election to those offices;
- e. the Chairman of each County Committee, upon election to that office;
- f. the Chairman of the State Republican Finance Committee, upon appointment to that office by the Chairman of the Republican State Committee;

g. one appointee by the Maine Republican Governor, one appointee for each elected Maine Republican member of Congress and one for each elected Maine Republican U.S. Senator. Each appointee shall serve contemporaneous with the term of the appointer;

h. one representative from the Maine Republican Senate Caucus and one representative from the Maine Republican House of Representatives Caucus, to be appointed by the respective Republican officer.

i. the President of the Maine Federation of Republican Women, upon election to that office; and

j. the Chairman of the Maine Federation of Young Republicans, the Chairman of the Maine College Republicans, and the Chairman of the Maine Teen Age Republican Caucus.

State Committee Members elected to represent their counties, other than County Chairmen, will be nominated by the Convention Delegates at the County Caucus and elected by the Delegates to the State Convention.

Rule 5. In accordance with the Bylaws, Article V.2.A., the non-voting members of the State Committee shall consist of:

- a. the Legal Counselor
- b. the Deputy Treasurer

Rule 6. No permanent paid employee of the Maine Republican Party shall be a member of the State Committee.

Rule 7. Election of Officers

1. Officers. The officers of the Republican State Party shall be

- a. Chairman
- b. Vice Chairman
- c. Secretary
- d. Treasurer

2. Eligibility.

a. The Chairman, Vice Chairman, Secretary, and Treasurer may be chosen from outside the membership of the Committee.

b. The Chairman shall not be a member of the Legislature.

c. No announced candidate for Governor of the State of Maine, U.S. Senate, or U.S. House of Representatives shall serve as an elected officer of the Maine Republican State Committee.

d. No officer or employee of the Maine Republican State Committee shall be a paid lobbyist.

3. Procedure for Elections.

a. The officers shall be elected by ballot at a meeting to be held in December of each election year for a

two-year term commencing January 1, and shall serve until a their successor is seated.

b. Each officer shall be elected by a majority of the voting members of the State Committee present or represented by proxy, and voting.

c. In each officer election if, on the first ballot, no one candidate receives a majority of the votes cast, the candidate receiving the least number of votes shall be eliminated and a second round of voting will be held. Balloting shall continue in this manner until one candidate receives the necessary majority vote.

4. Vacancies.

a. In the event of a vacancy in the Office of Chairman, the Vice Chairman shall act as interim chairman.

b. An election to fill the vacancy shall be held within 45 days.

c. In the event that vacancies arise contemporaneously in the Offices of Chairman and Vice Chairman, the Secretary shall, within twenty-one (21) calendar days, convene a meeting of the State Committee for the purpose of electing a new chairman and vice chairman.

5. Removal of officers.

a. The Officers of the State Committee may be removed from office for malfeasance or non-feasance.

b. A petition for removal shall include the reason(s) for bringing charges, signed by ten (10) State Committee Members representing at least four (4) counties.

Said petition shall be presented to the Secretary of the State Committee.

Upon receipt of said petition, a meeting of the State Committee shall be called within thirty (30) days.

A copy of said petition, with signatures, shall be made available to the voting members of the State Committee.

Said petition shall not be distributed or discussed with anyone outside of the voting members of the State Committee. A violation of this protection provision shall result in the loss of State Committee voting privileges and/or removal from State Committee membership.

c. Approval of a motion for recall requires a two-thirds (2/3) vote of the members present in person or by proxy and voting.

Rule 8. Attendance

a. Proxies are permitted in accordance with the Bylaws of the Maine Republican Party, Article VII.4.A and B.

b. Appointment of proxies must be made in writing or by e-mail, addressed to the Secretary of the State Committee, sent from the members' e-mail address as listed in the official Membership Roster. The appointment of a proxy must be received by the Secretary prior to the start of any State Committee meeting.

c. If any member of the Republican State Committee fails to attend, in person two consecutive meetings, the Secretary of the State Committee shall remind the member that attendance is expected and that three such absences could result in a recall. Should a member be absent for a third meeting, the Secretary of the State Committee shall so inform the County Committee or other sponsoring organization which the member represents. Said organization may, according to its own bylaws and procedures, declare the member's position to be vacant and nominate a successor. Upon the receipt of the declaration of the vacancy, the Republican State Committee may accept it and proceed to act on the nomination of the successor.

d. The Secretary of the State Committee shall send quarterly attendance reports, including proxy information, if applicable, to the County Chairman, Secretary, and State Committee members of each county.

Rule 9. The Republican State Committee shall be the judge of the credentials of its own membership, and any member may be removed for cause.

Rule 10. All municipal committees shall be officially reconstituted at the Biennial Municipal Caucus and in accordance with Title 21A. Republicans who reside in the municipality and attend the official Biennial Municipal Caucus shall determine the Municipal Committee Membership, structure and Municipal Bylaws. No municipal committee shall be recognized and granted status, however, until it has properly filed the required official reports with the Maine Republican Party.

Rule 11. In compliance with Title 21A, Section 321, municipal caucuses may be conducted biennially during the general election year.

a. The State Committee shall prescribe such rules and procedures for the conduct of municipal caucuses, including the date, consistent with state law and these rules.

b. Municipalities shall conduct their caucuses in accordance with the date(s) recommended by the State Committee. All municipal caucuses shall be conducted no later than March 1st of each even numbered year. The county committee may call such caucuses consistent with state law and these rules at any time if there is no existing municipal committee or if the municipal committee of record is disbanded or refuses to call the caucus.

c. In determining the municipal delegate allotment to the state convention, the results of the last gubernatorial election shall be used, applying a formula approved by the State Committee no later than September 15th of each odd numbered year.

d. The Chairman or Secretary of the municipal caucus shall file, either by mail or by hand delivery, the completed report of the caucus with the Maine Republican Party no later than seven (7) calendar days following the date of the caucus. The report shall be deemed filed on the date of mailing or date of hand delivery. The information filed shall include a copy of the municipal bylaws.

Rule 12. The proceedings of the municipal caucuses shall include:

a. Election of a secretary and chairman, in that order;

b. Adoption of rules and procedures for the caucus;

- c. Election of delegates and alternates to the state convention;
- d. Ratification of existing municipal committee bylaws without amendments. Amendments to municipal bylaws may be made at a municipal committee meeting in accordance with the rules and procedures set forth in the municipal bylaws;
- e. Election of a municipal delegation chairman to the state convention;
- f. Open discussion of the draft platform;
- g. Other business to come before the caucus; and
- h. Adjournment.

Rule 13. In the event that a municipality did not caucus, a municipal committee may be formed at any time at a public meeting called by any enrolled Republican of the municipality. Public notice of said meeting must be made as required by Title 21A. A municipal committee formed pursuant to this Rule shall not be recognized and granted status, however, until it has properly filed the official reports and bylaws with the Maine Republican Party.

Rule 14. The Republican State Committee shall have jurisdiction over the choice of a nominee for the offices of Governor of the State of Maine, United States Senator or presidential elector when the nominee dies, withdraws or becomes disqualified.

Rule 15. Each district committee shall have jurisdiction over the choice of a nominee for the Representative to Congress of the United States for the district concerned when the nominee dies, withdraws or becomes disqualified.

Rule 16. All Republicans who live within a legislative district or municipality where a caucus was held and a committee organized shall be eligible to participate in nominating a candidate for election to the legislature for the district concerned when the office holder dies, withdraws or becomes disqualified. In accordance with Title 21A, those municipalities that did not caucus shall have 15 days in which to caucus, organize and participate in the nominating process. Caucus Report forms supplied by the Maine Republican Party and municipal bylaws must be completed and submitted to the Maine Republican Party before any new organization is recognized.

Rule 17. The county committee shall have jurisdiction over the choice of a nominee for all county offices when the nominee dies, withdraws or becomes disqualified.

Rule 18. The membership of each district committee shall be equal to the total number of members of the state committee (including the county chairman) from counties within the district and the membership will be apportioned among the counties in the same distribution. Committee members shall be nominated from each county at large at county caucuses and election confirmed by the district caucuses. In the case of counties, which are divided between districts, the total entitlement shall be apportioned according to Republican enrollment between districts. In accordance with Title 21A, the District Committees shall meet immediately following the State Convention for the purpose of organizing and electing a chairman and secretary. In the event a member of the district committee dies, withdraws or becomes disqualified, the applicable county committee shall elect a replacement.

Rule 19. The voting membership of each county committee shall be proportional based on population of enrolled party membership or voting experience, in accordance with its bylaws, which must be confirmed by the county caucus at each biennial state convention and filed with the Republican State Committee. Each county committee shall decide if other Republicans, i.e., elected officials, municipal chairs or others shall have automatic voting rights. Vacancies may be filled by nomination from the applicable municipal committee and confirmed by vote of the applicable county. In the event that a municipal committee does not fill a vacancy, the members the county committee may fill the vacancy in accordance with its own bylaws. Within seven (7) days, the Secretary of the applicable county committee must submit to the Maine Republican Party the names of those who have resigned and the names and complete contact information of any new members.

Rule 20. Whenever there is a requirement for a special caucus to select a Republican candidate for an elected position in Maine's state legislature or to fill a vacancy in such a position, the leadership of the affected legislative body shall coordinate with the Maine Republican Party and the appropriate town or county chairmen. A special caucus shall be called in accordance with the procedures set forth in Title 21A.

Rule 21. Whenever there is a requirement for a special caucus to select a Republican candidate for a position at the county level or to fill a vacancy, the County Chairman shall work to organize a special caucus. When a position covers more than one county, the County Chairmen shall work in concert to organize a special caucus.

Rule 22. The agenda for the special caucus shall include:

- a. Call to order;
- b. Election of the caucus secretary;
- c. Election of the caucus chairman;
- d. Ratification of the caucus agenda and procedures;
- e. For each known candidate:
 - Nomination,
 - Second, and
 - Candidate speeches
- f. A request for nominations from the floor;
- g. Election of the nominee
- h. Adjournment

Other items may be added to the agenda providing they do not contradict state law or the rules of the municipal, county, or state committee.

The procedure for holding a special caucus shall be:

- a. Select a venue in a centralized location;
- b. Determine the order of candidate nominations;
- c. Set time limits for nomination, second, and candidate presentations; and
- d. Define balloting procedures.

Rule 23. Resolution of any controversy shall be in accordance with the following procedures:

a. The Republican State Party may, upon a decision of the Executive Committee, exercise jurisdiction over controversies between and among members of any county committee or municipal committee when such controversy affects the interests of the party as a whole or the rights of any member of the party to participate in its affairs.

b. When any controversy as defined in Rule 23(a) arises at the municipal level, any member of such committee affected by the controversy may file, within twenty-one (21) calendar days of the date such controversy arises, a written appeal to the governing county committee. Such appeal must be sent via certified mail, and a copy of such appeal provided to the Secretary of the Republican State Committee. Upon motion by an interested party or upon its own motion, the county committee may issue a stay of further action by any party or by the city committee, which affects the subject matter or outcome of the controversy. Where appropriate, the stay may include an interim order identifying the city committee or officer that shall be recognized by the Party as the duly authorized committee or officer while the appeal is pending. No later than twenty-one calendar days from the date of receipt of such written appeal, the county committee shall rule upon the controversy, and issue a written decision addressed to the parties to the dispute via certified mail, with a copy provided to the Secretary of the State Committee. Where appropriate, such decisions may include final determination as to which city officer or committee shall be recognized by the Party as the duly authorized officer or committee. Upon failure to provide such written decision within the specified time period, such municipal controversy shall be adjudicated pursuant to Rule 23(c) as if it were a county controversy.

c. When any controversy as defined in Rule 23(a) arises at the county committee level including a controversy over the county committee's resolution of a municipal controversy, any person so affected by the controversy may file within twenty-one (21) calendar days of the date such controversy arises a written appeal to the secretary of the Republican State Committee. Such appeals must be sent via certified mail. Upon receipt of such appeal, (1) the Secretary of the State Committee shall, within five calendar days, provide a copy of the appeal to the county committee from which the appeal is taken; and (2) the Chairman of the Republican State Committee shall, within thirty (30) calendar days, appoint a panel of five members of the state committee, who shall constitute a Board of Investigation. If the Board has not yet been appointed, the Executive Committee may issue a stay of further action by any party, the city committee or county committee which affects the subject matter or outcome of the controversy.

1. Hearing. Upon giving notice as provided in paragraph two (2), below, the Board shall conduct a hearing for the purpose of hearing all relevant evidence presented by any and all parties interested. The Board shall request the Counsel to the Republican State Committee to attend such hearing(s) and serve as its legal advisor. The hearing(s) and proceedings of the Board shall be held at the offices of the Republican State Committee or at such other location selected by the Board, as may be most convenient to the members of the Board, to witnesses, parties, and their counsel.

2. Notice. Notice of hearing shall be given by publication in at least one newspaper of general circulation in the municipality, if a municipality controversy, or county, if a county controversy, in which the controversy arises; and by first class mail to the individual(s) who filed the appeal and to any individual(s) named in the appeal.

3. Report of Investigation. At the conclusion of their hearing and upon the Board's deliberations, the Board shall, within sixty (60) days of the State Committee's receipt of the appeal, report its findings and conclusions to the Republican State Committee. The Republican State Committee may, upon receiving the report of the Board of Investigation, take such action or actions as it deems appropriate under the circumstances, including, but not limited to, issuing a final determination as to which city or county officer or committee shall be recognized by the Party as the duly authorized officer or committee.

d. Each county committee and the Board of Investigation shall adopt its own procedures to implement this Rule, provided such procedures are not inconsistent with this Rule, and shall allow parties to be represented in person and by counsel.

e. No members of the state committee from the county or municipal committee in which the controversy arises shall serve as a member of any such Board of Investigation.

f. A new Board shall be convened for each controversy.

Rule 24. A Rules and Procedures Committee shall be appointed by the state chairman no later than February 15th of each odd numbered year. The Committee shall meet no later than February 28th for the purpose of electing a Committee Chairman and establishing a meeting schedule. Its duties shall include the following:

a. Reviewing mandates conveyed by the Republican National Committee and ensuring they are addressed in the Bylaws and Rules of the Maine Republican Party.

b. Reviewing Title 21A for the same purpose.

c. Reviewing the State Committee Bylaws to recommend changes to the State Committee for its ratification.

d. Reviewing these Rules to recommend changes to the Republican State Convention for their ratification:

1. to ensure compliance with state law; and
2. to ensure fair and efficient operation of the party.

e. Reviewing county and municipal bylaws to ensure they do not violate these rules and determining mandates required by Title 21A and National and State Party bylaws and rules to be adhered to by county and municipal committees.

f. Crafting appropriate language for those mandates and communicating such mandates to the county committees, who shall be responsible for informing the municipal committees of such mandates. County and municipal committees must adopt the required language in their respective bylaws as written.

Rule 25. Resolutions regarding political issues not already defined in the current platform shall be

presented to the State Committee following the procedure specified in the bylaws of the State Committee.

Rule 26. In the event of changes in state statute, the Rules and Procedures Committee shall report such changes and present appropriate language for amending these Rules to the State Committee for ratification.

Rule 27. Robert's Rules of Order, Newly Revised, shall be the Rules of the Maine Republican Party so far as they are applicable and consistent with these rules as written.

RULES AND PROCEDURES COMMITTEE

For the years 2011-2012

Loretta Mikols, Co-Chair, Oxford

Kim Pettengill, Co-Chair, Kennebec

Lois Bloomer, Penobscot

Rosemarie Butler, Androscoggin

Hayes Gahagan, Aroostook

Jan Martens Staples, Cumberland

Charles Webster, ex officio