

# HILLSBOROUGH COUNTY REPUBLICAN COMMITTEE

## BY-LAWS

*Adopted 3/31/75, 10/3/00, 05/09/09, 09/03/09, 03/10/12, 10/11/14, 12/10/22, 1/14/23*

### **ARTICLE I**

#### **COMPOSITION**

The Hillsborough County Republican Committee shall be composed of the number of members apportioned to it by the State Convention of the Republican Party. The voting members of the County Committee shall be elected by the Party nominees and delegates as defined in RSA 667:22 from the Hillsborough County Republican Committee. Furthermore, any person elected or appointed to the Committee as a voting Member shall be a registered Republican and reside in the towns of Hillsborough County not otherwise represented by the Nashua and Manchester City Committees

-These Members shall elect the Officers of the Committee and shall have voting privileges in the NH Republican State Committee as the By- Laws of that Committee shall specify.

-These Members shall also be solely responsible for Committee By-Law and Policy Amendments.

Other registered Republicans from Hillsborough County shall be deemed Associate Members and shall have voting privileges for all matters not otherwise reserved to the Members by these By-Laws, and by the NH Republican Committee By-Laws as Official NH Republican Committee Business.

#### **DUTIES**

In cooperation with the State Committee, the County Committee shall have the duty to manage the affairs of the Republican Party in the County, to direct the general policy and campaign activities of the Party organization and to perform all duties by law or custom required of it.

#### **MEETINGS**

At least two regular meetings shall be held in each calendar year; one in January and one on or before the second Tuesday in October. If a meeting is not held as set forth above, then it shall be the duty of the State Chairman to set the date and place for said meeting.

Additional meetings shall be called by the County Chairman on his/her own initiative or upon the written request of twenty-five percent (25%) of the voting members of the above committee. Notice of all meetings shall be mailed and / or e-mailed to each member, at their last-known address, at least seven (7) days before the day of the meeting.

All meetings shall be conducted in accordance with Roberts Rules of Order; newly revised.

### **ARTICLE II**

#### **OFFICERS**

The County officers shall consist of a Chairman, Assistant Chairman, Recording Secretary, Corresponding Secretary, Assistant Secretary, Treasurer and eight Area Vice Chairmen. Officers shall be elected for a two-year term before the January meeting of the Republican State Committee following the biennial election. Officers need not be members of the Committee.

Area Vice Chairmen shall be elected by members of the committee residing in the appropriate areas to represent each of the following areas and shall reside within the area they represent. Each Area will be made up of two Hillsborough County legislative districts and shall be updated following legislative redistricting after each census.

**Area A**

District 27  
Deering  
Francestown  
District 42  
New Boston  
Mont Vernon  
Lyndeborough

**Area B**

District 31  
Greenfield  
Hancock  
District 30  
Hillsborough  
Antrim  
Windsor  
Bennington

**Area C**

District 33  
Peterborough  
Sharon  
District 32  
New Ipswich  
Temple  
Wilton

**Area D**

District 29  
Goffstown  
District 28  
Weare

**Area E**

District 36  
Brookline  
Mason  
Greenville  
District 35  
Hollis

**Area F**

District 34  
Amherst  
District 43  
Milford

**Area G**

District 2  
Bedford  
District 12  
Merrimack

**Area H**

District 1  
Pelham  
District 38  
Hudson  
Litchfield

**CHAIRMAN**

The Chairman shall be the chief executive officer. He / She will see that a Republican Committee is organized in each Town in the County, and the Chairman of the county shall require that those Committees maintain an up-to-date roster of all Republicans in their towns. He / She will ensure that the complete records are maintained by the County Committee and will file an annual activities report with the State Chairman.

### **ASSISTANT CHAIRMAN**

The Assistant Chairman, under the direction of the Chairman, shall assist the Chairman in the performance of his / her duties, and in his / her absence shall preside at meetings.

### **AREA VICE CHAIRMEN**

The Area Vice Chairmen shall work under and assist the Chairman and Assistant Chairman with regard to Republican organization and activities in their area.

### **TREASURER**

The Treasurer shall receive all funds belonging to the County Committee, shall keep proper books of account of all funds received and paid out and may put out such funds as authorized by the Chairman and shall pay out of funds as authorized by the Executive Committee. He / she shall render proper accounting to the Committee at each meeting thereof, and he / she shall be fully accountable to the Committee for his/her acts as such Treasurer.

### **SECRETARY**

The Secretary shall keep minutes of all proceedings of the County Committee and shall keep and be custodian of the permanent books and records of the Committee, except for the financial records. The Secretary shall maintain a master document listing of names and contact information for the Executive Committee, Members, Associate Members, Town Chairmen, and other Republicans as relevant.

The Secretary shall be responsible for sending notices, agendas, and meeting minutes to the Executive Committee, Members, and Associate members of the County Committee by e-mail as required by these bylaws or as tasked by the Chairman.

The Secretary shall be responsible for mailing and/or e-mailing notices of all events sponsored by the County Committee to as wide a circulation as deemed relevant and shall mail and/or email other notices as required or directed by the Chairman.

### **ASSISTANT SECRETARY**

The Assistant Secretary shall record and maintain attendance records for all Members and Associate Members of the County Committee and shall assist the Secretary in the performance of his / her duties. The Assistant Secretary shall act on behalf of the Secretary whenever he or she is absent, or as requested by the Secretary.

### **EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the Chairman, The Assistant Chairman and those officers chosen for the Executive Committee in accordance with the first paragraph (Officers) of Article II above. The Executive Committee shall have the authority to act for the full Committee when necessary. Each Town shall have, not later than five (5) days before the Republican State Convention, a Town organization of not less than four (4) members. If any Town shall not have such an organization by such time, then the Executive Committee shall forward a complete list of the Town Committees under its control to Republican State Headquarters not later than two days before the Republican State Convention. The Executive Committee shall establish such sub- committees as it feels necessary to aid it in its work.

### **DIRECTORS**

The Chairman may appoint, with the approval of the Executive Committee, any Director deemed necessary; such as, but not limited to: Public Relations Director, Voter Service Director, Social Functions Director, Membership Director, and any other Directors he / she may deem necessary.

## **VACANCIES**

Vacancies under the office of Chairman and in the voting membership of the County Commission shall be filled on a temporary basis by the Chairman within thirty (30) days of the date the vacancies occur. Such temporary appointees shall serve until the next meeting of the Committee, when the vacancies shall be filled by election by the members of the Committee. If a vacancy occurs in the voting membership or Officer other than Chairman within 6 months before the end of a two-year term of office, the membership position may be left vacant upon a vote by the Executive Committee to approve leaving the position vacant. When a vacancy occurs in the office of Chairman, the Assistant Chairman shall assume the duties of the Chairman until the next meeting when the vacancy shall be filled by election by the members of the Committee.

## **NOMINATING COMMITTEE**

The County Chairman shall appoint a Chairman and a Nominating Committee to recommend the Committee members and a slate of Officers for the coming biennium following the biennial election. Such Nominating Committee shall consist of not less than seven (7) or more than eleven (11) members. Said Nominating Committee, in the selection of the nominated members for the Committee, shall further provide that such membership shall be geographically representative of the County. The provisions of this section shall not be interpreted or construed as precluding or limiting additional nomination(s) being made for such officers or members from the floor at any meeting held for such purpose.

## **ARTICLE III GENERAL**

The following provisions shall govern the conduct and operations of Committees created by these by-laws.

Twenty-five percent (25%) of the voting membership shall be necessary to constitute a quorum. Each member shall have one vote. A majority of those present and voting shall decide any question, except that in a vote for more than two candidates for any office, a plurality shall prevail.

## **AMENDMENT OF BY-LAWS**

## **ARTICLE IV**

These By-Laws shall not be amended unless and until the proposed amendment(s) is filed with the Republican State Executive Committee. These By-Laws may be amended at any meeting of the County Committee by a vote of the majority of the members present, provided that the written copies of the proposed changes shall have been given in the notice of the meeting.