



BYLAWS OF THE MINERAL COUNTY REPUBLICAN EXECUTIVE COMMITTEE

ARTICLE I – NAME AND BACKGROUND

The name of this organization shall be the Mineral County Republican Executive Committee (MCREC), hereinafter referred to as the MCREC. The MCREC is a Committee of the State Republican Party (GOP) and is a stakeholder in Mineral County supporting conservative policies and candidates for public office. Membership on the MCREC is through election on the WV Mineral County ballot, during the May primary election (off years or non-Presidential years for MCREC members). For the MCREC, one male and one female will be elected from each district in Mineral County. Mineral County candidates, by districts, may file to run and be put on the County ballot. After the election, if vacancies exist, the Chairman of the MCREC can appoint members to the MCREC as enunciated in WV CODE.

ARTICLE II - PURPOSE AND POLICY

Section A. Purpose

The purpose of the MCREC shall be to advance the principles and interests of the Republican Party in the county, state, and nation, in part by participating in political education that broadens the understanding of Republican goals in government. The MCREC performs outreach and county support for the GOP. The following by-law general functions, support, and events may be updated regularly as needed without MCREC vote.

- The MCREC appoints the ballot commissioner every two years before January 31st, coordinating with the Mineral County Clerk

- The MCREC is responsible for identifying and recommending Republican poll workers, working with the Mineral County Clerk
- MCREC members attend one GOP Committee meeting per month
- Members assist with fundraising events to support voter drives for candidates
- Actively ask people to register or re-register as Republicans
- Place ads in the media for weeks prior to an election to educate voters
- Outreach – work to turn out the vote on phone banks
- Developing and mailing literature on candidates’ positions
- Educate voters and raise funds through Lincoln Day and Reagan Dinners
- Handout literature going door-to-door
- Encourage and write Letters to the Editor
- Sponsor debates
- Encourage Republicans to become candidates for public office
- Assisting in the election of Republicans in General Elections
- and carry out the duties of the MCREC as set forth in these bylaws, the bylaws of the Republican State Executive Committee, and the West Virginia Code.

Section B. Election Policy

In a primary election, the MCREC shall remain neutral (see exceptions below): it shall neither endorse nor oppose nor work for or against any candidate seeking nomination to a Republican ticket or a Republican Executive Committee. The MCREC Chair, who is the spokesperson for the Executive Committee, shall not publicly endorse or oppose any Republican candidate in the primary election except as noted below. Other Executive Committee members and officers may endorse and support particular Republican candidates in the primary election, provided they do so as individuals and not as Executive Committee members or officers. In a general election, the Executive Committee shall endorse, promote, and assist Republican candidates. The exceptions to the above are:

- The Committee (including the Chair) may openly oppose and work against a candidate(s) in the primary election, who is a registered Republican if that candidate has switched parties within the last two election cycles.

- The Committee may oppose a Republican candidate(s) that challenges an existing Republican Incumbent in the primary that the Committee supports/supported.
- The MCREC may give preference to and support Republican candidates that have been active in Mineral County GOP matters and/or attend MCREC meetings on a regular basis.

ARTICLE III – MEMBERSHIP

Section A. Election of Statutory Members of the Executive Committee

At the time of the May primary election in the non-Presidential election years, “the voters of the county in each magisterial district or executive committee district, as the case may be, shall elect one male and one female member to the party's county executive committee.” (West Virginia Code § 3-1-9(c)) The elected members may appoint other members as provided in these by-laws.

Section B. Composition of the Executive Committee

1. Statutory Member: The Mineral County Republican Executive Committee shall be composed of those persons who “reside within the county or district from which chosen” (West Virginia Code § 3-1-9(c)) and were elected to serve as members of the Executive Committee through the state election process stipulated in Article III-A of these by-laws or elected through the guidelines set forth for Executive Committee vacancies in Article III-D of these by-laws.
2. Honorary Member: Honorary members of the Mineral County Republican Executive Committee, who shall hold all of the privileges of membership but be *without* vote unless they also happen to be an elected member of the Executive Committee as stipulated in Article III-B-1 of these by-laws, include:
 - a. Any state or national Republican Party executive committee member who resides in Mineral County.
 - b. Any elected Republican who is a party, county, state, or federal public official residing in Mineral County.

- c. Any registered Republican voter residing in Mineral County who may be appointed as an officer, member-at-large, subcommittee chair, etc. by the statutory members of the Executive Committee.

Section C. Term of Office

1. The term of office of all statutory members of the Executive Committee shall begin on the first day of July following the primary election in which they were elected and shall continue for four (4) years thereafter or until the member no longer meets the designated state qualifications, the member submits a written letter of resignation to the Chair, or the member is properly removed from the Executive Committee by the terms of these by-laws.
2. The term of office of all honorary members of the Executive Committee shall begin after the election of officers is completed at the statutory Executive Committee's first organizational meeting or upon subsequent appointment by the statutory Executive Committee and shall continue until the term of the sitting Executive Committee expires, or until the member no longer meets the designated state qualifications, the member submits a written letter of resignation to the Chair, or the member is properly removed from the Executive Committee by the terms of these by-laws.

Section D. Vacancies

1. Vacancies in the Executive Committee shall be filled for the unexpired term by a person holding the required qualifications of the exiting Executive Committee member through a simple majority vote, assuming a quorum of the statutory Executive Committee is present. Otherwise, West Virginia Code may be used to fill the vacant seat.
2. If a vacancy is apparent upon convening the first organizational meeting of the statutory Executive Committee, then the newly-elected Executive Committee may select a properly qualified person to fill the unexpired term of that statutory Executive Committee seat, either at the organizational meeting or a subsequent meeting, through

a simple majority vote, assuming a quorum of the statutory Executive Committee is present. Otherwise, West Virginia Code may be used to fill the vacant seat.

Section E. Removal

1. If a member shall fail to attend three (3) consecutive meetings in person without reasonable or just cause submitted in writing to the Chair, the Executive Committee is empowered, by simple majority vote, assuming a quorum of the statutory Executive Committee is present, to remove that member so that the Executive Committee shall be assured of the fullest possible attendance and so that attaining a quorum will not be hindered. The Chair may waive the above at their discretion if the member submits a proxy for the meeting.
2. If a member no longer meets the residency requirements or other state-imposed qualifications, the Executive Committee is empowered, by simple majority vote, assuming a quorum of the statutory Executive Committee is present, to remove that member.
3. An Executive Committee member may be removed from office for any cause by a two-thirds (2/3) vote of the *total number of all statutory Executive Committee members holding office at the time*, provided the member to be removed shall have been given written notice by certified mail of the potential action with a stated reason for the removal. The letter must be signed by a majority of the *total number of all statutory Executive Committee members holding office at the time* and must be mailed at least ten (10) days prior to the date of the meeting.
4. Votes by proxy may not be counted toward the removal of a statutory Executive Committee member.

ARTICLE IV - OFFICERS

Section A. Titles of Officers

The officers of the Executive Committee shall consist of a Chair, a Vice-Chair, a Secretary, a Treasurer, an Assistant Treasurer, a Planner, and a Public Affairs Officer.

Section B. Qualifications

1. All officers must be registered Republican voters residing in Mineral County.
2. The offices of the Chair and Vice-chair must be filled by a statutory member of the Executive Committee as outlined in Article III-B-1 of these by-laws.
3. The offices of the Secretary, Treasurer, Assistant Treasurer, Planner, and the Public Affairs Officer may be filled by an Executive Committee member or by a person from outside the Executive Committee.

Section C. Election of Officers

The election of officers shall be by a simple majority vote, assuming a quorum of the statutory Executive Committee is present. The order of elections shall begin with the Chair and proceed to the Vice-Chair, followed by the Secretary, the Treasurer, Assistant Treasurer, Planner, and the Public and Legislative Affairs Officer.

Section D. Privileges

Any officer may participate in the discussions of the Executive Committee and receive any other privilege afforded honorary members, but be without a voting privilege unless also a statutory member of the Executive Committee as outlined in Article III-B-1 of these by-laws.

Section E. Terms of Office

The terms of all officers shall begin on the date of their election to such office and shall continue until the regular meeting of the Executive Committee in the following July, or until the officer no longer meets the designated state qualifications, the officer submits notification of resignation to the Chair (or next officer in line), or the officer is properly removed by the terms of these by-laws.

Section F. Vacancies

In the event of a vacancy in any of the Executive Committee officer positions, other than Chair, the duties of the office shall be assumed by the Chair until the next scheduled meeting is held, at which time the vacancy shall be filled by a simple majority vote, assuming a quorum of the statutory Executive Committee is present.

Section G. Chair Vacancy

Any vacancy in the office of Chair of the Executive Committee shall be filled by the Vice-Chair until the next meeting is held, at which time the vacancy shall be filled by a simple majority vote, assuming a quorum of the statutory Executive Committee is present.

Section H. Removal

1. If an officer shall fail to attend three (3) consecutive meetings in person without reasonable or just cause submitted in writing to the Chair, the Executive Committee is empowered, by simple majority vote, assuming a quorum of the statutory Executive Committee is present, to remove that officer so that the business of the Executive Committee will not be hindered.
The Chair may waive the above at their discretion if the member submits a proxy for the meeting.
2. If an officer no longer meets the residency requirements or other state-imposed qualifications, the Executive Committee is empowered, by simple majority vote, assuming a quorum of the statutory Executive Committee is present, to remove that officer.
3. An officer of the Executive Committee may be removed from office for any cause by a two-thirds (2/3) vote, assuming a quorum of the statutory Executive Committee is present, and provided the officer to be removed shall have been given written notice by certified mail of the potential action with the reason for the removal. The letter must be signed by at least two (2) statutory Executive Committee members and must be mailed at least ten (10) days prior to the date of the meeting.

Section I. Removal from Executive Committee

1. A Mineral County Republican Executive Committee Member may only be removed by 2/3 vote of the Committee as enunciated in the WV CODE.

ARTICLE V – DUTIES OF OFFICERS

Section A. Duties Pertaining to All Officers

In addition to the specific duties detailed below, each of the Executive Committee officers shall perform other duties that usually appertain to his or her office or which may be required by law.

Section B. Duties of the Chair

1. The Chair shall be the Chief Executive Officer and spokesperson (unless otherwise designated) of the Executive Committee, and shall be responsible for the management and administration of its affairs, subject to these by-laws and instructions from the Executive Committee.
2. The Chair shall issue the call for Executive Committee meetings using the appropriate method of notice as established in these by-laws.
3. The Chair shall preside at all meetings of the Executive Committee.
4. The Chair shall serve as an *ex officio* member of all subcommittees created by the Executive Committee or may designate a statutory Executive Committee member to serve in his or her stead.

Section C. Duties of the Vice-Chair

The Vice-Chair shall perform the duties of the Chair when the Chair is absent or unable to serve, and shall perform such other duties, within reason, as may be assigned by the Executive Committee or by the Chair.

Section D. Duties of the Secretary

1. The Secretary shall keep an accurate minute journal of all the meetings of the Executive Committee, and shall make such other reports as the Executive Committee or the Chair may require.
2. The Secretary shall have charge of the necessary correspondence of the Executive Committee, and shall perform such other duties, within reason, as may be assigned by the Executive Committee or the Chair.
3. The Secretary shall keep a current list of the names, mailing addresses, telephone numbers, and email addresses (if applicable) for each member of the Executive Committee and any subcommittees created thereafter.
4. The Secretary shall be responsible for the maintenance of these by-laws and shall verify that each Executive Committee member receives a copy upon that member's election or appointment.
5. The Secretary will ensure appropriate distribution of the minutes at the monthly Committee meetings and also ensure the approved minutes and any attachments are kept in the secured area of the MCREC website by month and year in the Members Only section so future Committee members have a historical context of Committee work.

Section E. Duties of the Treasurer

1. The Treasurer shall receive and have charge of all the funds of the Executive Committee. The Treasurer shall deposit such funds in an account in the name of the Executive Committee. The Executive Committee shall designate the bank, which shall be a member of the Federal Deposit Insurance Corporation, where such an account is maintained.
2. The Treasurer shall make all expenditures of the Executive Committee by check as approved by the Executive Committee and pursuant to procedures established by the Executive Committee.
3. The Committee has implemented a two-person integrity system where two Committee members must sign all checks written on behalf of the Committee.

3. The Treasurer and Chair may disburse nominal sums from time to time for the payment of bills as may be covered in the budget, or expenses of a generally approved and routine activity such as a picnic or fundraising event. Such disbursements shall be reported at the next meeting of the Executive Committee.
4. The Treasurer shall provide an itemized report of income and expenditures at each regular meeting of the Executive Committee or at an emergency meeting, if stated in the agenda.
5. The Treasurer shall file all required campaign finance reports with the appropriate authorities and post those reports to the Committee's website in the Members Only section by quarter and year.

ARTICLE VI - MEETINGS

Section A. Organizational Meeting

As soon as practicable after the first day of July, but not later than the first day of August, following the certified primary election results for the Mineral County Republican Executive Committee, members of the new Executive Committee shall be convened at a location within Mineral County at a time to be designated by a call of the Chair of the retiring Executive Committee using the appropriate method of notice as established in these by-laws or as designated by state code. The new statutory Executive Committee shall thereupon proceed to elect officers, identify and include any qualified honorary Executive Committee members, and transact any other business that it shall deem proper.

Section B. Regular Meetings

Each year, the Executive Committee shall hold meetings on at least a quarterly basis. The Chair shall issue the call by using the appropriate method of notice for a regular meeting as established in these by-laws. A meeting of the Executive Committee may also be called after a written request is submitted to the Chair by either one-third (1/3) of the members of the statutory Executive Committee or one-third (1/3) of the Executive Committee as a whole. The Chair shall

schedule such meeting, using the appropriate method of notice for a regular meeting as established in these by-laws, no later than thirty (30) days after receiving the written request.

Section C. Emergency Meetings

Emergency meetings of the Executive Committee may be convened either by a call of the Chair using the appropriate method of notice for an emergency meeting as established in these by-laws or upon a written request submitted to the Chair by either one-third (1/3) of the members of the statutory Executive Committee or one-third (1/3) of the Executive Committee as a whole. The Chair shall schedule such meeting, using the appropriate method of notice for an emergency meeting as established in these by-laws, no later than seven (7) days after receiving the written request.

Section D. Quorum

A simple majority or greater of the total number of all statutory Executive Committee members holding office at the time shall constitute a quorum for the transaction of the business of the Executive Committee.

Section E. Governing Decorum and Debate

1. *Roberts' Rules of Order* should govern the conduct of the meetings of the Executive Committee except as otherwise provided by these by-laws.
2. When the Executive Committee shall convene as a "Committee of the Whole," it may, at its discretion, restrict attendance to only the statutory Executive Committee members as outlined in Article III-B-1 of these by-laws or invite such attendees as may offer insight for the fulfillment of the stated business (e.g. legal counsel). However, official action may only be adopted when the Executive Committee is reconvened in accordance with Article VI-E-3 of these by-laws.
3. All meetings "shall be open to all members affiliated with the party. Meetings shall be conducted according to party rules, all official actions shall be made by voice vote, and minutes shall be maintained and shall be open to inspection by members

affiliated with the party.” (West Virginia Code § 3-1-9(h))

4. For a vote by proxy to be counted at an Executive Committee meeting, it must:
 - a. be submitted in writing to the Secretary;
 - b. be verified by the Secretary, and if questioned, verified by a majority of the statutory Executive Committee members present to meet all of the requirements stated in this section (Article VI-E-4);
 - c. state whether general or limited in scope;
 - d. be held only by a current statutory member of the Executive Committee;
 - e. clearly designate which member has the power to use the proxy vote and which member surrenders his or her vote;
 - f. list a specific and singular date for the meeting in which the proxy vote is to be considered;
 - g. not count toward quorum of the Executive Committee, and;
 - h. not be counted toward a vote that removes a statutory member of the Executive Committee or amends these by-laws.
 - i. No holder of a proxy is allowed to hold more than two (2) proxies.

Section F. Notices

1. A written notice of the meeting time, location, and agenda (which may also include the minutes of the previous meeting), shall be provided by the Chair to each Executive Committee member, officer, and subcommittee chair as necessary, at least five (5) days in advance of each regular meeting of the Executive Committee, unless notice is made instead in accordance with the provisions of Section F-2 hereof.
2. An e-mail notice at least five (5) days in advance of any regular meeting may constitute formal notification when authorized in advance by the individual recipient and when the notice is given in accordance with party rules (West Virginia Code § 3-1-9(h)). Such notice must include the meeting time, location, and agenda (which may also include the minutes of the previous meeting).
3. In cases of an emergency meeting, the Chair shall call the meeting by personal

contact or telephone interaction with each statutory member and officer of the Executive Committee at least twenty-four (24) hours prior to the meeting. Such notice must include the meeting time, location, and agenda (which may also include the minutes of the previous meeting).

ARTICLE VII – *AD HOC* SUBCOMMITTEES

Section A. Purpose

The Executive Committee may create *ad hoc* subcommittees, standing either for the length of the Executive Committee's term or for a more temporary duration, to deal with or expedite matters that are not easily addressed by the full Executive Committee.

Section B. Creation and Composition

1. Such subcommittees may be created at any meeting of the Executive Committee by a simple majority vote, assuming a quorum of the statutory Executive Committee is present.
2. At the time any such *ad hoc* subcommittee is established, its purpose, membership, rules of operation, reporting requirements, budget, etc., will be documented by a charter approved by the Executive Committee and recorded in the minutes.
3. The Chair of the Executive Committee shall make recommendations to fill the membership of a subcommittee, with the consent of a simple majority vote, assuming a quorum of the statutory Executive Committee is present. If membership of a subcommittee is altered at any time, then a report shall be given at the next meeting of the Executive Committee and consent granted to fill the vacancy by a simple majority vote, assuming a quorum of the statutory Executive Committee is present.
4. The Chair of the Executive Committee, or a duly appointed replacement from the statutory members of the Executive Committee, shall serve as an *ex officio* member of any *ad hoc* subcommittee and shall hold all of the privileges of any other member of that subcommittee.

Section C. Removal

A subcommittee may be disbanded, or a subcommittee member may be removed, at any time and for any cause by a simple majority vote of the Executive Committee, assuming a quorum of the statutory Executive Committee is present.

Section D. General Regulations

1. *Roberts' Rules of Order* should govern the conduct of the meetings of any subcommittee except as otherwise provided by these by-laws or specific instructions in that subcommittee's charter.
2. A subcommittee must give a report of its activities at any Executive Committee meeting at the request of the Chair or a simple majority vote of the Executive Committee.
3. No subcommittee shall bind the Executive Committee to any action or expenditure of funds, unless expressly authorized by a prior Executive Committee decision, without first reporting to and, second, receiving approval from a vote of the Executive Committee.
4. Subcommittee members will notify the Executive Committee Secretary of any change to their mailing address, telephone number, and applicable email address and will furnish such information upon request of the Executive Committee Secretary.

ARTICLE VIII - AMENDMENTS

An affirmative vote by two-thirds (2/3) of the *total number of all statutory Executive Committee members holding office at the time* shall be necessary to amend these by-laws. Any amendments or changes to these by-laws may only be made during a regular meeting of the Executive Committee, as set forth under these by-laws or any applicable state code, and when the agenda, clearly stating the intent to amend these by-laws, is included with the applicable five (5) days prior written notice. Votes by proxy may not be counted toward any vote to amend these by-laws.

ARTICLE IX - ADOPTION

These by-laws of the Mineral County Republican Executive Committee shall become effective immediately upon adoption and shall supersede any prior editions and revisions.

Formally Adopted and Ratified on the 8th day of December in the Year of our Lord Two Thousand and Twenty-Two.

R.D. Barnes, Chair

District 2

Handwritten signature of R.D. Barnes in black ink.

Gary G. Howell, Vice-Chair

District 2

Handwritten signature of Gary G. Howell in blue ink.