

CONSTITUTION AND BY-LAWS
for the
BURLINGTON COUNTY REPUBLICAN COMMITTEE, INC.

ARTICLE I. Name

The name of this organization shall be the Burlington County Republican Committee.

ARTICLE II. Objectives

The objectives of this organization shall be to carry on the function of the county committee of the Republican Party in Burlington County in accordance with Title 19 of the Revised Statutes of the State of New Jersey.

ARTICLE III. Membership and Representation

The membership of this organization shall be comprised of those persons elected at the primary for the general election to the position of county committeeperson, and those persons who are selected to fill vacancies in accordance with the provisions of Title 19 of the Revised Statutes of the State of New Jersey as applicable, and for whom a certification has been filed with the county committee that the municipal committee has filled the vacancy. The chair and vice-chair of county committee shall also be considered a part of the membership of county committee.

There shall be two county committeepersons to represent each election district in the county. Each committeeperson shall actually reside in the election-district, which he or she represents. This criteria for representation shall be used, unless prior to April 1st of any county committee election year, the executive committee of the county committee determines otherwise and such determination is approved by a majority vote of the county committee. The term of the county committee and its officers shall be four (4) years commencing with the 2028 primary election. Notwithstanding anything contained herein to the contrary, the term of all present members of the county committee and its officers shall run until such time as new members and officers are elected in accordance with the provisions hereof and, in no event, sooner than the 2028 primary election.

ARTICLE IV. Officers

The officers of the Burlington County Republican Committee shall consist of a chair; a vice-chair; five area chairs; a recording secretary; a treasurer; a sergeant-at-arms; and a parliamentarian.

A. Chair

1. The chair shall be elected at an annual meeting of the county committee, following the election of a new county committee. Any person may be elected and he or she need not be a county committeeperson.

2. A vacancy occurring in the position of chair shall be filled by an election to be held at a regular meeting or special meeting called for that purpose in the same manner as the election at the annual meeting.

3. The duties of the chair shall be:
 - a. To preside at all meetings of the county committee and executive committee.
 - b. To appoint an auditing committee to audit the accounts of the treasurer and report to the organization as requested by the executive committee. Said auditing committee shall be comprised of two members of the county committee and one non-member who is a registered Republican.
 - c. To appoint a treasurer, a sergeant at arms, area chairs, and a parliamentarian; and to appoint, from among the members of the county committee, all chairs and members of special committees.
 - d. Assign such duties to the vice-chair and to the area chair as shall aid the chair in performing the work of their office.
 - e. Serve as an ex-officio member of all committees.
 - f. Perform such other duties as are required by law or by this constitution and by-laws.

B. Vice-Chair

1. A vice-chair shall be elected at the annual meeting of the county committee. Any person may be elected and he or she need not be a county committee person.
2. A vacancy occurring in the position of vice-chair shall be filled by an election to be held in the same manner as that prescribed for filling a vacancy in the office of chair.
3. The duties of the vice-chair shall be:
 - a. To serve as an aide to the chair.
 - b. To preside at meetings of the county committee and executive committee in the temporary absence of the chair.
 - c. Serve an ex-officio member of all committees.
 - d. Perform the duties of the chair during a vacancy in that office or whenever the chair might fail and refuse to perform a duty required by law or by this constitution and by-laws.
 - e. Perform such other duties as are required by law or by this constitution and by-laws.

C. Area Chairs

1. Five (5) area chairs shall be appointed by the chair of the county committee at an annual meeting of the county committee. Each of the five (5) area chairs so appointed

shall serve one of the five (5) areas herein designated, and he or she shall actually reside within the area which he or she serves.

a. Area One shall be comprised of the following municipalities:

Beverly City	Delanco Township
Bordentown City	Delran Township
Bordentown Township	Edgewater Park Township
Burlington City	Fieldsboro Borough
Burlington Township	Florence Township
Cinnaminson Township	Riverside Township

b. Area Two shall be comprised of the following municipalities:

Maple Shade Township	Palmyra Borough
Moorestown Township	Riverton Borough
Mount Laurel Township	Willingboro Township

c. Area Three shall be comprised of the following municipalities:

North Hanover Township	Mount Holly Township
Chesterfield Township	New Hanover Township
Eastampton Township	Springfield Township
Hainesport Township	Westampton Township
Lumberton Township	Wrightstown Borough
Mansfield Township	

d. Area Four shall be comprised of the following municipalities:

Bass River Township	Southampton Township
Pemberton Borough	Tabernacle Township
Pemberton Township	Washington Township
Shamong Township	Woodland Township

e. Area Five shall be comprised of the following municipalities:

Evesham Township	Medford Township
Medford Lakes Borough	

1. Any vacancy occurring in an area chairship shall be filled either by an election held in the same manner as that prescribed for filling a vacancy in the office of chair, or by appointment made by the executive committee.
2. The duties of the area chair shall be:
 - a. To serve as aides to the chair and the vice-chair.
 - b. To assist the municipal chair within their respective area in filling vacancies in the membership of the county committee.
 - c. To serve as a member of the welcoming committee at all meetings of the county committee.
 - d. To serve as a member of the executive committee.
 - e. Perform such other duties as are required by this constitution and by-laws.
3. During the vacancy in the offices of both chair and vice-chair, or during the temporary absence of those officers, the area chair for Area One shall perform the duties of chair, and in his absence or if that area chairship is vacant, the area chair for Area Two shall perform the duties of chair, and in his absence or if that area chair is also vacant, the position of chair shall be temporarily filled by the area chair of the next area in numerical order who is present and available.

D. Recording Secretary

1. A recording secretary shall be elected from the membership of the county committee at an annual meeting of the county committee.
2. A vacancy occurring in the office of recording secretary shall be filled either by an election held in the same manner as that prescribed for filling a vacancy in the office of chair, or by appointment made by the executive committee.
3. The duties of the recording secretary shall be:
 - a. To keep the minutes of the county committee and executive committee meetings as applicable.
 - b. To call the roll whenever necessary and to record the votes or other information obtained upon calling of the roll.
 - c. Serve as a member of the executive committee.
 - d. Perform such other duties as are required by this constitution and by-laws or as requested by the chair.

E. Treasurer

1. A treasurer shall be appointed at an annual meeting of the county committee. Any person may be appointed and he or she need not be a county committee person.

2. A vacancy occurring in the office of treasurer shall be filled by appointment made by the executive committee.

3. The duties of the treasurer shall be:

a. To have custody of all funds of the organization.

b. To disburse funds as approved and directed by the chair and the executive committee.

c. To prepare all necessary financial reports as required by the applicable Statutes of the State of New Jersey.

d. To submit copies of all reports to the executive committee.

e. To perform such other duties as are required by this constitution and by-laws or as requested by the chair.

F. Sergeant-at-Arms

1. A sergeant-at-arms shall be appointed by the chair at an annual meeting of the county committee or as soon thereafter as is convenient, or whenever a vacancy in such office occurs. The person so appointed shall be a member of county committee.

2. The duties of the sergeant-at-arms shall be:

a. To keep order at meetings and assure that the requirements of this constitution and by-laws for the conduct of meetings are fulfilled.

b. Perform such other duties as the chair shall direct.

G. Parliamentarian

1. A parliamentarian shall be appointed by the chair at the annual meeting of the county committee and such appointment may be the first order of business of the newly elected chair. Whenever a vacancy in such office occurs, the chair shall appoint a successor as soon as possible. The person so appointed shall be a member of the county committee and shall qualify by knowledge and understanding of Title 19 of the Revised Statutes of the State of New Jersey and of parliamentary procedure.

2. The duties of the parliamentarian shall be:

- a. To attend all meetings of the county committee and of the executive committee and to advise the chair on the proper procedure for conduct of the meeting.
- b. To answer all questions referred to him by the chair pertaining to the conduct of the meetings of this constitution and by-laws.

H. General

1. The person elected to the office of an area chair and the person elected to the office of recording secretary may not be the same person who shall have held the same position on county committee for the four (4) consecutive and immediately preceding years. Such person who has so served for four (4) consecutive years shall not be eligible for election or appointment to that office for this county committee.

2. The elected officers shall attend all meetings of the county committee and the executive committee. Absence from two consecutive executive meetings shall be reported at the next meeting of the county committee, at which time the county committee may, by majority vote of those present, declare the office vacant and proceed to fill the office as herein provided for the remainder of the term.

3. All officers' terms shall be four (4) years commencing with the 2028 primary election, until the Saturday in June following the certification of the Primary election wherein a new county committee has been elected, except that the chair and vice-chair shall hold office until his or her successor is elected.

4. If any meeting is unable to be held as a result of a "force majeure", then any related deadlines shall be extended equal to a period of time that the deadline is delayed due to the force majeure. A "force majeure" shall be defined as an occurrence outside the control of the county committee, including but not limited to the following: an act of God, war, epidemic, pandemic, storm or devastating natural occurrence, fire, accident, or other causes beyond the county committee's control. Any meeting held during the force majeure shall be held in-person or virtually at the discretion of the chair. Furthermore, the chair shall have the authority to make appointments for any vacancies that occur during the force majeure, at his or her discretion.

ARTICLE V. Executive Committee

A. The executive committee shall consist of all officers of the organization as set forth in Article IX hereinabove, together with two (2) members of the State of New Jersey Republican Committee.

B. The executive committee shall have the power to conduct the affairs of the county committee between meetings. It may not, however, reverse any action taken by the county committee.

C. The duties of the executive committee are as follows:

1. Report to the county committee at each meeting of the county committee.

D. Meetings

1. The executive committee shall meet prior to February 1st of each year to establish for the upcoming year (i) deadlines for interested candidates, (ii) candidate qualifications, (iii) screening committee date(s), (iv) convention dates and rules, and (v) recommended changes, if any, to county area chair assignments.

2. Special meetings shall be held at the call of the chair or upon written request or electronic communication of a majority of the executive committee.

3. A quorum shall consist of the chair and seven (7) members and no business may be conducted in the absence of a quorum.

4. The order of business shall be as established by the chair.

5. Decisions of the executive meeting may be made by a majority of those present at a meeting, provided a quorum is present.

ARTICLE VI. Candidate Screening and Selection Committee

There shall be established a candidate screening and selection committee consisting of the chair, vice-chair, the area chair of each of the five (5) areas established herein, and two (2) members of the county committee at large as selected by the chair. At any meeting of such committee whereby a regular member cannot be in attendance, the chair shall have the sole authority to select a member of the county committee at large to fill their seat.

ARTICLE VII. Special Committees

Special committees may be established, for any purpose deemed necessary and desirable, by the executive committee or chair. Such special committees shall serve for the purpose for which established and at the pleasure of the chair.

ARTICLE VIII. Conduct of Elections

A. At the annual meeting of the county committee, or at such other meeting at which an election is to be held, nominations for each officer to be elected will be received from the floor. Nominations must be made by a member of the county committee who may make a nomination speech at the discretion of the chair. No second is required for any nomination, but seconds of any nomination may be allowed at the discretion of the chair. Once a nomination to an office is received, no nominations shall be received for other offices until the office for which the nomination first received is filled by election.

B. Where there is no indication made to chair of intent to nominate additional persons, nominations will be closed by direction of the chair.

C. In as much as members of county committee are elected officials, whose constituents are entitled to know how they voted, a roll call vote for the slate of nominees shall be held. Upon such roll call vote, each member of county committee shall, upon his or her name being called, rise and indicate his or her vote to the recording secretary in a clear and concise manner.

D. Where there is only one nomination for a particular office, the chair may accept a motion that the person so nominated be elected by acclamation. A majority of the members of the county committee present shall be required to approve such a motion.

E. The nominee receiving the most votes shall be elected.

ARTICLE IX. Meetings and Voting

A. The annual meeting of the county committee shall be held every four (4) years, or whenever a new county committee is elected, and it shall be held the first Saturday in June following the certification of the Primary election the primary election, commencing with the primary election 2028, except when such date is a legal holiday and then the annual meeting will be held on the following day. The chair of the outgoing county committee shall designate the hour and place for such meeting in writing, mailed, or in electronic communication digitally sent to each member-elect of the new county committee.

B. Notice of the annual convention shall be given to members of the county committee not less than ten (10) days prior to the date of such convention.

C. Regular meetings of the Burlington County Republican Committee shall be held at a time and place to be designated by the chair, including holding a meeting virtually or in person.

D. Special meetings may be called by the chair upon the written or electronic request of any 35 members of the county committee, no more than five of whom shall be from any one municipality.

E. All meetings of county committee shall be public. Non-members shall be admitted to all meetings, but at in-person meetings they shall be required to be seated or remain in a section apart from the members of county committee. In both virtual and in-person meetings, non-members shall have no vote or voice unless requested by the chair to speak. Any member of the press attending any in-person meeting shall be seated with such non- members apart from the members. Courtesy seats, at in-person meetings, without a vote, may be granted to elected officials or other visitors at the discretion of the chair. Any persons speaking at a meeting, shall, upon recognition by the chair, state his or her name and if a member of county committee, and state the election district represented.

F. Twenty-five (25) members of the county committee shall be necessary to constitute a quorum, without which no business may be conducted. No proxy attendance shall be allowed. If Twenty-five (25) members are not present at the annual meeting, whatever number are present shall constitute a quorum for the election of the chair and vice-chair.

G. All votes for other than elections shall be by voice or hand vote unless a motion is made and carried for a roll call vote. A majority of those present and voting is necessary to carry such a motion.

1. If a roll call vote shall be taken by the recording secretary polling the members of the county committee who are present and who shall announce their vote in a clear and concise manner.

2. At in-person meetings, all voting members must be seated in the voting section. Only members of county committee may be seated in such section.

3. A majority vote of those present and voting, unless otherwise provided by law, shall carry a motion in this constitution and by-laws or in Robert's Rules of Order Newly Revised.

4. The conduct of meetings and voting, unless otherwise provided by law, by the rules of the New Jersey State Republican Committee, or by this constitution and by-laws, shall be in accordance with Robert's Rules of Order Newly Revised.

ARTICLE X. Amendments

This constitution and by-laws may be amended by two-thirds (2/3) of those members present and voting at any regular meeting of the county committee provided that notice of such proposed amendment has been submitted, in writing, at the previous meeting of the county committee.

ARTICLE XI. Adoption and Duration

This constitution and by-laws shall become effective upon adoption by a majority vote of those present and voting and it shall thereafter remain in effect until amended in accordance with Article VIII of this Constitution and By-Laws.