

**Lexington County South Carolina  
Republican Party**

**Rules**

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**Amended October 27, 2001**

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# **Lexington County Republican Rules**

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## **Rule 1**

### **Name**

The Name of this political organization shall be “The Lexington County Republican Party.”  
The name of each component Precinct Organization shall be “The \_\_\_\_\_ Precinct  
Club of the Lexington County Republican Party.

## **Rule 2**

### **Interpretation and Application of Rules: Amendments, Distribution, and Definitions**

- A. These Rules shall be interpreted and applied so as to substantially accomplish their objectives. All Records and list required by the Rules shall be in writing. The spirit and not the letter of each rule shall be controlling. Substantial compliance with a Rule shall be sufficient.**
- B. Should any conflict exist or develop between any of these Rules and the South Carolina Election Law, the latter shall govern except as to these laws which have been judicially held to be constitutionally unenforceable or which are patently unconstitutional.**
- C. In matters or areas not covered by these Rules, the Rules of the South Carolina or National Republican Party shall be followed as a guide.**
- D. The proceedings of all business of all business, organizational, reorganizational, and committee meetings and all county and state conventions, not by these Rules or by enforceable provisions of the South Carolina Law, shall conform to the most recent edition of Roberts Rules of Order Newly Revised.**
- E. All Elections to a party office at all levels of organization shall be decided by a majority vote unless otherwise directed by the Rules; all delegates shall be lected by plurality vote.**
- F. These Rules may be amended only by the Lexington County Convention, by a two-thirds (2/3) vote of the delegates voting. Explanatory footnotes may be added by the Lexington County Chairman and shall be considered advisory only.**
- G. Where used in the Rules, the male gender shall include female unless the context clearly indicates otherwise.**
- H. “County Chairman” shall mean the duly elected Chairman of the Lexington County Republican Party.**

- I. **“State Party Chairman” shall mean the duly elected Chairman of the South Carolina Republican Party.**
- J. **“State Executive Committeeman” shall mean the duly elected Republican Committeeman from his county to the Republican State Executive Committee.**
- K. **“County Executive Committeeman” shall mean the duly elected Republican Club Committeeman from his precinct to the Republican County Executive in his county.**
- L. **“Party” shall mean the South Carolina Republican Party at the State, Congressional District, County, Municipal or Precinct level.**
- M. **“State Officer” shall mean any officer of the party at the state level, duly elected or appointed, other the State Executive Committeemen.**
- N. **“District Officer” shall mean any officer of the party at the district level, duly elected or appointed, other than district committeeman.**
- O. **“County Officer” shall mean any officer of the party at the county level, duly elected or appointed, other than county committeeman.**
- P. **“Precinct Officer” shall mean any person duly elected at the precinct level.**
- Q. **“Precinct Member” shall mean any person on the precinct role.**
- R. **“Party Member” shall mean any person who is current in the payment of their annual membership dues to the Lexington County Republican Party.**
- S. **“1<sup>st</sup> Vice Chairman” shall mean the duly elected 1<sup>st</sup> Vice Chairman of the Lexington County Republican Party.**
- T. **“2<sup>nd</sup> Vice Chairman” shall mean the duly elected 2<sup>nd</sup> Vice Chairman of the Lexington County Republican Party.**
- U. **“3<sup>rd</sup> Vice Chairman” shall mean the duly elected 3<sup>rd</sup> Vice Chairman of the Lexington County Republican Party.**
- V. **“Treasurer” shall mean the duly appointed Treasurer of the Lexington County Republican Party.**
- W. **“Secretary” shall mean the duly appointed Secretary of the Lexington County Republican Party.**
- X. **“District Vice-Chair” shall mean the duly appointed District Chairman for the various Districts of Lexington County. The Current Districts as of 2011 are the Western District, Eastern District, Northern District, Southern District, Central A District and Central B District.**
- Y. **It shall be the duty of the Lexington County Republican Party to maintain a job description or job duties for the various positions within the Lexington County Republican Party which shall be appended to these Rules but will not be considered an integral part of these rules so that they may be modified by action of the Executive Committee in its usual course of business.**
- Z. **The Lexington County Republican Party shall be divided into Six districts, each comprised of contiguous precincts as follows:**

**1. Northern District** – Amick’s Ferry, Bush River, Challendon, Chapin, Coldstream, Dreher Island, Dutchman Shores, Gardendale, Grenadier, Irmo, Lincreek, Murraywood, Old Lexington, Quail Valley, Seven Oaks, St. Michael, Whitehall, Woodland Hills

**2. Southern District** – Chalk Hill, Congaree #1, Congaree #2, Emanuel Church, Gaston #1, Gaston #2, Mack Edisto, Pelion #1, Pelion #2, Pine Ridge #1, Pine Ridge #2, Sandy Run, Sharpe’s Hill, Swansea #1, Swansea #2

**3. Eastern District** – Cayce #1, Cayce #2, Cayce #2A, Cayce #3, Edenwood, Hook’s Store, Leaphart Road, Mt. Hebron, Old Barnwell Road, Pineview, Quail Hollow, Saluda River, Springdale, Springdale South, West Columbia #1, West Columbia #2, West Columbia #3, West Columbia #4, Westover Acres

**4. Western District** – Batesburg, Beulah Church, Fairview, Gilbert, Hollow Creek, Leesville, Mims, Pond Branch, Ridge Road, Summit

**5. Central A District** – Faith Church, Lake Murray #1, Lake Murray #2, Lexington #1, Lexington #2, Lexington #3, Lexington #4, Midway, Mount Horeb, Park Road #1, Park Road #2, Pilgrim Church, Providence Church

**6. Central B District** – Barr Road #1, Barr Road #2, Bethany, Boiling Springs, Boiling Springs South, Cedar Crest, Cromer, Edmund, Kittiwake, Oakwood, Red Bank, Red Bank South #1, Red Bank South #2, Round Hill, Sand Hill, St. David’s, White Knoll

**Since new precincts can be created by state law, the chairman may assign the new precincts to the districts that the precinct is located within.**

## **RULE 3 LEVELS OF ORGANIZATION**

**A. Organization of the party shall be at five levels:**

- 1. the precinct organization;**
- 2. the municipal organization**
- 3. the county organization;**
- 4. the congressional district organization; and**
- 5. the state organization.**

**B. Any other Republican organization based upon a geographical area may be established or altered, only by the State Executive Committee.**

## **RULE 4**

### **PRECINCT ORGANIZATION**

#### **A. Initial Organization**

1. Initial organization of a precinct club in a county that does not have a county organization which is recognized by the State Executive Committee shall be in accordance with such instructions and procedures as the State Chairman shall direct. Such initial organization may be accomplished at any time in the manner as hereinafter stated.

2. Initial organization of a precinct club in a county that has a county party organization which is recognized by the State Executive Committee shall be under the direction of the County Chairman or State Chairman or other Party official designated by the State Chairmen upon noncompliance or refusal by County Chairman and shall be accomplished in the following manner: the County Chairman shall give at least two (2) weeks notice published in a newspaper have general circulation in the county, of the specific time, date and place of the organizational meeting which place must be within the precinct. (7-9-50)

#### **B. Reorganization**

1. Organized clubs shall meet at an appropriate place within the precinct at a time and day set by the County Executive Committee of each non-general election year or at such other time and date as may be required by law for reorganization. Should any club fail to reorganize on the day set by the County Executive Committee, the county chairman may fix a day for such club to meet for reorganization by giving two (2) weeks notice in a newspaper of general circulation.

2. Only those clubs previously certified or recognized as duly organized shall conduct reorganizational meetings. (7-9-50)

#### **C. Proceedings**

In all organization and reorganization meetings of precinct clubs, business shall be conducted as follows:

1. The meeting shall be called to order by the club president or vice-president, If the president is not present, in an organized club. In an unorganized club, the meeting shall be called to order by such person as may have been designated by the county chairman (or State Chairman, if applicable) to arrange the meeting, and if none, then by some person in attendance who is eligible for membership in the precinct club.

- 2. A temporary president, a temporary secretary, and a committee on credentials for the purpose of organizing or reorganizing shall be elected.**
- 3. The credentials committee shall report the names of those in attendance who are eligible for membership and who have signed the membership roll, verifying that each member is in fact eligible for membership. Membership eligibility is determined by the member having a current, valid registration certificate in that precinct. (7-9-40)**
- 4. When organized, a permanent president, one or more vice-presidents, a secretary, a treasurer, and a county committeeman to the county executive committee (a minimum of five (5) officers) shall be elected. One person may not hold more than one office unless there are fewer than five people present at the club meeting. Such committees as may be desired may be created . (7-9-30)**
- 5. Delegates to the County Convention shall be elected in non-general election years. Each club shall have one delegate for every 25 members and major fraction thereof, based upon the number of votes polled in the first primary of the preceding general election year or based upon the number of votes for presidential electors at the last preceding general election thereof from the precinct as determined by the State Executive Committee; or if the last preceding nominations were by convention, the representation shall be based upon the number of votes for presidential electors at the last preceding general election therefore from the precinct (7-9-70). All precinct representation shall be based on the same presidential election. An equal number of alternates may also be elected. The club secretary and club president shall certify in duplicate the names of the delegates and alternates along with their own certifications to the county chairman not less than five (5) days before the County Convention. Vacancies in any precinct delegation at any County Convention or reconvened convention shall be filled from among the alternate delegates present. No delegate nor alternate shall be elected by the precinct club less than five (5) days before the County Convention. Provided, however, that nothing in these Rules prohibits the precinct from holding a caucus immediately prior to the County Convention for the purpose of filing vacancies in the delegation if it chooses to do so.**
- 6. A certified list of the duly elected officers of all precinct clubs shall be forwarded in duplicate to the county chairman (unless organization is being accomplished by the state party chairman and in that event, to the state chairman) not later than ten (10) days following the organization or reorganization meeting or within five (5) days of the county convention, whichever occurs first. A certified list of the precinct club roll shall be furnished on initial organization and, if requested, on reorganization meetings also. Lists shall be certified by the club secretary and signed by the club president. Upon receipt of the certified lists from the precinct, the county chairman shall promptly notify the club president of any**

irregularities found therein, and conversely, the club president shall be informed if the lists are in order.

7. Except for organization and reorganization meetings, the president or five (5) members may call special meetings of the club at any time by giving at least forty-eight (48) hours public notice. (7-9-50)

#### **D. Resignations, Vacancies**

1. Resignations by any Precinct Level officer shall be submitted to the Club President and Club Secretary and to the County Chairman. The club shall fill all vacancies in its elective offices, including county committeeman. If a Precinct President or Executive Committeeman becomes disabled and cannot act or serve, or if he abandons his office by refusing to serve, he shall be notified in writing by the County Executive Committee upon concurrence of representatives of one third (1/3) of the organized precincts or committeemen representing 25 precincts, whichever is less, that his office will be declared vacant effective thirty (30) days from the date of notice, unless the person gives earlier notice of his resignation or unless, within that time, he resumes the duties of his office or furnishes a reason acceptable to the County Executive Committee as to why his office should not be declared vacant.

2. A vacancy shall occur immediately if any elected officer or executive committeeman moves his legal residence outside the geographical area his office encompasses, and such vacancy shall be filled in accordance with the provisions of the Rules.

3. The Lexington County Republican Party Executive Committee may declare vacant the office of any member of the County Executive Committee who is absent from three consecutive County Executive Committee meetings without good cause when such committeeman has not authorized some other member of his precinct club to attend in his place provided, however, before such committeeman's office shall have been declared vacant, he shall be notified by certified mail by the county chairman and given opportunity to show cause before the County Executive Committee why he should not be removed from office.

4. Any precinct officer who becomes a party officer with any other organized party, recognized by the state of South Carolina, shall immediately vacate his office and the vacancy shall be filled as provided herein.

5. The club secretary shall keep a current roll of members, removing names as result of death, transfer, resignation, request, etc., and adding new members at any time.

6. Precinct President shall inform the County Chairman of any resignations, vacancies, or replacements of elected Precinct Officers.



## **RULE 5**

### **COUNTY ORGANIZATION**

#### **A. County Convention**

**1. In Every non-general election year the County Convention shall be called by the Lexington County Republican Party Executive Committee. The convention shall be held at the direction of the State Executive Committee. The date, time, and location of the meeting shall be set by the County Executive Committee, and shall be held at least ten (10) days before that county's District Convention and at least twenty (20) days before the State Convention. A notice shall be caused to be published by the County Executive Committee once a week for two consecutive weeks, not more than three nor less than two weeks before the actual day of the convention in a newspaper having general circulation in the county. The list of delegates certified by the president and secretary of each club shall constitute the temporary roll of the County Convention.**

**(See §7-9-70 of the South Carolina Code of Laws (as amended)).**

#### **B. Convention Proceedings**

**1. In all county conventions, business shall be conducted as follows: The meeting shall be called to order by the County Chairman or Vice-Chairman if the Chairman is not present. (7-9-8 See §7-9-80 of the South Carolina Code of Laws (as amended)). A temporary Convention President, a temporary Secretary and a Committee on Credentials for the purpose of organizing shall be elected. (See §7-9-80 of the South Carolina Code of Laws (as amended)). The credentials committee shall make its report, and any appeals from the credentials committee's report shall be to the County Convention (See §7-9-80 of the South Carolina Code of Laws (as amended)). Further appeals may be made to the South Carolina Republican Party Executive Committee at its next meeting thereafter, and if necessary, to the next regular State Convention meeting. When organized, a permanent Convention President, Secretary, and Treasurer shall be elected. It shall also elect the County Chairman, County Vice-Chairmen, a State Executive Committeeman (See §7-9-80 of the South Carolina Code of Laws (as amended)), and other such officers as the convention deems necessary, who shall serve for a term of two (2) years or until their successors are elected.**

**2. The County Convention shall also elect delegates to the district and state conventions. One delegate shall be elected as directed by the South Carolina Republican Party. Double the number of delegates may be elected in which case each delegate shall have one-half (1/2) vote. The County Convention shall elect double the number of delegates unless the Lexington County Republican Party Executive Committee determines to elect full delegates at the last regularly scheduled Executive Committee meeting immediately prior to the Convention. An equal number of alternates may also be elected. (See §7-9-80 of the South Carolina Code of**

**Laws (as amended)). The county delegation may change its votes from half-votes to whole votes one time only upon recess of the State Convention which lasts 48 hours or longer. The credentials chairman of the delegation must notify the State Republican Headquarters in writing of such changed status at least 24 hours before the reconvening of the State Convention. The county convention may designate the order of alternates who might fill vacancies. Where no order of alternates is designated, the order in which the names are submitted to the state party shall be deemed the order of succession. The County Convention shall designate one of its delegates as a member of the State Republican Party Credentials Committee. A list certified by the Convention Secretary and signed by the Convention President and/or County Chairman, of all officers, delegates, and alternates elected by the County Convention shall be forwarded by the County Chairman or Convention Secretary to the State Chairman and a copy to the District Chairman not later than five (5) days following the County Convention. Such list shall also include the name of the delegate chosen to serve on the credentials committee.**

**3. The County Convention may be recessed in non-general election years and may be reconvened in the following general election year, during the month set by the State Republican Party Executive Committee, to conduct such business as it deems advisable, including nomination of candidates.**

### **C. County Executive Committee**

**1. The Precinct Clubs shall be held together and operated under the control of the Lexington County Republican Party Executive Committee which shall consist of one (1) committeeman from each Precinct club elected by the Precinct club. The Executive Committee, when elected, shall by majority vote appoint its own officers, except the Chairman, Vice- Chairmen, State Executive Committeeman who shall be elected by the County Convention. Appointed officers need not be executive committeemen. All members of the steering committee, even if they are not otherwise entitled to vote shall be entitled to vote on any question.**

**1A. At the next regularly scheduled meeting of the Executive Committee, after the County Convention, the newly elected County Executive Committee shall organize itself by installing the officers elected at the County Convention and by electing such other officers as deemed necessary.**

**1B. The County Chairman shall appoint members to committees and the District Vice Chairman as needed, however the County Executive Committee may delegate authority to other entities such as the officers of the County Executive Committee, an Executive Committeeman, Committee Chairman. Members of committees are not required to be Executive Committeeman but shall be registered voters in Lexington County.**

- 2. The Lexington County Republican Party State Executive Committeeman shall also be an officer of the County Executive Committee and shall be entitled to vote on any question.**
- 3. The tenure of office of the Lexington County Republican Party State Executive Committeeman shall coincide with the other elected officers of the party.**
- 4. The secretary of the Lexington County Republican Party Executive Committee shall keep such record of the committee's meetings as the committee may direct. Any written record that is kept shall be in duplicate, one copy for the chairman and one copy to be retained by the secretary.**
- 5. The County Executive Committee shall meet at the call of the Chairman or any ten (10) committeeman thereof at such time and place as he or they appoint, but no meeting shall be held without each member of the committee having been given at least 24 hours notice thereof; mailing written notice at least two (2) secular days prior to the date of the scheduled meeting shall be sufficient compliance with this requirement.**
- 6. The Steering Committee shall consist of the County Chairman, 1st, 2nd, and 3rd Vice-Chairmen, and various District Vice-Chairmen, Party Secretary, Treasurer, State Executive Committeeman. The County Chairman shall appoint Committee Chairmen and District Vice-Chairman with the advice and consent of the Steering Committee. Committee Chairmen and members shall be members of a precinct club.**
- 7. The County Party Chairman may call for a special meeting of the Executive Committee or Steering Committee by means of conference call or other electronic media when special circumstance does not allow for a traditional meeting site. Voting in such events can be conducted by email if required.**
- 8. The County Chairman will accept resolutions from any current voting member of the Executive and or Steering Committeeman for review by a Resolutions Committee of his/her appointment. The Resolution Committee will present a report within 21 days of submission or at the next scheduled Executive Committee Meeting immediately following the 21<sup>st</sup> day for discussion and vote by the Executive Committee.**

#### **D. Resignation, Vacancies**

- 1. Resignation by any Lexington County Republican Party officer or Precinct President or Executive Committeeman shall be submitted in writing to the Lexington County Republican Party Chairman and County Secretary. Notice of the resignation or vacancy must be announced at the next regular Lexington County Republican Party Executive Committee meeting and the office cannot be filled before the next regular Lexington County Republican Party Executive Committee meeting after the announcement has been made. Resignation by a County Executive Committeeman shall also be submitted to the President**

and Secretary of his precinct club. Resignation by the State Executive Committeeman shall be submitted to the County Chairman, County Secretary, State Chairman and State Secretary.

2. The County Executive Committee may remove any appointed officer at any time for due cause with prior notice and debate. Such vote must occur in the presence of a quorum and requires a 2/3 vote to pass. It may fill such vacancies among its appointed officers.

3. Should the office of the County Chairman or County Vice-Chairman or District Vice-Chairman become vacant, the Lexington County Republican Party Executive Committee shall fill the vacancy by electing a successor for the remainder of the unexpired term. Vacancy in the office of County Chairman shall not cause the First Vice-Chairman to succeed to the office of Chairman unless elected thereto by the County Executive Committee. Vacancies in the county party offices that are filled by the County Executive committee will not cause such officers to be "appointed" officers by the committee, but they shall be treated as if they had been elected by the County Convention.

4. If an elected officer or committeeman becomes disabled and cannot act or serve, or if he abandons his office by refusing to serve, he shall be notified in writing by the County Executive Committee, upon concurrence of members representing one third of the organized precincts or members representing 25 precincts whichever is less, that his office will be declared vacant effective thirty (30) days from the date of the notice unless the person gives earlier notice of his resignation or unless, within that time, he resumes the full duties of his office or furnishes a reason acceptable to the county executive committee as to why his office should not be declared vacant.

5. A vacancy shall occur immediately if any elected or appointed county or precinct officer moves his residence outside the geographical area his offices encompasses, and such vacancy shall be filled in accordance with the provisions of these Rules.

6. Neither the Chairman nor any of the Vice-Chairmen shall be a paid member of any campaign staff for any candidate running for election. If such occurs, the officer shall vacate the office and a new officer shall be selected by the Lexington County Republican Party Executive Committee to fill the position until the next County Convention. It is improper for the Chairmen to expressly endorse any one primary candidate over another during the official business of any meeting of the Lexington County Republican Party Executive Committee or any other function organized or sponsored by the Lexington County Republican Party while acting in his official capacity.

7. Any person holding an official party office, above the precinct level, in the Lexington County Republican Party shall be disqualified to hold that office immediately and such office will be immediately vacated upon his becoming an official candidate in a contested race to

become the Republican candidate for that office in the ensuing primary election or if he becomes a candidate for an office for another party or a non-affiliated candidate in a general election where there is a Republican candidate or who becomes a party officer with any other organized party, recognized by the state of South Carolina.

8. The Chairman of the Lexington County Republican Party (“LCRP”) may not use the name or resources, financial or otherwise, of the LCRP, to endorse or promote any issue, legislation or candidate, without prior consent of the LCRP Executive Committee. This consent may be given at any regular business meeting or special called business meeting called pursuant to Rule 5(C) (5) where a majority will be 50% plus one of the voting members of the LCRP Executive Committee in attendance at the meeting.

9. All voting members of the Lexington County Republican Party Executive and Steering Committee may only control and present one vote. If a Precinct Executive Committeeman accepts a position on the Steering Committee, they must vacate the Precinct level voting position. This Position will be filled in accordance with Rule 5 Section D.

#### **E. Dismissal of Elected Party Officers**

1. Any party officer elected by the County Convention shall be dismissed from office when approved by a two-thirds (2/3) vote of the full County Executive Committee as demonstrated by a petition to that effect signed by the Precinct Executive Committeeman, where one is in office or by the Precinct President in precincts where there is no Precinct Executive Committeeman, or party officers who are entitled to vote on Lexington County Executive Committee meetings of at least two-thirds (2/3) of the organized precincts. If the County Executive Committee approves dismissal of any elected officer then a temporary replacement shall be voted into office by the County Executive Committee to fill the unexpired term as described herein. Any officers of the County Executive Committee not elected by the County Convention may be dismissed from office by the County Executive Committee as directed by Rule 5.D.2 above.

## **RULE 6 Proxies**

A. Proxies may be used by any county committeeman and the state committeeman

B. To be valid, a proxy must be delivered to the chairman or his/her designee in either written form or electronic transmission of either text or email prior to the start of the meeting at which the proxy is to be used. The written form or electronic message must contain the date of the meeting and the name of the individual to whom the proxy has been issued. If the proxy is submitted by electronic transmission, the phone number of the originating text

or the email address used, must match the information contained in the files of the Lexington County Republican Party for the person issuing the proxy.

C. Only members of the party from the same group represented by the author shall be appointed proxy. Such as, a county committeeman may appoint a proxy only from his own precinct; a state committeeman may appoint a proxy only from his own county.

D. Proxies shall not be used or recognized in the Party at any level except as provided for in these rules.

E. No individuals may have more than one (1) vote either in his own right or by reason of any proxy he may hold or by holding more than one office entitled to a vote. A proxy can only be used by an individual actually in attendance at the meeting for which the proxy is given. Attendance at the meeting for which the proxy is given by the author of the proxy shall terminate the proxy, unless the author should leave prior to the end of the meeting and announce prior to his leaving whom he has designated as his proxy.

F. If a County Executive Committeeman does attend a scheduled meetings of the Lexington County Republican Party Executive Committee and does not appoint a proxy in writing, the Precinct President shall be considered an automatic proxy at such meeting. This same provision applies in similar fashion at the precinct level.

G. No person acting as a proxy shall be authorized to designate a substitute or successor proxy. Only an officeholder who appointed the proxy may designate successive proxies in the event the proxy first designated does not attend or leaves the meeting before it adjourns.

## **RULE 7 QUORUM**

A. A quorum of the Lexington County Executive Committee shall be one third (1/3) of all organized precincts, including the chairman.

B. In case of a vacancy occurring in the office of Lexington County Republican Party Chairman, Vice-Chairman, or State Executive Committeeman, a quorum for the purpose of electing an individual to fill the vacancy shall be one third (1/3) of all organized precincts.

## **RULE 8 APPEALS**

All controversies which may arise in a precinct organization shall be decided on appeal to the County Executive Committee. All controversies which may arise in the county party organization shall be decided on appeal by to the State Executive Committee, provided that

all questions pertaining to the seating of delegates at all levels shall be determined by the convention, meeting, or body.

## **RULE 9 FINANCES**

A. The duly elected Treasurer of the Lexington County Republican Party shall be responsible for receiving and disbursing all funds necessary to satisfy the financial obligations of the party. All checks drawn on the Lexington County Republican Party checking account must contain the signatures of both the Party Chairman and the Party Treasurer. The Treasurer will present a financial statement giving the status of the Lexington County Republican Party finances, at every regularly scheduled business meeting of the Lexington County Republican Party Executive Committee. The Treasurer shall serve as chairman of the Budget Committee, which shall present a yearly budget by the January Executive Committee meeting each year. The Budget Committee shall consist of the Treasurer, the LCRP Chairman, and three members appointed by the Chairman.

B. A separate Audit Committee shall review the financial records of the party on a monthly basis. The Executive Committee may direct further audits as needed and shall designate the dates for the audits. The Audit Committee shall consist of three members of Lexington County Executive Committee nominated by the Chairman and approved by the Executive Committee. Neither the Chairman nor the Treasurer is eligible to be a member of the Audit Committee but the Audit Committee may require their attendance at any audit conducted to answer questions and provide documents.

C. No person is empowered to incur indebtedness or financial obligation on part of the Lexington County Republican Party unless authorized to do so by a vote of the Lexington County Republican Party Executive Committee except as provided herein.

D. The Treasurer will insure strict compliance with the Financial Disclosures & Reporting: State Election Laws portion of the County Chairman's manual published by the South Carolina Republican Party.

## **RULE 10 PARTY OFFICIALS AS CANDIDATES**

A vacancy shall occur immediately if a person who holds an elected or appointed party office or who is a Delegate or Alternate to a Party Convention, at any level becomes (1) an announced and/or official candidate for the nomination to elected public office who at the close of filing, has not filed as a candidate in the Republican Primary or (2) an elected official of another political party.

## **RESPONSIBILITIES OF LEXINGTON COUNTY REPUBLICAN PARTY OFFICERS**

The terms of all positions of the Lexington County Republican Party described below are for a period of two years as described in the Lexington County Republican Party Rules.

### **1. County Executive Committeeman to the State Party**

- A. The Primary duty is to serve as the representative of the Lexington County Republican Party on the Executive Committee of the South Carolina Republican Party as a voting member thereof on all matters discussed and decided at the state level.
- B. To report to the Lexington County Republican Party Executive Committee on the actions taken by the Executive Committee of the South Carolina Republican Party.
- C. To update and inform the Lexington County Republican Party Executive Committee of important events related to the State Party, State Chairman and headquarters, State Convention, National Republican Party, National Convention and other activities above the county level as necessary.

### **2. County Chairman**

- A. To oversee the general month-to-month and day-to-day operations of the county party.
- B. To oversee the biennial re-organization of the county party including the county convention and to report required information from County Convention to proper state party officials.
- C. To serve as the presiding officer for all county executive committee meetings.
- D. To serve as the presiding officer for all county steering committee meetings.
- E. To serve as the county party ambassador to state party functions.
- F. To build a strong and healthy Republican Party in Lexington County, dedicated to the election of candidates that have aligned themselves with the South Carolina Republican Party Platform.

### **3. County First Vice-Chairman**

- A. To fulfill the responsibilities of the County Chairman, in his absence or in the case of his resignation or other vacancy by the County Chairman until a new Chairman is elected.
- B. To work with the Chairman to develop the agenda for the monthly Executive Committee meeting and confirm attendance of those scheduled to participate in party events.



- C. To organize and coordinate candidate filing activities as required by law including arranging personnel to man the office to accept candidate filings.**
- D. To work with County Corresponding Secretary to properly notify all Executive Committee members of upcoming meetings, events and activities.**
- E. To serve as a member of the Lexington County Steering Committee.**
- F. To fulfill other duties as requested by the Chairman.**

#### **4. County Second Vice-Chairman**

- A. To serve as the primary liaison to affiliated Republican organizations within the county and statewide.**
- B. To act as membership coordinator working with the Corresponding Secretary.**
- C. To serve as legislative liaison and report relevant legislation from the County, State and Federal legislatures.**
- D. Serve as a member of the Lexington County Steering Committee**
- E. To fulfill other duties as requested by the Chairman.**

#### **5. County Third Vice-Chairman**

- A. To serve as Community Outreach Coordinator who shall :**
  - i. Work with District Vice-Chairman and Precinct Presidents to maintain presence at community events throughout the county including at festivals and parades.**
  - ii. Work with local high schools to ensure a voter registration program is in place.**
  - iii. Maintain and active voter registration program countywide.**
- B. To manage and coordinate scholarships provided for by the Executive Committee.**
- C. To serve as a member of the Lexington County Steering Committee.**
- D. To fulfill other duties as requested by the Chairman.**

#### **6. County Secretary**

- A. To prepare, maintain and forward the original minutes of the executive committee meetings and the originals of other documents to the chairman and to keep a copy of all records for his files.**
- B. To deliver all records to his successor or furnish his successor with certified copies of all records.**
- C. To keep such records of Party meetings, events and activities as the Executive Committee or Chairman may direct. Any written record that is kept shall be in duplicate, one copy for the chairman and one copy to be retained by the secretary.**
- D. To serve as a member of the Lexington County Steering Committee.**
- E. To fulfill other duties as requested by the Chairman.**

## **7. County Treasurer**

- A. To maintain the financial records for County Party.**
- B. To satisfy all reporting requirements as defined in state and federal law.**
- C. Serve as a member of the Lexington County Steering Committee.**
- D. To fulfill other duties as requested by the Chairman.**

## **8. County Secretary**

- A. To maintain active contact with county party members and supporters and a database with current emails and addresses.**
- B. To recruit new members and collect membership dues and provide membership applications on an annual basis.**
- C. To maintain membership list in conjunction with Second Vice-Chair.**
- D. Serve as a member of the Lexington County Steering Committee.**
- E. To fulfill other duties as requested by the Chairman.**

## **9. County District Vice-Chairman**

- A. To oversee grassroots strategy in each district.**
- B. To recruit precinct officers for unorganized precincts and assist them in holding meetings to organize the precincts within their districts.**
- C. To assist with the biennial county party reorganization by overseeing precinct reorganization efforts and by assisting with set-up and execution of county convention.**
- D. Serve as a member of the Lexington County Steering Committee.**
- E. To fulfill other duties as requested by the Chairman.**

## **10. Precinct Executive Committeeman**

- A. To attend all Lexington County Republican Party Executive Committee meetings as the voting representative from his precinct.**
- B. To assist the precinct president in grassroots organizational and reorganizational efforts.**

## **11. Precinct President**

- A. To develop and execute “get out the vote” efforts.**
- B. To accomplish such other tasks as directed by county party leadership including maintaining a presence at community events in and around the precinct.**
- C. To preside over precinct meetings.**
- D. To arrange and chair precinct reorganization meetings.**
- E. To attend County Executive Committee Meetings.**

**12. Precinct Vice-President**

- A. To fill in for the Precinct President when needed.
- B. To provide support to the precinct president with his precinct duties.

**13. Precinct Secretary**

- A. To take and maintain meeting records.
- B. To maintain a list of precinct meetings and members.
- C. To maintain contact with and provide reports to the precinct.
- D. To provide support to the precinct president with his precinct duties.

**14. Precinct Treasurer**

- A. To receive, disburse and account for funds generated by the precinct if applicable.
- B. To provide support to the precinct president with his precinct duties.

