

# Palm Beach County Republican Executive Committee Member Handbook



## **Introduction: Purpose of the Republican Party of Palm Beach County**

The primary mission of the Republican Party of Palm Beach County, as with any political party, is to secure victory for our Republican candidates in the county. We are organized for the purpose of winning elections. The basic objective of the Party is to win control of the elected governmental offices in Palm Beach County.

The Republican Party of Palm Beach County seeks to stimulate interest in the political process. We recruit strong qualified candidates for federal, state, county, and municipal offices. The Party also provides services, training and assistance to Republican candidates in Palm Beach County. In addition, we coordinate grassroots activities with campaigns. The Republican Party of Palm Beach County serves as a support structure for our candidates.

Another aim of the Republican Party of Palm Beach County is to build new coalitions with various groups of people from different backgrounds and strengthen existing ones to ensure a Republican victory on Election Day. Building strong coalitions is a critical element to any winning political campaign strategy and a strong, effective grassroots organization. The key to maintaining strong and cohesive coalitions necessary to win elections is to build a consensus among the members of the coalition. A consensus by definition involves near unanimous agreement by the members of the coalition assembled. When the Party takes a position on an issue or public policy, it must be done through a consensus of the members. If not the Republican Party of Palm Beach County risks alienating members of the coalition. By focusing on the things that unite Republicans, we guarantee ourselves of having an effective organization that will secure victory for the Republican Party on Election Day in Palm Beach County. It is like the old saying goes; "United we stand, divided we fall."

By building strong coalitions, the Republican Party of Palm Beach County can build the grassroots organization necessary to achieve victory on Election Day. In a county the size of Palm Beach, we need a large number of volunteers to execute our grassroots strategy and activities. This involves bringing together Republicans with differing views that have one goal in mind, winning elections for Republicans.

Raising funds is another important objective of the Republican Party of Palm Beach County. It is what provides us with the means to operate and carry out our overall objectives. The funds we raise allow us to implement a strong political strategy to secure Republican victories. It also enables us to provide services to candidates, spread our message, and build a strong grassroots organization.

## **General Explanation of the Republican Executive Committee**

The Republican Executive Committee of Palm Beach County (also known as the REC) is the governing body of the Republican Party of Palm Beach County. The REC is made up of one hundred (100) districts. Approximately twenty four hundred (2,400) registered Republicans live in each REC District. As a member of the Republican Executive Committee of Palm Beach County you represent the registered Republicans who live in your executive committee district. You serve

as the Party's liaison to those Republicans in that particular part of the county. Your average Republican voter knows about the Republican National Committee (RNC) and some may even know about the Republican Party of Florida (RPOF), but many do not realize there is a local Party. Many believe the Republican Headquarters is an office for the RNC. It is your responsibility as an REC Member to inform those registered Republicans that the Republican Party of Palm Beach County exists and that we need every Republican's assistance to guarantee victory for our candidates in elections. As an REC member, you are expected to maintain contact with the Republicans living in your district to keep them informed as to what is going on in the Republican Party. You can do this through E-mail or other means like phone calls and walking the precincts in your district.

The Republican Executive Committee is the governing body of the Republican Party of Palm Beach County. The REC elects the Chairman, Vice Chairman, Secretary, and Treasurer of the Party. Members of the REC also approve the Party's constitution; Rules, Policies & Procedures; and budget.

In addition, the REC also plays an important role in the grassroots effort of the Party and the overall team effort to get Republicans elected in Palm Beach County. You as a member of the REC, along with all the other members, are the basis for our grassroots organization. The Party relies on you to organize your REC District and find volunteers within your district to support our grassroots efforts throughout the county. In addition to finding volunteers, we expect you to find sign locations for Republican candidates, including locations for yard signs as well as billboard style signs. We also expect you to find new registered Republicans in your REC Districts. To find out more about effectively organizing your REC District please refer to the Republican National Committee's Precinct Organization Handbook, which is included in your Palm Beach County Republican Executive Committee Member Manual

We also expect you to serve on one or more of the many committees that are part of the Republican Party of Palm Beach County's structure. Without your participation our committee will not function. It takes human resources for each committee to carry out its responsibilities. The success of the Republican Party of Palm Beach County depends on you the REC Members. As a committee member, you are an important part of the team effort to win elections in Palm Beach County.

As a member of the Republican Executive Committee, it is important for you to know your REC District. One of the first rules for a candidate running for office is to know their district, which includes the geography as well as the demographic make up of the people that live there. This helps a candidate to wage an effective campaign. Knowing your district enables you to effectively represent your district and assist the Republican Party of Palm Beach County to efficiently execute our campaign strategy in the various sections of the county.

First it is important for you to know which Palm Beach County voting precincts are in your respective REC District. In addition every REC Member needs to know which municipalities, Congressional Districts, State Senate Districts, State House Districts, and County Commission Districts are in their REC District. You can find this information in the REC District Precinct

Conversion Chart included in this Palm Beach County Republican Executive Committee Member Manual.

You can also learn a great deal about your REC District by driving around it. It is important for you to know the housing developments and condominium communities in your district. It is also important to find out what churches, schools, shopping centers, and business (including office buildings and industrial parks) are in your REC District. These items can tell a considerable amount about the people who live in your district and the socioeconomic make up of your district. In addition this information can provide you and the Party with information on where to do neighborhood walks as well as other grassroots activities.

As an REC Member it is also important for you to know the political make up of the registered voters living in your REC District. This is commonly referred to as the political demographics of your REC District. Political demographics relate to the voter registration numbers, party affiliation break down of the registered voters including percentages, voter turnout, and election results. It is also important for you as a committee member to know the racial, gender, and age make up of registered voters in your REC District. The political demographic information about your REC District will be provided to you at a later REC Meeting this year.

### **Applying for Membership to the Republican Executive Committee**

According to Article 3, Section 7 of the Constitution of the Palm Beach County Republican Executive Committee, any person wishing to fill a vacancy and become a member of the REC must first fill out an application for membership. All information requested on the application must be completed including the precinct number of the applicant's residence. The precinct number is important because each of the 100 REC Districts are made up of voting precincts. Without the precinct we cannot determine an applicant's REC District.

Once the application is completed, the applicant needs to obtain the signatures of two (2) voting committee members, not alternate committee members, who will serve as the applicant's sponsors. Then the application needs to be submitted, along with a copy of the applicant's voter registration card, to the Republican Headquarters by 11:00 AM, fourteen (14) days prior to the REC Meeting at which the vacancy will be filled. A vacancy cannot be filled unless the vacancy exists at the time of the call of the meeting.

According to Rule 9 of the Rules of Procedure of the Palm Beach County Republican Executive Committee, all applicants for the REC must be present at the REC Meeting they will be voted on to fill the vacancy in their district. Any applicant who is not present will not be voted on at the meeting. There are no exceptions to this rule.

### **Residence Requirement for REC Members**

According to Florida State Statutes, all members of the REC must reside in the District they represent as a committeeman or committeewoman. If a member moves out of his/her district they

must immediately notify the Republican Headquarters. If there is a vacancy in your new REC District, then you will just transfer from your old REC District to your new REC District without needing to reapply for the REC.

## **REC Member Orientation**

Rule 8 of the Republican Party of Palm Beach County's Rules of Procedure require all applicants for the REC to attend an orientation before the applicant will be voted on by the REC. The purpose of this rule is to familiarize applicants with the responsibilities of a committee person as well as important rules and procedures of the Party.

## **Election to The Republican Executive Committee**

According to Florida State Statutes, every member of the REC must be elected to his/her committee seat. In the event the voting committeeman/woman seat becomes vacant the alternate committeeman/woman cannot automatically move up. The alternate must be elected by the REC to the voting member seat. The alternate seat then becomes vacant and an election for that seat must be held.

Rule 10 of the REC's Rules of Procedure outlines the procedure for conducting elections at an REC meeting to fill vacancies. Ballots listing all candidates for the REC are distributed to voting members at the sign in table. Once the REC meeting has been called to order and a quorum has been established the voting members can submit their ballots. At this point if the voting member is not present, the alternate will be called forward to receive their ballot so they can submit it. Once all ballots are collected the ballots will be counted and the results announced during the meeting.

## **Terms in Office for Members of the REC**

As outlined in Florida State Statutes, REC members serve four (4) year terms. The term for every member of the REC, regardless of when you were elected expires in the Presidential Election year. In every Presidential Election year all REC districts are redistricted to make adjustments for population shifts. Any person who wishes to hold a voting member seat on the REC must file with the Palm Beach County Supervisor of Elections Office to be placed on the ballot in the September Republican Primary and be elected by the Registered Republicans living in their district.

According to Article IV, Section 1 of the REC Constitution, Officers (Chairman, Vice Chairman, Secretary, and Treasurer) of the Republican Party of Palm Beach County serve two (2) year terms. They are elected at the REC meeting following the November Elections. In the event a vacancy occurs in one of the officer positions, Article IV, Section 5 states that elections for that position must be held within sixty (60) days of the vacancy occurring.

## **Loyalty Oaths and Candidate Oaths**

Article III, Section 5 of the REC Constitution, addresses the issue of REC Member Loyalty Oaths. The loyalty oath affirms the member will not actively, publicly, or financially support the election of any candidate other than the Republican in a partisan general or special election, or a registered Republican in nonpartisan elections, excluding judicial races, where there is a registered Republican running for the same office.

In addition to a loyalty oath, Florida State Statutes require each member of the REC to sign a candidate oath. Every member of the Republican Executive Committee, regardless if you are a voting member or an alternate, must sign a loyalty oath that is filed with the Republican Party of Florida in Tallahassee and a candidate oath filed with the Palm Beach County Supervisor of Elections office. A person is not deemed a member of the REC until his/her loyalty oath and candidate oath is signed and filed. Any committee member who violates their loyalty oath can be removed from office by a vote taken by the executive committee.

Rule 7 of the Republican Party of Palm Beach County's Rules require all applicants to sign both the RPOF & Candidate Loyalty Oaths prior to being voted on by the REC.

## **Removal from Office**

Article V of the Constitution of the Palm Beach County Republican Executive Committee addresses the issue of removal from office of an executive committee member. A member of the REC can be removed from office by a two-thirds (2/3) vote of the entire membership of the REC at a regularly scheduled or special meeting in which ten (10) days notice is given to the REC members that a motion for removal will be considered. An REC member may be removed for any reason including an alleged violation of his/her loyalty oath.

A seat on the Republican Executive Committee is automatically deemed vacant in the following cases:

1. Death of the REC Member
2. His or her resignation
3. REC Member moving out of his/her district
4. Conviction of the REC Member of a felony

## **REC Meeting Attendance**

Attendance at meetings of the Republican Executive Committee of Palm Beach County by every committee member is expected. Fulfilling your duties and responsibilities to the Republican Party of Palm Beach County begins with attending REC meetings. Your effectiveness in being an executive member depends on your attendance at meetings.

Article V, Section 4 of the REC Constitution outlines attendance requirements at REC Meetings for all executive committee members. A committee member who is absent for three (3)

consecutive meetings will be automatically removed. A committee member who misses three (3) meetings in any calendar year will also be automatically removed from the REC.

A member of the executive committee can request from the Officers (Chairman, Vice Chairman, Secretary, and Treasurer) an excused absence. If granted, the excused absence would not be counted toward automatic removal. If the Officers deny the request for the excused absence, the executive committee member can appeal to the full Executive Board of Directors. If the Board of Directors reject the appeal for the excused absence, the absence is denied and it will count towards those absences for automatic removal.

### **When REC Meetings Are Held**

Republican Executive Committee Meetings are held on the second Wednesday of the month. In non-election years, the executive committee meets the second Wednesday of every other month. The REC meets every month, with the exception of November, in election years. The REC Meetings are held in the County Commission Chambers on the 6<sup>th</sup> floor of the Palm Beach County Governmental Center. The meetings begin promptly at 6:45 PM.

### **Structure of the Republican Party of Palm Beach County**

The Republican Party of Palm Beach County is comprised of a detailed structural organization. The Republican Executive Committee is one part of that structure. In addition to the REC, there are the officers of the Party which is comprised of the Chairman, Vice Chairman, Secretary, and Treasurer. Then there is the Board of Directors, which is made up of the Officers of the Party, the State Committeeman and State Committeewoman, Chairman of the Council of Republican Club Presidents, the Assistant Vice Chairmen, General Counsel and the Parliamentarian. The last part of the structure of the Republican Party of Palm Beach County is the various committees.

### **The Officers of the Republican Party of Palm Beach County**

#### **Chairman**

The Chairman is the Chief Executive of the Republican Party of Palm Beach County. The Chairman also presides over all meeting of the REC and Board of Directors, appoints members of the Board, and acts as a liaison to the Republican Elected Officials. The Chairman of the Party also is a member of the RPOF State Committee. In addition, the Chairman also serves as the official spokesperson for the Party.

#### **Vice Chairman**

The Vice Chairman is responsible for performing the duties of Chairman in the absence of the Chairman. Another responsibility of the Vice Chairman is the implementation of programs

adopted by the Board of Directors and supervising the work delegated to the Assistant Vice Chairmen and their respective committees.

### **Secretary**

The Secretary is responsible for keeping the records of the Party including attendance records for the REC Meetings. Another responsibility of the Secretary is taking minutes at REC and Board of Director Meetings.

### **Treasurer**

The Treasurer of the Party is responsible for all of the Party's finances including maintaining the Party's financial records. In addition, the Treasurer is also responsible for filing all Campaign Treasurer Reports and organizing the Party's annual audit.

### **State Committeeman and State Committeewoman**

The State Committeeman and State Committeewoman serve as Palm Beach County's representatives to the RPOF State Committee. They act as the liason between the State Committee and the Republican Party of Palm Beach County.

### **Assistant Vice Chairmen**

All Assistant Vice Chairman are appointed by the Chairman of the Party and confirmed by the REC. They serve to ensure the committee structure functions properly and supervise the committee chairpersons who serve under them.

### **Other Members of the Executive Board of Directors**

The remaining positions on the Executive Board of Directors are appointed by the Chairman and do not need confirmation by the REC with the exception of the At-Large Member, who must be confirmed by the REC. These members serve as an integral part of the operations of the Republican Party of Palm Beach County and advise the Chairman as well as the Party.

### **Ex-Officio BIZPAC Member**

**General Counsel** – Handles all legal matters for the Party as well as oversees the Party's entire ballot security program.

**Parliamentarian** – Oversees all procedural matters at Republican Executive Committee Meetings and Board of Director Meetings

**Executive Director** – Oversees the operation of the Republican Party of Palm Beach County

**Political Director** – Oversees all GOTV activities and the REC

**Chairman of the Council of Republican Club Presidents** – Is the official representative of all Republican Club Presidents in the county on the Party’s Board of Directors.

## **Grassroots Structure of the Republican Party of Palm Beach County**

The Republican Executive Committee is the basis for the Republican Party of Palm Beach County’s grassroots structure and activities. For the Party to achieve its goals and secure victory for Republican Candidates in Palm Beach County, each REC member has to do their part in the Party’s grassroots effort. We need all REC Members to participate in the various grassroots committees: phone banks, neighborhood walks, events, poll workers and poll watchers, voter registration, and sign placement. The Party also expects all REC Members to find new volunteers within their REC Districts to become involved in the grassroots efforts. For the Republican Party of Palm Beach County to achieve victory in the 2008 Elections, we need every member of the REC to help pull the campaign wagon. Winning campaigns is a team effort.

## **Palm Beach County Republican Clubs**

We encourage all members of the Republican Executive Committee to join one of the Republican Clubs in Palm Beach County. The objective of the Republican Clubs in Palm Beach County is to attract members, and involve them in the Republican Party and subsequently provide them with a practical means of Republican Party participation, leadership and political involvement. The Republican Clubs serve as an extension of the Party in the different areas of the county. They assist the Republican Party of Palm Beach County in reaching out to Republicans throughout the county. These clubs also assist us in developing our grassroots structure as well as the overall support structure for the Republican Party of Palm Beach County.

The Palm Beach County Republican Clubs also serve a social function for Republicans to gather socially on a regular basis in the county. Most clubs hold monthly meetings and/or luncheons or other monthly social activities. The clubs also serve an educational function. Many Republican Clubs in Palm Beach County hold candidate forums and debates as well as issue discussions at their meeting and social activities.

There are different types of Republican Clubs in Palm Beach County. One type is the Women’s Federated Clubs, which is primarily for women, but men can be associate members of these clubs. Another club is the Young Republicans of the Palm Beaches, which is a coed club for Republicans between the ages of 22 to 40. Then there are the coed clubs, which are for Republicans of all ages.

## **Contributing to the Republican Party of Palm Beach County**

The Republican Party of Palm Beach County receives no funding from the Republican National Committee or the Republican Party of Florida. We rely on contributions from you and others that are concerned about promoting the Republican Party in Palm Beach County. We need your support to promote the Republican Party and win elections in Palm Beach County. We encourage all executive committee members to contribute to our local Republican Party according to your means.