



Bylaws and Rules of the Berks County Republican Committee

2026 Revision

Approved Date: March 14, 2026

SUMMARY OF CONTENTS

ARTICLE 1:	NAME AND PURPOSE	5
ARTICLE 2:	MEMBERS	7
ARTICLE 3:	OFFICERS	13
ARTICLE 4:	THE EXECUTIVE COMMITTEE	17
ARTICLE 5:	COUNTYWIDE MEETINGS	20
ARTICLE 6:	REGIONS	22
ARTICLE 7:	BALLOT AND STATE COMMITTEE VACANCIES	27
ARTICLE 8:	BYLAWS, POLICIES AND PROCEDURES	28
ARTICLE 9:	ENDORSEMENTS	29
ARTICLE 10:	CONDUCT COMMITTEE	30

TABLE OF CONTENTS

ARTICLE 1: NAME AND PURPOSE.....	5
§ 1.1. Name and Purpose	5
§ 1.2. Definitions	5
ARTICLE 2: MEMBERS.....	7
§ 2.1. Members.....	7
§ 2.2. Elections and Appointments	7
§ 2.3. Duties, Responsibilities and Commitment	7
§ 2.4. Resignation, Leave of Absence, Conduct, and Discipline.	9
§ 2.5. Review by Credentials Committee.	10
ARTICLE 3: OFFICERS.....	13
§ 3.1. Officers.....	13
§ 3.2. Qualifications for Officers	13
§ 3.3. Election and Term of Officers.	13
§ 3.4. Chair.	13
§ 3.5. Vice Chair.	14
§ 3.6. Secretary.....	14
§ 3.7. Treasurer.	14
§ 3.8. Officers Vacancies	15
§ 3.9. Removal of an Officer.....	16
§ 3.10. Indemnification	16
ARTICLE 4: THE EXECUTIVE COMMITTEE	17
§ 4.1. Executive Committee Members.....	17
§ 4.2. Executive Committee Purpose.	18
§ 4.3. Executive Committee Meetings and Quorum Rules	18
§ 4.4. Standing Subcommittees	18
ARTICLE 5: COUNTYWIDE MEETINGS.....	20
§ 5.1. Countywide General Meetings	20
§ 5.2. Countywide Special Meetings	20
§ 5.3. Countywide Meeting Quorum.....	20

§ 5.4. Proxy.....	20
§ 5.5. Rules.....	21
ARTICLE 6: REGIONS	22
§ 6.1. Regions and Region Committees.....	22
§ 6.2. Region Committee Officers	22
§ 6.3. Region Committee Duties	23
§ 6.4. Region Meetings	23
§ 6.5. Region Map.....	24
§ 6.6. Municipalities by Region.....	24
§ 6.7. School Districts by Region	24
§ 6.8. Precincts by Region	25
ARTICLE 7: BALLOT AND STATE COMMITTEE VACANCIES	27
§ 7.1. Ballot Vacancies.....	27
§ 7.2. State Committee Vacancies	27
ARTICLE 8: BYLAWS, POLICIES, AND PROCEDURES	28
§ 8.1. Bylaws Overview.....	28
§ 8.2. BCRC Bylaws Amendments.....	28
§ 8.3. BCRC Policy & Procedures Amendments	28
ARTICLE 9: ENDORSEMENTS.....	29
§ 9.1. Endorsements for Down Ballot Races.....	29
§ 9.2. Endorsements for County, State and Federal Races.....	29
§ 9.3. Endorsements for Party Offices.....	29
ARTICLE 10: CONDUCT COMMITTEE.....	30
§ 10.1. Goal	30
§ 10.2. Conduct Committee	30
§ 10.3. Form of Complaint.....	31
§ 10.4. Complaint Process	32

ARTICLE 1: NAME AND PURPOSE

§ 1.1 Name and Purpose

The Berks County Republican Committee (“BCRC”) represents, conducts business for, and is the governing body of the Republican Party in Berks County, Pennsylvania. The mission of BCRC is:

- (a) to provide organizational support to Republican candidates for office,
- (b) to provide Berks County voters with information, materials, and tools to promote election of Republican candidates,
- (c) to further Republican beliefs, ideals, principles, objectives, and the platform of the county, state, and national Republican Party, and
- (d) to help raise financial support for the Committee, as well as the post primary Berks County Republican candidates running for office.

§ 1.2 Definitions

(a) **Conviction:** A conviction, a finding of guilty or the entering of a plea of guilty or *nolo contendere*, whether or not judgment of sentence has been imposed, as determined by the law of the jurisdiction in which the prosecution was held. The term does not include a conviction which has been expunged, set-aside, or overturned or for which an individual has been pardoned.

(b) **Urgent Circumstances:** Where the Executive Committee (EC) determines, pursuant to a 2/3rd vote, that the alleged harm to BCRC is so significant as to jeopardize its affiliation with the Republican Party of Pennsylvania or may cause irreparable damage to the organization that cannot be rectified, a hearing may be commenced within fourteen (14) days. In such situation, the Conduct Committee shall ensure that the individual complained of is provided as much time as reasonably possible to prepare for a hearing, but in no occasion shall such time be less than seven (7) days, unless agreed to by the individual complained of.

(c) **Veracity crime:** An offense anywhere within the United States that involves falsehood or dishonesty, known in the law as a *crimen falsi* offense, which shall include: forgery, perjury, tampering with evidence, false reports to law enforcement, unsworn falsification to authorities, fraud, theft, and any election law violation.

(d) **Work in good faith:** Where an individual, after responding to the initial notice, actively responds within 24 hours of receiving a communication from the Conduct Committee that identifies this provision and works towards the goal of scheduling a hearing relating to the complaint, with due consideration being given to the individual’s work and family schedule, his/her attorney’s schedule, religious and non-religious holidays, and whether the individual can demonstrate active attempts at amicably resolving the

matter with the complainant. It shall not be considered that the individual is failing to act in good faith simply because any originally proposed hearing date is contended to be not acceptable; however, the Conduct Committee may request evidence or a sworn statement from the individual or his/her attorney attesting to his/her unavailability for a proposed hearing date, inclusive of the basis for the unavailability.

(e) Crime of Domestic Violence: As defined by 18 U.S.C. § 921(a)(33), but to also include any felony crime of domestic violence.

(f) Veracity crime or veracity-related civil judgment: An offense, whether criminal or civil in nature, that involves a judicial finding of falsehood or dishonesty, known in the law as a *crimen falsi* offense, which shall include: forgery, perjury, tampering with evidence, false reports to law enforcement, unsworn falsification to authorities, fraud, theft, and any election law violation.

ARTICLE 2: MEMBERS

§ 2.1 Members.

- (a) Committeemen, Committeewomen, and *Committeepersons* who are elected or appointed; and
- (b) At-large members who are nominated and confirmed.
- (c) All new Committee members, whether elected or appointed, must complete the membership form. The application prepared by the Credentials Committee shall be approved by a majority vote of the Executive Committee (EC).

§ 2.2 Elections and Appointments.

- (a) A Committeeman and a Committeewoman may be elected from each precinct in Berks County by the registered Republican voters of the precinct during the primary election in calendar years 2026 and every four years thereafter. In addition, one Bonus Committeeperson shall be elected in the same manner from each precinct for every five hundred registered Republican voters in the precinct.
- (b) Committeeperson candidates can be elected with a minimum of ten votes. Committeeperson candidates can only be admitted onto the ballot by filing a petition with at least 10 Republican signatories. Write-in candidates will not be admitted onto the ballot and will not be seated.
- (c) Committeeperson elections are won by the highest vote getter. In the event of a tied vote, the EC shall determine the winner of a Committeeperson election by lottery or coin flip at the EC meeting immediately following the election.
- (d) Appointments - A precinct's vacant committeeperson position shall be filled by:
 - (1) Nomination and approval of an individual residing in the precinct for appointment to the vacant position by the Region Chair (RC) of the Region in which the precinct is located; and approval of the nominees by the EC at a meeting of the EC, by a majority of EC members present in person or by proxy.
- (e) Each RC shall be entitled to nominate one At-large member for every one thousand registered Republican voters' resident in the Region. An individual who is a registered Republican voter residing in the Region may become an At-large member by being nominated by that RC and then confirmed by the EC.
- (f) Whether elected or appointed, all new members are required to complete and sign an application and be approved by the EC. Approval by the EC cannot occur until reviewed by the Credentials Committee. All candidates must agree to follow the BCRC Bylaws.

§ 2.3 Duties, Responsibilities and Commitment.

- (a) It shall be the duty of Members to promote the welfare of the Republican Party and the mission of BCRC, including services relating to fundraising, voter registration, and securing votes for Republican candidates in Berks County, Pennsylvania. Duties and Responsibilities of the Members shall include, but not be limited to, the following:

1. Registering Republican voters and encouraging them to vote;
2. Assisting Republican voters by providing information, absentee ballot applications and other services;
3. Assisting the Republican Party in finding, nominating, and electing well-qualified Republican candidates for office;
4. Assisting candidates who are registered Republicans in election campaigns;
5. Protecting the interests of the Republican Party and of candidates who are registered Republicans at the polls;
6. Providing up-to-date personal contact information. Members are solely responsible to provide the Recording Secretary of the Committee with their current regular mail address and electronic mail address for the purpose of all notifications provided for under these Bylaws;
7. Members, by providing their current contact information to the Committee, grant the Committee and Region permission to contact them using regular mail, electronic mail, text, or telephone;
8. Advancing the interests of the Republican Party in Berks County;
9. Deliver the maximum number of Republican votes from their precinct by encouraging voter participation in the election;
10. Motivating voters to go to the polls and vote for Republican candidates;
11. Participating in meetings and special events sponsored by the Committee and/or candidates; foster a good working relationship with other Committee members by not engaging in activities that create unnecessary friction;
12. Distributing campaign literature through door-to-door efforts in his/her precinct and develop personal interface and dialogue with constituents in order to inform them of their candidates and the key issues;
13. Assisting candidates with mailings, phone calls, and other campaign activities as needed;
14. Help recruit GOP volunteers to work at a precinct to place and then remove campaign signs and campaign for candidates on Election Day;
15. Volunteer to work at a polling place on Election Day, if available;
16. Provide signs and literature at polling locations on Election Day;
17. Recruit additional committee members;

18. Promoting the placement of candidate campaign signs on Committee Member's property.

(b) "Commitment" shall be defined as the support of our Republican mission, platform, and candidates. Members must add value via "commitment" to our Republican Committee. Committee Member's commitment includes, but is not limited to:

1. Committee Members actively attend all meetings, in person or by proxy, half or more of all free events, and no fundraising events per year.
2. Committee Members who attend all meetings, in person or by proxy, but do not attend most events. They do however, sponsor members by "paying the way" for multiple members (at least two (2)) to attend two (2) or more candidate sponsored and/or Committee sponsored fundraising events per year.
3. Committee Members who attend all meetings, three-quarters (3/4) or more in person, the rest by proxy. They attend less than one-half (1/2) of all free events. They are not required to attend any candidate sponsored and/or Committee sponsored fundraising events per year.
4. Committee Members who are elected local, county, state or federal officials who were also elected or appointed to the Berks County Republican Committee. They must attend all meetings either in person or by proxy. There are no attendance or participation requirements at events.
5. Committee Members who attend all meetings, either in person or by proxy, and contribute multiple hours every month during election season, making phone calls, working polls, and/or door to door work for our Republican Candidates.
6. Committee Members who miss a meeting, either in person or by proxy, shall provide their Region Chair with an explanation.

(c) The Code of Conduct for members is contained in the BCRC Policies and Procedures.

§ 2.4 Resignation, Leave of Absence, Conduct, and Discipline

(a) Any Member may voluntarily resign their office during their term by delivering written resignation to the BCRC Chair. The Chair may opt to delay acceptance of the resignation by a period not to exceed seven (7) calendar days, during which period the Member may retract the resignation, again by written notice to the Chair.

(b) Any Member may take one leave of absence during their term, during which term the Member shall have no responsibility for performing duties and commitments and shall not count as being "in office" for quorum purposes, and shall have no right to exercise the privileges of a Member. A Member may initiate a leave of absence upon delivering to the Member's Region Chair or to the BCRC Chair a written document describing the start and stop dates of the leave, the duration of which shall be a single continuous period of time, no less than thirty (30) days and not exceeding six (6) months. No disciplinary proceeding shall adversely consider the Member's inactivity during a leave of absence taken under this

section. A Member on a leave of absence shall give the Member's Region Chair or to the BCRC Chair at least ten (10) calendar days' notice of the date upon which the Member intends to return to service; in the absence of such notice, the Member shall be deemed to have resigned six (6) months after the start date of the Member's leave of absence. An exception can be made for judicial candidates and military, or at the discretion of the EC.

- (c) In no circumstance may a member be granted a leave of absence to go and support a non-republican candidate chosen in the Primary.
- (d) Leave of absence should be a last resort and rise to the level of a serious disruption in the Member's life. If a Member takes a leave of absence, the RC may temporarily appoint a new Member or an At-large person, until the leave expires.
- (e) Removal - If it is established that a Member, pursuant to Article 10, at any point during their term:
 1. is not a resident of the precinct or Region for which the Member was elected or appointed,
 2. is not registered to vote as a Republican and refuses to register to vote as a Republican,
 3. failed to perform the duties and commitments of a Member,
 4. publicly opposed a Republican candidate in a General Election, or supported a non-Republican in a Primary Election.
 5. intentionally and egregiously injured BCRC through the Member's action or deliberate inaction,then the Member shall be removed from office.
- (f) Charges for discipline of a Member shall be directed to the Chair, as described in Article 10.
- (g) In lieu of removal for non-attendance or persistent neglect of duties, the Executive Committee may transfer a precinct member to At-large member status.

§ 2.5 Review by Credentials Subcommittee

- (a) The Executive Committee appoints the voting members and Chair of the Credentials Subcommittee. The name of the Chair, and means of contacting the Chair, must be provided on the website of the BCRC. The Chair of the Credentials Subcommittee may appoint non-voting members to such Subcommittee.
- (b) The Credentials Subcommittee reviews the eligibility of any candidate for membership under these Bylaws. The Credentials Subcommittee may request particular information from a candidate for membership. It is the responsibility of such candidates to remit their responses to requests by the Credentials Subcommittee and, without those responses, a candidate may not be seated or a proceeding for reconsideration or waiver will be postponed.
- (c) Within thirty (30) days of certification of the election results under Article 2.2 by the Berks County Board of Election, the Credentials Subcommittee shall report its findings and recommendations on members-elect, to the Executive Committee as follows:

1. Members-elect determined eligible or ineligible to be seated.
2. Members-elect determined eligible to be seated but tied for the same party office, requiring the Executive Committee's intervention under Section 2.2.
3. Members-elect where seating is postponed due to the failure to respond to requests for information.

(d) Within fifteen (15) days of receiving a report on the findings and recommendations of the Credentials Subcommittee of the election results under Section 2.2, the Executive Committee must, by simple majority of a quorum, sustain or overrule the report in whole or in part and, if necessary, schedule a hearing for tie-breaking of eligible candidates under Section 2.2. Not more than once and not exceeding thirty (30) days, the Executive Committee may recommit, with instructions, any matter to the Credentials Committee for additional investigation and fact-finding. Persons determined ineligible by the Executive Committee are not seated unless a reconsideration or waiver of the ineligibility determination is obtained under Section 2.4.

(e) A member-elect's term of party office begins 45 days after certification by the Berks County Board of Election unless the EC determines the member elect ineligible.

(f) Unless the Executive Committee determines otherwise, the form and contents of requests for information under this Section are drafted by the Credentials Subcommittee.

(g) For purposes of criminal background checks, the Credentials Subcommittee may not surcharge any candidate for membership without approval by resolution of the Executive Committee. The amount of the surcharge, if any, must be reasonably related to the cost of a criminal background check.

(h) Requirements & Eligibility for Elected and/or Appointed Committee Members

1. Minimum Age Requirement

Must be at least 18 years old.

2. Party Registration

Must be a registered Republican for at least one year prior to candidacy.

3. Residency Requirement

Must reside in Berks County for at least one year.

4. Criminal History

Individuals with certain criminal convictions and civil judgments, as set forth below, shall be ineligible for membership as a Committee Member.

Prohibiting criminal and civil conduct shall include the following, having occurred anywhere within the United States:

Any felony conviction;

Any veracity crime conviction or veracity-related civil judgment;

Any misdemeanor simple assault, terroristic threat, or crime of domestic violence

conviction;

Any individual who is a fugitive from justice;

Any individual who has been discharged from the Armed Forces under dishonorable conditions;

Any individual who has been adjudicated as a mental defective or who has been committed to a mental institution, as defined by 27 CFR § 478.11; and,

Any individual subject to a final Protection From Abuse (“PFA”) Order, after a hearing, where the person is provided due process, consistent with 18 U.S.C. § 922(g)(8), which is currently in effect.

5. Candidate’s Affidavit

Must submit a notarized and signed Candidate’s Affidavit attesting to compliance with these eligibility requirements.

This affidavit affirms the individual’s eligibility and includes language addressing criminal and civil conduct that is generally prohibiting for membership.

This mirrors requirements for many elected offices in Pennsylvania.

6. Sworn Oath of Office

Must sign and file a Sworn Oath of Office with the BCRC.

This oath affirms commitment to defend and uphold:

The Constitution of the United States

The Constitution of the Commonwealth of Pennsylvania

The current Bylaws of the BCRC, as adopted and any subsequent revisions.

The current BCRC Bylaws and BCRC Policies/Procedures, as adopted and any subsequent revisions.

The legitimacy of BCRC as the countywide representative of the Republican Party

7. Waiver of the Eligibility Requirements

The requirements for eligibility may be waived by the EC by a 2/3rds vote. Where the individual is a candidate, he/she shall submit a request for waiver to the Chair at least thirty (30) days prior to the election, and the Chair shall schedule a meeting of the EC at least ten (10) days prior to the election to decide whether to grant a waiver of the eligibility requirements. Where the individual seeks appointment, the EC shall consider any request to waive the requirements when it considers the individual for appointment. Any individual aggrieved by the decision of the EC may petition the general membership of the BCRC within thirty (30) days. In the event an individual timely requests to appeal to the general membership, a special meeting shall be scheduled within thirty (30) days for the individual to plead his/her case before the members. The general membership shall be provided with copies of the individual’s request and any attachments or other information provided by the individual. The general membership may only overturn the EC’s determination by a 2/3rds vote of the membership voting by any means permitted by these Bylaws.

ARTICLE 3: OFFICERS

§3.1 Officers

- (a)** The BCRC Officers shall be: Chair, Vice Chair, Secretary and Treasurer. The Chair and Vice Chair shall be members of the opposite sex.
- (b)** All materials, including books, records, electronic files, website access, financial records, passwords and property belonging to the Committee shall be transferred to the BCRC Chair or Chair's designee by each officer within fourteen (14) days of completion of their term. If the above is not achieved within fourteen (14) days, without approved extension by the Chair, the Member(s) in violation will forfeit their membership immediately.

§ 3.2. Qualifications for Officers

- (a)** The Chair and Vice Chair must be a Member and have been a Member of BCRC for at least three years, calculated cumulatively. Officers are not required to be a Member to finish out a term of office.

§ 3.3 Election and Term of Officers

- (a)** Officers shall be elected (by secret ballot) at a reorganization meeting of BCRC, which shall be held within thirty (30) days of the certification of election results of the Spring Primary of each odd-numbered calendar year.
- (b)** The Officers (as of the date of the approval of this amendment in 2026) shall hold office until the conclusion of the next Reorganization Meeting, unless the Officer resigns, is removed, or is otherwise unable to serve. All materials such as attendance sheets, proxies, ballots and electronic files used to conduct the meeting shall be given to the incoming Secretary at the conclusion of the organizational meeting. All candidates for an Officer position shall be given a current membership roll by the Chair of the Credentials Committee thirty (30) days prior to the Reorganization Meeting or election. No additions or removals to the list shall be permitted less than thirty (30) days before the Reorganization Meeting or election of an Officer(s) to fill a vacancy. The membership list provided, with the date of creation clearly noted, shall constitute the voting Members of the organization.
- (c)** In the event of any tie vote for any Officer election, the EC members present shall, by majority vote, break the tie by secret ballot. If there were to be a second tie, the winner shall be determined by a flip of a coin by the Parliamentarian.

§ 3.4 Chair.

The Chair shall be the chief executive officer of BCRC. The Chair is a member of all subcommittees. The Chair shall preside over all meetings of BCRC and the EC. The Chair

shall present an annual budget from the Finance and Budget Committee. The Chair is responsible for the fundraising of the Committee. The Finance and Budget Subcommittee shall prepare the annual budget prior to January 1st of the next calendar year and shall present it to the Executive Committee before December 31st of the current year for review and approval. The Chair shall then present the approved budget, in writing, to the General Membership at the next General Meeting held by the BCRC.

§ 3.5 Vice Chair.

The Vice Chair shall preside over all meetings of the BCRC and the EC in the absence of the Chair and, for training purposes, shall be given the opportunity by the Chair to preside over at least two (2) countywide meetings per year. The Vice Chair shall conduct audits, at least once a year, of BCRC records as required in the procedure's manual and report findings to the EC and County Committee.

§ 3.6 Secretary.

The Secretary shall keep minutes, attendance records, and proxies of all meetings of the BCRC and the EC. The Secretary shall also ensure collection and maintenance of BCRC records, other than financial records maintained by the Treasurer. Minutes of the EC and General Meetings shall be provided by the Secretary to the applicable membership, either electronically or in print, within fourteen (14) days of the meeting. The Secretary shall present draft minutes at the subsequent meeting for approval. A final, approved copy--if revisions are made--shall be delivered to the applicable membership within five (5) days after approval. If no amendments are made, the draft minutes shall be approved as presented.

§ 3.7 Treasurer.

- (a) The Treasurer shall receive and disburse all monies of BCRC and maintain all BCRC financial records. The Treasurer shall also file all BCRC campaign finance reports, and tax returns, unless the EC appoints another individual to perform campaign finance reporting tasks. The reports shall be filed on time and with the appropriate agency as required by law.
- (b) The Treasurer and Assistant Treasurer shall be bonded in accordance with the BCRC Policies & Procedures Manual.
- (c) The Treasurer shall establish and maintain consolidated banking and bookkeeping, and shall maintain segregated books and records for each Region.
- (d) The Treasurer shall cooperate with any auditor designated by the BCRC or EC and with any audit required by law or ordered by a court.
- (e) At EC and countywide BCRC meetings the Treasurer shall be called upon to give a report. Twice each year, the Treasurer shall provide the EC with a hard copy or electronic copy of a budget update including income, expenditures, and projected year-end balance. Twice each year, the Treasurer shall provide each Region Treasurer with an accounting of finances of the Region including income and

expenses.

- (f) The Chair and Treasurer must agree upon a bank for the BCRC and, if unable to agree, then the EC shall select the bank.
- (g) The Chair and the Treasurer shall be signatories for all bank accounts of the BCRC and are responsible for monitoring bank account activity.
- (h) The Treasurer shall comply with all policies set forth in the BCRC Policies & Procedures Manual.
- (i) For each expenditure, the Treasurer shall request such information that is necessary to comply with the Campaign Finance Reporting Law, such as: the recipient's name, the recipient's address, and a description of the expenditure.
- (j) Expenditures with an amount more than \$1000 per event or recipient must be approved by the EC and accurately recorded in the approved minutes or will be deemed an unapproved use of funds. If funds are deemed to have been spent without approval, the Chair and Treasurer shall be held personally responsible for recovery of the funds. If the funds cannot be recovered, the Chair and Treasurer shall reimburse the committee for any monies not recovered.
- (k) In addition to any responsibilities imposed by BCRC Policies & Procedures Manual, the Finance and Budget Subcommittee monitors all accounts and spending activity of the BCRC, reconciles Region account balances, and assists the Treasurer and the Chair in preparing annual budgets. All books and records maintained by the Treasurer shall be permitted for inspection by this subcommittee.
- (l) Unless a different person is appointed by the Executive Committee, the Treasurer is, by virtue of the office, the Chair of the Budget Subcommittee.
- (m) By virtue of the office, each Region Treasurer is a member of the Budget Subcommittee.
- (n) The Treasurer shall name an individual as Assistant Treasurer. The Assistant Treasurer shall be confirmed by the EC, and shall serve as Interim Treasurer during any unavailability or incapacitation of the Treasurer.

§ 3.8 Officer Vacancies.

In the event of an Officer vacancy, the Chair, or the Vice Chair if the Chair becomes vacant, shall notify the General Membership of the vacancy and schedule a meeting to occur not less than fourteen (14) calendar days nor greater than sixty (60) calendar days after a vacancy occurs, for the purpose of electing a new officer to fill the vacancy. If a sudden vacancy occurs more than fourteen (14) calendar days prior to a scheduled General Meeting, the election to fill the office may be held at the scheduled General Meeting.

§ 3.9 Removal of an Officer

Officers are subject to removal like all other members under § 2.4 hereof. An Officer may also be removed from office by a vote equal to a two-third majority of Committeepersons present, in person or by proxy, at a Countywide Special Meeting called for that purpose under § 5.2.

§ 3.10 Indemnification.

The BCRC agrees to indemnify, defend and hold harmless its County Officers (Chair, Vice-Chair, Secretary, and Treasurer) and Region Chairs (all six regions) from and against all liability, loss, cost or expense (including attorney's fees) by reason of liability imposed upon the BCRC, arising out of or related to BCRC's activities, whether caused by or contributed to by the members or any other party indemnified herein, unless caused by the sole negligence of the member or any other party indemnified herein. BCRC may maintain insurance, at its expense, to protect itself and any such person against any such liability, cost or expense.

**ARTICLE 4:
THE EXECUTIVE COMMITTEE**

§ 4.1 Executive Committee Members

(a) EC members are as follows:

1. The County Officers: the Chair, Vice Chair, Secretary, and Treasurer of BCRC;
2. The Chair of each Region;
3. Two male and two female representatives of the Berks County members of the Republican State Committee of Pennsylvania. These representatives shall serve one year, nonconsecutive terms on EC. Terms shall be determined by the Berks County State Committee members, or, if consensus is not reached, the Chair shall decide. A State Committee member cannot be on the EC if they are not a member of the BCRC.
4. The chair of each of the six (6) Standing Subcommittees of the EC as listed in Section 4.4. A Standing Subcommittee Chair does not need to be an EC member to be appointed as a Standing Subcommittee Chair.
5. One representative nominated by each of the following, whose nomination is accepted by the EC. These representatives are included in EC for the purpose of keeping EC appraised of the business of that group or organization. These representatives may be represented by proxy only by another representative of the same group or organization. If any of these representatives is absent two (2) or more times from EC meetings, EC may revoke the appointment and request a replacement from the organization. The Chair may excuse absences upon written request for good cause shown. For Republican members of the Berks County delegation in the General Assembly, good cause shall include that an EC meeting coincides with any in-session date of the General Assembly.
 - a. One representative of Republican Berks County Commissioners. The representative shall serve a one-year, nonconsecutive term on EC unless that representative is the only Republican Commissioner. The representative shall be determined by the Republican Berks County Commissioners or, if consensus is not reached, the Chair shall decide. Commissioners are ineligible to serve on the EC during their contested Primary election.
 - b. One representative of Republican Berks County Row Officers. The representative shall serve a one-year, nonconsecutive term on EC unless that representative is the only Republican ROW officer. The representative shall be determined by the Republican Berks County Row Officers or, if consensus is not reached, the Chair shall decide. Row officers are ineligible to serve on the EC during their contested Primary election.
 - c. One representative of the Republican members of the Berks County delegation in the General Assembly. The representative shall serve a one-year, nonconsecutive term on EC. The representative shall be determined by the members of the General Assembly or, if consensus is not reached, the Chair shall decide. General Assembly members are ineligible to serve on the EC during their contested Primary election.

d. One representative of The Berks County Young Republicans. The representative can be the Chair or an appointee.

6. At-large members appointed by the Chair and who serve at the pleasure of the Chair, if not exceeding one-third of the Executive Committee. The term of At-large members under this section automatically expires upon the election of a new County Chair.

§ 4.2 Executive Committee Purpose.

The EC shall conduct the business of BCRC between countywide meetings of BCRC, and shall meet at least six (6) times per year as called by the County Chair.

§ 4.3 Executive Committee Meetings and Quorum Rules

Two-thirds of EC Members (including At-large EC members) shall constitute a quorum for the conduct of business. At-large members of the EC (see **Article 4.1 (a) 6.**) are voting members for the EC meetings. EC meeting proxies may be carried only by other members of the EC. Hardcopy or electronic proxies are acceptable.

EC meetings may be conducted using virtual methods at the discretion of the County Chair, but only when special circumstances are present.

§ 4.4 Standing Subcommittees of the EC

(a) There shall be six (6) Standing Subcommittees of the EC:

1. Finance and Budget Subcommittee
2. Rules Subcommittee
3. Outreach Subcommittee
4. Credentials Subcommittee
5. Information Technology Subcommittee
6. Elections Subcommittee

(b) The Chair shall appoint a Committeeperson as the Chair of each Standing Subcommittee, subject to approval by a majority vote of the general membership.

(c) Description and scope of the Standing Subcommittees:

1. Finance and Budget Subcommittee – The Finance and Budget Subcommittee shall maintain familiarity with the financial records and condition of BCRC; audit BCRC funds and the records of the Treasurer; and assess compliance with all BCRC policies relating to finance at intervals not greater than six (6) months. This committee shall assist the Chair to prepare an annual budget for BCRC (see Section 3.4). The budget shall be

shared at the county meeting every January. The county Vice Chair shall be a Member of this Committee (see Section 3.5).

2. Rules Subcommittee - The Rules Subcommittee shall maintain the Bylaws and the Policies & Procedures Manual of BCRC and consider amendments to these.
 3. Outreach Subcommittee - The Outreach Subcommittee shall coordinate BCRC efforts relating to special events and fund-raising events (formerly known as We Are GOP), and publicity/communications.
 4. Credentials Subcommittee - The Credentials Subcommittee shall maintain records of Members and facilitate the EC and Region Chairs in approving new Members (both elected and appointed Members).
 5. Information Technology Subcommittee – The Information Technology Subcommittee shall be responsible for computer related systems for BCRC. It shall include the website, the electronic document management system, and information technology office systems. This Subcommittee shall work with the other Subcommittees to help establish IT systems.
 6. Elections Subcommittee - The Elections Subcommittee shall coordinate strategic planning and Election Day activities on behalf of BCRC. It includes voter integrity and voter registration efforts. This Subcommittee shall be responsible for coordinating the creation and disbursement of poll cards and yard signs and assist the Region Chairs to coordinate poll greeters.
- (d)** The Chair may establish additional subcommittees as needed and appoint a chair for each subcommittee, subject to approval by a majority of the EC. The BCRC Chair may appoint as many Committeepersons and other persons to each such subcommittees as the Chair believes appropriate. However, the chair of such subcommittee(s) is not automatically a member of the EC.

**ARTICLE 5:
COUNTYWIDE MEETINGS**

§ 5.1 Countywide General Meetings

There shall be at least six (6) countywide general meetings of BCRC annually, which should be scheduled at least two (2) months in advance. The BCRC Chair shall endeavor to provide email agendas of each countywide general meeting to each Member at least fourteen (14) calendar days in advance of the meeting.

It is the responsibility of each Member to make sure BCRC has the correct contact information including name, address, phone and email.

A simple majority of Members (excluding At-large members) present shall decide all votes.

§ 5.2 Countywide Special Meetings

The BCRC Chair shall call a countywide special meeting of BCRC whenever requested by a written petition that specifies business to be conducted at the meeting and that is signed by two-thirds of BCRC Members or one hundred (100) Members, whichever is less. The Chair shall schedule the meeting to occur within thirty (30) days of receiving the petition, and shall endeavor to provide written notice of the date, time, and location of the meeting and the business to be conducted at the meeting to each Member at least fourteen (14) calendar days in advance of the meeting. Business conducted at a countywide special meeting shall be limited to that specified in the petition.

Quorum for a special meeting shall be a simple majority of Members (excluding At-large members). Hardcopy or electronic proxies are acceptable.

An Officer may be removed from office by a vote equal to a two-third majority of Committeepersons present, in person or by proxy, at a countywide special meeting called for that purpose.

For special meetings, a simple majority of Members present shall decide all votes for voting other than removal of an officer.

§ 5.3 Countywide Meeting Quorum

A quorum for any countywide meeting shall be **one-third** of BCRC Members. This includes members, but not At-large members. Committeepersons, but not At-large members, may vote at countywide meetings. Formal business (voting) shall not be conducted unless the quorum is met.

§ 5.4 Proxy

All Members shall use a proxy form when absent from a meeting. A Committeeperson may appoint a proxy as that Committeeperson's representative at any countywide meeting of BCRC. Such person need not be a Committeeperson, but must be a registered Republican or an At-large member residing in the Committeeperson's Region. Such person may not be appointed proxy by more than two Committeepersons at any countywide meeting. EC meeting proxies may be carried only by other members of the EC. Proxy forms must be signed prior to presentation to the Secretary at the meeting. All proxies shall be filed and stored with the attendance records by the Secretary. Hardcopy or electronic proxies are acceptable.

§ 5.5 Rules

Robert's Rules of Order, Newly Revised, latest edition, shall be used to determine procedure at all BCRC meetings, where not specifically addressed by these BCRC Bylaws or BCRC Policy and Procedures.

ARTICLE 6: REGIONS

§ 6.1 Regions and Region Committees

Berks County is divided into six Regions, in each of which a Region Committee (RC) of BCRC shall operate. The six regions are: East, North, Reading, Southeast, Southwest, and West. All BCRC Members as described in Section 2.1 and residing in a Region are members of that RC.

At-large Members - Each RC may appoint At-large RC members. The number of At-large members may not exceed 1/3 of the total membership of a region. An At-large position may exist because there is no opening in the precinct where the At-large person lives. At-large members serve at the pleasure of the Region Chair, and their term ends when the Region Chair is replaced. If there is a change in the Region Chair, the At-large member must be reinstated by the new Region Chair. Appointment as an At-large RC member does not entitle the appointed individual to vote at countywide meetings or to vote for RC officers, but may vote for other RC business.

§ 6.2 Region Committee Officers

Each RC elects a Chair, Vice Chair, Secretary, and Treasurer. These officers are subject to removal, and vacant offices are filled through election by the RC, with elections to be held in January of odd numbered years (2 year term).

Upon vacating office, Region officers must surrender to the County Chair or his designee any records and property belonging to the County Committee, such as office keys.

(a) Duties of the Region Chair

Call and preside over meetings of the RC, including the election of a new Chair, unless the Chair is a candidate. If the current Chair is a candidate, the Region shall designate a Temporary Chair to serve until the RC Chair is elected. If they are elected prior to the scheduled Reorganization Meeting, their term will end at the next scheduled Reorganization Meeting. The Region Chair shall identify open offices and candidates in their regions.

(b) Duties of the Region Vice-Chair

The Vice-Chair (VC) shall preside over RC meetings in the absence of the Chair. The VC shall assume duties as delegated by the RC Chair. If the RC Chair is unable to perform their duties and resigns, is suspended, or is removed, the VC shall be interim chair until the new Chair is elected. The VC shall call for election of a new Chair within 10 days of resignation or removal by contacting the Members of the RC by email, including the date, time, and location of the meeting being called.

(c) Duties of the Region Treasurer

The Treasurer shall maintain all financial records for the Region in conjunction with the County Treasurer. The RC Treasurer shall be a member of the Finance and Budget Committee and shall provide a proxy for the meetings of the Finance and Budget Committee if unable to attend. They may not submit a proxy more than three times per calendar year, starting January 1st of each year.

(d) Duties of the Region Secretary

The Secretary shall keep minutes, attendance records, and proxies of all meetings of the Region. The Secretary shall present draft minutes at the subsequent meeting for approval. A final, approved copy--if revisions are made--shall be delivered to the applicable membership within five (5) days after approval. If no amendments are made, the draft minutes shall be approved as presented. A final adopted copy, if revisions are made, shall be delivered to the RC members within five (5) days after adoption. If no amendments are made, the presented minutes shall be considered accurate after adoption by the RC. Meeting minutes, attendance records, and proxies shall be submitted to the County Secretary for long-term storage.

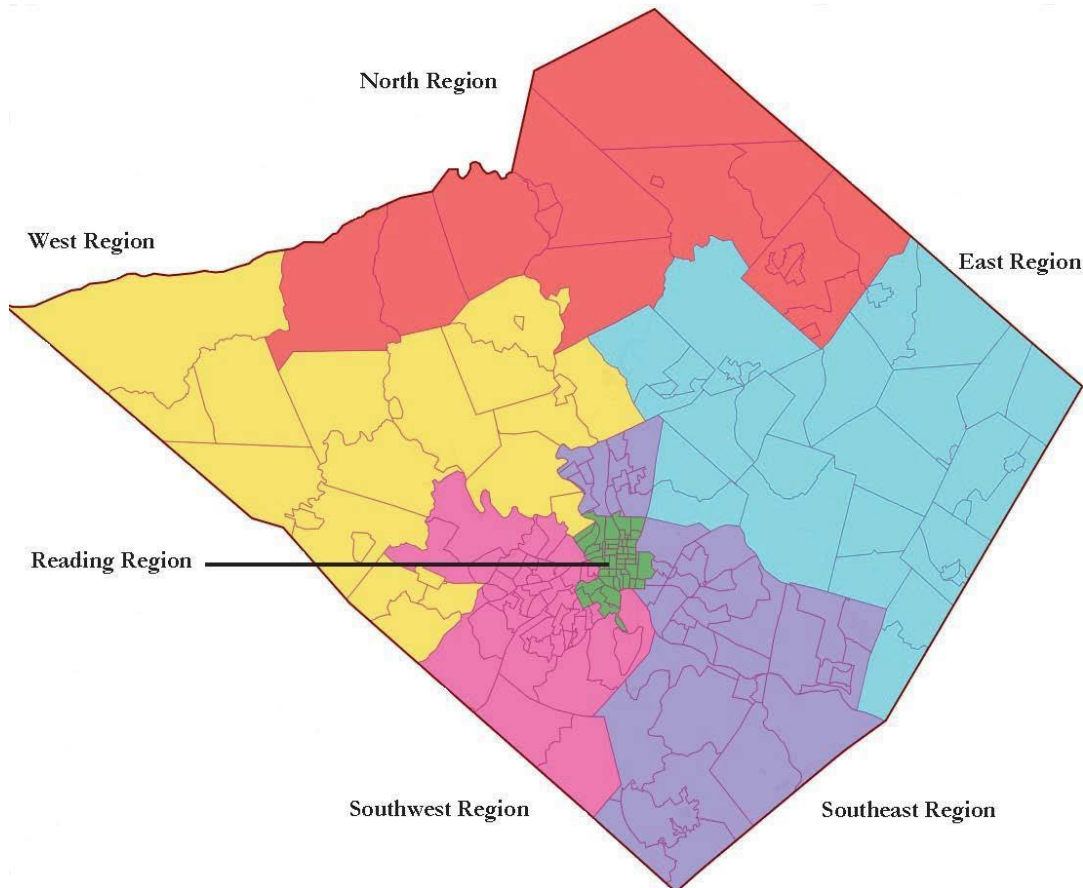
§ 6.3 Region Committee Duties

Each RC is responsible for implementing the policies and directions of BCRC within its Region. It is the responsibility of each RC to fill each vacancy which occurs on the Republican ballot for a local municipal or school board office in their region. Only members of that region may vote for a candidate appointment.

§ 6.4 Region Meetings

- (a)** There shall be at least seven (7) meetings each calendar year of each RC, including an organizational meeting to be held in the month of January, held every other year on odd years. Each RC shall implement rules and procedures to effect these duties, consistent with BCRC Bylaws and BCRC Policies and Procedures. Region meetings may be conducted using virtual methods at the discretion of the Region Chair, but only when special circumstances are present.
- (b)** Quorum – Quorum for region meetings is one third ($\frac{1}{3}$) of the membership, not including At-large members. At-large members do not count against the quorum but do count for a quorum if present at the meeting. At-large members are not required and shall not file a proxy for meetings. Hardcopy or electronic proxies are acceptable, but must be given to the Region Secretary prior to the meeting.
- (c)** For public advertising purposes, Regular Meetings must be held on the same day of the month and at the same time. To accommodate candidates for public or party office, as a way of riding the circuit, Regions may not hold Regular Meetings on the same day as any other region.

6.5 Region Map



6.6 Municipalities by Region

East Region: Alsace, Bally, Bechtelsville, Boyertown, Colebrookdale, District, Douglass, Earl, Fleetwood, Hereford, Longswamp, Maiden creek, Oley, Pike, Richmond, Rockland, Topton, Washington

North Region: Albany, Greenwich, Hamburg, Kutztown, Lenhartsville, Lyons, Maxatawny, Perry, Shoemakersville, Tilden, Upper Bern, Upper Tulpehocken

Reading Region: City of Reading

Southeast Region: Amity, Birdsboro, Caernarvon, Exeter, Laureldale, Lower Alsace, Mount Penn, Muhlenberg, New Morgan, Robeson, Saint Lawrence, Union

Southwest Region: Adamstown*, Brecknock, Cumru, Kenhorst, Lower Heidelberg, Mohnton, Shillington, Sinking Spring, Spring, West Reading

West Region: Bethel, Bern, Bernville, Centerport, Centre, Jefferson, Heidelberg, Leesport, Marion, North Heidelberg, Ontelaunee, Penn, Robesonia, South Heidelberg, Tulpehocken, Wernersville

6.7 School Districts by Region

East Region: Boyertown*, Brandywine Heights, Fleetwood Area, Oley Valley, Upper Perkiomen*

North Region: Hamburg Area, Kutztown Area

Reading Region: Reading

Southeast Region: Antietam, Daniel Boone, Exeter, Muhlenberg, Twin Valley*

Southwest Region: Governor Mifflin, Wilson, Wyomissing Area

West Region: Conrad Weiser, Schuylkill Valley, Tulpehocken Area

* Berks County portions only.

6.8 Precincts By Region

East Region (34 Precincts)

Alsace 1	Earl 2	Oley 2
Alsace 2	Fleetwood 1	Pike
Bally	Fleetwood 2	Richmond
Bechtelsville	Hereford 1	Rockland 1
Boyertown 1	Hereford 2	Rockland 2
Boyertown 2	Longswamp 1	Ruscombmanor 1
Colebrookdale 1	Longswamp 2	Ruscombmanor 2
Colebrookdale 2	Maidencreek 1	Topton
District	Maidencreek 2	Washington 1
Douglass 1	Maidencreek 3	Washington 2
Douglass 2	Maidencreek 4	
Earl 1	Oley 1	

North Region (18 Precincts)

Albany	Kutztown 2	Perry
Greenwich 1	Lenhartsville	Shoemakersville
Greenwich 2	Lyons	Tilden
Hamburg 1	Maxatawny 1	Upper Bern
Hamburg 2	Maxatawny 2	Upper Tulpehocken
Kutztown 1	Maxatawny 3	Windsor

Reading Region (44 Precincts)

Reading 1	Reading 12-1	Reading 16-2
Reading 2	Reading 12-3	Reading 16-4
Reading 3-1	Reading 12-5	Reading 16-5
Reading 3-2	Reading 13-1	Reading 17-1
Reading 4	Reading 13-2	Reading 17-2
Reading 5	Reading 13-5	Reading 17-5
Reading 6-1	Reading 14-1	Reading 17-7
Reading 6-3	Reading 14-4	Reading 17-8
Reading 7	Reading 14-5	Reading 18-1
Reading 8	Reading 14-6	Reading 18-2
Reading 9-2	Reading 15-1	Reading 18-3
Reading 9-5	Reading 15-2	Reading 18-4
Reading 10	Reading 15-6	Reading 19-1
Reading 11-2	Reading 15-7	Reading 19-2
Reading 11-3	Reading 16-1	

Southeast Region (44 Precincts)

Amity 1	Exeter 6	Muhlenberg 5
Amity 2	Exeter 7	Muhlenberg 6
Amity 3	Exeter 8	Muhlenberg 7
Amity 4	Exeter 9	Muhlenberg 8
Amity 5	Exeter 10	Muhlenberg 9
Amity 6	Exeter 11	Muhlenberg 10
Birdsboro 1	Laureldale 1	New Morgan
Birdsboro 2	Laureldale 2	Robeson 1
Caernarvon 1	Lower Alsace 1	Robeson 2
Caernarvon 2	Lower Alsace 2	Robeson 3
Exeter 1	Mount Penn	Robeson 4
Exeter 2	Muhlenberg 1	Saint Lawrence
Exeter 3	Muhlenberg 2	Union 1
Exeter 4	Muhlenberg 3	Union 2
Exeter 5	Muhlenberg 4	

Southwest Region (39 Precincts)

Brecknock 1	Lower Heidelberg 3	Spring 8
Brecknock 2	Mohnton	Spring 9
Cumru 1	Shillington 1	Spring 10
Cumru 2	Shillington 2	Spring 11
Cumru 3	Sinking Spring 1	Spring 12
Cumru 4	Sinking Spring 2	Spring 13
Cumru 5	Spring 1	West Reading 1
Cumru 6	Spring 2	West Reading 3
Cumru 7	Spring 3	Wyomissing 1
Kenhorst 1	Spring 4	Wyomissing 2
Kenhorst 2	Spring 5	Wyomissing 3
Lower Heidelberg 1	Spring 6	Wyomissing 4
Lower Heidelberg 2	Spring 7	Wyomissing 5

West Region (23 Precincts)

Bern 1	Heidelberg	South Heidelberg 1
Bern 2	Jefferson	South Heidelberg 2
Bern 3	Leesport	South Heidelberg 3
Bernville	Marion	Tulpehocken 1
Bethel	North Heidelberg	Tulpehocken 2
Centerport	Ontelaunee	Wernersville
Centre 1	Penn	Womelsdorf
Centre 2	Robesonia	

**ARTICLE 7:
BALLOT AND STATE COMMITTEE VACANCIES**

§ 7.1. Ballot Vacancies.

- (a) If a vacancy occurs on the Republican ballot for a state legislative, county, or judicial (including magisterial district judge) office, the BCRC Chair shall call a convention within three (3) calendar days after the deadline for the withdrawal of nominees, to vote for a replacement candidate. BCRC members in the district or precinct shall be invited to attend the meeting to vote for the candidate of their choice either in person or by proxy. If the vacancy cannot be filled within three (3) calendar days after being convened for that purpose, BCRC Officers shall promptly meet to select a replacement candidate.
- (b) If the Republican ballot vacancy involves a multi-county district office (i.e.: Congress, State Legislator, Delegate or Alternate Delegate), then the vacancy shall be filled by a convention of delegates, from the impacted counties as prescribed by the Bylaws of the Republican State Committee of Pennsylvania. The Berks County delegation shall be appointed by the County Chair.
- (c) The BCRC Chair shall be a member of each body convened for the purpose of filling a ballot vacancy when the vacancy is to be filled by a Region, and shall preside at any meeting convened for the purpose of filling a vacancy whenever a replacement candidate is to be chosen by BCRC Officers and other officials as enumerated above.

§ 7.2. State Committee Vacancies.

- (a) The BCRC Chair shall fill any vacancy in the office of State Committee Member from Berks County by appointing a Republican elector who meets the requirements for election to that office and who has been a Member of BCRC for at least three (3) years, calculated cumulatively, subject to approval by a 2/3rds vote of the EC.
- (b) The requirements for eligibility may be waived by the EC by a two thirds (2/3rds) vote. Any individual aggrieved by the decision of the EC may petition the general membership of the BCRC within thirty (30) days. In the event an individual timely requests to appeal to the general membership, a special meeting shall be scheduled within thirty (30) days for the individual to plead his/her case before the members. The general membership shall be provided with copies of the individual's request and any attachments or other information provided by the individual. The general membership may only overturn the EC's determination by a 2/3rds vote of the membership voting by any means permitted by these Bylaws.

ARTICLE 8: BYLAWS, POLICIES & PROCEDURES

§ 8.1 Bylaws Overview

The BCRC Bylaws establish the rules for operating the BCRC. Policies and Procedures are used to expand and clarify the Bylaws. Policies and Procedures shall be maintained in a BCRC Policies & Procedures Manual. The Policies and Procedures Manual shall be made available for review to BCRC members upon request. In the event of a conflict between provisions of BCRC Bylaws and provisions of the BCRC Policies & Procedures Manual, the provisions of BCRC Bylaws shall control.

§ 8.2 BCRC Bylaws Amendments

Any proposed amendment to BCRC Bylaws shall be submitted in writing to the EC or the Rules Subcommittee for review. The EC shall forward the proposed amendment to the Rules Subcommittee to prepare a draft document and obtain review and comment from appropriate members. The EC shall provide a recommendation within 30 days and submit the proposed amendment to the Members. The EC shall forward the proposed amendment, along with any EC comment, to all Members at least fourteen (14) calendar days prior to a scheduled countywide meeting at which the proposed amendment will be considered.

BCRC Bylaws may be approved or amended by a two-thirds vote of the Committee persons present in person or by proxy at a countywide meeting.

In lieu of a vote at a countywide meeting, BCRC Bylaws amendments may be voted on by using electronic or online voting systems. When using electronic voting, normal quorum rules shall apply, and the proposed amendment must be sent out to the countywide membership at least thirty (30) days prior to the vote, and minor changes must be communicated at least seven (7) days prior to the vote.

§ 8.3 BCRC Policies & Procedures Amendments

Any proposed amendment to BCRC Policies & Procedures shall be submitted in writing to the EC or the Rules Subcommittee for review. The EC shall forward the proposed amendment to the Rules Subcommittee to prepare a draft document and obtain review and comment from appropriate members. The EC shall then review the draft document within thirty (30) days and consider it for approval.

BCRC Policies may be approved or amended by a two-thirds (2/3rds) vote of the EC.

BCRC Procedures do not need approval.

**ARTICLE 9:
ENDORSEMENTS**

§ 9.1 Endorsements for Down Ballot Races

Endorsements for down ballot races are allowed. We find that the timing of primaries creates challenges for electors to become reasonably informed on the character, experience, philosophy, platform, and financial viability of candidates, particularly for down-ballot elections. In the absence of special legislation or a court-ordered suspension of the election calendar, the period of time between the filing deadline for nomination petitions and the Primary is generally ten (10) weeks. While enrolled Republicans in our County retain the power over Primary nominations, they still benefit from the voice of the County Committee through endorsement conventions. Endorsement rules and endorsement conventions shall be as documented in the BCRC Policy & Procedures.

§ 9.2 Endorsements for Countywide, State, and Federal Races

Endorsements for Primary races for countywide, state, and federal races are discouraged, but not prohibited. It is the intent of this Committee to allow registered Republicans in our County to retain the power over Primary nominations for these races. Endorsement rules and endorsement conventions shall be as documented in the BCRC Policy & Procedures.

§ 9.3 Endorsements for Party Offices

Endorsements for Primary races for Party Offices are allowed. A Party Office is an office of the Republican Committee, such as State Committee, delegates and alternate delegates to the Republican National Convention, or Committee Man, Committee Woman, or Committee Persons.

**ARTICLE 10:
CONDUCT COMMITTEE**

§ 10.1 Goal

To protect the interests of the BCRC when there is a dispute between members of the BCRC and/or people outside of the BCRC.

§ 10.2 Conduct Committee

(a) The Conduct Committee shall be responsible for reviewing member and candidate complaints. The complaints could be regarding allegedly inaccurate, false, or purposely deceptive statements, advertisements, or other communications by other Members and candidates, or they could include complaints about a Member being in violation of BCRC Bylaws or BCRC Policy/Procedures.

(b) Composition. The five (5) members of the Conduct Committee shall be comprised of:

1. Three members elected by a majority vote of the membership during the reorganizational meeting, as set forth in **Article 3.3**.
2. A member selected by the current Chair, upon his/her election during a reorganizational meeting, as set forth in **Article 3.3**; and,
3. A member selected by a 2/3rds vote of the Executive Committee at the first regularly scheduled (*i.e.*, non-emergency) Executive Committee meeting after the reorganizational meeting.
4. The Chair of the Conduct Committee shall be one of the five (5) members of the Conduct Committee, and shall be elected by majority vote of the five (5) members of the Conduct Committee. This election shall take place at the first meeting of the Conduct Committee when it is formed. The first meeting shall be called by the member that was selected by the County Chair.

(c) Eligibility. To be a member of the Conduct Committee, the individual must be:

1. A Member of the Berks County Republican Committee;
2. Free of any veracity crime convictions (as defined in **Article 1.2**);
3. Free of any public censures by the Conduct Committee; and,
4. Not related to another member of the Conduct Committee.

(d) Vacancy. In the event of a vacancy, it shall be filled by the body originally responsible for selecting the Conduct Committee Member. Thus, for example, if the Member who causes the vacancy was selected by the Chair, the Chair shall select a new Member; however, if the Member was selected by the membership, then a special election shall be called within twenty (20) days, but no less than ten (10) days, to elect a new Member to fill the vacancy. Similarly, in the event the Member was selected by the Executive Committee, a special meeting shall be called within twenty (20) days, but no less than ten (10) days, to elect a new Member to fill the vacancy. In the event a Member is appointed to a vacancy, he/she shall only remain elected through the remaining term, but nothing shall preclude his/her ability to seek selection/election to the Conduct Committee, unless otherwise ineligible, per **Article 10.2 (c)** above.

§ 10.3 Form of Complaint

(a) The complaint shall state with specificity, the following:

1. The name, if known, of the person who made, or is about to make, an allegedly inaccurate, false, or purposely deceptive statement, advertisement, or other communication. In the event the name is not known, sufficient information shall be provided to identify the Member and basis to believe that he/she is either a Republican candidate or Member of the Berks County Republican Committee.
2. The date, time, and location of the violation of BCRC Bylaws or BCRC Policy/Procedures or alleged inaccurate, false, or purposely deceptive statement, advertisement, or other communication. In the event the violation of BCRC Bylaws or BCRC Policy/Procedures or allegedly inaccurate, false, or purposely deceptive statement, advertisement, or other communication has not yet been relayed, sufficient information shall be provided as to date, time, location, and manner in which the violation of BCRC Bylaws or BCRC Policy/Procedures or allegedly inaccurate, false, or purposely deceptive statement, advertisement, or other communication is to be made and the basis for belief that the individual is about to violate the BCRC Bylaws or BCRC Policy/Procedures or make an alleged inaccurate, false, or purposely deceptive statement, advertisement, or other communication.
3. All evidence within the complainant's control or knowledge that supports that the individual allegedly violated, or is about to violate, the BCRC Bylaws or BCRC Policy/Procedures or made, or is about to make, an inaccurate, false, or purposely deceptive statement, advertisement, or other communication.
4. Any other information or documentation supporting that the individual violated, or is about to violate, the BCRC Bylaws or BCRC Policy/Procedures or allegedly made, or is about to make, an inaccurate, false, or purposely deceptive statement, advertisement, or other communication.

- (b) The Berks County Republican Committee shall make a form available, consistent with the above requirements, for ease of use by Members and candidates. However, failure of a complainant to utilize the form provided shall not constitute a basis for dismissal of the complaint by the Conduct Committee, unless the complaint does not meet the above requirements.

§ 10.4 Complaint Process

- (a) Initial Filing and Notice. Any Republican candidate or member of the Berks County Republican Committee may file a complaint with the Chair alleging that a candidate or Member of the Berks County Republican Committee violated, or is about to violate, the BCRC Bylaws or BCRC Policy/Procedures or made, or is about to make, an inaccurate, false, or purposely deceptive statement, advertisement, or other communication about the candidate, a Republican candidate, or Member of the Berks County Republican Committee, within six (6) months of it occurring or about to occur. Upon receipt of a complaint and any attachments thereto, the Chair shall forward it to the Conduct Committee, the complainant, and the individual identified in the complaint, within 24 hours of receipt. In the event the identity of the member complained of is not initially known, upon identification of the Member, he/she shall be immediately provided with a copy of the complaint and any attachments thereto.

- (b) Upon Receipt by the Conduct Committee. Upon receipt from the Chair of a complaint, the Conduct Committee shall initially:

1. Ensure that a copy of the complaint and any attachments thereto have been forwarded to the individual complained of and shall schedule a hearing, as set forth below. In the event the identity of the individual complained of is not known, the Committee shall attempt to determine the identity of the individual and if successful, shall immediately notify the individual of the complaint and provide a copy of the complaint, any attachments thereto, and schedule a hearing, as set forth below; and,
2. Review the complaint to determine whether the complaint is identical to or substantially similar to a complaint filed by the same or another complainant within the past six (6) months. Where the Conduct Committee by a simple majority vote finds that it is, the complaint shall be dismissed without further consideration and the complainant and individual complained of shall be immediately informed of such.

- (c) Scheduling of a Hearing.

1. **Normal Process:** Except as permitted under urgent circumstances, the Conduct Committee shall attempt to work with the individual complained of, or his/her attorney, in scheduling a hearing within fourteen (14) days of the individual complained of's receipt of the complaint and any attachments thereto. In the event the individual complained of does not respond within 72 hours to the Conduct Committee's request to schedule a hearing or fails to work in good faith, as defined above, with the Conduct Committee in scheduling a hearing, the Committee may

schedule the hearing with not less than seven (7) days' notice to the individual complained of. However, nothing in this provision shall mandate that any hearing must occur within fourteen (14) days, where the individual is working in good faith, as defined above, with the Committee.

2. **Urgent Circumstances Process:** Only where urgent circumstances, as defined above, exist, may the Conduct Committee schedule a hearing with less than fourteen (14) days' notice to the individual complained of. Where this urgent process is utilized, only a private censure, at most, may be issued by the Conduct Committee.

(d) Hearing.

1. The rights of the individual complained of shall include:
 - a. To have any hearing related to any complaint be limited to the allegations in and attachments to that complaint;
 - b. To receive all evidence supporting the allegations, inclusive of anything that will be sought to be offered during the hearing, at the time of the initial notice, as provided for by **Article 10.4**;
 - c. To argue that the complaint is identical to or substantially similar to a complaint filed by the same or another complainant within the past six (6) months;
 - d. To amicably resolve the matter, without possibility of a public censure, as provided by **Article 10.4, (e), 1.**;
 - e. To be represented by an attorney, at his/her own cost;
 - f. To have a court stenographer attend and transcribe the hearing, at his/her own cost;
 - g. To be provided a virtual hearing at his/her request, if means exist and are available to the Committee, provided by the Berks County Republican Party, to conduct a virtual hearing consistent with the requirements of these Bylaws;
 - h. To make an opening and closing statement, after the complainant;
 - i. To offer witnesses and confront any witness that testifies on behalf of the complainant;
 - j. To offer evidence and confront any evidence that is offered by the complainant;

- k. To offer any amicable resolutions offered to the complainant in advance of the hearing, as provided for by **Article 10.4, (e), 1.**; and,
 - l. To appeal, within thirty (30) days, any determination made by the Conduct Committee to (1) the general membership as provided for by **Article 10.4, (f)** and/or (2) the Berks County Court of Common Pleas for *de novo* review, at his/her own cost.
2. The rights of the complainant shall include:
- a. To make an opening and closing statement, prior to the individual complained of;
 - b. To offer witnesses and confront any witness that testifies on behalf of the individual complained of; and,
 - c. To offer evidence and confront any evidence that is offered by the individual complained of.
3. The hearing shall be closed to the public and general membership, unless the individual complained of requests that the meeting be open to the general membership.
4. The Pennsylvania Rules of Evidence shall not strictly apply to matters before the Conduct Committee; however, the following exceptions shall apply:
- a. Unless a document can be independently authenticated and verified, it shall not be considered;
 - b. No statement by an individual may be considered, unless such individual attends, testifies, and is subject to cross-examination.
- (e) Disposition of Complaint.** The Conduct Committee shall dispose of any complaint consistent with the following:
- 1. *Amicable Resolution:* The complainant and the individual complained of are *strongly* encouraged to amicably resolve any dispute at least 48 hours, whenever possible, in advance of any hearing. Where the complainant and individual complained of reach an amicable resolution, such resolution shall be entered as the judgment of the Conduct Board, except:
 - a. No amicable resolution may result in a public censure; and,

- b. No amicable resolution may be entered as the judgment of the Conduct Committee, where the Conduct Committee has previously entered judgment based on an amicable resolution involving the same person complained of in the past six (6) months, involving the same or substantially similar conduct.
2. *Non-Amicable Resolutions*: Where the complainant and individual complained of are unable to reach an amicable resolution or an amicable resolution is not permitted pursuant to **Article 10.4, (e), 1.**, the following shall apply:
 - a. The Conduct Committee shall decide by a majority vote, initially, whether the complainant has established by clear and convincing evidence that the individual has violated the BCRC Bylaws or BCRC Policy/Procedures, or has made or is about to make an inaccurate, false, or purposely deceptive statement, advertisement, or other communication about a member or candidate.
 - i. **Dismissal**: Where the Conduct Committee finds by a majority vote that (1) there is not clear and convincing evidence that the individual has violated the BCRC Bylaws or BCRC Policy/Procedures, or has made or is about to make an inaccurate, false, or purposely deceptive statement, advertisement, or other communication about a member or candidate or (2) that the complaint is identical to or substantially similar to a complaint filed by the same or another complainant within the past six (6) months (regardless of the Committee's initial determination), the complaint shall be dismissed with notice to the complainant and individual complained of, without further action by the Committee.
 - ii. **Finding of Guilt**: Where the Conduct Committee finds by a majority vote that (1) there is clear and convincing evidence that the individual has violated the BCRC Bylaws or BCRC Policy/Procedures, or has made or is about to make an inaccurate, false, or purposely deceptive statement, advertisement, or other communication about a member or candidate and (2) that the complaint is not identical to or substantially similar to a complaint filed by the same or another complainant within the past six (6) months (regardless of the Committee's initial determination), the Committee shall proceed to consider the form of reprimand to be imposed, as provided for in **Article 10.4, (e), 3.**
3. *Consideration of Reprimand*: Where, pursuant to **Article 10.4, (e), 2.,(a),(ii)**, the Conduct Committee finds that (1) there is clear and convincing evidence that the individual has violated the BCRC Bylaws or BCRC Policy/Procedures, or has made or is about to make an inaccurate, false, or purposely deceptive statement, advertisement, or other communication about a member or candidate and (2) that the complaint is not identical to or substantially similar to a complaint filed by the same or another complainant within the past six (6) months (regardless of the Committee's initial determination), the Committee shall proceed to consider whether to issue a letter of reprimand, a private censure or to recommend a public censure or removal to the EC, with due consideration for the following:

- a. Whether the individual complained of:
 - i. Attempted to amicably resolve the matter, under reasonable terms, prior to a hearing;
 - ii. Worked in good faith with the Committee in scheduling the hearing;
 - iii. Made reasonable arguments at the hearing, even if contrary to the Committee's ultimate determination; and,
 - iv. Has been issued a letter of reprimand or a private or public censure in the past five (5) years, involving identical or substantially similar conduct.
 - b. Whether a letter of reprimand or private censure is sufficient or whether a recommendation to the EC of removal from a position held within the BCRC is more appropriate;
 - c. Whether the Conduct Committee's vote was unanimous or something less than unanimous; and,
 - d. What is just and fair, given the circumstances known to the Committee and the impact or effect on anyone aggrieved, including BCRC.
4. *Reprimand*: The Conduct Committee may, by 2/3rds vote, reprimand and/or impose a private censure on the individual or recommend to the EC that the individual be publicly censured or removed, whereby:
- a. Private Censure: A private censure and the related report, if any, shall be confidential and not made public, including to the members of the Berks County Republican Party, unless:
 - i. It relates to a Member, where such private censure would make that individual ineligible for the position sought and the individual refuses to withdraw his/her candidacy for such position, after being informed of such ineligibility and that if he/she fails to withdraw his/her candidacy, his/her private censure will be disclosed to the members of the Berks County Republican Party; or,
 - ii. The individual appeals the determination to the general membership, pursuant to **Article 10.4, (f)**, or to the Berks County Court of Common Pleas, pursuant to **Article 10.4, (d), 1., I.**
 - b. Public Censure: Where the Conduct Committee believes a public censure is appropriate, it shall prepare a report, pursuant to **Article 10.4 (e),5.**, and recommend to the EC that the individual be publicly censured. A public censure

shall be public and may be used by the BCRC for any and all lawful purposes, including, but not limited to, notifying members and the public of the conduct committed by the individual and its inaccurate, false, or purposely deceptive nature.

- c. Removal: Where the Conduct Committee finds that the individual violated the BCRC Bylaws or BCRC Policies & Procedures and believes removal warranted, it shall prepare a report, pursuant to **Article 10.4 (e),5.**, and recommend to the EC that the individual be removed either from a particular position held within the BCRC (e.g. officer, region or subcommittee position) or from the BCRC *in toto*. Removal shall be public and may be used by the BCRC for any and all lawful purposes, including, but not limited to, notifying members and the public of the conduct committed by the individual.
5. *Report*: Where the Conduct Committee, pursuant to **Article 10.4 (e),2.,a.**, ii, finds the individual guilty, it shall issue a report reflecting all of its findings, a copy of which shall be provided to the complainant, individual complained of, and the Chair of the Berks County Republican Party.
 - a. Where the report only supports a private reprimand, pursuant to subsection (4)(a), it shall be kept confidential by all of those possessing it and anyone disclosing it, contrary to the provisions of **Article 10.4 (e),4.,a.**, shall be publicly reprimanded by the Conduct Committee, if, after a hearing as provided by **Article 10.4 (d)**, it is proven by clear and convincing evidence that the individual disclosed it or anything contrary to the confidentiality of **Article 10.4 (e),4.,a.**
 - b. Where the report supports a public censure or removal, the Chair shall provide a copy to the EC and schedule a meeting to consider the recommendation. Unless urgent circumstances dictate otherwise, the meeting shall be scheduled no sooner than fourteen (14) days and the complainant shall be provided the opportunity to attend and speak to the EC regarding the recommendation. The EC may, by a 2/3rds vote, decide to uphold, modify, amend, or decline the recommendation of the Conduct Committee.
 6. *Frivolous Complaint*. Where the Conduct Committee finds by a majority vote that there is clear and convincing evidence that the complaint was frivolous or lacks merit, the Committee may, in its discretion, issue a private censure of the complainant, or where the individual has already been privately censured for identical or substantially similar conduct within the past five (5) years, issue a public censure.
- (f) Appeal to the General Membership. In the event (1) the Conduct Committee issues a public or private reprimand or recommends removal, or (2) the EC votes in favor of removal, regardless of whether an individual takes a *de novo* appeal to the Berks County Court of Common Pleas pursuant to **Article 10.4 (d),1.,i.**, the individual shall be entitled to appeal the determination to the membership of the BCRC. In the event

an individual timely requests to appeal to the general membership, a special meeting shall be scheduled within thirty (30) days for the individual to plead his/her case before the members. The general membership shall be provided with copies of the complaint, any attachments thereto, as well as, the report by the Conduct Committee. The general membership may only overturn the Conduct Committee or EC's determination by a 2/3rds vote of the membership voting by any means permitted by these Bylaws. Where the general membership overturns the Conduct Committee or EC's determination, the BCRC shall inform all members and shall take any and all such action necessary to correct any statements made to the public regarding the individual's censure or removal.