



FAULKNER COUNTY REPUBLICAN COMMITTEE

LOCAL RULES

AND

PROCEDURES

Edition 2022_____

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Jason Bollinger, Chairman

Rules Subcommittee

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FAULKNER COUNTY REPUBLICAN COMMITTEE

LOCAL RULES

Pursuant to RPA Rules

Organization

- A. Fill Vacancies to County Convention: At a regular County Committee meeting after the Primary Election and before the Biennial County Convention, a motion may be made to fill vacancies existing or occurring in the Delegations to the Biennial County Convention with the current Committee Members at-Large.
- B. The Executive Committee shall also consist of the Third Vice-Chairman, District Committeeman, District Committeewoman, Immediate past Committee Chairman, the president or chairperson of an affiliate organization, the Committee Chairman may name former elected county, state, or national elected officials, Subcommittee Chairs may also be members of the Executive Committee if the Committee Chairman obtains a majority vote of the Executive Committee. No other county committee member may be an executive committee member; however, all county committee members may attend any executive committee meeting for any open session.
- C. Ad Hoc Subcommittees may be created when necessary or as needed upon the Committee Chairman's initiative, or the Executive Committee's or the County Committee's majority vote.
 - 1. The Committee Chairman shall appoint the chairman of ad hoc subcommittees; however, each ad hoc subcommittee may replace its chairman by a majority vote.
 - 2. The Committee Chairman shall appoint the total number of members on ad hoc subcommittees. Each ad hoc subcommittee Chairman may appoint members to the ad hoc subcommittee with the approval of the Committee Chairman. The County Committee may add or remove ad hoc subcommittee members by a majority vote.
 - 3. An ad hoc subcommittee may form working groups under its authority at will.
 - 4. The Committee Chairman or the person(s) he/she designates to serve at his/her exclusive discretion shall be a member of ad hoc subcommittees. However, neither the Committee Chairman nor his/her designated representative shall be a member of the Nominating Subcommittee.
 - 5. At any ad hoc subcommittee meeting, twenty-five percent (25%) of the subcommittee members other than the Committee Chairman [nor his/her designee] shall constitute a quorum.
 - 6. All ad hoc Subcommittees shall expire at the commencement of the Biennial County Committee Convention, or upon the Committee Chairman's directive, or the Executive Committee's or the County Committee's majority vote.

Meetings

- A. The County Committee shall meet on the fourth Monday of the month at a time and place to be designated by the Chairman and approved by a majority of the County Committee.
- B. Any member of the County Committee may issue a written proxy for any meeting. The proxy

must be presented to the Secretary of the County Committee either electronically or by the Committee member. No person shall present more than two (2) proxies. No Committee member holding proxies, may cast more than one (1) vote on any issue or election. Proxies shall be counted only for quorum purposes.

- C. The order of business in all Committee meetings shall generally proceed as follows:
 - 1. Establish quorum
 - 2. Call to Order (Prayer and Pledge)
 - 3. Recognition of visitors (Guest Speakers)
 - 4. Presenting, correcting, and approval of minutes
 - 5. Present the Treasurer's Report
 - 6. Reports of Subcommittees
 - 7. Unfinished business
 - 8. New business
 - 9. Inquiries on all matters of interest to the Committee
 - 10. General discussion

Duties of County Officers

- A. In addition to the Officers as stated in RPA Rules, the Third Vice-Chairman shall assume the duties of the Chairman in the absence of the Chairman, First Vice-Chairman, and Second Vice-Chairman. The Third Vice-Chairman shall, assist the Chairman in the selection of interested and qualified Republicans to fill vacant positions as officers and precinct committeemen assist the Chairman in assuring that the Rules of the Republican Party of Arkansas are observed, and shall perform other duties as assigned by the County Committee.
- B. The Executive Committee is authorized to make discretionary expenditures in any amount equal to or less than what is currently authorized by the Federal Election Campaign Act Amendments of 1974 (FECA). Receipts for expenditures must be submitted to the Committee Treasurer.
- C. The Committee Chairman is authorized to make discretionary expenditures in any amount equal to or less than twenty-five percent (25%) of the amount authorized by the Executive Committee in Section 7, B. above. The Committee Chairman shall submit receipts for all such expenditures to the Committee Treasurer.

Election of Officers

- A. A candidate for a County Committee Officer or County Committee Delegate to the District or State Conventions have been a Committee Member or Committee Member at-Large during the preceding twelve (12) months and attended at least four (4) meetings during that twelve-month period.
- B. If the Second Vice-Chairman dies, resigns, is removed, or otherwise vacates the position, the Third Vice-Chairman shall serve as Second Vice Chairman and Third Vice Chairman until that position is filled in the same manner as the filling of the vacancy of the county chairman position.
- C. Ballots will be destroyed thirty (30) days after a vote unless authorized by a majority vote of those present.

PROCEDURES

Filing Fees

- A. The Committee Member's filing fee shall be due and payable January 1st and delinquent March 31st for voting membership in the County Committee.
- B. The current County Committee filing fees are:

Office	Amount
County Judge	\$ 3000.00
County Sheriff	\$ 3000.00
County Clerk	\$ 2000.00
Circuit Clerk	\$ 2000.00
Treasurer	\$ 2000.00
Tax Collector	\$ 2000.00
Tax Assessor	\$ 2000.00
Justice of the Peace	\$ 400.00
Constable	\$ 150.00
Committee member / Delegates to Conventions	\$ 30.00
UCA College Republicans (per Feb 21 meeting)	\$0.00
Qualified Teenage Republicans	\$0.00

- C. Payment of the filing fee and application shall be endorsed to: Faulkner County Republican Committee (FCRC) and received by the Secretary or Chairman of the County Committee.
1. Individuals filing for a Faulkner County office identified in Procedures Section B will have their Committee Member filing fee included in the office filing fee that will not exceed the amount of the office being filed for during the current filing period.
 2. All elected Faulkner County Republican Committee members must pay the annual filing fee during off cycle election years.
 3. Individuals that have filed for a State or Federal office must pay the Faulkner County Republican Committee filing fee.
 4. UCA College Republicans shall not be required to pay a filing fee to be a member of the Faulkner County Republican Committee. (Per February 2021 meeting).
 5. Teenage Republican, that meet the qualifier criteria, shall be allowed as an Associate Member of the Faulkner County Republican Committee. This position shall not require a filing fee. (Per March 2021 meeting).

Ad Hoc Subcommittees: The following are descriptions of Ad Hoc Subcommittees which may be formed in the County Committee.

1. **Rules.** All proposed changes to the Local Rules and Procedures of the County Committee shall be reviewed by this subcommittee.
 - b. The following are some situations that may cause a review and or changes to Local Rules and Procedures:
 - 1.) Comment, suggestion or request from RPA.
 - 2.) Changes made by RPA's County Committee Model for Rules.
 - 3.) A review of the Local Rules and Procedures may be initiated by the Executive Committee or the Committee Members.
 - 4.) A review of the Local Rules and Procedures will be made at least sixty (60) days prior to the Biennial County Committee Convention.
 - c. Procedures for updating the Rules and Procedures.
 - 1.) After a complete investigation by the Rules Subcommittee, they will provide copies of the amended document and present a report of the recommended changes to the Executive Committee for their approval.
 - 2.) Upon approval by the Executive Committee, the Rules Subcommittee will provide copies of the document and present a report of the recommended changes to the County Committee for their approval.
 - 3.) Upon approval by the County Committee, the Rules Subcommittee will send the new Local Rules and Procedures to RPA for their approval.
 - 4.) When RPA approves the new Local Rules and Procedures, it will be made available to all Committee Members.
2. **Meetings and Programs** is responsible for locating speakers and programs for the Committee's monthly meetings. The Meeting and Program Subcommittee will provide information on the speakers and programs to the Public Relations Subcommittee for dissemination in the Committee's Newsletters or Public Service Announcements.
3. **Nominating** (Neither the Committee Chairman nor his designated representative shall be a member of this Subcommittee.)
 - a. Locate, recruit and encourage Committee Members to run for election as officers in the Committee.
 - b. Ensure that the candidates are eligible in accordance with the standards as set forth in FCRC Local Rules for Election of Officers.
 - c. During the January meeting of an odd number year, present a nomination list of recommended candidates for Committee Officers to the County Committee for approval / disapproval.

4. **Membership** shall identify prospective members who are eligible to file as members of the County Committee, and to fill vacancies in accordance with RPA Rules and FCRC Local Rules.
 - a. Recommend materials, functions and events to encourage conservative individuals and businesses to join the County Committee. Present such recommendations to the Executive Committee for approval. Work with the Public Relations and Fundraising & Events Subcommittees as appropriate.
 - b. Provide an updated monthly Membership List to the Executive Committee.
 - c. During the Committee's monthly meeting, coordinate with the Secretary in maintaining a current and accurate list of the County Committee Members and the Treasurer to ensure that County Committee Members have paid their annual Committee Member fees.
 - d. Recommend Committee Member assignments for all Subcommittees and Precinct Captains to the Committee Chairman.
 - e. Provide an electronic or printed copy of the County Committee's Rules and Procedures to each new member.
 - f. Help new members locate their districts and precincts.
5. **Public Relations** is the official spokesperson of the Committee. All media inquiries for information concerning policies and plans of the Committee shall be directed to the County Committee Chairman or the Chairman of this subcommittee. Any County Committee member may provide information concerning meeting dates, places, and times of Committee functions.
 - a. The subcommittee shall promote a better understanding of the Republican Party and its objectives and principles throughout the community, particularly through the news media. Prepare advance notices of meetings and special events for newspaper publication.
 - b. Create Newsletters and transmit them to Committee Members. Prepare Public Service Announcements for the news media.
 - c. Maintain the Committee's Facebook Site, the Committee's Web Site and send updates on the Committee's events to the RPA web site.
 - d. Work with other subcommittees in producing printed and display materials.
 - e. Coordinate the printing of such materials approved by the Committee or Executive Committee.
6. **Candidate Search & Development (CS & D)** shall be responsible for recruiting and assisting qualified Republican candidates. The CS & D members, acting as a liaison between candidates and the County Committee, shall assist candidates in organizing their individual campaign.
 - a. Ensure that the candidates are provided the information and training needed to run a successful campaign.

- b. Work with the candidates to be aware of their needs, for finances, people at rallies, and other support.
 - c. Work closely with the Finance, Fundraising & Events, Public Relations and Precinct Captains in helping to provide for candidate needs.
 - d. Provide the information needed to be Precinct Captains, Poll Watchers and Poll Workers.
7. **Fundraising and Events:**
- a. Responsible for and coordinating with other Subcommittees, on all County Committee sponsored events and Public Events in which the County Committee participates. All events must be approved by the Executive Committee.
 - b. The following is a sample list of work groups previously assigned:
 - 1.) Toad Suck — Spring (Booth and Walking Parade)
 - 2.) Lincoln Day or Reagan Day Dinner Event
 - 3.) Vilonia Business Expo — Summer June/July
 - 4.) Fund Raising Event – Fall
 - 5.) Teacher Expos in Conway & Greenbrier — September
 - 6.) County Fair — September (Booth and Parade Float)
 - 7.) December Holiday Celebration – December
8. **Facilities:**
- a. Coordinate with the Finance Subcommittee before October of odd number years in estimating the projected cost of office facilities for the following election year.
 - b. Maintain facility electronics / communications equipment.
 - c. Communicating needs to the owner of the facility or their representative.
 - d. Decoration of the facility
 - e. Organize the retrieving and storing of office equipment and materials.

The agenda for the Biennial County Committee Convention may be as follows:

- A. The Committee Chairman calls the County Convention to order. The roll is called and the call for the convention is read.
- B. The Committee Chairman asks for nominations for the position of Temporary County Convention Chairman [hereinafter referred to as the "Temporary Chairman"].
- C. The Committee Chairman calls for a vote on the position of Temporary Chairman and then the Temporary Chairman presides.
- D. The Temporary Chairman asks for nominations for the position of Temporary County Convention Secretary [hereinafter referred to as the "Temporary Secretary"]. After the election, the Temporary Secretary assumes his / her duties.
- E. The Temporary Chairman introduces any guest speaker, candidate, or honored guest.
- F. Discussion is heard and a vote is called on each proposed change to the Committee's Local Rules and Procedures. (Local Rule changes are submitted to the Rules Subcommittee at least thirty (30) days prior to the County Convention.)
- G. A vote is taken to accept the final County Committee's Local Rules and Procedures. Approval is by a simple majority vote.
- H. The Temporary Chairman asks for nominations for Permanent County Convention Chairman [hereinafter referred to as "Permanent Chairman"]. After the election, the Permanent Chairman presides and asks for nominations for and then calls the vote on the position of Permanent County Convention Secretary.
- I. The Permanent Chairman asks for a motion to determine "If the State Convention Delegates and Alternate Delegates be instructed (or trustees)." A vote is called on the same.
- J. The Permanent Chairman asks for nominations for State Committeeman and State Committeewoman and calls for a vote on the same.
- K. The Permanent Chairman asks for nominations for State Convention Delegates and Alternate Delegates and calls for a vote on the same.
- L. The Permanent Chairman reads the results of all contested federal and state races in the Republican Primary Elections, and lists all unopposed candidates for public office. The Permanent Chairman then asks for a motion that they be declared winners, as having been elected, either opposed or unopposed.
- M. The Permanent Chairman reads the list of persons elected as candidates for county and township offices and asks for a motion that they be certified as Republican nominees to the County Board of Election Commissioners.
- N. The Permanent Chairman announces the first meeting of the new County Committee, to be held immediately following adjournment of the County Convention.
- O. The County Convention is adjourned.

The agenda for the Committee Meeting Directly Following the County Convention may be as follows:

- A. The Permanent Chairman calls to order the first meeting of the new Committee.
- B. The roll of the newly elected Committee members is called.
- C. The Permanent Chairman calls for a motion to confirm the officers elected and serving before the County Convention as the officers of the Committee.
- D. If the motion to confirm fails, the following shall occur:
 - 1. The Permanent Chairman asks for nomination for Committee Chairman.
 - 2. After election, the new Committee Chairman presides.
 - 3. The Committee Chairman asks for nomination for Committee Secretary.
 - 4. After election, the new Committee Secretary assumes his/her duties.
 - 5. The Committee Chairman asks for nomination for a First Vice-Chairman.
 - 6. After election, the First Vice-Chairman assumes his/her duties.
 - 7. The Committee Chairman asks for nomination for Second Vice-Chairman
 - 8. After election, the Second Vice-Chairman assumes his/her duties.
 - 9. The Committee Chairman asks for nomination for Third Vice-Chairman
 - 10. After election, the Third Vice-Chairman assumes his/her duties.
 - 11. The Committee Chairman asks for nominations for Treasurer.
 - 12. After election, the Treasurer assumes his/her duties.
 - 13. The Committee Chairman then asks for nominations for Second District Committeeman and Committeewoman, and Second District Committee Members as prescribed.
 - 14. After election, Second District Committeeman, Committeewoman and Committee Members assume their duties, which include serving as Second District Convention Delegates.
- E. Chairman calls for a motion to re-adopt the budget.
- F. Discussion of any other business to come before the Committee.
- G. The meeting is adjourned.

These Local Rules and Procedures, [dated, March 1, 2022](#), replace those adopted November 16, 2009 with Changes adopted May 23, 2011 and September 26, 2011.