

RULES AND PROCEDURES OF THE SARASOTA COUNTY REPUBLICAN EXECUTIVE COMMITTEE (SCREC) MEETINGS

CONSTITUTION & BY-LAWS - Inasmuch as the SCREC has adopted the "County Model Constitution" of the Republican Party of Florida (as revised by the State Executive Board, September 5, 1998), all rules related to Membership shall be those of Article III of said Constitution. This Article also provides the rules for vacancies in membership, rules regarding the state committeewoman and committeeman, alternatives, and the Executive Board. Election of Officers and Removal From Office shall be as set forth in Articles IV and V, respectively. A proper Quorum shall be as set forth in Article VI, and the Powers and Duties of the Executive Committee shall be as described in Article VII. Similarly, Article IX addressing Parliamentary Authority ("Robert's Rules of Order Newly Revised"), Article X addresses Rules of Procedure, and Article XI addresses Party Authority. All additional Rules & Procedures for SCREC meetings listed herein are intended to conform with, and are subject to, the "County Model Constitution" aforementioned, the State Executive Committee's rules, and applicable state statutes.

AGENDA, PROGRAM, REPORTS - The Chairman of the SCREC shall call meetings at his/her discretion provided the Secretary gives written notice to the membership under normal circumstances, no later than 18 days prior to date of said meeting. Special Meetings may be called pursuant to Section 3, Article VII of the Constitution with ten (10) days written notice. The Agenda for each meeting shall be set by the Chairman, who is the presiding officer at all meetings, and will be mailed with the meeting notice, along with last meeting's minutes. Anyone wishing to speak at an Executive Committee meeting shall give notice to the Chairman in writing, who shall use his/her discretion in placing the person on the Agenda. The Chairman will arrange for a speaker or other Program for the membership meetings, or may appoint a subcommittee or Programs Chairman to arrange for a Speaker or Program. The Chairman will list the reports that will be given at the membership meeting in the Agenda. These may include, but not be limited to, the Officer's Reports (include State Committeeman and State Committeewoman), Committee Reports, and Special Reports. In the absence of the Chairman, these functions will be carried out by the Vice Chairman. In the absence of the Vice Chairman, whoever the presiding officer of the meeting is, per Section 4, Article IV of the Constitution, shall carry out these functions as necessary.

MEETING DECORUM & LENGTH - The Chairman shall have the exclusive right to disallow any speaker, guest, etc. from continuing speaking at any meeting, or to remove them from the meeting, at his/her discretion for cause. The membership, if a quorum is present, may override the Chairman's action with a majority vote. Reports shall be a maximum of 10 minutes in length, unless the Chairman grants an extension. This will not apply to Guest Speaker, or to the Chairman. The Chairman will set the agenda in a manner that will allow the meeting to conclude within 90 minutes, except under unusual circumstances. The time limit is exclusive of allotted time for dinner, in the case of dinner meetings, and does not apply to special events that are not meetings.

MEETINGS PER YEAR - The Chairman will call at least six meetings per year (at least one each quarter), which may include dinner meetings, but may call as many as one meeting per month, with due notice as outlined above. This limitation will not apply to Special or Emergency meetings. The Executive Board meetings will not be necessarily scheduled to coincide with Executive Committee meetings.

ATTENDANCE POLICY - It is the policy of the REC that members who miss three consecutive meetings will be automatically dropped from the Executive Committee. The Chairman is the only person who may give excused absences. You may call the Chairman by telephone, E-mail, or US Mail.

COMMITTEES - The standing committees of the REC will be Finance, Membership, Political Steering Committee and Communications. Chairmen of these committees will be members of the Executive Board with voting rights. The Chairman may appoint from time to time certain committees for purposes and duration outlined by the Executive Board.

BUDGET - The REC will adopt a budget annually that will in sufficient detail outline the sources and uses of funds for the program year. Once the budget is approved, the Chairman and Treasurer must approve expenditures for the budget in accordance with the approved budget. The Executive Board is authorized to approve expenditures up to \$2,500 outside of the approved budget; greater amounts must be approved by the

REC. Unbudgeted request for expenditures will be referred to the Finance Committee for study and recommendation to the Executive Board or REC as may be the case. The Treasurer will file a monthly financial statement in sufficient detail to report to the membership receipts and expenditures in accordance with the budget.

SPOKESMAN for the PARTY - The Chairman is the designated spokesman for the Republican Party of Sarasota County and the Republican Executive Committee. Members should refer press inquires of an official nature to the Chairman. Members must be careful to distinguish their views as personal views and not representatives of the REC.

TEST OF RELEVANCE - Before the REC may take a position on, expend resources for, or include an issue or undertaking in the annual operational plan, it must be tested by the following guidelines:

1. Does the issue comply with the mission and objectives of the REC?
2. Is the issue politically oriented, having an impact on political affairs in Sarasota County? The REC is the governing body of the Republican Party in Sarasota County and does not represent specific or special interest or groups.
3. Is involvement with the issue cost effective? The REC may act on an issue if required resources can be justified and is an obtainable goal may be reasonably expected.
4. Is there a member of the REC willing to take ownership of the issue or project and provide the necessary leadership to accomplish the objective?
5. Is involvement with the issue a duplication of effort? The REC may act on an issue individually or in cooperation with the other organizations if it may be demonstrated that its participation will enhance the efforts, but should avoid being duplicative of other organizations or individuals.
6. In cases where the REC is asked to take a public position on a particular issue, the REC must approve such a stand by a super majority vote, i.e., 67% on the quorum voting in favor of such action.

LEVELS OF COMMITMENT -

1. Sponsorship- ultimate responsibility to see its completion.
2. Co-sponsorship - giving technical, legislative, political, physical, personal and/or promotional support to compete the job.
3. Endorsement - making public statement in support of the job.
4. Encouragement - private approval and philosophical agreement
5. No position - remaining neutral

MEETING PROTOCOL - A premium is placed on having meaningful, constructive and effective REC meetings. Here are some guidelines on how individual members can contribute:

1. Attend every meeting; arrive on time. If you cannot attend let the chairman know ahead of time.
2. Read the material sent to you prior to the meeting.
3. Respect the views of your fellow REC members.
4. Participate in the meetings. State clearly your position or motion in a direct concise manner. Long winded, meandering statements confuse the issue and other REC members. Resist the temptation to "make a speech".
5. Participate in the discussion, but don't dominate it.
6. Remember that you represent a group of people, Republicans from your precinct. Try to base decisions on the best interest of the party as a whole, not on your individual preferences.
7. Remember not to speak ill of another Republican.
8. The REC is a consensus-bound organization. Respect the need for the group to discuss fully an issue or item. What may seem evident to you is not necessarily readily apparent to others. Respect the "group process" which can be cumbersome at times, but generally results in sound and implement able decisions.
9. Remember Life is Hard and Freedom is Frustrating, and so is political life. Some days we are going to do very well; and some days we are not going to fair well at all. Keep the long perspective.
10. To many people you are the Republican Party. People look up to you and look for you for guidance and leadership. Don't let them down.

APPLICABILITY - These Rules and Procedures are designed for regular membership meetings of the REC.

ADOPTION OF RULES AND PROCEDURES - These Rules and Procedures are hereby adopted by a majority vote of the full Executive Committee, pursuant to Article X of the Constitution.

These Rules and Procedures of the Sarasota County Republican Executive Committee were duly adopted without opposition by the membership of the said committee this 17th Day of February 2005 at which a quorum of the membership was present.