



## **REPUBLICAN PARISH EXECUTIVE COMMITTEE of SAINT JOHN THE BAPTIST PARISH BY-LAWS**

### **ARTICLE 1: PREAMBLE and AUTHORITY**

The St. John the Baptist Republican Parish Executive Committee (hereinafter referred to as RPEC) of the Republican Party of Louisiana, a recognized political party, hereby adopts these by-laws on May 26<sup>th</sup>, 2012, which include rules for the composition of the RPEC, the election of its officers, the conduct of its business and the management and operation of the Republican Party in St. John the Baptist Parish.<sup>1</sup>

- A) The RPEC is established as the official body of the Republican Party in St. John the Baptist Parish under Louisiana Revised Statutes, other applicable Louisiana laws, and the Louisiana Republican State Central Committee (hereinafter referred to as RSCC).
- B) The RPEC of a recognized political party may adopt rules and regulations for its government provided that these rules and regulations are:
  - 1. Consistent with the laws of the state of Louisiana and
  - 2. Consistent with the rules and regulations of the RSCC.
- C) The RPEC may create any committee it deems necessary.
- D) The rules and regulations of a RPEC shall be defined as the by-laws of the RPEC which are on file with the Clerk of Court in that parish on January 1st of each calendar year.
- E) The meetings and proceedings of the RPEC shall be conducted in accordance with the

<sup>1</sup> [Louisiana R.S. 18:444](#)

Robert's Rules of Order, as adopted by the RSCC, whenever inconsistencies occur with these by-laws. Application of Roberts Rules of Order may be suspended for a particular or specified purpose upon a motion approved by two thirds (2/3) vote of the members present and voting at a meeting.

## **ARTICLE II: Definitions**

Section 1. When used in these bylaws, the terms set forth below shall have the following meaning:

- ⤴ “State Party” or “the Party” means the Republican Party of Louisiana.
- ⤴ “State Central Committee” or “the Committee” means the State Central Committee of the Republican Party of Louisiana.
- ⤴ “District” means district from which a State Central Committee Member is elected, including single member districts within a legislative district from which more than one State Central Committee Member is elected.
- ⤴ “Member” or “Members” means a member or members of the State Central Committee.
- ⤴ “Mailed” or “mailing” means deposited or depositing in the United States Mail, properly addressed with postage pre-paid for first class mail deliver.
- ⤴ “Party Headquarters” means the offices selected by the Executive committee to house the employees, staff, books and records of the State Party. “Notice to Party Headquarters” shall mean delivery to the Chairperson, Secretary, or Executive Director.
- ⤴ “Robert's Rules of Order” means the current edition of Robert's Rules of Order, Newly Revised.

Section 2. No gender implied by terms. When a gender specific term is used, such as 'he', 'his', 'her', 'hers', etc., the term shall be construed as being gender neutral. Terms such as Chair, Chairperson, Chairman and Chairwoman shall be used interchangeably and shall not imply gender.

Section 4. Definitions not set forth above, to the extent found therein and where not otherwise inconsistent with these bylaws, shall be those set forth in Robert's Rules of Order.

## **ARTICLE III: RPEC MEMBERSHIP**

- A) The St. John the Baptist RPEC shall be composed of fourteen (14) elected members from five at-large seats and nine area specific seats.
  1. The RPEC is composed of five (5) elected members-at-large and
  2. The RPEC is also composed of as many members as there are members of the St.

John the Baptist Parish governing authority.<sup>2</sup> At the present time, there are nine (9) positions on the St. John the Baptist Parish council. The specific RPEC positions are:

1. RPEC At Large, Division A
2. RPEC At Large, Division B
3. RPEC – District 1
4. RPEC – District 2
5. RPEC – District 3
6. RPEC – District 4
7. RPEC – District 5
8. RPEC – District 6
9. RPEC – District 7

- B) Members of the RPEC shall be elected every four (4) years at the same time as the presidential preference primary election.
- C) Anyone seeking election to the RPEC shall satisfy the requirements as set forth in the Louisiana Revised Statutes, other applicable Louisiana law and any requirements set by the RSCC.<sup>3</sup>
- D) The members-at-large shall be elected from the entire St. John the Baptist Parish. The nine (9) specific seats shall be elected, one each, from the districts from which the members of the parish governing authority are elected. Those persons seeking election to the St. John the Baptist RPEC must meet the following qualifications:
1. Be a resident within the appropriate district for which he/she seeks election or appointment for a period of at least six (6) months prior to the date of the election or appointment.
  2. Have been a registered Republican voter for at least six (6) months prior to the date of the election or appointment to the St. John the Baptist RPEC.
  3. Pay such qualifying fees as are established by the Louisiana Revised Statutes and the RPEC unless qualifying by petition or appointment.
- E) If after the close of the qualifying period, the number of candidates for membership on a political party committee does not exceed the number of members to be elected to the committee, the candidates for membership on that political party committee, or those remaining after the death or withdrawal of one or more candidates, are declared elected by the people, and their names shall not appear on the ballot.<sup>4</sup>

## **ARTICLE IV: OFFICERS and OFFICER DUTIES**

The RPEC Officers shall consist of a Chairperson, Vice-Chairperson, Treasurer and

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<sup>2</sup> [Louisiana R.S. 18:444 G](#)

<sup>3</sup> [Louisiana R.S. 18:444](#)

<sup>4</sup> [Bylaws of the State Central Committee of the Republican Party of Louisiana \(03/31/2012\), Article III](#)



Secretary.<sup>5</sup> These four (4) officers constitute the Executive committee for the RPEC. Duties of all officers shall be as set forth in these by-laws.

- A) Chairperson - The Chairperson shall: be the spokesperson of the RPEC; shall serve as an ex-officio member of all standing and special committees; shall appoint Chairpersons to each standing and special committees; shall preside at all RPEC meetings; shall preside at all RPEC executive committee meetings; shall see that the instructions and orders of the RPEC Executive committee are carried into effect; shall see that the instructions and orders of the RPEC are carried into effect; shall perform such other duties as are assigned by these by-laws; shall perform such other duties as are assigned by the RPEC; shall perform such other duties as are assigned by the RPEC Executive committee; shall perform those duties applicable to the office as prescribed by Robert's Rules of Order; and shall exercise the usual, customary and legal duties of the office of Chairperson.<sup>6</sup> The Chairperson shall serve upon the Board of Election Supervisors or the chairperson shall appoint a designee, from the members on the RPEC, to serve on the Board of Election Supervisors.<sup>7</sup>
- B) Vice Chairperson - The Vice-Chairperson shall: serve as Chairperson in the absence of the Chairperson; serve as assistant Secretary; shall serve as assistant Treasurer; shall perform the duties of the Secretary in the absence of the Secretary in his capacity as assistant Secretary; shall perform the duties of Treasurer in the absence of the Treasurer in his capacity as assistant Treasurer; shall perform such other duties as are assigned by the RPEC; shall perform such other duties as are assigned by the RPEC executive Committee; shall perform those duties applicable to the office as prescribed by Robert's Rules of Order.<sup>8</sup>
- C) Treasurer – The Treasurer shall: keep and maintain all financial records for the RPEC; conduct all financial transaction for the RPEC; account for all monies in the care, control, custody or possession of the RPEC; have the custody and responsibility of the funds of the RPEC; prepare and read a financial statement at each regularly scheduled meeting of the RPEC summarizing income, expenses, assets and liabilities of the RPEC; prepare an annual budget and submit said budget to the RPEC Executive Committee for approval; draw on such funds as prescribed by the Executive Committee; perform such other duties as are assigned by the RPEC; perform such other duties as are assigned by the RPEC Executive committee; and shall perform those duties applicable to the office as prescribed by Robert's Rules of Order.
1. Any expenditure, not authorized in the budget, must be approved by the executive Committee of the RPEC. The Treasurer and Chairperson shall cosign all checks of the RPEC.
  2. Financial Statements required by law:
    - a) File an annual RPEC financial statement with the legislative auditor. The financial statement shall be in a form approved by the legislative auditor.<sup>9</sup>

5 [Bylaws of the State Central Committee of the Republican Party of Louisiana \(03/31/2012\), Article XIII – Parish Executive Committee Members](#)

6 [Bylaws of the State Central Committee of the Republican Party of Louisiana \(03/31/2012\), Article V](#)

7 [Louisiana Revised Statute 18:423 C\(1\)](#)

8 [Bylaws of the State Central Committee of the Republican Party of Louisiana \(03/31/2012\), Article V, Section 2](#)

9 [Louisiana Revised Statute 18:464F](#)

- b) File a copy of the RPEC financial statement with the RSCC.
- D) Secretary - The Secretary shall: keep minutes of RPEC meetings; keep minutes of RPEC Executive Committee meetings; prepare and read the minutes of each meeting at the next meeting of the RPEC; send the appropriate email notice required by these bylaws to RPEC members notifying them of all regularly scheduled and specially called meetings of the RPEC; keep due and proper records of all actives of the RPEC; keep due and proper records of all correspondence of the RPEC; shall be the custodian of those minutes; shall provide all newly-elected members a copy of these by-laws; shall keep a roster of all RPEC members; shall keep the official email address of all RPEC members; shall perform such other duties as are assigned by the RPEC; shall perform such other duties as are assigned by the RPEC Executive Committee; perform those duties applicable to the office as prescribed by Robert's Rules of Order.

## **ARTICLE VI: EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the four (4) elected officers of the RPEC. Meetings of the Executive Committee may be called by the Chairperson or by the Vice Chairperson with at least 48 hours notice. Each member of the Executive Committee shall be entitled to one vote. A majority vote shall constitute a quorum for the transaction of business.<sup>10</sup> The Executive Committee shall have general supervision of the affairs of the RPEC.

## **ARTICLE V: ELECTION OF OFFICERS**

- A) All elected officers must be a member of the RPEC.
- B) No RPEC member may hold more than one elected officer on the RPEC at a time.
  - 1. Except when there are fewer than four (4) members on the RPEC. In that event, one person may serve in more than one capacity. If there is only one (1) member on the RPEC, that member may serve in all four positions, but only until the vacant RPEC positions are filled.
- C) At the first meeting of the newly-elected RPEC members, the newly-elected members shall elect officers. A majority of the newly-elected members of the RPEC shall constitute a quorum for the purpose of organizing and filling any vacancies which may exist due to death, ineligibility, or failure to fill a vacancy by election.<sup>11</sup>
- D) Duly elected officers shall serve for a term of one (1) year.<sup>12</sup> The term shall start on the month and day the Louisiana Secretary of State certified the election results.
- E) Any incumbent officer may succeed himself or herself for re-election for unlimited

<sup>10</sup> [Bylaws of the State Central Committee of the Republican Party of Louisiana \(03/31/2012\), Article VI](#)

<sup>11</sup> [Louisiana R.S. 18:444C\(1\)](#)

<sup>12</sup> [Bylaws of the State Central Committee of the Republican Party of Louisiana \(03/31/2012\), Article IV](#)

terms.

- F) It shall be the duty of the Chairperson to call meetings of the RPEC on an annual basis, for the purpose of electing officers. The meetings shall be called between 60 to 30 days before the expiration of the existing term.
- G) It shall be the duty of the Chairperson to call a special meeting whenever there is need for a successor to any office.
- H) Any executive officer of the St. John the Baptist RPEC may be removed from his or her office and the office be declared vacant, by a vote of two thirds (2/3) of the total membership of the RPEC.

## **ARTICLE VII: OFFICER VACANCIES**

The Executive Committee shall notify the Members immediately if a vacancy in any office occurs or will occur. A vacancy in any office, including Chairperson, shall be filled by the election of a successor officer to serve for the remainder of the un-expired term. The election shall be at the first meeting of the RPEC held more than ten (10) days after the Members are notified of the vacancy.<sup>13</sup>

## **ARTICLE VIII: MEETINGS**

- A) The Chairperson shall schedule meetings of the RPEC, not less than quarterly, and is authorized to call such additional meetings as shall be necessary or desirable.<sup>14</sup>
- B) Meetings shall only be called with at least ten (10) days advanced notice via email, using each members specified official email address, to all members of the RPEC. No meeting notices shall be sent by regular mail.
- C) Meetings shall be held at a time and place of reasonable convenience in St. John the Baptist Parish.
- D) Quorum – A quorum shall exist when the four officers of the RPEC, or their designee, are present at a meeting. The designee may be any other RPEC who is not an officer. If a quorum is found not to exist, the RPEC shall not conduct business.
  - 1. A majority of the newly-elected members of the parish executive committee shall constitute a quorum for the purpose of organizing and filling any vacancies which may exist due to death, ineligibility, or failure to fill a vacancy by election.<sup>15</sup>
- E) Proxy Voting - A member of the RPEC may vote by written proxy, using a form approved by the RPEC, and subject to the following conditions<sup>16</sup>:

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<sup>13</sup> [Bylaws of the State Central Committee of the Republican Party of Louisiana \(03/31/2012\), Article IV](#)

<sup>14</sup> [Bylaws of the State Central Committee of the Republican Party of Louisiana \(03/31/2012\), Article VIII](#)

<sup>15</sup> [Louisiana R.S. 444C\(1\)](#)

<sup>16</sup> [Louisiana R.S. 444C\(2\)](#);



1. Any member must direct the proxy to another member.
  2. A member may not vote by proxy at more than two consecutive meetings.
  3. A member may not exercise the proxy votes of more than one (1) other members.
- F) Special meetings of the RPEC may be called by the Chairperson or by the Executive Committee and shall be called upon the written request of members with at least ten (10) days written notice. When Special meetings are held, no other business shall be transacted except that mentioned in the call.<sup>17</sup>

## **ARTICLE IX: RPEC Removals<sup>18</sup> and Vacancies<sup>19</sup>**

- A) RPEC Member Removals. An elected RPEC member is subject to removal from office when the member:
1. A member establishes residence outside of the parish.
  2. A member is convicted of a felony.
  3. A member changes his official party registration from Republican.
- B) RPEC Member Removal procedure. When a member of the REPEC commits any of the grounds for removal set forth in these bylaws, the RPEC Executive Committee shall:
1. The Executive Committee shall schedule a hearing to review all available information on the incident.
  2. The Executive Committee shall provide a ten (10) day written notice of the member prior to conducting the hearing.
  3. The Executive Committee shall deliver a written report on the hearing to the RPEC along with its recommendation for retention or removal of the member.
  4. The Executive Committee shall schedule the for a vote of the RPEC at the next regularly scheduled meeting.
- C) RPEC Member Removal.
1. Removal of the member shall be by a two-third's (2/3) vote of a majority of the members of the RPEC members at a regularly scheduled meeting.
  2. The Chairperson shall promptly notify the Secretary of State of the removal of the RPEC member.
  3. The RPEC shall endeavor to fill the vacancy at its next regularly scheduled meeting.
- D) Vacancies. A Vacancy may be filled by the RPEC.
1. A vacancy occurs when:

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<sup>17</sup> [Bylaws of the State Central Committee of the Republican Party of Louisiana \(03/31/2012\), Article VIII](#)

<sup>18</sup> [Louisiana R.S. 18:444H](#)

<sup>19</sup> [Louisiana R.S. 18:444F](#)



1. A member dies;
  2. When a member no longer meets the qualifications for membership; or
  3. When no person qualifies and is elected to succeed a member whose four-year term has expired.
2. Requirements to fill position:
1. At-large position. A vacancy in at-large position shall be filled by any qualified resident of the parish appointed by the RPEC.
  2. District position. A vacancy left by a representative of a district shall be filled by any qualified resident of the district appointed by the RPEC.
  3. Resignation from the RPEC by a member must be made to the Secretary of State. The notice of retirement or resignation shall be in writing, shall be dated, may specify a prospective date on which the retirement or resignation shall be effective, and shall be signed by the official and duly acknowledged by him before an officer authorized to administer oaths.<sup>20</sup>

## **ARTICLE X: FEES<sup>21</sup> AND FUNDRAISING**

- A) The RPEC may accept donations, conduct fundraising activities, and accept funds from such activities for the purpose of funding the operation of the committee, in addition to collecting the fees assessed to candidates pursuant to R.S. 18:464.<sup>22</sup>
- B) Funds accepted by the RPEC pursuant to R.S. 18:464 may only be used as provided in R.S. 18:464(G).
- C) Funds accepted by the PEC pursuant to R.S. 18:464 and the spending of these funds shall be subject to the reporting requirements set forth in Chapter 11 of this Title, and shall be included in the financial statements provided to the legislative auditor and RSCC pursuant to R.S. 18:464(F).
- D) Fees collected by the RPEC pursuant to this article shall be used solely for the operation of such committee. No such fees shall be used for the direct benefit of any particular candidate for public office.

## **ARTICLE XI: AMENDED or RESTATED RULES**

These by-laws may be amended or restated upon a vote of two thirds (2/3) of those members present and voting at a meeting of the RPEC, provided that a mandatory ten (10) day notice of the vote shall have been provided to all RPEC members.

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<sup>20</sup> [Louisiana R.S. 18:652](#)

<sup>21</sup> [Louisiana R.S. 18:447](#)

<sup>22</sup> [Louisiana R.S. 18:464](#)



## ARTICLE XII: FILING

These by-laws shall be filed with the St. John the Baptist Parish Clerk of Court within ten (10) days of adoption or any modification of the by-laws. Furthermore, these by-laws shall also be filed with the Secretary of the Republican Party of Louisiana within fifteen (15) days of adoption or any modification of the by-laws.<sup>23</sup>

## CERTIFICATE:

I certify that the foregoing By-laws for the St. John the Baptist Parish Executive Committee of the Republican Party of Louisiana were approved on Saturday May 26<sup>th</sup>, 2012 at a regular meeting of the Republican Parish Executive Committee of St. John the Baptist Parish. They are a true and correct copy of the approved By-Laws on file with the RPEC in St. John the Baptist Parish.



Nicholas James, Chairperson



St. John the Baptist Parish Parish Executive Committee  
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(225) 772-2047

Approved: May 26<sup>th</sup>, 2012'

Filed: \_\_\_\_\_

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<sup>23</sup> [Bylaws of the State Central Committee of the Republican Party of Louisiana \(03/31/2012\), Article XIII, Section 3](#)