

# **RULES OF THE MAINE REPUBLICAN PARTY**

## **PREAMBLE**

The Rules of the Maine Republican Party, when adopted by the biennial state convention of the Party, provide guidance to its members concerning state, county and municipal party activities. The Rules are intended to define an orderly party organization and management, to assure that the Maine Republican Party is open and accessible to all enrolled Republicans and to encourage the broadest possible participation. Following adoption of the Rules, the Rules and Bylaws committee shall update the Bylaws to comply with the Rules as adopted by the Convention.

## **I. THE RULES OF THE MAINE REPUBLICAN PARTY**

As Adopted at Convention on April 29, 2022

### **1.0 ORGANIZATION**

- 1.1** Enrolled Republicans in the State of Maine constitute membership in the Maine Republican Party. Membership is exercised through caucuses, conventions, and committees. These rules shall:
  - 1.1(a) govern operations of all caucuses, committees and conventions of the Maine Republican Party;
  - 1.1(b) ensure compliance with requirements of state law (Title 21A, Maine revised Statutes) where applicable and required and higher Party authority; and
  - 1.1(c) guarantee fairness to all participants in its activities.
  - 1.1(d) ensure conformity and compliance of all party by-laws.
- 1.2** The Maine Republican Party shall cooperate with the Republican National Committee in promoting the principles and ideals of the Republican Party.
- 1.3** The Maine Republican Party shall be governed by the duly elected members of the Maine Republican State Committee, hereinafter referred to as the State Committee.
- 1.4** All members of the State Committee shall be registered Maine voters enrolled in the Republican Party. The voting membership of the State Committee shall consist of:
  - 1.4(a) the duly elected officers of the State Committee;
  - 1.4(b) one Committeeman and one Committeewoman from each county;
  - 1.4(c) one additional State Committee At-Large Member from each county for every 10,000 enrolled Republican voters or portion thereof in excess of the first 10,000 based on the official figures available from the Office of the Secretary of State on the first working day following April 1<sup>st</sup> of each even-numbered year;
  - 1.4(d) The Republican National Committeeman and Committeewoman, upon election;

- 1.4(e) the Chair of each County Committee;
- 1.4(f) the Chair of the State Republican Finance Committee, upon appointment to that office by the Chair of the State Committee;
- 1.4(g) one appointee by the Maine Republican Governor, one appointee for each elected Maine Republican member of the U.S. House of Representatives and one appointee for each elected Maine Republican member of the U.S. Senate. Each appointee shall serve contemporaneous with the term of the appointer;
- 1.4(h) one representative from the Maine Republican State Senate Caucus and one representative from the Maine Republican State House of Representatives Caucus, to be elected by the respective Republican caucuses and at the same meeting at which Party Leadership elections take place;
- 1.4(i) the President of the Maine Federation of Republican Women, upon election to that office; and
- 1.4(j) the Chair of the Maine Federation of Young Republicans, the Chair of the Maine College Republicans, and the Chair of the Maine Teen Age Republican Caucus, when of voting age.
- 1.4(k) State Committee Members elected to represent their counties, other than County Chairs, shall be nominated at their respective county caucuses by the Convention Delegates and ratified by the Delegates to the State Convention.

**1.5** Non-voting members of the State Committee shall consist of:

- 1.5.(a) the Legal Counselor, unless otherwise a member of the State Committee;
- 1.5 (b) the Deputy Treasurer, unless otherwise a member of the State Committee.

**1.6** The following categories of persons shall be ineligible for membership on the State Committee:

- 1.6(a) Except for the Chair and the Treasurer, full-time or part-time employees of the Maine Republican Party, as defined in the Maine Republican Party Employee Manual;
- 1.6(b) Paid employees of a Political Action Committee; or
- 1.6(c) Persons convicted of a felony or found in violation of Title 21-A by a court of competent jurisdiction or the Ethics Commission until three (3) years after they have completed all aspects of their sentencing, including but not limited to incarceration, parole, fines, restitution, community service, counseling, classes, treatments, and any other sentencing.

- 1.6(d) Persons found in violation of 21-A MRS by a court of competent jurisdiction or the Ethics Commission within the five (5) year period preceding election or appointment.

## **2.0 ELECTION OF OFFICERS**

**2.1 Officers.** The officers of the Republican State Party shall be

- 2.1(a) Chair
- 2.1(b) Vice Chair
- 2.1(c) Secretary
- 2.1(d) Treasurer

### **2.2 Eligibility.**

- 2.2(a) The Chair, Vice Chair, Secretary, and Treasurer may be chosen from outside the membership of the State Committee.
- 2.2(b) No officer shall be a member of the Legislature.
- 2.2(c) No announced candidate for Governor of the State of Maine, U.S. Senate, or U.S. House of Representatives shall serve as an elected officer of the State Committee.
- 2.2(d) No officer or employee of the State Committee shall be a paid lobbyist.
- 2.2(e) No officer or employee of the State Committee, during their term of office or period of employment, shall be a vendor paid by the Maine Republican Party or its related committees. Nor shall they be the owner or manager or employee of, or have other economic interests in such a vendor except when such vendor is a sole source vendor, or a public or private utility.

### **2.3 Procedure for Elections**

- 2.3(a) The officers shall be elected by ballot at a meeting to be held in January of the odd-numbered year for a two-year term commencing at the end of the meeting, and shall serve until their successors are seated.
- 2.3(b) Each officer shall be elected by a majority of the voting members of the State Committee present or represented by proxy, and voting
- 2.3(c) In each officer election if, on the first ballot, no one candidate receives a majority of the votes cast, the candidate receiving the least number of votes shall be eliminated and a second round of voting will be held. Balloting shall continue in this manner until one candidate receives a majority vote.
- 2.3(d) In each officer election, when only one person is running for a position, the candidate shall be elected by acclamation.

## **2.4 Vacancies**

- 2.4(a) In the event of a vacancy in the Office of Chair, the Vice Chair shall serve as Acting Chair.
- 2.4(b) In the event that vacancies arise contemporaneously in the Offices of Chair and Vice Chair, the Secretary shall serve as Acting Chair.
- 2.4(c) In the event vacancies arise contemporaneously in the Offices of Chair, Vice Chair and Secretary, the Treasurer shall serve as Acting Chair.
- 2.4(d) The Acting Chair does not have the power of appointment.
- 2.4(e) A meeting for the purpose of filling any vacancy(ies) shall be convened no less than 21 (twenty-one) and no more than 45 (forty-five) days from the effective date of the vacancy(ies).

## **2.5 Removal of officers.**

- 2.5(a) The Officers of the State Committee may be removed from office for malfeasance or nonfeasance.
- 2.5(b) A petition for removal shall include the reason(s) for bringing charges, signed by twenty (20) State Committee Members representing at least four (4) counties.
- 2.5(c) Said original petition shall be presented by the United States Postal Service or by e-mail, to the Secretary of the State Committee with a copy presented to the Chair.
- 2.5(d) Upon receipt of said petition, a meeting of the State Committee shall be held within thirty (30) days.
- 2.5(e) Notice of such meeting, sent via the United States Postal Service, or e-mail on file with Republican headquarters, and shall include the purpose of the meeting and a copy of the petition.
- 2.5(f) Documents shall not be distributed or discussed with anyone outside of the voting members of the State Committee or a designated proxy. A violation of this protection provision by a member or designated proxy shall result in the loss of State Committee voting privileges for that member and or removal from State Committee membership. In addition, the proxy shall not serve for the remainder of that member's term.

- 2.5(g) Approval of a motion for recall requires a two-thirds (2/3) vote of the members present in person or by proxy and voting.

### **3.0 ATTENDANCE AND MEETINGS**

- 3.1(a) Proxies are permitted in accordance with the Bylaws of the Maine Republican Party.
- 3.1(b) Appointment of proxies must be made in writing or by e-mail, addressed to the Secretary of the State Committee, sent from the members' e-mail address as listed in the official Membership Roster. The appointment of a proxy must be received by the Secretary prior to the start of any State Committee meeting.
- 3.1(c) If any member of the State Committee fails to attend two consecutive meetings, the Secretary of the State Committee shall remind the member that attendance is expected and that three such absences will result in expulsion. A member be personally absent may not be represented by proxy, for a third consecutive meeting. The Secretary of the State Committee shall declare the position vacant and so inform the appropriate County Committee. The County Committee shall nominate a replacement candidate, such nomination to be presented to the State Committee. The State Committee shall act upon it at the next regularly scheduled meeting of the State Committee.
- 3.1(d) The Secretary of the State Committee shall note attendance, including proxy information, in the minutes of each meeting.
- 3.1(e) The Republican State Committee shall be the judge of the credentials of its own membership, and any member may be removed for cause.
  - 3.1(f) Meetings may be held virtually under special circumstances such as inclement weather, states of emergency, or as determined by the Executive Committee. Such meeting must include the ability for all members to participate in debate and to vote by secret ballot.
  - 3.1(g) Hybrid meetings, meetings held in a planned central location with additional remote attendees, may be allowed under the same circumstances as in section 3.1.(f) above.
  - 3.1(h) In order to hold a hybrid meeting, proper equipment, must be used, such as a large monitor so that electronically participating members can all be seen and heard in order to participate in debate and cast secret ballots. Guests shall be introduced.
  - 3.1(i) There must be one person in attendance, at virtual and hybrid meetings who is not a State Committee member and who has no other responsibility at the meeting except to attend to the technical needs.

#### **4.0 MUNICIPAL COMMITTEES**

All municipal committees shall be officially reconstituted at the Biennial Municipal Caucuses and in accordance with Title 21-A. The municipal committee structure and membership shall be detailed in the municipal committee bylaws. Such bylaws must include provisions that specify, but not be limited to: when officers are elected, operation of the municipal committee, and how membership is determined within the municipality. In determining the number of members, a committee may choose to allow all Republicans in the municipality to be on the committee or may determine a specific number of members. The Committee shall also determine the date when new officers shall be elected. Republicans who reside in the municipality and attend the official Biennial Municipal Caucus shall ratify the current municipal bylaws without amendment. No municipal committee shall be recognized and granted status, however, until it has properly filed the required reports with the Maine Republican Party.

#### **5.0 MUNICIPAL CAUCUSES**

**5.1** In compliance with 21-A, §311 municipal caucuses shall be conducted biennially during the general election year.

- 5.1(a) The State Committee shall prescribe such rules and procedures for the municipal caucuses, including the dates, consistent with state law and these rules.
- 5.1(b) The chair of Municipal committees or a majority of the members of the municipal committee shall call and conduct their caucuses in accordance with the date(s) prescribed by the State Committee. All municipal caucuses shall be conducted no later March 20 during the year of the general election.
- 5.1(c) The county committee shall, under the auspices of the County Chair, call such caucuses, consistent with state law and these rules, at any time there is no existing municipal committee or the municipal committee of record is disbanded or refuses to call the caucus. Such call shall be made no later than the third Sunday in February.
- 5.1(d) In the event a municipal caucus is not called, the County Committee, under auspices of the County Chair, shall call the caucus by the deadline in 21-A M.R.S. §5.1(b) above.
- 5.1(e) Those calling caucuses shall notify the Maine Republican Party of the date, time, and place of the caucus. This information shall be placed on the Party website and the Party shall send an e-mail notification to those on its email distribution to the appropriate municipality.
- 5.1(f) In determining the municipal delegate allotment to the state convention, the official enrollment numbers from the Secretary of State as of the last business day in August of the odd-numbered year shall be used.
- 5.1(g) The Chair or Secretary of the municipal caucus may choose to send electronically and email the completed caucus documents in accordance with the instructions included with the caucus packet no later than seven (7) calendar days following the date of the caucus from the email

address as shown on the caucus report. They shall file, either by mail or hand delivery, the original documents no later than the fourteen (14) days following the date of the caucus. In any event, receipt of the caucus kit will be acknowledged when received. The report shall be deemed filed on the date of mailing or hand delivery. The information filed shall include a copy of the municipal bylaws.

- 5.1(h) The Delegation Chair is responsible for filling any delegate or alternate positions remaining vacant following the caucus. Any individual wishing to be added to a municipal delegation must communicate directly with the Delegation Chair. Additional names to the municipal delegation shall be submitted no later than one month before the opening day of the Convention. After that date, only those already listed as alternates shall be appointed to vacant delegate positions.

## **6.0 PROCEEDINGS OF THE MUNICIPAL CAUCUS**

**6.1** The proceedings and responsibilities of the municipal caucus attendees shall include:

- 6.1(a) A determination that all participants are registered and currently enrolled as Republicans in the municipality by reference to an official voter list obtained no more than twenty-one (21) days in advance of the caucus. Verification of each participant may be established by personal acquaintance or by examining official, unexpired photo identification documents(s), such as a driver's license, an official Maine identification card, a military identification card, or a United States Passport.
- 6.1(b) Election of a secretary and chair, in that order;
- 6.1(c) Adoption of rules and procedures for the caucus;
- 6.1(d) Election of delegates and alternates to the state convention, with all delegate positions filled first;
- 6.1(d) Election of a municipal delegation chair to the state convention by the caucus attendees;
- 6.1(e) Nomination of members to the county committee;
- 6.1(f) Ratification of existing municipal committee bylaws without amendments. Amendments to municipal bylaws may be made at a municipal committee meeting in accordance with the rules and procedures set forth in the municipal bylaws;
- 6.1(g) Other business to come before the caucus; and
- 6.1(h) Adjournment.
- 6.1(i) In the event that a municipality did not caucus, a municipal committee may be formed at any time at a public meeting called by any enrolled Republican of the municipality. Those calling the meeting must notify the Maine Republican Party and the Chair of the appropriate County Committee of the date, time, and place of the organizational meeting. The Maine Republican party shall send an e-mail notification to those on their distribution list to the appropriate municipality and shall supply

the official forms and an agenda to be used for the meeting. These forms must be submitted to the Maine Republican Party no later than seven (7) days following the meeting. A municipal committee formed pursuant to this Rule shall not be recognized and granted status, however, until it has properly filed the official reports and bylaws with the Maine Republican Party.

## **7.0 COUNTY COMMITTEES**

**7.1** The voting membership of each county committee shall be proportional based on population of enrolled party membership or based on ballots cast in a state-wide general election, in accordance with its bylaws, which must be confirmed by the county caucus at each biennial state convention without amendments and filed with the Republican Party. Each county committee shall decide if other Republicans, i.e., elected officials, municipal chairs or others shall have automatic voting rights. Vacancies may be filled by nomination from the applicable municipal committee and confirmed by vote of the applicable county committee. In the event that a municipal committee does not exist or does not fill a vacancy, the members of the county committee may fill the vacancy, in accordance with its own bylaws. Within fourteen (14) days of any changes in membership, the Secretary of the applicable county committee must submit to the Maine Republican Party an updated membership list, complete with contact information. This update information shall constitute the official voting membership of the applicable county committee.

**7.2** The County Committee must submit the most recent copy of their Bylaws to Republican Headquarters no later than September 1, of the odd numbered year for the purpose of preparing caucus kits.

## **8.0 JURISDICTION IN REPLACEMENT OF CERTAIN STATE AND FEDERAL OFFICE HOLDERS**

**8.1** The State Committee shall have jurisdiction over the choice of a nominee for the offices of Governor of the State of Maine, United States Senator or presidential elector when the nominee dies, withdraws or becomes disqualified.

**8.2** In the event of a vacancy in a Congressional seat, the State Committee members who reside in that district shall have jurisdiction over the choice of the nominee. The Chair of the Maine Republican Party shall call the meeting following the agenda as set forth in Rule 12.0.

## **9.0 REPLACEMENT OF LEGISLATIVE OFFICE HOLDERS**

**9.1** All Republicans who live within a legislative district and in a municipality where a municipal caucus was held shall be eligible to participate in nominating a candidate for election to the legislature for the district concerned when the office holder dies, withdraws, or becomes disqualified. In accordance with Title 21-A, those municipalities that did not caucus shall have 15 days in which to caucus in accordance with section 6.1(i) above, organize and participate in the nominating process. Caucus report forms supplied by the Maine Republican Party and municipal bylaws must be completed and submitted to the Maine Republican Party before any new organization is recognized.



**9.2** Whenever there is a requirement for a special caucus to select a Republican candidate for an elected position in Maine’s Legislature or to fill a vacancy in such a position, the leadership of the Maine Republican Party shall coordinate with the appropriate municipal or county chair. A special caucus shall be called in accordance with the procedures set forth in Title 21-A.

**10.0 REPLACEMENT OF COUNTY OFFICE HOLDERS**

**10.1** The county committee shall have jurisdiction over the choice of a nominee for all county offices when the nominee dies, withdraws or becomes disqualified.

**10.2** Whenever there is a requirement for a special caucus to select a Republican candidate for a position at the county level or to fill a vacancy, the County Chair, or designee(s), shall organize a special caucus. When a position covers more than one county, the County Chairs shall work in concert with the State Chair or designee, to organize a special caucus. When the vacant position covers a specific geographical area within a county, only those county committee members who represent the specific municipalities and whose names are on file with the Republican Party shall participate in the process to select a replacement candidate.

**11.0 SPECIAL CAUCUS PROCEDURES**

**11.1** The procedure for calling a special caucus shall be:

- 11.1(a) Select a venue in a centralized location;
- 11.1(b) Determine the order of candidate nominations;
- 11.1(c) Set time limits for nominations, seconds and candidate presentations;  
and
- 11.1(d) Define balloting procedures.

**11.2** The agenda for any special caucus called for the purpose of nominating a candidate or filling a vacancy shall include:

- 11.2(a) Call to order;
- 11.2(b) Election of the caucus secretary;
- 11.2(c) Election of the caucus chair;
- 11.2(d) Ratification of the caucus agenda and procedures;
- 11.2(e) For each known candidate:
  - 11.2(e)(1) Nomination,
  - 11.2(e)(2) Second, and
  - 11.2(e)(3) Candidate speeches
- 11.2(f) A request for nominations from the floor;
- 11.2(g) Election of the nominee; and
- 11.2(h) Adjournment.

**11.3** Other items may be added to the agenda providing they do not contradict state law or the rules of the municipal, county, or state committee.

## **12.0 CONFLICT RESOLUTION**

**12.1** Resolution of any controversy shall be in accordance with the following procedures:

- 12.1(a) The Republican State Committee may, upon a decision of the Executive Committee, exercise jurisdiction over controversies between and among members of any county committee or municipal committee when such controversy affects the interests of the party as a whole or the rights of any member of the party to participate in its affairs.
- 12.1(b) When any controversy as defined in Rule 12.2(a) arises at the municipal level, any member of such committee affected by the controversy may file, within twenty-eight (28) calendar days of the date such controversy arises, a written appeal to the governing county committee pursuant to the rules of the committee. If the controversy concerns an election of officers, only the losing candidate may appeal such election pursuant to these procedures. Such appeal must be sent via certified mail, and a copy of such appeal provided to the Secretary of the Republican State Committee. Upon motion by an interested party or upon its own motion, the county committee may issue a stay of further action by any party or by the municipal committee, which affects the subject matter or outcome of the controversy. Where appropriate, the stay may include an interim order identifying the municipal committee or officer that shall be recognized by the Party as the duly authorized committee or officer while the appeal is pending. No later than twenty-one (21) calendar days from the date of receipt of such written appeal, the county committee shall rule upon the controversy, and issue a written decision addressed to the parties to the dispute via certified mail, with a copy provided to the Secretary of the State Committee. Where appropriate, such decisions may include final determination as to which municipal officer or committee shall be recognized by the Party as the duly authorized officer or committee. Upon failure to provide such written decision within the specified time period, such municipal controversy shall be adjudicated pursuant to Rule 12.1(c) as if it were a county controversy.
- 12.1(c) When any controversy as defined in Rule 12.1(a) arises at the county committee level, including a controversy over the county committee's resolution of a municipal controversy, any person so affected by the controversy may file within twenty-eight (28) calendar days of the date such controversy arises a written appeal to the secretary of the Republican State Committee. If the controversy concerns an election of officers, only the losing candidate may appeal such election pursuant to these procedures. Such appeals must be sent via certified mail. Upon receipt of such appeal, (1) the Secretary of the State Committee shall, within five calendar days, provide a copy of the appeal to the county committee from which the appeal is taken; and (2) the Chair of the Republican State Committee shall, within thirty (30) calendar days, appoint a panel of five members of the state committee, who shall constitute a Board of Investigation. If the Board has not yet been appointed, the Executive Committee may issue a stay of further action

by any party, the municipal committee or county committee which affects the subject matter or outcome of the controversy.

- 12.1(c)(1) Hearing. Upon giving notice as provided in 12.1(c)(2), below, the Board shall conduct a hearing for the purpose of hearing all relevant evidence presented by any and all parties interested. The Board shall request the Counsel to the Republican State Committee to attend such hearing(s) and serve as its legal advisor. The hearing(s) and proceedings of the Board shall be held at the offices of the Republican State Committee or at such other location selected by the Board, as may be most convenient to the members of the Board, to witnesses, parties, and their counsel.
- 12.1(c)(2) Notice. Notice of hearing shall be given by publication in at least one newspaper of general circulation in the municipality, if a municipality controversy, or county, if a county controversy, in which the controversy arises; and by first class mail to the individual(s) who filed the appeal and to any individual(s) named in the appeal.
- 12.1(c)(3) Report of Investigation. At the conclusion of their hearing and upon the Board's deliberations, the Board shall, within sixty (60) days of the State Committee's receipt of the appeal, report its findings and conclusions to the Republican State Committee. The Republican State Committee may, upon receiving the report of the Board of Investigation, take such action or actions as it deems appropriate under the circumstances, including, but not limited to, issuing a final determination as to which city or county officer or committee shall be recognized by the Party as the duly authorized officer or committee.
- 12.1(d) Each county committee and the Board of Investigation shall adopt its own procedures to implement this Rule, provided such procedures are not inconsistent with this Rule, and shall allow parties to be represented in person and by counsel or other representative.
- 12.1(e) No members of the State Committee from the county or municipal committee in which the controversy arises shall serve as a member of any such Board of Investigation.
- 12.1(f) A new Board shall be convened for each controversy.

### **13.0 RULES AND BYLAWS COMMITTEE**

**13.1** A Rules and Bylaws Committee shall be appointed by the State Chair no later than February 15<sup>th</sup> of each odd numbered year. The Committee shall meet no later than February 28<sup>th</sup> for the purpose of electing a Committee Chair and establishing a meeting schedule. Its duties shall include the following:

- 13.1(a) Reviewing mandates conveyed by the Republican National Committee and ensuring they are addressed in the Bylaws and Rules of the Maine Republican Party.
- 13.1(b) Reviewing Title 21-A for the same purpose.
- 13.1(c) Reviewing the State Committee Bylaws to recommend changes to the State Committee for its ratification.

- 13.1(d) Reviewing these Rules to recommend changes to the Republican State Convention for their ratification:
  - 14.1(d)(1) to ensure compliance with state law where applicable and required; and
  - 14.1(d)(2) to ensure fair and efficient operation of the party.
- 13.1(e) Reviewing County and municipal bylaws to ensure compliance with these rules and Title 21-A and National and State Party bylaws and rules to be adhered to by county and municipal committees.
- 13.1(f) Crafting appropriate language for those mandates and communicating such mandates to the county committees, who shall be responsible for informing the municipal committees of such mandates. County and municipal committees must adopt the required language in their respective bylaws as written.

#### **14.0 RESOLUTIONS**

Resolutions regarding political issues not already defined in the current platform shall be presented to the State Committee following the procedure specified in the [Bylaws](#) of the State Committee.

#### **15.0 ELECTION OF PARTY NOMINEES**

The Maine Republican Party's nominees for elected office, including United States Senator, United States Representative, Governor of the State of Maine, State Senator, and State Representative, shall be chosen by a plurality of votes cast.

#### **16.0 EMERGENCY MEASURES**

In the event of a declared Federal or State Emergency, or other governmental action, preventing any or all in-person meetings of the State Committee, its Executive Committee, or meeting and proceedings of the Republican State Convention, any and all such meetings and proceedings may be conducted via electronic means by which all participants can simultaneously hear each other and have the opportunity for recognition analogous to a regular in-person meeting. Any requirements for written ballot votes to be cast at any meeting described in this Rule may be waived, and votes may be conducted either by ballots distributed via mail, or may be conducted by other electronic means as determine by the Executive Committee.

## **II. THE PROCEEDINGS OF THE 2024 CONVENTION**

### **1.0 GENERAL LAWS**

In compliance with election law as described in 21-A MRS §321 the State Convention of the Republican Party shall be held biennially between March 1<sup>st</sup> and August 1<sup>st</sup> during a general election year. In order to provide for all requirements of the law and the Republican Party, the State Convention will be comprised of general sessions and caucuses of delegates representing each of the sixteen counties.

## **2.0 DELEGATE ALLOCATION**

Further, in compliance with 21-A §321-A, the date and place for the Convention shall be determined by the State Committee. This business shall be concluded by the State Committee no later than the last day of June, of each even-numbered year. The formula for Delegate allocation shall be determined as follows: 3 (three) delegates from each city, town or plantation for the first 50 (fifty) Republicans or a portion thereof plus 2 (two) additional delegates for each additional 150 (one hundred-fifty) Republicans or portion thereof above the first 50 (fifty). Enrollment of organized townships shall be included in the number of Republicans in the municipality in which they vote. Those select townships which the Secretary of State classifies as “organized” for election purposes will still have separate delegate allocations and separate caucuses. The number of Alternates allocated to each municipality shall be equal to the number of Delegates. Those elected as delegates to the State Convention shall also serve as delegates to the county caucuses.

## **3.0 CONTESTED ELECTIONS**

**3.1** All contested elections to fill positions shall be conducted by secret ballot. All cast and unused ballots shall be returned to the Wardens. Once ballots are turned over to the Wardens, no additional ballots shall be accepted.

**3.2** The Republican State Committee may approve the use of electronic balloting.

## **4.0 PROCEEDINGS OF CONVENTION**

**4.1** In compliance with 21-A, §321B, the proceedings of the State Convention shall include:

4.1(a) Election of a secretary and chair of the convention in that order;

4.1(b) Adoption of General Rules of the party and Proceedings of the next convention;

4.1(c) Adoption of a platform for the next general election;

4.1(d) Convening of County Caucuses;

4.1(e) Election of members of the State Committee (see General Rule 1.4(b)); and

4.1(f) Presidential election year only:

4.1(f)(1) election of a national committeeman and committeewoman;

4.1(f)(2) election of delegates and alternate delegates to the Republican National Convention;

4.1(f)(3) nominate the number of presidential electors to which the State is entitled; and

4.1(f)(4) convening of district caucuses for the election of delegates and alternate delegates to the Republican National Convention.

**4.2** No delegate shall speak more than twice upon the same question and no longer than three (3) minutes at a time unless by leave of the convention.

## **5.0 ELECTION OF NATIONAL CONVENTION DELEGATES AND ALTERNATE DELEGATES**

**5.1** In compliance with National Republican Party Rules, election of delegates, alternate delegates, and filling of vacancies to the National Convention shall be conducted as follows:

- 5.1(a) The total number of delegates and alternate delegates shall be determined by the formula set forth in the rules adopted by each national convention. Of such total number, three (3) delegates and three (3) alternate delegates shall be elected in the District Caucus of each congressional district and the remainder of said delegates and alternate delegates shall be elected at-large by the convention as a whole. Any election with more candidates than the number of delegates and alternate delegates shall be conducted by written ballot.
- 5.1(b) There shall be no automatic delegates to the national convention selected by virtue of party position or elective office, except as provided by the rules of the Republican National Committee.
- 5.1(c) Those seeking to have their names on the national convention delegate ballot to be cast during the General Session or the District Caucuses of the State Convention must submit their information on the official form distributed with the Convention packet sent to each delegate and alternate. Forms must be submitted to the Maine Republican Party no later than twenty-one (21) days prior to the Convention.
- 5.1(d) In the event of a vacancy caused by the death, disqualification, or resignation of any delegate prior to the convening of the convention, the alternate delegate who received the greatest number of votes will be selected to fill the vacancy. If there is more than one vacancy, the same procedure shall be followed in descending order of votes cast for alternate delegates.
- 5.1(e) For the purposes of electing delegates and alternate delegates to the National Convention, those who receive the highest number of votes, in numeric order, shall be elected.
- 5.1(f) In the event of any ambiguities, inconsistencies, or unforeseen circumstances, these rules shall be interpreted and construed by the State Committee, whose interpretation and construction shall be final and binding when made in accordance with applicable legal principles.

**5.2** Pursuant to 21-A M.R.S. §44 (1), The State Committee shall certify, no later than October 1 of the year preceding the Presidential election, whether there is a contest for the Republican nomination for President. The following rules shall apply:

- 5.2.(a) The delegates and alternates to the Republican National Convention shall be bound on a proportional basis through the first ballot to candidates receiving in excess of 20% of the statewide vote of the presidential preference poll. If no Presidential candidate reaches the

20% threshold of the statewide vote, the threshold becomes 5% for a candidate to receive votes by national delegates.

- 5.2.(b) If a candidate received in excess of 50% of the statewide vote of the presidential preference poll, that candidate shall receive all of Maine' delegates' votes.
- 5.2.(c) Delegates and alternate delegates shall be bound by the following formula: The votes received by each Presidential Candidate who receives in excess of the threshold, without rounding, shall be divided by the total number of votes cast for all President Candidates receiving in excess of the threshold. Starting with the candidate receiving the highest number of statewide votes, the percentage shall be multiplied by the total number of delegates rounded up to the next who number to produce the delegate allotment for each candidate. This allocation process shall be repeated with each of the remaining Presidential Candidates in descending order of their statewide totals until all available delegates are allotted.
- 5.2.(d) The proportional delegate allocation shall be rounded to the nearest whole delegate. In the event that a delegate is unallocated due to mathematical rounding, the unallocated delegate vote shall be cast in favor of the candidate closest to the rounding threshold. In the event that delegates are over-allocated due to mathematical rounding, the over-allocated delegate shall be removed from the candidate furthest from the rounding threshold.
- 5.2.(e) If a Presidential Candidate who is allocated delegate withdraws prior to the National Convention, the delegates bound to that Candidate become unbound.
- 5.2.(f) The election of Maine's delegation to the 2024 Republican National Convention will be held during the 2024 Maine Republican State Convention pursuant to the Rules 5.0 and 6.0 in the Proceedings of the 2024 Convention.

## **6.0 DISTRICT CAUCUS PROCEEDINGS IN A PRESIDENTIAL YEAR**

**6.1** The proceedings of the district caucuses shall include:

- 6.1(a) Election of a secretary and a chair of the caucus in that order;
- 6.1(b) In a presidential election year and in compliance with National Republican Party Rules, three (3) delegates and three (3) alternate delegates shall be elected from each district to the Republican National Convention;
- 6.1 (c) The voting for District delegates and alternates shall take place before the election of at-large delegates and alternates.
- 6.1(d) Other business to come before the caucus; and
- 6.1(e) Adjournment.

## **7.0 COUNTY CAUCUSES**

**7.1** The proceedings of the county caucuses shall include:

- 7.1(a) Call to order by the state committeeman, state committeewoman, county chairman or vice chairman for the county;
- 7.1(b) Election of a caucus secretary;
- 7.1(c) Election of a caucus chairman who shall also serve as chairman of the county delegation to the state convention and district caucus for the remainder of the Convention proceedings;
- 7.1(d) Ratification of existing bylaws without amendments. Amendments to county bylaws may be made at county committee meetings in accordance with the rules and procedures set forth in the county bylaws;
- 7.1(e) Election of county committee members previously nominated at the municipal caucuses;
- 7.1(f) Nomination of members to the state committee (see Rule I. (b) and (c));
- 7.1(g) Other business to come before the caucus;
- 7.1(i) Adjournment.

## **8.0 COMMITTEE ON RESOLUTIONS (PLATFORM)**

**8.1** A Standing Resolutions (Platform) Committee shall be established no later than March 25<sup>th</sup> of each odd numbered year, to serve until the biennial State Convention. The Standing Resolutions Committee shall create and present to the State Convention a proposed Platform for the following general election. The draft Platform shall be completed no later than October 1<sup>st</sup> of each odd numbered year. The Standing Resolutions Committee may consider revisions to the draft Platform provided they are received no later than 11:59 p.m. on March 15<sup>th</sup> of the even-numbered year.

- 8.1(a) An individual amendment or additional plank to the draft Platform may be proposed by any enrolled Republican provided it has been formally submitted to the Chairman of the Standing Resolutions Committee on the Platform Amendment Request Form using the email address provided by the Maine Republican Party.
- 8.1(b) The Standing Resolutions Committee shall meet to consider each proposed revision and to finalize the proposed Platform by April 1<sup>st</sup>.

**8.2** The Standing Resolutions Committee shall be constituted as follows:

- 8.2(a) One member, who must be a resident of the county of appointment at the time of appointment, to be elected by each Republican County Committee;
- 8.2(b) One Republican member of the State Senate appointed by the ranking member;
- 8.2(c) One Republican member of the House of Representatives appointed by the ranking member;
- 8.2(d) One member appointed by the Chairman of the Republican State Committee;



- 8.2(e) One member appointed by each member of the Maine Republican Congressional Delegation; and
- 8.2(f) When a Republican, the Governor or his designee.
- 8.3** The Standing Resolutions Committee shall be convened by the Chairman of the State Committee at such time and place as the Chairman may direct after the Committee is established, but no later than April 15<sup>th</sup> of each odd-numbered year. The Committee shall organize itself by the election of a Chairman and Secretary. In case of the death or resignation of any member, said member shall be replaced in the same manner as the member was originally chosen.
- 8.4** Amendments to the proposed Platform may be made on the floor of the Convention in accordance with the following procedures:
  - 8.4(a) Amendments or additional planks shall be made on an individual basis and submitted in writing to the Maine Republican Party on or before 11:00 a.m. ten (10) days prior to the opening day of the convention.
  - 8.4(b) Such amendments or additional planks shall be signed by at least ten (10) credentialed delegates to the convention representing at least three (3) counties.
  - 8.4(c) Upon receipt, the proposed amendments or additional planks shall be date and time stamped.
  - 8.4(d) Proposed amendments or additional planks shall be printed and distributed to all delegates and alternates with their credentials.
  - 8.4(e) A proposed amendment shall be addressed on the floor of the Convention only after a sponsor has formally moved for its consideration.

## **9.0 CONVENTION PROCEEDINGS**

The Convention shall proceed in accordance with the order of business as distributed to the delegates upon their arrival at the convention.

## **10.0 VOTING PROCEDURE**

- 10.1** The voting procedure at the Convention shall be as follows:
  - 10.1(a) Each elected delegate shall be provided a voting card with the delegate's name and municipality boldly printed upon it.
  - 10.1(b) When the convention chair calls for a vote on any motion not requiring a written ballot, the convention chair may call for either a voice vote or ask the delegates to raise their voting cards.
  - 10.1(c) If either a vote with voting cards or a voice vote does not clearly decide the issue, the convention chair may call for a revote with cards. The convention chair will direct aides to count the votes.

## **11.0 CREDENTIALS COMMITTEE**

- 11.1** The Chairman of the Maine Republican Party shall appoint the Chair and a committee of nine (9) state committee members to constitute the Committee on Credentials. The Secretary of the State Committee shall receive all such credentials and present them to the Committee on Credentials for consideration.

The Committee on Credentials may appoint such subcommittees as it deems fit to receive the evidence relating to any controversy, or relating to any other matter on credentials, and to make recommendations to the committee.

**11.2** The Committee on Credentials shall be responsible for issuing credentials. Credentials shall be distributed only to those Delegates and Alternates who have paid their fees and who show valid identification. For purposes of this section, a valid identification shall be an active State of Maine Driver's License or State Identification Card, current passport or student identification from a Maine College or University. All identification must

contain a picture of the Delegate or Alternate. No person, Delegate or Alternate, shall be authorized to pick up the credentials of another Delegate or Alternate.

## **12.0 ROLL CALL OF DELEGATES**

The lists of delegates submitted by the municipal caucuses and anyone appointed by a delegation chair following the caucus, shall constitute the roll call of delegates and, except as the Committee on Credentials shall otherwise decide, such lists shall constitute the permanent roll. Any challenge to a delegate's right to sit shall be filed in writing on the form provided from the Convention Office with the Secretary of the State Convention by 5 P.M. on the day preceding the first day of the convention. Any ruling or decision of the Committee on Credentials shall be subject to final action by a majority vote of those present and voting at the convention.

## **13.0 CONVENTION DELEGATIONS**

**13.1** The delegates and alternates to the state convention and the respective county caucuses must be residents of the municipality which they represent. If a full complement of delegates cannot be present at any session of the state convention, any session of a district caucus, or the respective county caucuses, it shall be the responsibility of the Delegation Chair to fill vacancies from the list of alternates presented no later than one month prior to the start of the convention. Each person appointed to fill a vacancy shall be a resident of that particular municipality which he represents. No such person shall serve as delegation chair.

**13.2** Unless a municipal caucus has provided otherwise, alternates will succeed to the position of an absent delegate by a random drawing.

## **14.0 DELEGATION CHAIR**

**14.1** Each municipal and county delegation shall have a delegation chair.

**14.2** The delegation chairman for the municipality or county delegation shall be a resident of the municipality or county they represent. In the event a municipal delegation chair resigns the position before the convention, the resignation must be submitted in writing to the Maine Republican Party. The remaining delegates shall meet and elect a new delegation chair. The Maine Republican Party must be notified immediately when a new delegation chair is selected.

**14.3** If a delegation chair is temporarily absent during the convention, the delegation chair will appoint a deputy delegation chair, and notify the County Chairs of such appointment.

**14.4** It is the responsibility of the county chair or delegation chair to confirm that all municipal delegation chair is present during voting and other proceedings where their presence is required during the convention. If a municipal delegation chair is absent, the county chair or delegation chair shall appoint a replacement delegation chairman and shall notify the convention office of the new chair's name.

## **15.0 VOTING PROCEDURE**

**15.1** Should the convention chair order a voice vote from the delegates, and there is an objection to this method, any objecting delegate may ask for a Point of Order and ask for reconsideration of the voting procedure.

**15.2** For any vote conducted by a voice vote or voting card, a roll call vote of the Convention may be called. A roll call vote of the convention shall be taken on demand of the chairmen of the caucuses of eight (8) counties. Whenever a roll call vote is required, municipal delegation chairmen shall poll their delegations and deliver the responses promptly to the chairmen of the county delegations, in writing. The county chairmen shall tally the results of the municipal delegations and deliver the results promptly to the state convention or district caucus chair in writing. Counties, or in county caucuses, municipalities, may be called upon in alphabetical order to announce their results.

**15.3** During voting, seating in the delegate area shall be reserved solely for delegates with proper credentials. Absent such credentials, no one except officers of the convention shall be admitted to the section of the convention hall apportioned for delegates.

## **16.0 CONTESTED ELECTIONS**

**16.1** All contested elections to fill positions shall be conducted by secret ballot. For all elections to fill positions, a call for additional nominations from the floor shall be issued by the chair. Each delegate shall be allowed to cast one vote and shall not vote by proxy.

**16.2** In a presidential election year, balloting for National Committeeman and National Committee woman shall only be conducted while the full convention is in session and, once initiated must continue uninterrupted until a victor (more than half the votes case) to prevail in a balloted election. In the event no candidate attains a majority of votes case, a runoff election shall be conducted between the two candidates with the most votes.

## **17.0 CONVENTION BALLOT COMMITTEE**

**17.1** There shall be a Convention Ballot Committee formed to oversee the election process and to report the results to the convention or caucus chair.

**17.2** The Chair of the Maine Republican Party shall appoint an Election Warden from each Congressional District to oversee the tallying of ballots for all elections at the convention no later than one month before the opening day of the Convention.

**17.3** The Chair of the Maine Republican Party shall appoint a minimum of 6 Delegates or Alternates to serve on the Ballot Committee.

**17.4** With the exception of the offices of national convention delegate and national convention alternate, no member of the Convention Ballot Committee shall be a candidate for any office that is subject to a balloted election.

**17.5** Each candidate or their representative may be present to observe the tally of ballots.

#### **18.0 SAVINGS AND SEVERABILITY**

If any of these Rules are found to be in violation of any Rule of the Republican National Committee or as a result of changes in State Statute, those invalid Rules shall not invalidate any other Rule of the Maine Republican Party. In the event any of these Rules are found invalid, they shall be referred to the Rules & Procedures Committee for action.

The Rules & Bylaws Committee shall redraft the specific Rule(s) for adoption by the State Committee at its next regularly scheduled meeting.

#### **19.0 ROBERTS RULES OF ORDER**

*Roberts Rules of Order, Newly Revised*, shall be the Rules of the Maine Republican Party so far as they are applicable and consistent with these rules as written.

#### **RULES AND PROCEDURES COMMITTEE For the years 2021-2022**

Annalee Rosenblatt, Chair, Cumberland

Kenneth Frederic, Lincoln

Joshua Hiatt, Penobscot

Kim E. Pettengill, Kennebec

Robert Simpson, Washington

Ann Robinson, Esq., Cumberland

Dr. Demi Kouzounas *ex officio*