

# **RULES OF THE DELAWARE SUSSEX COUNTY REPUBLICAN COMMITTEE**

## **ARTICLE I - QUALIFICATIONS FOR SUSSEX COUNTY REPUBLICAN PARTY MEMBERSHIP**

**Membership:** All Sussex County residents registered as Republicans on the voter registration records of the Sussex County Delaware Board of Elections are members of the Sussex County Republican Party (SCRP).

## **ARTICLE II – ORGANIZATION**

### **SECTION 1. Region:**

- A. This Region shall include the area defined in the Rules of the Republican Party of the State of Delaware (RPSD) as “CONVENTION DISTRICT 5, SUSSEX,” also known as Region 5.
- B. It will include the areas of Representative Districts 14, 20, 35, 36, 37, 38, 39, 40 and 41.

### **SECTION 2. Modifications:**

This region shall be modified to conform to any redistricting that is ratified and enacted by the Delaware Legislature.

## **ARTICLE III - SUSSEX COUNTY EXECUTIVE COMMITTEE**

### **SECTION 1. Management and Direction:**

The Sussex County Executive Committee (SCEC) is vested with the ultimate management and direction of the affairs of the Delaware Sussex County Republican Committee (SCRC).

### **SECTION 2. Executive Committee Membership:**

- A. The membership of the SCEC shall consist of:
  - 1. The Chairperson, Vice chairperson, Secretary and Treasurer,
  - 2. One Representative District Chairperson (RDC) per Representative District (RD) and
  - 3. Two Election District Committeepersons (EDC) per the number of election districts (ED) in the RD.
  - 4. All regular SCEC meetings are open to all SCRCP members in good standing. (see Addendum 1)
  - 5. For liability and safety reasons, all meeting attendees must sign in legibly and completely on the sign-in sheets provided.
- B. SCEC members may occupy only one position on the SCEC.
- C. The EDCs must be registered Republicans and reside within the RD they represent. EDCs will be assigned to an ED by their RDC, as needed. No more than 49% of the EDCs within an RD shall reside within a single Election District.

## **ARTICLE IV - COUNTYWIDE OFFICER, RDC AND EDC DUTIES**

### **SECTION 1. Officers:**

The countywide officers of the SCEC shall be Chairperson, Vice Chairperson, Secretary and Treasurer.

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## **SECTION 2. Officer Elections:**

The countywide officers of the SCEC shall be elected as specified in Article V.

## **SECTION 3. Advisory Board (AB) and its Duties:**

- A. The SCEC shall have an AB that shall meet at least monthly.
- B. The AB shall be constituted by the RDCs from each RD in Region 5, plus the countywide Chairperson, Vice Chairperson, Treasurer, Secretary and Parliamentarian.
- C. The Chairperson shall serve as presiding officer of the AB.
- D. AB members shall attend all meetings of the AB, or send an EDC from their district as proxy.
- E. The AB shall be responsible for providing advice and consent to the chairperson in operations of the SCEC.
- F. Minutes of the AB meetings shall be available to the RDCs for distribution to their EDCs.
- G. The AB shall nominate members of a Standing Rules Committee and a Standing Training Committee from submitted applications, and a Grievance Committee per Addendum 1. The AB may also nominate members to other committees as needed, such as, but not limited to, a Resolutions Committee, a Finance/Fundraising Committee and a Speakers Committee. All committee memberships shall require SCEC approval.
  - 1. The AB shall designate the committees' parameters. Any SCRP member in good standing (see Addendum 1) who submits an application to be on a committee may be allowed, subject to nomination by the AB and ratification by the SCEC.
  - 2. All appointed and confirmed members of said committees shall have voice and vote within their committee.
  - 3. Committee meetings shall not require a quorum.
  - 4. The term for committees shall be two (2) years, with nominations to be submitted to the SCEC for approval at the 2<sup>nd</sup> regular SCEC meeting following SCEC elections.
  - 5. The Committee Chairperson reserves the right to request that individual(s) attend committee meeting(s) in an advisory capacity only.
- H. In the even any countywide officer is unable to discharge the duties of their office, the AB will appoint an interim designee. The designee shall be a member of the SCEC.
- I. The AB is the Election Committee.

## **SECTION 4. Chairperson Duties:**

- A. The SCEC Chairperson shall direct the administrative affairs of the SCEC, serve as presiding officer and, with the concurrence of the AB, nominate members to all committees and perform such other duties as are established by the SCEC.
- B. The SCEC shall vote on all committee appointments at the next scheduled monthly meeting of the SCEC and they shall be posted on the SCRC website ([www.sussexgop.org](http://www.sussexgop.org)).
- C. The Chairperson will appoint, with the approval of the AB, an independent financial professional to voluntarily perform an Annual Financial Review. The Chairperson will determine the due date of the review, and will report the results of the review to the SCEC.

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## **SECTION 5. Vice Chairperson Duties:**

- A. The Vice Chairperson shall perform the duties of the Chairperson in his or her absence.
- B. The Vice Chairperson shall also perform other such official duties as the Chairperson or the AB shall direct.
- C. If a vacancy occurs in the role of Chairperson, the Vice Chairperson shall assume the office of Chairperson until the next election.

## **SECTION 6. Secretary Duties:**

- A. The Secretary shall keep an accurate roll of the membership, maintain accurate records of attendance and minutes of all AB and SCEC meetings, maintain accurate records of the SCEC, and perform other official duties as may be assigned by the Chairperson and/or the AB.
- B. The Secretary shall keep current and up-to-date editions of the rules of the SCRC and the RPSD and make them available for posting.
- C. The Secretary shall be responsible for the delivery of all records of the SCEC to the duly chosen successor and shall provide reasonable assistance for a smooth transition of the delivery of the records.
- D. The Secretary shall attend all meetings of the AB and SCEC. In the event the Secretary is unable to discharge the duties of the office, the Secretary or the AB shall appoint an interim designee.

## **SECTION 7. Treasurer Duties:**

- A. The Treasurer shall maintain an accurate accounting of all the funds of the SCEC and shall be responsible for the collection, maintenance and withdrawal of these funds.
- B. The Treasurer shall submit to the AB at the first meeting of the calendar year, all recurring costs for the county for AB approval.
- C. The Treasurer and the Chairperson shall be authorized to sign checks and the Treasurer alone shall be authorized to verify electronic transfers. The Treasurer shall be authorized to pay recurring expenditures without directive. All payments exceeding \$250 shall require two authorizations, and shall require AB approval.
- D. The Treasurer shall prepare a written financial report to be presented at each of the regular SCEC meetings.
- E. The Treasurer shall be prepared to answer questions from the AB and SCEC.
- F. The Treasurer shall prepare an Annual Financial Statement, which shall include bank account balances, receivables and payables and shall be in strict compliance with all Federal, State and County laws, rules and regulations and observe accepted accounting practices.
- G. The Annual Financial Statement through December shall be presented at each January meeting of the AB and the SCEC.
- H. The Treasurer shall prepare and submit on a timely basis all required financial reports to the Delaware Election Campaign Financial Section and the Internal Revenue Service.

## **SECTION 8. RDC Duties**

- A. The primary duties of the RDC are to recruit for and fill the EDC positions in their RD and to guide the EDCs to become effective in the performance of their duties.
- B. To that end, RDCs shall evaluate the experience level of each EDC, and previous work in specific EDs. Experienced EDs should remain in the territory in which they have successfully operated, and should not be assigned to another territory, absent good reason.

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- C. New, inexperienced EDCs should be assigned to current open territories, or if all are covered, should be assigned to learn from and assist experienced EDCs in higher population territories.
- D. Once territory assignments have been completed, and throughout their term of office, the primary duty of the RDC is to seek active participation of Republicans in their RD; either to perform EDC functions or to be otherwise involved in the objectives of the SCRC.
- E. RDCs are responsible for assessing and utilizing their resources to achieve the goals of the RD. In the event that an EDC is unwilling to participate in an activity assigned by the RDC, the EDC shall be tasked with developing and implementing an alternative plan to achieve a similar goal. Any such plan shall be subject to the approval of the RDC and may be used at the RDCs discretion toward the achievement of future goals.
- F. RDCs shall ensure that all newly elected EDCs complete training as noted in Article VI. RDCs shall also attend said training.
- G. RDCs shall ensure that all EDCs have read any training manual(s) provided. RDCs shall also read and be familiar with said manual(s), as they are to become the “go to” source of guidance for the EDC in the performance of their duties.
- H. RDCs are entrusted and duty bound to hold regular RD meetings per Article VIII, Section 6. The purpose of these meetings is to determine activity and success among their EDCs, provide further training and voter outreach efforts, and gather the collective voices and will of their district that shall be conveyed to the AB at their meetings.
- I. It is most important that anyone seeking the position of RDC understand that s/he (any reference to gender within this document is intended to apply equally to either or both) is elected by the EDCs to guide and serve them in their mission, and that they must continually earn the trust and confidence the EDCs have imparted with their vote. As such, the RDC is the servant of the EDCs in their district.
- J. The RDC shall coordinate activities of his EDCs to support their State Senator and State Representative, as well as candidates for those offices.

### **SECTION 9. EDC Duties**

- A. EDCs shall be assigned to an ED within their RD by the RDC. As the direct contact between the SCRC and the population of their assigned district, EDCs should preferably be assigned to the ED in which they reside or in which they have worked the longest or most effectively.
- B. EDCs are the contact and voice intended to grow the Republican Party, promoting activism among its members and supporting its candidates and elected officials. In so doing, their most important function is to be the welcoming voice to Republicans in their district, to Independents who may be unaware of the closed nature of Delaware’s Primary Elections, and to disenfranchise Democrats who reject the present Progressive takeover of their party. The main function of the EDC is to bring all of the above to the Sussex County Republican structure.
- C. To enhance their functional capabilities, all elected EDCs shall study SCEC Training Manual(s) and must attend such training meetings as are provided for them. Failure to comply with such study and attendance are cause for removal from their EDC position.
- D. EDCs may be removed from their position by their RDC as shown in Article VIII, Section 6D.

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## **ARTICLE V- ELECTIONS**

### **SECTION 1. Executive Committee Election Requirements:**

All elections shall be conducted as defined in the Election Procedure of the Sussex County Executive Committee.

## **ARTICLE VI – SCEC Training**

### **SECTION 1. SCEC Training**

Following all SCEC General Elections, all elected members will be required to complete training as determined by the AB.

## **ARTICLE VII - SCEC Grievance, Suspension or Removal**

### **SECTION 1. SCEC Participation, Suspension or Removal:**

- A. Active participation is required of all members of the SCEC.
- B. Any member of the SCEC may be suspended or removed for any one of the following reasons:
  - 1. By filing a letter of resignation with the Secretary or with the respective RDC.
  - 2. Winning public election to a paid county, state or national position.
  - 3. Absence without reasonable cause from three (3) consecutive SCEC meetings reported to the AB by the Secretary and recorded on the SCEC meeting sign-in sheet.
    - a. If the member or the member's proxy is present at the removal or suspension meeting, that member or proxy will be allowed to explain and defend the absences.
    - b. If the member is absent from the removal or suspension meeting, this would be the member's fourth consecutive absence and removal or suspension shall be automatic.
    - c. Reasonable cause for absences will be defined on a per case basis by the RDC.
  - 4. For just cause as follows:
    - a. Scandal, personal or public, defined as behavior which reflects discredit upon the Republican Party as determined by a majority vote of the SCEC.
    - b. Dereliction of duty, ("duty" as specified in Article IV.)
    - c. Voluntary actions or omissions that are deemed as significantly against the interests of the National, Delaware State, SCEC or SCRCP (see Addendum 1).
    - d. Misappropriation of funds
- C. Officer Removal Procedures:
  - 1. An officer may be removed from their position as described in Article VII, Sections 1 and 2.
- D. RDC Removal Procedures:
  - 1. An RDC may be removed from their position by a simple majority vote of no confidence by the EDCs of the respective RD, provided there is a quorum of no less than 2/3 of the District's EDCs at a hearing meeting.
  - 2. Said hearing must be set by written request to the Secretary by no less than 1/2 of the District's EDCs. The Secretary shall promptly contact the Chairperson, the RDC and all

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- EDCs of the District by email or phone and notify them of the time and date of said hearing of no confidence. Said meeting shall occur at least seven (7) working days from receipt of the written request.
3. A Countywide Officer shall be present at the hearing to determine quorum and vote count.
  4. Should the RDC be removed by a vote of no confidence, the EDCs of the RD must immediately elect a replacement RDC from the EDCs that are presently serving. If no EDC is willing to serve as a replacement, an interim RDC must be selected from the EDCs that are presently serving or be appointed by the AB at their next meeting.
  5. If the removed RDC was previously elected as an EDC prior to RDC election, s/he may return to an EDC position and serve in that capacity until the next SCEC election cycle. At that time, s/he may reapply as a candidate for the position of EDC. This individual may not reapply for an RDC position until the second SCEC election following the dismissal.
  6. If the removed RDC was not previously elected as an EDC prior to RDC election, s/he will no longer hold an elected position in the SCEC, and may not reapply for an EDC position until the next voting cycle. This individual may not reapply for an RDC position until the second SCEC election following the dismissal.
  7. An RDC is also subject to removal by the SCEC under all provisions contained in Article VII, and is also subject to the Code of Conduct and Ethics.
- E. EDC Removal Procedures:
1. An EDC may be removed from their position as described in Article VII, Sections 1 and 2, and Article VIII, Section 6D.

### **SECTION 2. SCEC Grievances, Suspension or Removal:**

- A. Any grievance for cause shall be referred to the Grievance Committee and addressed per the procedures set forth in the Code of Conduct and Ethics (see Addendum 1).
- B. Once the Grievance Committee has concluded its investigation, the AB will present the Grievance Committee's findings and recommendations, as well as the recommendations of the AB, to the SCEC.
- C. If the SCEC votes to affirm said recommendations, they shall be so implemented.

### **SECTION 3. Enforcement**

The SCEC reserves the right to enforce these rules by exercising its legal rights and by seeking any remedy at law or in equity. Any member subject to enforcement action agrees to reimburse the SCRC's court costs and attorney's fees incurred as a result of such action.

## **ARTICLE VIII - SUSSEX COUNTY EXECUTIVE COMMITTEE MEETINGS**

### **SECTION 1. SCEC Meetings:**

- A. The SCEC shall hold regular meetings as approved by the AB and the SCEC.
- B. The regular meetings, unless otherwise advised, shall take place on the second Monday of the month at a location designated by the AB at a date and time to be publicized no less than five (5) business days in advance.
- C. Additional meetings may be called at the direction of the AB.
- D. All regular SCEC meetings shall be open to attendance by all SCRP members in good standing (see Addendum 1). All meeting attendees shall sign in before entering the meeting as noted in Article III, Section 2.A.5.

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- E. The chair may move to recognize a non-committee member to speak if agreed upon without objection from the members of the committee. If a member objects, the motion will proceed to an immediate vote without a second being necessary. At the discretion of the chair, time will be allotted at the end of the meeting to allow guests to speak.
- F. If the meeting moves to Executive Session, only SCEC members shall be allowed to remain.

### **SECTION 2. Special SCEC Meetings:**

- A. Special Meetings may be called by the AB or by written request of at least twenty-five (25) members of the SCEC.
- B. Each SCEC member must be notified by electronic mail or telephone at least five (5) business days in advance of the special meeting, and the special meeting notice must be immediately posted on the SCRC website ([www.sussexgop.org](http://www.sussexgop.org)) and publicly displayed at SCRC Headquarters.

### **SECTION 3. Valid Proxies:**

- A. A written proxy may be used to appoint a replacement to represent a sitting SCEC member at a scheduled SCEC meeting providing the holder of the proxy is an SCRCP member in good standing (see Addendum 1) of the same RD. The proxy holder will show their registration ID card to the Secretary to confirm their voting Representative District.
- B. Proxy forms shall be available at the SCRC Headquarters and posted on the SCRC website ([www.sussexgop.org](http://www.sussexgop.org)) for simple download.
- C. All proxies validated by the Secretary shall be counted toward a quorum and shall be afforded voice and vote privileges at the meeting for which they are serving. If a proxy is also an EDC, they may only cast a vote for the individual they are replacing (i.e, they cannot cast multiple votes as both an EDC and a proxy).

### **SECTION 4. Votes and Quorums:**

- A. No vote shall be taken unless there is a quorum of the SCEC present at the SCEC meetings.
- B. If one third of the members of the SCEC are counted present by way of signing in at the meeting, that shall constitute a quorum.
- C. The Secretary shall determine the quorum based on attendance records and current SCEC membership.
- D. The formula for the determination of a quorum shall be as follows:
  - 1. 73 total Election Districts X 2 EDCs per District = 146 EDCs
  - 2. 9 total Representative Districts = 9 RDCs
  - 3. 4 total Countywide Officers (CWOs) = 4 CWOsThe resulting total is 159 total possible SCEC members.
  - 4. Any current vacancies and any inactive members must be subtracted from the total of 159, and the difference shall be the current total SCEC membership.
  - 5. The total SCEC membership shall be divided by three (3) and the quotient shall be rounded up to the nearest whole number, which shall be the number of SCEC members necessary to constitute a quorum at a meeting.
  - 6. For example, if it is decided that there are 100 current total SCEC members then quotient 33.3 shall be rounded up to 34.
  - 7. In this example, if at least 34 or more active members (including their current proxies) are counted present at the meeting, then this shall constitute a quorum and business may be conducted.
- E. All votes of the SCEC shall be counted by the Vice Chair and the Secretary.

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- F. The results of all votes of the SCEC shall be announced immediately following the vote.
- G. All voting results shall be recorded in the Secretary's minutes.

## **SECTION 5: AB Meetings**

- A. The Advisory Board (AB) shall hold regular monthly meetings.
- B. Special AB meetings may also be held at the discretion of the AB or the Chairperson.

## **SECTION 6. Representative District Meetings:**

- A. All RDCs or their designees should hold monthly meetings, but no less than 4 per year.
- B. RDC meetings shall not be limited to EDCs only. Anyone desiring to attend an RDC meeting may do so with the permission of the RDC.
- C. RDCs may not establish rules or bylaws separate from the rules of the SCEC.
- D. If any member is unable to attend a meeting, they can designate a proxy. RDCs will encourage all EDCs to attend RDC and SCEC meetings. If the RDC evaluates that an EDC is unable to attend meetings or actively participate, they may employ their discretion in determining if the member should relinquish their EDC position. Termination of an EDC status, however, does not prevent the member from being an active participant in the RD or SCRPs as volunteers in other areas.

## **ARTICLE IX - PARLIAMENTARY AUTHORITY AND CUSTOM**

### **SECTION 1. Rules Governing Meetings:**

The rules contained in the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED shall govern the SCEC along with all other boards, committees and special meetings that are established, or may be established, by the SCEC in all cases to which they are applicable and in which they are not inconsistent with any other special rules of order that the SCEC may adopt.

### **SECTION 2. Sergeant-at-Arms:**

A Sergeant-at-Arms may be appointed by the Chairperson as needed, as defined by ROBERT'S RULES OF ORDER NEWLY REVISED.

### **SECTION 3. Parliamentarian:**

- A. A Parliamentarian shall be nominated by the Chairperson, submitted to the SCEC for approval by a simple majority and shall serve at the pleasure of the Chairperson.
- B. The Parliamentarian must remain neutral in the management decisions concerning the SCRPs, the SCEC and the AB and therefore cannot hold any position of membership on the SCEC.
- C. If the Parliamentarian nominated is a current member of the SCEC, that person shall vacate that position upon approval.
- D. The position of Parliamentarian is to advise the Chairperson in responding to any points of order and/or parliamentary inquiries and in general to provide advice on conducting meetings according to ROBERT'S RULES OF ORDER NEWLY REVISED.
- E. The position of Parliamentarian shall be purely advisory in nature.



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## **SECTION 4. Communications Director:**

- A. The Chairperson of the SCRC shall appoint a Communications Director, who may or may not be a member of the SCEC.
- B. The Communications Director serves at the pleasure of the Chairperson, with the consent of the AB.
- C. The Communications Director shall be considered an advisory member of the AB.
- D. While the Communications Director is responsible for all elements listed in the SCRC Communications Director Job Description (see Addendum 3), the Chairperson remains the ultimate and final spokesperson for the SCRC.

## **ARTICLE X – COMPLIANCE**

### **SECTION 1. Incorporation of Addenda:**

- A. All herein cited addenda are incorporated hereof to the Rules as integral part thereof with full applicable force:
  - i. Addendum 1 – Code of Conduct and Ethics of the Sussex County Executive Committee
  - ii. Addendum 2 – SCRC Communications Director Job Description
- B. Approved by the SCEC on \_\_\_\_\_ June 13, 2016 \_\_\_\_\_.

### **SECTION 2. Comply with Law:**

- A. These Rules of the SCRC shall be in accordance with all Federal, State and local laws and regulations.
- B. As certain portions of state law apply to the Rules of the SCRC, those portions by Title and Section shall be deemed attached as part and parcel of these rules as an appendix for clarification.

### **SECTION 3. Comply with Republican Rules:**

These Rules of the SCRC shall be in compliance and consistent with the Rules of both the National Republican Party and the Republican Party of the State of Delaware, insofar as they shall modify and supersede if and when they directly affect any and all Rules of the SCRC that have been previously adopted, or any and all rules to be enacted in the future.

### **SECTION 4. Enactment:**

Upon approval by the SCEC, these rules will have full force and immediate effect in their entirety and are binding upon all present and future members of the SCEC until changed by future enactment(s).

### **SECTION 5. Suspension of a Rule for a Specific Purpose:**

Any suspension of a rule shall be in accordance with ROBERT’S RULES OF ORDER NEWLY REVISED.

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**ARTICLE XI - SAVINGS CLAUSE**

**Survival of the Rules:** In the event any Article or Section or parts thereof in these Rules shall be declared illegal or not applicable, the remaining Articles and Sections or parts thereof shall survive and remain in full force and effect.

**CERTIFICATION**

I, the current Countywide Secretary of the SCEC, hereby certify that, there being a proper quorum, these Rules were duly adopted by a majority vote of the SCEC of the Republican Party on **June 13, 2016.**

  
Secretary of the SCEC

Date: 6/16/16

Certified:

  
Chairperson of the SCEC

Date: 06/16/2016

**CODE OF CONDUCT AND ETHICS OF THE  
SUSSEX COUNTY EXECUTIVE COMMITTEE**

**PREAMBLE**

The purpose of the ***Code of Conduct and Ethics*** of the Sussex County Executive Committee (SCEC) is to serve as a standard of conduct for SCEC members, including but not limited to the Countywide Officers, Representative District Chairs (RDC), Election District Chairs (EDC) and any appointees of the SCEC.

This Code sets forth standards of behavior and conduct for SCEC members in conducting the affairs of the SCEC, incorporating standards of behavior governing the personal conduct of SCEC members as they relate to achieving the objectives of the Sussex County Republican Committee (SCRC). The paramount principle upon which this Code rests is personal responsibility.

Embraced within the standard of responsibility is the concept that the SCEC Chairperson, Countywide Officers, RDCs and EDCs must manage and direct the operations of the SCEC with integrity.

All who are governed by this Code must direct and lead the SCEC in an appropriate manner and employ ethical methods to achieve the SCRC's overall mission and objectives.

**1. Definitions**

The definitions as set forth in this Code are meant to provide a framework for understanding and enforcement of the provisions set forth herein. As used in this Code, the following terms are defined as follows:

- A. "Confidential"** – means limited to persons authorized to use such information, documents and communications intended for limited dissemination or use.
- B. "Conflict of Interest"** – means a circumstance where a person's personal or business interests present conflict with that person's obligation(s) to the SCEC, such that it may interfere with his or her exercise of judgment and duties to the SCEC.
- C. "Disclosure"** – means to notify formally the appropriate committee or duly authorized officer or agent of the SCEC of a conflict of interest or breach of ethical standards as set forth in this Code.
- D. "Duty of Loyalty"** – means that individuals must put the interests of the SCRC above all self-interest. Specifically, and by way of example, no SCEC

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member is permitted to profit personally or compete with the interests of the SCRC.

**E. “Duty of Responsibility”** – means that Countywide Officers and SCEC members must exercise reasonable care, skill and diligence in every activity in which the business of the SCEC is conducted. Good faith and honesty are major tests in determining whether reasonable care has been exercised.

**F. “Ethics”** – means a set of standards of conduct that guide decisions and actions of individuals within an organization with reference to right and wrong.

### 2. General Responsibilities of the SCEC

#### **An SCEC Member shall:**

- A. Strive to avoid even the appearance of impropriety;
- B. Uphold the **Code of Conduct and Ethics** of the SCEC;
- C. Conduct all personal and professional activities with honesty and integrity, respect, fairness and good faith in a manner that will reflect well upon the SCRC;
- D. Comply with all laws and regulations pertaining to the management and operations of SCEC;
- E. Avoid financial and all other conflicts of interest;
- F. Use this Code to further the interests of the SCRC and not for selfish or personal pecuniary reasons;
- G. Refrain from participating in any activity that demeans the credibility and dignity of the SCRC, except when such participation is necessary to expose unethical or illegal conduct.

### 3. The SCEC Chairperson and Countywide Officers of the SCEC shall:

- A. Adopt and promote a program for educating SCEC members regarding the importance of this **Code of Conduct and Ethics** to the overall operation of the SCEC. Said program shall include a module on appropriate leadership skills;
- B. Disclose to the Grievance Committee any conflicts of interest which would interfere with carrying out their duties as officers of the SCEC;
- C. Maintain confidentiality of information as appropriate;

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- D. Report known instances of conduct that constitute a breach of the Code to the Chairperson and the Secretary.
4. **Disclosure of Conflict(s) of Interest** – The Chairperson of the SCEC shall provide a method for members of the SCEC to voluntarily disclose conflicts of interest. This method of disclosure shall be made known to all concerned within twenty (20) business days.
  5. **General Expectations** – The SCEC expects its officers, board members, members and other representatives to observe high standards of business and personal ethics. The SCEC adheres to all federal and state equal opportunity regulations; thus decisions and actions of its members must be made without regard to race, color, creed, national origin, religious preference, sexual preference, age, gender, marital status or disability.
  6. **Wrongful Conduct** – Any behaviors that include a violation of local or state Republican Committee policies, a felonious violation of state or federal law, use of Republican property or Republican authority for personal gain, or any such other behavior herein defined.
  7. **Good Faith Reporting** – Anyone filing a complaint of wrongful conduct must be acting in good faith and have reasonable grounds for believing that the complaint indicates wrongful conduct. Any allegations that prove to be unsubstantiated and/or prove to have been made maliciously or knowingly false will be viewed as wrongful conduct.
  8. **Harassment/ Bullying** – Behavior by any member toward another that includes conduct that creates an intimidating, hostile or offensive environment.
  9. **Sexual Harassment** – Behavior by any member toward another that is unsolicited and non-reciprocal for the purpose of causing that person to engage in sexual activity or behavior or to fear that he/she would be punished for refusal.
  10. **No Retaliation Rule** – No person, who in good faith reports wrongful conduct, shall be subject to any disciplinary action.

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11. **Grievance Committee** -- A three (3) member Grievance Committee shall be established. Members shall be nominated by the Advisory Board and shall require SCEC approval. The members of the Grievance Committee shall not be members of the SCEC, and must be Republicans who are registered and live in Sussex County, Delaware. The term for this position shall be two (2) years with nominations to be submitted to the SCEC for approval at the 2<sup>nd</sup> regular SCEC meeting following SCEC elections.
  
12. **Handling of Reported Wrongful Conduct** – Reports of suspected wrongful conduct must be submitted in writing to the Chairperson and the Secretary on a confidential basis by the complainant. If either the Chairperson or the Secretary are directly involved in the complaint, a copy will also be sent to the SCEC Treasurer. Any anonymous complaint will be disregarded but shared with the accused by the SCEC Chairperson. The Chairperson or the Secretary shall forward valid and signed complaints to the Grievance Committee within five (5) business days.
  - A. Reports of wrongful conduct will be kept confidential during the investigation.
  - B. A Grievance Committee (GC) representative shall notify the sender and acknowledge receipt of the complaint within five (5) business days of its receipt. The accused party/parties will also be notified of the complaint within the same time frame.
  - C. Reports will be promptly investigated by the GC, which shall also arrange for a confidential meeting with the accused and provide prior notice so that person has the opportunity to defend him/herself privately as well as include supporting representatives.
  - D. Once the GC has concluded its investigation, it will report its findings to the Chairman and the Secretary.
    1. If the GC finds no merit in the complaint of wrongful conduct, the Chairperson and Secretary will share the findings of the GC with the complainant and accused only
    2. If the GC finds merit in the complaint of wrongful conduct, the Chairperson and the Secretary shall share the GC findings with the AB, who will present both the

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GC findings and the AB recommendations to the SCEC for a vote on said recommendation.

- E. Any individual receiving a suspension or dismissal action from their SCEC position shall be deemed not in good standing.
- F. Any SCRP member attending an SCEC meeting or participating in an SCEC function shall be expected to adhere to this **Code of Conduct and Ethics**. Any such person found by the GC and SCEC to be in violation of the **Code of Conduct and Ethics** shall be deemed not in good standing.
- G. Any individual found not in good standing may petition the AB for reinstatement after a period of two SCEC election cycles. Reinstatement will be subject to recommendation by the AB and approval by 2/3 vote of the SCEC.
- H. All complaints and findings shall be kept on file by the Secretary, shall remain confidential, and shall be purged 10 years from the date of submission.

**SUSSEX COUNTY REPUBLICAN COMMITTEE  
COMMUNICATIONS DIRECTOR  
JOB DESCRIPTION**

- I.** The duties of the Sussex County Republican Committee Communications Director shall include, but are not limited to:
- Establishing and maintaining a list of local, regional and national media contacts
  - Maintaining constructive relationships with members of the media
  - Preparing and disseminating press releases as appropriate
  - Answering any inquiries from the media, including on-camera and in-studio interviews
  - Speaking exclusively for the SCRP and no other entity
  - Understanding fully the Republican positions on issues important to Sussex County and the State of Delaware
  - Working with the Chairperson and the Advisory Board to develop appropriate communication strategies to further the interests of the Committee and the Party
- II.** The Communications Director should be a person with a public communications background, who understands the needs of the press.