RULES OF THE REPUBLICAN COMMITTEE OF LANCASTER COUNTY

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RULES OF THE REPUBLICAN COMMITTEE OF LANCASTER COUNTY

Adopted September 5, 1967 and amended in 1971, 1977, 1998, 2002, 2005 and 2011

Article I County Committee

Section 1. Members:

- A. Composition. Each election district within Lancaster County shall elect one man and one woman as a member of the County Committee.
- B. *Qualifications*. Each member of the County Committee shall be a resident and registered Republican voter of the district in which he or she is elected or appointed. A County Committee member elected via write-in votes must receive at least as many votes as the minimum number of signatures required on a nomination petition for such office. The County Chairman shall declare vacant the position of a County Committee Member if the member no longer resides within the boundaries of his or her voting district, upon receiving a letter from the member or other satisfactory evidence that the member has resigned from the position or if the member is elected or appointed to any position (including judge of elections, inspector of elections, clerk of elections or machine inspector) on any District Election Board (as that term is defined in the Pennsylvania Election Code, Act of June 3, 1937, P.L. 1333, as amended, 25 P.S. § 2601 *et seq.*).
- C. *Term.* Each member of the County Committee shall be elected by the Republican voters in his or her district at the Primary Elections designated by law for such election and shall serve for a term of two (2) years, or until his or her successor is duly elected or appointed, or unless the position has been declared vacant in accordance with (B) of this section.

D. Vacancies.

- (a) Vacancies in membership on the County Committee shall be filled by the County Chairman appointing a resident, registered Republican voter from the election district in which the vacancy has occurred, after having consulted with the Area Chairman and the other County Committee member in that election district. Such appointment shall be for the unexpired term of the member whose position is filled.
- (b) The County Chairman shall make no appointments to the County Committee within the thirty (30) days immediately preceding the Full County Committee convention called pursuant to Article IX, Section 2 of these bylaws, except that the Chairman may appoint a successor to fill a vacant County Committee position in a voting district where the vacancy has occurred as a result of the predecessor's death or removal from the voting district in the thirty (30) day period immediately preceding the convention.
- E. Duties. The Republican County Committeeman and Committeewoman shall be responsible for the organization of an effective political force for the Republican Party in their election district which shall include effective local registration and voter drives and shall make certain that the

Republican Party is properly represented with the best candidates for local offices including election officials.

Section 2. Authority:

The County Committee shall have full control of the Republican Party of and in the County of Lancaster and its various election districts.

Section 3. Meetings:

- A. Biennial Organization. No later than forty-five (45) days after the primary election at which the members are elected in each district, the County Committee shall meet upon the call of the Chairman to organize. Should the Chairman fail to hold such meeting within the time specified, the County Committee shall meet upon the call of the Advisory Committee within ten (10) days after the expiration of said forty-five (45) day period.
- B. Special. Special meetings of the County Committee may be called at any time by the Chairman, by a majority of one of the Advisory Committee, or of the County Committee.
- C. Notice. Written notice of all meetings shall be mailed to each member of the County Committee at least seven (7) days before the date of the meeting. Notice shall be given at least two days in advance of the scheduled meeting by a media-wide press release issued by the County Chairman. Notices of special meetings that are sent to the members of the County Committee shall include notice of the purpose of such meeting.
- D. *Quorum.* A majority of the members of the County Committee shall constitute a quorum thereof. Registrations at the meeting shall be evidence of a quorum.
- E. *Proxies*. A member unable to attend a meeting of the County Committee may substitute a resident, registered Republican of his or her election district to act for him or her, provided such substitution is made in writing and filed with the Secretary before or during the initial roll call of the meeting.
- F. Order of Business. The order of business of meetings of the County Committee shall be as follows:
 - 1) Establishment of Quorum.
 - 2) Adoption of Agenda/ Orders of the Day
 - 3) Action on Minutes of Previous Meeting
 - 4) Reports of Officers
 - 5) Reports of Standing Committees
 - 6) Reports of Special Committees
 - 7) Unfinished Business
 - 8) Election of Officers (if applicable)
 - 9) New Business
 - 10) Resolutions
 - 11) Adjournment

G. Resolutions.

Any member may propose a resolution for adoption by the County Committee.

- 1. The Resolution must be signed and dated and submitted to the County Chairman at least five (5) business days before the scheduled start of a regular meeting of the County Committee. The County Chairman shall transmit a copy of the resolution to the Advisory Committee before the County Committee meeting.
- 2. Prior to the County Committee meeting, the Advisory Committee shall meet to consider the resolution before reporting it to the floor. For each resolution, a majority of the Advisory Committee may recommend approval or rejection of the resolution to the entire committee, but in any case any properly proposed resolution shall be heard by the full committee.
- 3. Any member who proposes a resolution is entitled to be heard by the Advisory Committee.

Article II Officers of the County Committee

Section 1. Composition:

The officers of the County Committee shall consist of a Chairman, Vice-Chairman (of the opposite sex to the Chairman), Secretary and Treasurer.

Section 2. Designation:

All officers shall be elected by the members of the County Committee at its biennial organization meeting and continue in office until their successors are duly elected.

Section 3. Qualifications:

All officers shall be registered, resident Republican voters and, with the exception of the Chairman and Vice-Chairman, shall have served for at least two (2) years as members of the County Committee of Lancaster County.

Section 4. Vacancies:

In the event of the Chairman's inability to serve, that office shall be assumed, on a temporary basis pending the availability of the Chairman or the filling of the office, if vacant, by the County Committee, by the following officers in this order: Vice-Chairman, Secretary. In the event of death, resignation or loss of qualification of the Chairman, the County Committee shall fill such vacancy at a meeting called within thirty (30) days of such event. In the event of the death or resignation of the Treasurer, the County Chairman shall fill such vacancy by appointing a duly elected County Committee member until the vacancy is filled for the Treasurer's unexpired term by the Advisory Committee at a meeting called within thirty (30) days of such appointment. All other vacancies shall be filled for the unexpired term by the Advisory Committee.

Section 5. Duties:

- A. Chairman. The Chairman shall be the chief executive officer of the Republican Party of Lancaster County and its designated spokesman at all levels of Party affairs. He shall preside at all meetings of the County Committee and the Advisory Committee, appoint all committees other than those required by these Rules to be otherwise designated and perform such services as shall be conducive to the welfare of the nation, state, county and party or shall be imposed upon him or her by the laws of Pennsylvania. He shall be responsible for organizing and executing finance, registration and campaign activities for National, State, County and Legislative candidates within the County.
- B. *Vice-Chairman*. The Vice-Chairman shall perform such duties as shall be assigned by the Chairman or the County Committee.
- C. Secretary. The Secretary shall be responsible that a roll of the members of the County Committee is maintained constantly with correct post office addresses of the members. The Secretary shall be responsible that correct minutes are kept of all proceedings of the County Committee and shall perform such other duties as shall be assigned by the Chairman or the County Committee.
- D. *Treasurer*. The Treasurer shall receive all moneys paid or contributed to the Republican Party of Lancaster County or its officers or members and shall pay out the same only upon warrants drawn by the Chairman. The Treasurer shall file all reports of his accounts required by law. If the County Committee shall require, the Treasurer shall furnish bond in such amount and with such surety, if any, as fixed by the County Committee.

Section 6. Administrative Assistants:

The Chairman shall appoint such Administrative Assistants as the Chairman shall deem helpful to perform his duties. Should he desire to give any title which shall imply the Administrative Assistant as an officer, such appointment shall first be confirmed by either the County Committee or the Advisory Committee.

Article III Advisory Committee

Section 1. Composition:

Membership on the Advisory Committee shall consist of the following persons:

- A. The Chairman of the County Committee, who is also to be the Chairman of the Advisory Committee, and the other three (3) County Committee Officers.
- B. Representatives to be chosen by the County Committee members from each of the School Area Committees (see Article IV Section 1) based on one representative per school district for each 10,000 population or major fraction thereof as certified by the United States Census. Any

school district of less than 5,000 population shall be combined with a contiguous school district of its own choice, and the population of the combined districts shall determine the number of their representatives to the Advisory Committee. The Chairman of each School Area Committee chosen pursuant to Section 2 of Article IV shall also be a member of the Advisory Committee.

- C. All members of the Republican State or National Committee residing in the County.
- D. The above (A, B and C) members of the Advisory Committee shall constitute the voting membership of that Committee.
- E. The following shall be members of the Advisory Committee with all privileges thereof excepting the right to vote:
 - The Republican Congressman and U.S. Senators residing in Lancaster County.
 - The Republicans residing in Lancaster County who have been elected by the voters on a state-wide basis and are currently holding such office.
 - The Republicans residing in Lancaster County who hold a State Party office.
 - The Republican State Senators residing in Lancaster County.
 - One Republican Member of the State House of Representatives Delegation who resides in Lancaster County and who has been designated by all Republican State House Members from the County to attend that particular meeting.
 - The Republican County Commissioners.
 - All past Chairmen of the County Committee who are residents and registered Republicans in Lancaster County.
 - The Republican Mayor of Lancaster; if none, the President of City Council, if Republican; if none, the ranking Republican Member of Council.
 - One Member of the Women's Republican Club of Lancaster County as designated by that organization.
 - One Member of the Young Republicans of Lancaster County as designated by that organization.

Section 2. Duties:

The Advisory Committee shall advise and consult with the County Chairman on county-wide policy, the endorsement of candidates and such other matters on which the County Chairman shall seek its counsel. The Advisory Committee shall have such other duties as are assigned to it by these bylaws or by the County Committee to be performed only for and during said County Committee's term of office.

Section 3. Hearing Procedure:

Whenever any member of the County Committee, officer thereof, any member of the Advisory Committee or any member of the Citizens Council is accused of open and active support of a candidate or party other than Republican, the hearing shall be convened and held as follows:

The hearing shall be called by the County Chairman or by a petition signed by ten (10) members of the Advisory Committee. Any member of the County Committee may bring a formal complaint before the Advisory Committee, which shall decide by majority vote whether or not the facts have been verified and what action is to be taken. The complaining member and the accused member or officer may present such evidence or call such witnesses as may support his **or her** argument.

The County Chairman shall preside over the hearing of the Advisory Committee, except when the County Chairman is the accused or the complainant, in which case the Vice Chairman shall serve as the presiding officer. The County Chairman or the Vice Chairman may consult with the County Party Solicitor regarding any motions and shall guarantee a fair hearing.

All Advisory Committee hearings shall be conducted in such a fashion as to preserve the confidentiality of the proceedings.

Section 4. Voting:

Each voting member of the Advisory Committee shall have only one vote regardless of whether he or she is serving in more than one capacity on the Advisory Committee. Each voting member of the Advisory Committee holding that office pursuant to subsection B of Section 1 of this Article may designate in writing a County Committee member from his or her own Area Committee as his or her proxy. No voting member of the Advisory Committee may designate another voting member of the Advisory Committee as his or her proxy and no individual may carry more than one (1) proxy.

Article IV Area Committees

Section 1. Composition:

The members of the County Committee in any city, borough, township, ward and/or school district shall organize themselves in a committee which shall be composed of all such members within such area.

Section 2. Officers:

Any Area Committee consisting of more than two (2) members shall elect a chairman who need not be a member of the County Committee, and every Area Committee which is composed of a school district shall select from the committeemen and committeewomen in the area its representatives to the Advisory Committee. A School Area Committee entitled to more than two (2) representatives to the Advisory Committee may choose its chairman as a representative even if said chairman is not a County Committee member. Any Area Committee may have such other officers as it may designate from time to time.

Section 3. Meetings:

The biennial organization meeting of each such area shall be held within thirty (30) days after the biennial organization meeting of the County Committee. All other meetings of the Area Committee shall be called by the Chairman thereof, a majority of the Area Committee, or the Chairman of the County Committee, or as provided in by-laws of the Area Committee. At any meeting at which an endorsement under Section 5 of this Article is to be effected, written notice thereof shall be given to all committee members affected thereby mailed at least seven (7) days before the date of the meeting (a) except that no notice shall be required if the meeting is set at a prior meeting of the Area Committee at which all members of the Area Committee are present at the time the date, time and place of the endorsement meeting is announced or (b) except further that written notice will be sufficient, if mailed at least five (5) days prior to the endorsement meeting to those members not present at any such prior meeting at which the date, time and place was announced.

Section 4. Duties:

- A. At least twenty-one (21) days prior to the first legal day for securing signatures on nomination petitions, the Area Committee shall meet to consider candidates for office in that area.
- B. Should the Area Committee not so meet, then any member of the County Committee in that area may request the County Chairman to intervene. In such event, the County Chairman shall call such a meeting as soon as is reasonably possible.

Section 5. Endorsements:

No person shall be deemed to be endorsed for office in that area by an Area Committee except upon secret ballot in which the endorsed person received a vote at least equal to two-thirds (2/3) of a quorum of the Area Committee.

Section 6. School Area Chairman:

The School Area Chairman shall be responsible for all campaigns for school area-wide offices. He shall assist the County Committee members within the district. He shall assist the County Chairman in all national, state, county and legislative campaigns and shall perform such other duties as may be assigned him from time to time by the County Chairman.

Article V Legislative Districts

Section 1. Legislative District Committee:

All members of the County Committee within each legislative district (for the General Assembly) shall constitute the district committee for such legislative district, the chairman of which shall be the County Chairman who shall call and preside at all meetings. He shall have no vote unless he is a member of the County Committee in that legislative district.

Section 2. Endorsements:

- Α. State Senators. (District entirely within Lancaster County). No person shall be deemed to be endorsed for State Senator except upon secret ballot of the County Committee members within the state senatorial district equal to two-thirds (2/3) of a quorum present. Such vote may be taken at the meetings of the legislative district committees from among those County Committee members present at those meetings whose district compose the state senatorial district or it may be taken at a general meeting of all County Committee members of the state senatorial district or both. Should no quorum be present or cast votes at a meeting of the state senatorial district, or should there be no decision made at such a meeting and a vote taken to finally adjourn, or should there be no decision made as a result of a single ballot taken during the meetings of the legislative district committees; then the members of the Advisory Committee residing within that state senatorial district shall have the right to endorse a candidate upon secret ballot in which the endorsed person receives a vote equal to two-thirds (2/3) of a guorum present and voting. The County Chairman shall preside at all of the aforesaid meetings of the districts - legislative, senatorial or advisory committee. He shall have no vote at legislative and senatorial meetings unless he is a member of the County Committee in that legislative or senatorial district.
- B. State Senators (Entire district not in Lancaster County). The procedure for designation of endorsement for such state senators in state senatorial districts lying partially in any other county shall be as agreed upon by the county chairmen of the counties affected provided, however, that any such agreement shall be subsequently or in advance approved either by the members of the Advisory Committee of Lancaster County and/or the County Committee members residing within such district. Further, any decision as to a specific candidate to be endorsed (such as designation of conferees, etc.) or other matters relating to the announced position of Lancaster County shall be made only after consultation by secret ballot with the County Committee members from Lancaster County affected.
- C. General Assembly. (District entirely within Lancaster County). No person shall be deemed to be endorsed for the General Assembly in a district lying entirely within Lancaster County except upon secret ballot of the legislative district committee equal to two-thirds (2/3) of a quorum present and voting.
- D. General Assembly. (Entire district not in Lancaster County). The procedure for these seats shall be the same as for the senatorial districts of this nature. (See paragraph B of this section.).
- E. County-Wide. All legislators serving the full County (including Congressmen and others) shall be endorsed in the same manner as other County Officials are endorsed.
- F. Quorum. A quorum at all meetings called for the purposes of designating an endorsement for a legislator by any group shall be anything more than one-half (1/2) of the then existing members of the County Committee of the group involved; but should no decision be able to be made at the first meeting, such group will recess from time to time, and the number of committee members present at any subsequent meeting shall constitute a quorum. This shall not reduce the number of members necessary to make a decision of endorsement.

Article VI Committees

Section 1. Standing Committees:

The standing committees of the Republican Party of Lancaster County shall consist of:

- A. *Finance.* The County Chairman shall appoint a Finance Committee to collect funds for the party and pay over the same to the Treasurer.
- B. *Voter Registration*. The Voter Registration Committee shall consist of the Voter Registration Director as chairman, one member from each Area Committee, **to be selected by each Area Committee** and such other members as appointed by the County Chairman. It shall make a continuing effort to enroll Republican voters on a systematic basis.
- C. Youth. The Youth Committee shall consist of the Youth Director as Chairman and such other members as appointed by the County Chairman.

Section 2. Audit Committee:

The County Chairman shall appoint an Audit Committee which shall audit the accounts of the Treasurer. A public accountant may be employed in lieu of such a committee. The report of such audit shall be made to the County Committee.

Section 3. Ad Hoc Committees:

The County Chairman may establish and appoint such other committees as the County Chairman may, from time to time, determine are necessary to or expedient in the furtherance of the business of the County Committee.

Article VII Citizens Council

The County Chairman shall appoint a Citizens Council of registered Republicans residing in Lancaster County who have no position which would make them eligible to serve as a member of the Advisory Committee. The purpose of this group shall be to counsel the Chairman on matters of benefit to the Republican Party.

Article VIII Removal from Office

Section 1. Legal Offense:

The office of any member of the County Committee, officer thereof, any member of the Advisory Committee and any member of the Citizens Council shall automatically be vacated upon conviction, admission of plea of Nolo Contendre of any felony or a misdemeanor involving moral turpitude.

Section 2. Candidate or Party Support:

The office of any member of the County Committee, officer thereof, any member of the Advisory Committee and any member of the Citizens Council shall be vacated for open and active support of a candidate or party other than Republican, after verification of the facts in a hearing held for that purpose by the Advisory Committee in accordance with the hearing procedures set forth in Article III.

Article IX Endorsement Procedure

Section 1. Area Committee Procedure:

The endorsement process shall begin early enough so as to allow for the timely and efficient conduct of area committee informational meetings and straw polls. Prior to that date, as set each year by the County Chairman, prospective candidates should file a letter with the County Chairman indicating their interest in being endorsed.

Each Area Committee shall thereafter hold informational meetings with all Republican candidates who have requested endorsement. The scheduling of these Area Committee meetings shall be coordinated between the County Chairman and the Area Chairmen and shall be held in a sufficient period of time prior to the full County Committee convention. A straw poll shall be taken by secret ballot at the conclusion of each Area Committee meeting. The results of the straw poll shall immediately be conveyed to the County Chairman who shall, as soon as practicable thereafter, announce the said results publicly.

Section 2. Full Committee Procedure:

At the call of the County Chairman, a Full Committee convention shall be held for the purpose of endorsing candidates. The Full Committee convention shall occur as closely as practical to the initial day for candidates to circulate nominating petitions.

The Full Committee convention shall consist of all members of the County Committee, each of whom shall participate in the voting process. All votes shall be taken by secret ballot.

Any candidate who receives, on the first ballot, two-thirds (2/3) of the vote of the members of the County Committee certified to be present in person or proxy and entitled to vote on such nomination, shall be declared an endorsed candidate.

In the event that no candidate, or fewer candidates than the number for whom endorsement is sought, receives two-thirds (2/3) of the certified votes on the first ballot, then a second ballot shall be taken. Any candidate receiving at least fifteen percent (15%) of the certified votes in the first ballot shall be voted upon in the second ballot. Any candidate receiving two-thirds (2/3) of the certified votes on the second ballot shall be declared to be an endorsed candidate.

In the event that no candidate, or fewer candidates than the number for whom endorsement is sought, receives two-thirds (2/3) of the certified votes on the second ballot, then a third ballot shall be taken. Any candidate receiving at least twenty-five percent (25%) of the certified votes in the second ballot shall be voted upon in the third ballot. Any candidate receiving two-thirds (2/3) of the certified votes on the third ballot shall be declared to be an endorsed candidate.

In the event that no candidate, or fewer candidates than the number for whom endorsement is sought, receives two-thirds (2/3) of the certified votes on the third ballot, then a fourth ballot shall be taken. The candidates for the fourth ballot shall total one more than the total number of remaining endorsements to be made and shall consist of that number of candidates receiving the highest number of votes on the third ballot. Any candidate receiving two-thirds (2/3) of the certified votes on the fourth ballot shall be declared to be an endorsed candidate.

In the event that all endorsements have not been obtained by the fourth ballot, the committee shall take additional ballots. The candidates for all subsequent ballots shall total one more than the total number of candidates remaining to be endorsed. If subsequent ballots are taken, any candidate receiving at least two-thirds (2/3) of the of the certified votes on any ballot shall be declared to be an endorsed candidate.

Section 3. State Committee:

Candidates for the office of State Committee Members shall be endorsed in accordance with Article XI of these Rules.

Article X Candidate Vacancies

Vacancies on the ticket occurring after the date of any primary election and before the general election shall be filled by a majority of a quorum of the members of the County Committee representing the district who are present and voting (including the whole county, if applicable) wherein such vacancy has occurred.

Article XI State Committee Members

Section 1. Applicability of State Committee Rules:

This Article shall be subject to the "Rules of the Republican State Committee of the Commonwealth of Pennsylvania," which shall be controlling in the event of any discrepancy or insufficiency of these Rules with the State Committee Rules.

Section 2. Endorsement of Candidates:

Endorsement of candidates for members of the State Committee shall be governed exclusively by this Section. Candidates for the office of member of the State Committee, identical in total number as specified in section 3 below, shall be declared endorsed upon receiving a plurality of the votes of the members of the County Committee or of the City Committee (as applicable), certified to be present in person or by proxy and entitled to vote on such endorsement.

Section 3. Election of Candidates:

The members of the State Committee, the total number of whom shall be as specified by the Rules of the State Committee, shall be elected as follows:

- A. One member, of either sex, from the City of Lancaster.
- B. The remaining members, to be as equally divided between the sexes as is mathematically possible, from the County at large, excluding the City of Lancaster.

Section 4. Vacancies:

Vacancies in membership on the State Committee shall be filled by the County Chairman, who shall appoint a resident, registered Republican voter from the City of Lancaster, if the former member was elected from the City of Lancaster, or from the County at large, excluding the City of Lancaster, if the former member was elected from the County. Such appointment shall be for the unexpired term of the member whose position is filled.

Article XII Rules

Section 1. Suspension of Rules:

These rules may be temporarily suspended at or during any meeting of the County or Advisory Committee by the affirmative vote of three-fourths (3/4) of a quorum present and voting at either meeting.

Section 2. Roberts Rules of Order, Revised:

Roberts Rules of Order, Revised shall apply in all situations not covered by these Rules.

Article XIII Amendments

Section 1. Normal Procedure:

The foregoing rules may be amended, altered or extended from time to time by a vote of two-thirds (2/3) of the members of the County Committee present; provided, however, that such alterations or amendments shall be proposed at one meeting of the County Committee and adopted at a subsequent meeting; and provided also that the Chairman shall send to each member of the County Committee a full and correct copy of the proposed amendment or alteration at least ten (10) days before the time of the meeting at which the said amendment or alteration is to be finally acted upon.

Section 2. Alternative Procedure:

The foregoing rules may be amended, altered or extended from time to time by a vote of two-thirds (2/3) of the members of the County Committee present and voting; provided, however, that such alterations or amendments shall be approved in advance by a two-thirds (2/3) vote of the members of the Advisory Committee present and voting and provided that a full and correct copy of the proposed amendment or alteration shall have been mailed to each member of the County Committee at least twenty (20) days before the time of the meeting at which the said amendment or alteration is to be finally acted upon.

Section 3. Quick Procedure:

The foregoing rules may be amended, altered or extended from time to time by a vote of three-fourths (3/4) of the members of the County Committee present and voting; provided, however, that such alterations or amendments shall have been approved in advance by a three-fourths (3/4) vote of the members of the Advisory Committee present and voting and provided that a full and correct copy of the proposed amendment or alteration shall have been mailed to each member of the County Committee at least ten (10) days before the time of the meeting at which said amendment or alteration is to be finally acted upon. This procedure may not be used for any alteration in the rules as to the composition of the Advisory Committee, any amendment to this article, or any amendment which relates to the procedure and/or vote required for endorsements for public office.