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DIVISION OF ELECTIONS  
TALLAHASSEE, FL



REPUBLICAN PARTY OF FLORIDA

## COUNTY MODEL CONSTITUTION

As revised by the State Executive Board on May 17, 2025

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With respect to this document, whenever the singular or plural number or masculine or feminine or neuter gender is used herein it shall equally include the others as the context may require.

## **CONSTITUTION OF THE**

## **REPUBLICAN EXECUTIVE COMMITTEE**

### **ARTICLE I: NAME OF ORGANIZATION**

The name of this organization will be the \_\_\_\_\_ County Republican Executive Committee. It shall be constituted as the Republican Executive Committee of the Republican Party within \_\_\_\_\_ County, Florida, in accordance with the applicable statutes in Florida and the Party Rules of the Florida Republican State Executive Committee.

### **ARTICLE II: OBJECTIVES**

General purposes of this organization as a "political party" are to achieve the following objectives and aims:

- (a) Election to office of qualified Republican persons;
- (b) Foster loyalty to the Republican Party;
- (c) Promote an informed electorate through political education;
- (d) Increase Republican Registration;
- (e) Seek qualified Republicans to become candidates for local, county, state and federal offices;
- (f) Promote the election of all Republican candidates in the General Election;
- (g) In general to uphold the principles of freedom, equality and justice on which the Republican Party and the government of this nation is founded, as set forth in the Constitution of the United States and the state of Florida.

### **ARTICLE III: MEMBERSHIP**

**Section 1** The County Executive Committee shall consist of one man and one woman, each being a registered Republican residing within each precinct. However, any precinct with more the 1000 registered voters shall have additional members in accordance with the provisions of the Rules of Procedure of the Republican Party of Florida.

Pursuant to the State Party Constitution, the state committeeman and state committeewoman shall be voting members at large of the County Executive Committee for all purposes including the election of officers at the organizational meeting. In addition, pursuant to F.S. 103.091(6)(a)1, each county executive committee shall include all members of the State Legislature who are residents of the county and members of their respective political party and who shall be known as at-large committeemen and committeewomen. Each member of the committee shall be entitled to one (1) vote.

**Section 2** DISTRICT UNITS - In Counties divided into 40 or more continuous precincts, the State Executive Committee may adopt a district unit of representation for such County Executive Committees. Upon adoption of a district unit of representation, the State Executive Committee shall request the supervisor of elections of the county, with approval of the Board of Commissioners, to provide for an appropriate number of election districts as nearly equal in number to registered voters as possible. Where the district unit of representation has been adopted, district representatives shall be elected in the same manner as precinct committeeman and committeewoman, and shall serve in place of precinct men and women.

**Section 3** VACANCIES - In the event no county committeeman or committeewoman is elected or a vacancy occurs for any other cause in the County Executive Committee, the vacancy shall be filled by a majority vote of those present at a regular or special meeting of the County Executive Committee at which due notice of the meeting has been given to all members and at which a quorum is present. Such vacancy shall be filled by a qualified member of the political party residing in the precinct where the vacancy occurred and for the unexpired portion of the term and shall not be deemed a member until the name has been duly recorded with the supervisor of elections by the Chairman of the County Executive Committee or his designee and the candidate oath has been filed as required under Article III Section 5 of this Model Constitution.

No candidate for a vacancy on the committee who meets the registration and residence requirements and follows the rules of procedure prescribed for filling a vacancy can be rejected for consideration by a membership committee, board, or officer of the County Executive Committee. All such candidates must be voted upon by the County Executive Committee.

If a county committeeman or committeewoman moves from one precinct or district to another within the same county, and the new precinct or district has a vacancy, then the committeeman or committeewoman may be administratively moved to the new precinct or district without the requirement of an election as set forth above.

If re-precincting occurs in a county, the county committeemen and county committeewomen shall be administratively moved to the new precinct or district where they reside for the unexpired portion of their term without the requirement of an election as set forth above. If any county committeeman or committeewoman is unable to be administratively moved, that member shall remain as an at-large member for the unexpired portion of their term. Following an administrative move due to re-precincting, any vacancy that exists shall be filled per the election procedures set forth above by a qualified member of the political party residing in the precinct or district where the vacancy exists.

**Section 4** In the event of no election of a county committeeman or committeewoman, or where such vacancy is not filled by the County Executive Committee as herein provided, the Chairman of the State Executive Committee of the party may fill such vacancy by appointment, after giving sixty (60) days notice of his intention to do so to the County Chairman by registered mail.

**Section 5** The Chairman of the County Executive Committee, or his or her designee, shall file with the State Executive Committee and the Supervisor of Elections, the names and addresses of its officers and member within thirty (30) days of their election. A County Executive Committee member shall not be deemed a member until the candidate oath (pursuant to F.S. 99.021) has been signed and filed in the office of the Supervisor of Elections and the Republican Party loyalty oath (pursuant to Rule 9) has been filed with the Chairman of the County Executive Committee, who shall cause the original Party loyalty oath to be forwarded to the Republican Party of Florida within thirty (30) days. After the organizational meeting required under Article IV of this Model Constitution, the list maintained by the State Executive Committee, as supplemented monthly, shall constitute the official County Executive Committee membership roster.

**Section 6** Members elected by the County Executive Committee shall file their Party loyalty oath with the Chairman of the County Executive Committee, and the County Chairman, or his or her designee shall forward the original signed oath to the Republican Party of Florida as required under Section 5 above. The oath or affirmation may be witnessed rather than notarized.

**Section 7** Each elected precinct committee person may have a likewise elected alternate county committee member. Alternate members shall have no vote, except in the absence of the member they duly represent. Each alternate member shall possess the qualification required of the member represented and shall be elected by the county committee. Alternate county committee members are not eligible to serve as elected officers on the County Executive Board except in counties with less than 750 registered Republicans, unless this rule is waived by the State Executive Board.

**Section 8** **COUNTY EXECUTIVE BOARD** - Each county Executive Committee shall establish an Executive Board, whose membership shall include, but not be limited to, the elected officers of the County Executive Committee, the State Committeeman and the State Committeewoman. The County Chairman may appoint a General Counsel to serve as a nonvoting member of the County Executive Board.

The Executive Board shall have general supervision of the affairs of the County Executive Committee between its meetings, make recommendations to the County Executive Committee, and shall perform such other duties as may be specified by Party Rules. The Board shall be subject to the orders of the County Executive Committee, and none of its acts shall conflict with action taken by the County Executive Committee.

Meetings of the Executive Board shall be called by the Chairman. Special meetings of the Board may be called by the Chairman. Special meetings of the Executive Board shall be called by the Chairman upon the written request by a majority of the members of the Board.

Regular and Special meetings of the Executive Board shall require 10 days' notice unless unanimously waived by the Executive Board or in the event of the Executive Board meeting for a determination of emergency or extraordinary circumstances for purposes of considering an Untimely Resolution per Article VII, Section 12, Paragraph B.

#### **ARTICLE IV: ORGANIZATIONAL MEETING AND ELECTION OF OFFICERS**

**Section 1** The outgoing chairman of the Republican County Executive Committee shall, within thirty (30) days after the committee members take office (December 1), call an organizational meeting for the purpose of electing officers. It shall be the responsibility of the outgoing chairman to open the meeting, and the first order of business shall be the election of the chairman and vice-chairman as set forth in the rules and bylaws as promulgated by the State Executive Committee. Thereafter, the new chairman shall preside, and the agenda shall include, but not limited to, the election of a secretary and a treasurer, the filing of any vacancies on the committee, and any other business which may appropriately come before the committee.

The above officers shall be members of the County Executive Committee, and all county party officers shall be elected for a two year term until the next organizational meeting. At the conclusion of each two year term officers shall be elected in the same manner as is required at the organizational meeting. Officer elections held at the organizational meetings are final and are not subject to recall.

**Section 2** The Chairman shall appoint, with the approval of the full committee at a meeting at which a quorum is present, such standing sub-committees, their chairmen and such other officers as may be required in the administration of the county committee's business, as long as their functions do not violate any of the provisions of the constitution, bylaws or the applicable Florida laws. The Chairman shall be considered an ex-officio member of all standing committees appointed. Other ad hoc committees and their chairmen may be appointed by the Chairman without approval of the County Executive Committee.

**Section 3** The election of officers and filling of vacancies shall be by ballot. In the event there is but one nomination for any officer or office, the ballot may be dispensed with by unanimous vote of the membership present and eligible to vote. All nominations shall be from the floor. No ballot shall be preprinted with the name of any candidate.

**Section 4** The presiding officer at all meetings shall be the county chairman, and in the absence of the chairman, the vice-chairman, secretary or treasurer, in that order, shall preside. If none of the said officers are present, the membership, by a majority vote, shall name the presiding officer.

**Section 5** In the event the county chairman is unable to continue his duties the vice chairman, secretary or treasurer, in that order, temporarily assumes the duties of the chairman and must within 60 days hold an election for the purpose of filling the vacancy. All vacancies shall be filled by the majority vote of a quorum present at the duly called meeting of the County Executive Committee.

**Section 6** A person may hold only one position as a county chairman or a state committeeman or state committeewoman, except in counties with less than 750 registered Republicans, unless this rule is waived by the State Executive Board.

## **ARTICLE V: REMOVAL FROM OFFICE**

### **Section 1      Removal by Vote**

Any member or officer of the County Executive Committee may be removed from office by a two-thirds (2/3) vote of the members present at a regular or special meeting, provided that:

- At least ten (10) days' notice is given to all members that a motion for removal will be considered at the meeting; and
- The two-thirds vote in favor of removal also constitutes at least a majority of the full County Executive Committee.

Removal must be for cause, which includes, but is not limited to:

- Violating the Republican Party of Florida Constitution, Rules of Procedure, or County Model Constitution;
- Violating the Republican Party of Florida Oath of Party Loyalty;
- Violating the Candidate Oath of Office as outlined in section 103.141, Florida Statutes; or
- Causing reputational harm to the County Executive Committee or the Republican Party of Florida.

If a person is wrongfully removed based on a violation of the Candidate Oath of Office, they may be eligible for reinstatement and reimbursement (including attorney fees) as provided in section 103.141, Florida Statutes.

A valid removal remains in effect through the end of the individual's term of office.

This Section does not apply to and the following individuals may not be removed by a vote of the County Executive Committee:

- The County Chairman, in their capacity as Chairman or as a Precinct Committee or District Committee member;
- The State Committeeman or State Committeewoman; or
- Members of the State Legislature residing in the county.

### **Section 2      Notice to the Member**

The member or officer facing removal must be formally notified by certified mail at least ten (10) days prior to the meeting where the removal will be considered. The notice must include a written complaint clearly stating the specific reasons for the proposed removal.

### **Section 3      Vacancies**

As provided for in section 103.131, Florida Statutes, every political party office on the County Executive Committee shall be deemed vacant in the following cases:

- (a) by the death of the incumbent;
- (b) by his or her resignation;
- (c) by his or her removal under the RPOF Constitution, the RPOF Rules of Procedure, or this County Model Constitution;
- (d) by his or her ceasing to be an inhabitant of the county, district, or precinct for which he or she shall have been elected or appointed;
- (e) by his or her refusal to accept the office;
- (f) the conviction of the incumbent of any felony;
- (g) the decision of the RPOF Executive Board, as provided for in the RPOF Constitution, declaring void his or her election or appointment, and his or her removal by the RPOF Executive Board;
- (h) by his or her failure to attend, without good and sufficient reason, three (3) consecutive regular meetings of the County Executive Committee of which he or she is a member; or
- (i) by his or her failure to maintain their Republican voter registration.

### **Section 4      Removal for Non-Attendance**

(a) A member who misses three (3) consecutive regular meetings without an approved excused absence is automatically removed as of the date of the third consecutive missed meeting.

(b) Before the third absence occurs, a member may submit a written request for an excused absence, explaining the reason. The County Executive Committee must vote on each such request at the meeting where the absence occurs. A majority vote of members present at a meeting with quorum is required to grant an excused absence. Once granted, the excused absence will count as attendance for the purpose of the member's attendance requirement.

The authority to approve excused absences may not be delegated, except by a two-thirds (2/3) vote of the members present at a regularly called meeting. This delegation can be revoked at any time by a majority vote of the County Executive Committee or by action of the Republican Party of Florida Chairman.



(c) A County Executive Committee may not consider a vote of no confidence, censure, or a “straw poll” regarding any officer, State Committeeman, State Committeewoman, or any member of the Committee.

#### **ARTICLE VI: QUORUM**

**Section 1** Forty percent of the members of the County Executive Committee shall be present to constitute a quorum including those members deemed present under section 3. At no time shall less than 40 percent of the members constitute a quorum.

**Section 2** Use of proxies - There shall be no use of proxies at county executive committees.

**Section 3** Attendance by Video Conference – Elected officials unable to attend a County Executive Committee meeting due to the conduct of official business in connection with public office may attend by video conference, subject to the following conditions:

a) The Chairman must be notified at least 3 days before the meeting of the intent to attend by video conference;

b) The video conference technology to be used is within the discretion of the Chairman;

c) If bandwidth or other technological limitations do not permit video conferencing, non-video conferencing may be used in the discretion of the Chairman.

When attendance by conference is authorized, any member so appearing shall be deemed present for all purposes and shall be entitled to participate and vote on all matters coming before the County Executive Committee.

#### **ARTICLE VII: POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE**

1. To adopt such bylaws as they may deem necessary by majority vote of the full committee. Such By-laws may not be in conflict with Florida Statutes, the RPOF Constitution, the RPOF Rules of Procedure, or the Model County Constitution.

2. To conduct regularly scheduled meetings as required under this constitution. Special meetings may be called by the Chairman, Vice Chairman or upon signed petition of 40% of the membership of the County Executive Committee, provided there is written notice of ten (10) days given to all members of the County Executive Committee and the subject of the special meeting is announced in the notice. Any petition to call a special meeting must identify the date and subject of the proposed special meeting, and the subject of the proposed special meeting must be within the authority of the Executive Committee. Once a petition is signed by 40% of the membership of the County Executive Committee, a copy of the signed petition shall be submitted to all members of the County Executive Committee in conjunction with the notice for the meeting. A quorum for such meeting is required.

3. To make party nominations when required by law.
4. To conduct campaigns for Republican state or local candidates selected by the party at the final primary election.
5. To raise and expend party funds for the maintenance and administration of the county party organization. However, that no funds may be spent by a committee except for bona fide services or material rendered to and received by the committee for the advancement of the party organization.
6. To approve the necessary subcommittees.
7. The chairman and treasurer of a County Executive Committee shall be accountable for the funds of such committee and jointly liable for their proper expenditure for authorized purposes only. All financial transactions may be reviewed by the County Executive Committee's audit committee regularly. The treasurer of the County Executive Committee shall maintain accurate records evidencing receipt and disbursement of all party funds received by the party, and such records shall be audited at the end of each calendar year and a copy of such audit filed with the supervisor of elections and the State Executive Committee prior to April 1st of the ensuing year. When filed with the supervisor of elections, copies of such audit shall become public documents.

The Audit Committee shall consist of six members of the County Executive Committee, five of whom shall be appointed based on the recommendation of, respectively, the County Executive Committee's Vice Chairman, Secretary, Treasurer, State Committeewoman and State Committeeman. The Chairman of the County Executive Committee shall appoint as members of the Audit Committee the persons recommended as described in this Rule. The Audit Committee shall elect its own Chairman. In counties with less than 20 Republican Executive Committee members, there shall be a minimum of three members who shall be appointed based on the recommendation of the County Executive Committee's Chairman, the State Committeewoman and State Committeeman.

After the annual audit has been completed, the Audit Committee shall provide a report on the results of the annual audit to the Executive Board of the County Executive Committee, along with any recommendations of the Audit Committee concerning the annual audit. The Audit Committee shall have the authority to inspect and audit, but not to change, destroy, deface, copy or any other form of digital duplication, or remove any of the financial records of the County Executive Committee. The term of the Audit Committee members shall expire with that of the two-year terms of the Officers of the County Executive Committee.

By accepting an appointment to the Audit Committee of the County Executive Committee, the committee members agree not to disclose any of the financial records of the County Executive Committee, except to the Executive Board of the County Executive Committee, or as otherwise required by law.

8. The chairman of each county Executive Committee shall, within thirty (30) days following each regular or special meeting of the committee, furnish the State Executive

Committee of the Republican Party a copy of the minutes of such meeting, along with a report showing the record of attendance of the meeting and any action taken by the committee to excuse the absences of its membership.

9. The chairman of the County Executive Committee shall furnish the State Executive Committee, within thirty (30) days of filing, a copy of the coversheet report of contributions and expenditures required by F.S. 106.29.

10. Each County Executive Committee shall annually appoint an audit committee from among its members. The Audit committee shall perform an audit of the financial affairs of such County Executive Committee and cause the same to be made public.

11. To adopt resolutions of the Republican Executive Committee in the manner prescribed by this Section:

A. Resolutions with Prior Notice

Any proposed resolution shall be submitted in writing to the Chairman of the Republican Executive Committee at least 15 days before the meeting of the Republican Executive Committee at which the resolution is to be considered. The proposed resolution shall be referred to the County Executive Board for a review of its form based on its clarity, understandability, use of plain language, content and subject matter. Upon a two-thirds vote of the County Executive Board, the proposed resolution shall be placed on the agenda for the next meeting of the Republican Executive Committee.

B. Untimely Resolutions

Any proposed resolution not timely submitted under paragraph (A) may only be considered under emergency or extraordinary circumstances and if it is received at least 24 hours before the Republican Executive Committee meeting. The determination of emergency or extraordinary circumstances shall be in discretion of the Chairman of the Republican Executive Committee or a two-thirds vote of the County Executive Board. If approved for consideration by the County Executive Board, it shall be subject to the same process described in paragraph (A) for Resolutions with Prior Notice.

C. Required Vote for Passage

Passage of any proposed resolution by the Republican Executive Committee shall require a two-thirds vote of a quorum present.

**ARTICLE VIII: NOTICE**

Unless otherwise indicated in this Constitution, the bylaws of this County Executive Committee, the Rules of Procedure of the Republican Party of Florida, or the Constitution of the Republican Party of Florida, all required notices may be provided by e-mail, unless a member has indicated in writing to the Chairman and/or Secretary that they would prefer to receive notice by U.S. mail. Once a

member has made such an indication it is good until such time as the member indicates otherwise. Notice sent by U.S. mail shall be deemed provided on the date postmarked. To the extent such notice applies to a special meeting all required documentation pursuant to Article VII shall be attached to the e-mail notification. If a member challenges the sufficiency of an e-mail notification, the Secretary shall provide proof to the member that the notice was timely provided.

**ARTICLE IX: AMENDMENTS**

Amendments to this constitution shall be adopted by the Republican Party of Florida Executive Board and State Executive Committee according to the process for adoption of Party Rules provided for in Article VI, Section 5 of the Constitution of the Republican State Executive Committee of Florida.

**ARTICLE X: PARLIAMENTARY AUTHORITY**

The latest revision of "Robert's Rules of Order Newly Revised" shall be constituted as the authority governing the rules of procedure, except as otherwise limited by the laws of the State of Florida, the Rules of Procedure of the Republican Party of Florida, and the Constitution of The Republican Party of Florida and the constitution and the bylaws duly adopted by this organization.

**ARTICLE XI: RULES OF PROCEDURE**

Rules of procedure as to the establishment of an Executive Board, number of committee meetings, not less than six each calendar year including one each quarter; and any other activities of the committee not in conflict with the State Executive Committee's rules, this model constitution and applicable state statutes shall be adopted by a majority vote of the full committee.

**ARTICLE XII: PARTY AUTHORITY**

Final authority in all Republican Party matters and in the Party organization and/or government not specifically otherwise delegated by Florida Statutes shall vest in the Republican State Executive Committee, but may be delegated by the Republican State Executive Committee to the county committee in such manner and to such boards and/or committees as it shall from time to time determine by State Party Rule.

This Constitution of the \_\_\_\_\_ County Republican Executive Committee was duly adopted by the membership of the said committee this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at which a quorum of the membership was present.

\_\_\_\_\_

Chairman, County Republican Executive Committee

Attest:

\_\_\_\_\_

Secretary

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**From:** Benjamin J. Gibson <BGibson@shutts.com>  
**Sent:** Friday, June 20, 2025 5:43 PM  
**To:** DivElections; ElecRecords; Matthews, Maria I.  
**Cc:** 'Evan Power'; 'Bill Helmich'  
**Subject:** Updated RPOF Rules  
**Attachments:** RPOF County Model Constitution (as revised by RPOF State Executive Board 05\_17\_25).pdf

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DIVISION OF ELECTIONS  
TALLAHASSEE, FL

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The attachments/links in this message have been scanned by Proofpoint.

In accordance with section 103.091(3), Florida Statutes, please find an updated copy of RPOF's County Model Constitution for filing with the Department of State.

Best,

**Benjamin J. Gibson**  
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