



NORTH CAROLINA REPUBLICAN PARTY
THIRTEENTH CONGRESSIONAL DISTRICT
PLAN OF ORGANIZATION

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2nd Vice-Chair – Marshall Conrad
Treasurer - Kyle Burns

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Secretary - Jean Casanave
Finance Committee Chair - Steven Fergus



North Carolina Republican Party 13th Congressional District

Preamble

We, the members of the Republican Party of the Thirteenth Congressional District, dedicated to the sound principles fostered by that Party, conscious of our civic responsibilities and rights, firm in our determination to give our strength to preserving the American principle that government ought to, and must be of all the people, by all the people, and for all the people do, to unite and coordinate our efforts for maximum power and efficiency, herewith establish this instrument, The Plan of Organization of the Republican Party of the Thirteenth Congressional District.

ARTICLE I MEMBERSHIP

All citizens of the Thirteenth Congressional District who are registered Republicans are members of the Republican Party of the Thirteenth Congressional District and shall have the right to participate in the official affairs of the Republican Party under these rules. All reference herein to delegates, alternates, officers, and members shall in all cases, mean persons identified and registered with the Republican Party in the precinct of their residence.

ARTICLE II CONGRESSIONAL DISTRICT CONVENTION

A. Call to Convention

1. A Congressional District Convention shall be called every year by the Chairman of the Thirteenth Congressional District during the month of April, upon twenty (20) days written notice of the time and place for holding the same to all members of the Thirteenth Congressional District Executive Committee and the County Chairs within said District.
2. At the time of the Call to Convention, the Thirteenth District Chairman shall appoint a Credentials Committee, which will meet and issue its report on Delegates and Alternates certified to that Convention at least (3) three days in advance of the convening of the Convention. All Delegates and Alternates challenged in the report of the Credentials Committee shall be notified before the day of the Convention and allowed to present their case to the Credentials Committee before the convening of the convention. The delegates and alternates elected at the County Conventions, unless successfully challenged, shall sit as delegates and alternates to the Thirteenth Congressional District Convention. Other committees shall be appointed as needed.

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3. In years requiring reapportionment, the District Convention shall be called within dates designated by the Chairman of the State Republican Executive Committee. These Conventions are to be held after the General Assembly has completed Congressional redistricting.

B. Convention Action

1. The Convention shall adopt a District Plan of Organization, a current copy of which shall be on file at State Headquarters. If the district convention fails to adopt a written District Plan of Organization, the previously adopted District Plan of Organization shall remain in effect, to the extent not inconsistent with the State Plan of Organization. If a District has never adopted a District Plan of Organization and fails to adopt a written District Plan of Organization at a District Convention, the State Plan of Organization shall control.
2. In every odd-numbered year, the Thirteenth District Convention shall elect a Chairman, Vice Chairman, Secretary, Treasurer, and such other officers as may be deemed necessary to conduct the business of the Thirteenth Congressional District, who shall serve for a term of two years or until their successors are elected.
3. In every odd-numbered year, the Thirteenth District Convention shall further elect one member of the State Executive Committee, plus one additional member for every 8,000 Republicans within each county in the district or major fraction thereof registered within the district as of January 31 of that year. The NCGOP will provide the district with the total number of delegates allowed. Each county will receive a proportional share of the delegates and will elect their representatives provided there are a sufficient number of delegates allowed. The District Chair will notify each county of the total number of delegate(s) allocated to each county.
4. The Presidential Election Year District Convention shall elect three delegates and three alternates to the Republican National Convention and shall nominate a Presidential Elector who, pursuant to North Carolina Law, cannot be a current elected public official.
5. No organizational changes shall take place during the Presidential Election Year District Convention unless instructed to do so in redistricting years by the State Chairman.

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C. Credentials

1. The Chairman and Secretary of the Thirteenth Congressional District shall certify the election of officers, and at-large members of the State Executive Committee. Completed District Credentials, plus completed Credentials for the Counties within the District, shall be in the hands of the State Credentials Committee Chairman by the deadline set by the State Chairman.
2. In a Presidential Election year, the Chairman and Secretary of the Thirteenth Congressional District shall certify the election of Delegates and Alternates to the Republican National Convention, and the Nominee for Presidential Elector on forms furnished by the State Central Committee.

ARTICLE III **CONGRESSIONAL DISTRICT EXECUTIVE COMMITTEE**

A. Membership

Membership of the Thirteenth Congressional District Executive Committee shall be composed of:

1. The Officers that are elected at the District Convention.
2. All duly elected County Chairman and First Vice Chairman shall be members of each District Executive Committee in which even a portion of their county lies, regardless of whether they, themselves, live in the district.
3. All members of the State Executive Committee who are elected by the District Convention under the provisions in Article VII, Section C.2.c. of the State Plan of Organization.
4. Any Federal or State legislator residing within the district shall be Ex-Officio members, and shall not affect a quorum.
5. District Directors or Regional Vice President (as referred to by the Organizations' bylaws) of the North Carolina Federation of Young Republicans, the North Carolina Federation of Republican Women, the

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North Carolina Federation of Republican Men, the North Carolina Federation of College Republicans, The Frederick Douglas Foundation, and the North Carolina Federation of Teenage Republicans who are registered to vote in the Thirteenth Congressional District.

6. Any member(s) of the State Republican Party Central Committee who are registered to vote in the Thirteenth Congressional District.
7. The District Finance Chairman

B. Powers and Duties

The Thirteenth Congressional District Executive Committee shall set the location of the District Conventions, recruit qualified candidates for Congress, cooperate with the Judicial, Senatorial, and Legislative Executive Committees in encouraging qualified candidates for those offices, especially in multi-county districts, approve a finance chairman and cooperate with the County and State Executive Committees in all campaigns.

C. Meetings

The Thirteenth Congressional District Executive Committee shall meet at least each calendar quarter of the year, upon call, of the District Chairman after giving ten (10) days' notice to all members by mail, fax, or e-mail. One-quarter of the members of the Committee shall constitute a quorum for the transaction of business. There shall be no proxy voting.

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D. Duties of Officers

1. The Congressional District Chairman, with the advice and consent of the District Executive Committee, shall have general supervision of the affairs of the Party within the District. The District Chairman shall assist the State Chairman in carrying out State programs, maintain contact with all Counties within the District, and shall be responsible for the proper organization and functioning of those Counties. The District Chairman shall maintain constant liaison with all County Chairmen and shall be responsible for maintaining an organization in every County within the District. The District Chairman shall assist in candidate recruitment for legislative and judicial districts contained in the Thirteenth District. For the Counties in the District, the County Chairman shall furnish, upon request, an accurate and up-to-date list of all County Executive Committee Members including title, name, address, zip code, phone number(s), and email address. These lists shall be updated periodically to ensure that the latest information is provided to whom it is required to be provided. The District Chairman shall provide to each County Chairman a list of contact information of all Thirteenth District Executive Committee Members and a copy of the District Plan of Organization. The District Chairman shall appoint a Finance Chairman and an Audit Chairman to be approved by the Executive Committee. The District Chairman shall be an “ex-officio” member of all District committees. The District Chairman shall, with the Consent of the District Executive Committee, appoint all Committees deemed necessary to conduct the business of the Thirteenth Congressional District and the North Carolina Republican Party.
2. The Vice Chairman shall be the Chief Assistant to the District Chairman and shall act as Chairman in the absence of the Chairman. The Vice Chairman shall maintain contact with the County Vice Chairman in the District. The Vice Chairman shall be an ex-officio member of all District Committees and have such other duties as may be prescribed by the Chairman and/or District Executive Committee.
3. The Secretary shall keep all minutes and records and shall maintain a roster of all Officers of the Counties within the District, and a roster of all members of the District Executive Committee.
4. The Treasurer shall receive and disburse all funds for Party expenditures pursuant to the authority duly given by the District Executive Committee. The Treasurer will make a financial report at all District Executive Committee Meetings and will file all legally required state and federal financial reports. The Treasurer must complete the Mandatory Compliance Training provided by the North Carolina Board of Elections as soon as possible.

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E. Vacancies and Removals

1. Vacancies due to death, resignation, discontinuance of residency within the district, removal, or any other reason, shall be filled by the remaining members of the District Executive Committee at the next officially called District Executive Committee meeting.
2. Any officer of the Congressional District Executive Committee may be removed by a two-thirds vote of the Congressional District Executive Committee after being notified of the charges against him/her and signed by not less than one-third of the members of the Executive Committee. Any Republican against whom charges are brought shall be furnished with two (2) weeks' notice of said charges and be given an opportunity to present a defense. Removal shall be confined to gross inefficiency, party disloyalty, or failure to act in compliance with the District or State Plans of Organization. Such removal may be appealed within twenty (20) days of execution, to the State Central Committee, and their decision shall be final.
 - a. For the purposes of this Plan of Organization, Party Disloyalty shall be defined as actively supporting a candidate of another Party or independent candidate running in opposition to a candidate of the Republican Party or a Republican endorsed by the appropriate Executive Committee in a non-partisan election.
 - b. Non-partisan candidates and office holders - No county or Congressional District Committee shall offer an opportunity for a candidate for, or current office holder of a "non-partisan office" who is not a Registered Republican to address a Republican Convention or other function sponsored by the Republican Party or any of its subdivisions.
3. Any At-Large Member that has three (3) unexcused absences shall be contacted by the Chairman and asked to participate or resign his/her position.

F. Disciplinary Action

1. Censure - The District Executive Committee and the District Convention shall have the authority to censure. A censure resolution may be adopted with a $\frac{2}{3}$ majority vote of a quorum of the executive committee or $\frac{2}{3}$ majority vote of the quorum of delegates at the convention.

G. Transition

1. All email and property must be turned over to successors within 24 hours of the election. The current physical property list will be turned over to the Chairman and Vice Chairman on election night or as soon as reasonably possible.

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2. The webmaster or responsible party officer will send email invitations to successor officers and/or executive committee members within 24 hours of the election or as soon as reasonably possible. The webmaster or responsible party officer will turn over all pertinent logins and passwords to their successor and/or incoming chairman and vice-chairman for continuity of succession within 24 hours of the election or as soon as reasonably possible.
 3. The Treasurer will turn over the district party computer to their successor on election night, or as soon as reasonably possible, and assist with updating the computer login. At earliest convenience, the former Treasurer, and if necessary, the Chairman and Vice-Chairman will meet with their successors to ensure a smooth, and orderly transition of all banking information, bank passwords, update signature cards, finances, and financial documents not later than May 15th following the April District Convention elections.
 4. In the event that this succession plan is not followed, the individuals who are in violation are no longer eligible to participate in any District Republican Party leadership in any capacity for 4 years. It will be the policy of the District Republican party to file a complaint with the state party as well as local law enforcement if all transition items, documents, email lists, or anything else mentioned or not mentioned in this plan of organization is not strictly adhered to.
 5. Upon completion of two consecutive years of non-participation, an individual is eligible to apply for reinstatement via a hearing of the executive committee.
- H. WE RECOMMEND...Minimum qualifications for any leadership position including but not limited to party chair, party officer, committee chair, or committee member:
1. To serve in the capacity of elected/appointed officer at any district, county, or precinct level or committee level within the Thirteenth Congressional District, the individual must meet the following minimum qualifications/standards.
 2. Any person having been convicted of any felony will not be qualified to serve in any capacity at the county, or precinct level, or on any party committee in any capacity or on any party committee within the Thirteenth Congressional District, in any capacity, unless and until all rights have been completely restored.
 3. Any person having been convicted of any felony, or misdemeanor violent crime (as defined below), including but not limited to any offense against a minor, elderly, or disabled person, will not be qualified to serve in any capacity at the county, or precinct level, or on any party committee in any capacity within the Thirteenth Congressional District. There is no time limit to this provision.
 4. Any person having served any prison term for any violent crime (as defined below), or any offense against any minor, elderly, or disabled person, will not be qualified to serve in any capacity at the county, or precinct level, or on any party committee in any capacity within the Thirteenth Congressional District. There is no time limit to this provision.

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5. At its discretion, the respective committee may choose to waive any portion of these requirements with a 2/3 majority vote of the District Executive Committee voting quorum present.
6. At its discretion, the respective district committee may choose to reject the county or district representative for not meeting the minimum requirements as listed with a 2/3 majority vote of the District Executive Committee voting quorum present. If any county representative is rejected by the respective district committee, the affected county will be required to appoint another representative from their executive committee.

H. Conviction Defined

1. For the purposes hereof, a “conviction” shall be defined as the conviction of or the entering of a guilty plea, an Alford plea, or a plea of no contest to a felony described as murder; voluntary manslaughter; rape; statutory rape; domestic violence; prostitution; fraud, and crimes where fraud is an element; blackmail; malicious destruction of property; arson; alien smuggling; harboring a fugitive; bribery; perjury; terrorism; sedition.

ARTICLE IV DISTRICT FINANCE COMMITTEE

The District Finance Chairman shall serve as Chairman of the Thirteenth Congressional District Finance Committee, which shall be composed of the Finance Committee Chairman of all the counties, the Congressional District Chairman, and the Congressional District Treasurer, plus three (3) additional Members to be elected by the Members of the Finance Committee. Other Officers as may be deemed necessary may be elected by and from the Members of the Committee. This Committee shall cooperate with the State Finance Committee and with County Finance committees in all fundraising efforts.

ARTICLE V GENERAL CONVENTION PROCEDURE

A. Conventions and Presidential Year Conventions

The Thirteenth Congressional District Convention shall be called to order by the District Chairman, or in the absence of the Chairman, by the Vice Chairman or Secretary, in the order stated, who shall have the power to

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appoint the necessary Convention Officers and Convention Committees at or before the convening of the Convention.

B. Voting Procedure

No Delegate, Alternate, or any other member of a Convention shall cast any vote by proxy; provided, however, that any Delegate or Delegates present shall have the right to cast the entire vote of the County at the Thirteenth Congressional District Convention except for those votes in Presidential Election Years to elect Delegates and Alternates to the Republican National Convention and to nominate a Presidential Elector, when, in accordance with the Rules of the Republican National Committee, only the votes of those Delegates present on the floor at the time of the vote shall be counted. No person shall be seated as a Delegate to the Thirteenth Congressional District Convention unless such person shall have been duly elected a Delegate or Alternate by the appropriate County Convention.

C. Controversies

Controversies in the Thirteenth Congressional District with respect to the organizations set up therein under this Plan, shall be referred to the State Chairman, National Committeeman, National Committeewoman, and General Counsel for arbitration. A ruling shall be made within sixty (60) days and the decision is final.

ARTICLE VI **OFFICIAL RECORDS**

A. Minutes of Official Actions

Minutes shall be kept by all Committees and Conventions of official actions taken and a copy shall be filed with the Chairman of the appropriate committee or convention and with the Republican State Headquarters.

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B. Financial Accounts

The Chairman, Treasurer, and Finance Chairman of the Thirteenth Congressional District Executive Committee shall keep faithful and accurate records of all monies received by them for use of the said committee and shall make faithful and accurate reports thereof when so requested. The Treasurer shall submit a written report of the finances of the District at each District Convention.

ARTICLE VII **FORFEITURE OF OFFICIAL PRIVILEGES.**

Any officer or member of the Thirteenth District Executive Committee, who, for any reason is removed or resigns from said position, shall forfeit all rights and privileges in any way connected with that position.

ARTICLE VIII **ADOPTION**

This Plan of Organization was presented to the Thirteenth District Convention of the North Carolina Republican Party on the 11th day of April 2026 and adopted by an affirmative vote of that Convention. It will take effect upon the adjournment of the Convention.

_____, Chair, NCGOP District 13
Roger Farina

_____, Secretary, NCGOP District 13
Jean Casanave



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NCGOP District 13 Proposed Plan of Organization presented by:

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