

# Benton County Republican Central Committee Bylaws - November 2012

## Table of Contents

Article I.	Name .....	3
Article II.	Purpose.....	3
Article III.	Fundamental Principles of Republican Conduct.....	3
Article IV.	Precinct Committee Officer (PCO) Duties and Scope .....	4
Section 4.01	Legal Responsibilities.....	4
Section 4.02	Eligibility .....	4
Section 4.03	Election .....	4
Section 4.04	Appointment .....	5
Section 4.05	Verification of Elected and Appointed PCOs .....	5
Section 4.06	Term of Office.....	6
Section 4.07	PCO in Good Standing.....	6
Section 4.08	Removal of PCO Privileges or Disqualification from Office .....	7
Article V.	Central Committee .....	8
Section 5.01	Membership .....	8
Section 5.02	Organizational Meeting .....	9
Section 5.03	Central Committee Meetings .....	9
Section 5.04	Quorums.....	10
Section 5.05	Proxies .....	10
Section 5.06	Parliamentary Authority .....	11
Section 5.07	Method of Voting .....	11
Section 5.08	Announcement of Vote .....	11
Section 5.09	Eligibility of Officers.....	11
Section 5.10	Election of Officers .....	11
Section 5.11	Elected Officer Conduct during Partisan Office Election .....	13

Article VI. Executive Committee .....	15
Article VII. Elected Officers .....	16
Section 7.01 County Chairman .....	16
Section 7.02 County Vice Chairman .....	16
Section 7.03 State Committeeman and State Committeewoman .....	17
Section 7.04 Legislative District Representatives (RCW 29a.80.061) .....	18
Section 7.05 Secretary.....	18
Section 7.06 Treasurer .....	18
Section 7.07 The Nominating Committee .....	19
Article VIII. Appointed Chairs .....	19
Section 8.01 Finance/Fundraising Committee and Chairman .....	19
Section 8.02 Events/Outreach Chairman .....	20
Section 8.03 Credentials Chair .....	21
Article IX. Caucus and County Convention.....	21
Section 9.01 Conventions and Caucuses .....	21
Section 9.02 Precinct Caucuses .....	22
Section 9.03 County Convention .....	22
Section 9.04 State Convention Delegates .....	22
Section 9.05 Platform Committee .....	23
Section 9.06 Site Committee .....	23
Section 9.07 Rules and Order of the Day Committee .....	23
Article X. Amendments .....	23
Article XI. Bylaws Duration.....	23
Article XII. Records and Mailing Lists .....	24
Article XIII. Policies.....	24

## Article I. **Name**

The name of this organization shall be the BENTON COUNTY REPUBLICAN CENTRAL COMMITTEE, hereinafter referred to as the "CENTRAL COMMITTEE."

The common name of the organization shall be the Benton County Republican Party (BCRP).

## Article II. **Purpose**

1. To serve as the official governing body of the Republican Party in Benton County, Washington per RCW 29A.80.
2. To elect Republicans to public office.
3. To attract Republican and independent voters and workers to grow the Republican Party.
4. To lead, contribute to, and participate in the establishment of a Republican Party organization that is an effective vehicle for setting public policy.
5. To fulfill those functions conferred on it by state law, and the Washington State Republican Party (WSRP).
6. To plan, organize, administer, and finance the Central Committee's operations to accomplish the other stated purposes.
7. To coordinate activities with the WSRP.

## Article III. **Fundamental Principles of Republican Conduct**

Participants in the activities of the Central Committee acknowledge and adhere to the following principles of conduct:

1. **The Republican Party Encourages Free Discussion and Debate.**  
The Republican Party grows stronger through vigorous discussion and debate about the philosophies and policies our party should advance to govern our society. Through open discussion, the majority will, over time, adopt the soundest policies for our party and nation.
2. **The Republican Party Is a Party Open to All.**  
We welcome every individual who seeks to join with us in advancing all the principles of our party. We recognize that men and women of good faith can, do, and will disagree on issues of public importance.
3. **Republicans Conduct Themselves with Mutual Respect.**  
Republicans conduct themselves with respect toward all who seek to participate within our party, and carry on our party activities and debates without ad hominem attacks, personal vituperation or conduct which may appear verbally or physically threatening or intimidating.
4. **Participants Accept the Duty to Facilitate Orderly Conduct of Meetings.**  
The Republican Party involves our volunteers' input in decision-making through a variety of committee, district, and countywide meetings. By participating in the Republican Party, activists agree to advocate for their viewpoints, as vigorously as desired, with respect for the other participants, and with respect for the process by which the organization moves forward to reach a majority decision. The Central

Committee and its subcommittee members acknowledge that the County Chairman is the spokesperson of the party.

5. **Republican Activists Avoid Abusive Confrontations.**

The obligation of any person who participates in Republican Party activities is to do so with respect. Therefore, avoidance of abusive confrontations and of implied or overt physical confrontations is an absolute duty.

## **Article IV. Precinct Committee Officer (PCO) Duties and Scope**

### **Section 4.01 Legal Responsibilities**

The Precinct Committee Officer (PCO) within the BCRP is the official representative of the precinct (per RCW 29A.04.121 a precinct means a geographical subdivision for voting purposes established by a county legislative authority) to the Republican Party. The legal duties of the PCO are to:

1. Assist in organizing the BCRP by electing officers of the county Central Committee (RCW 29A.80.030)
2. Serve as a voting member of the Central Committee
3. Be responsible for nominating three (3) replacements to fill vacancies in other elected county/legislative partisan offices (e.g., County Commissioner or State Legislator) (WA Constitution Art II Sec. 15)
4. Call and conduct precinct caucuses, as directed by the County Chairman. A PCO in Good Standing per Section 4.07 who conducts the precinct caucus shall be an automatic delegate to the County Convention.
5. Fulfill the purposes outlined in Article II
6. Provide a contact email and/or address for communication with the Central Committee and provide ongoing contact information
7. Inform the Central Committee when they move from their primary residence.

### **Section 4.02 Eligibility**

A Republican PCO in Benton County shall:

1. Be a member of the Republican Party (RCW 29A.80.041).
2. Be a registered voter and domiciled in the precinct (RCW 29A.80.041).
3. Declare candidacy as prescribed under RCW 29A.24.031 by paying a filing fee, if applicable, and filing for election in even-numbered years.

### **Section 4.03 Election**

RCW 29A.52.171 stipulates that:

“The office of precinct committee officer must be voted upon at the primary election in each even-numbered year. If no one files for the office, the office shall be filled in accordance with RCW 29A.28.071. If, after the last

day to withdraw, only one candidate has filed for the office in a precinct, that candidate is deemed elected and the auditor shall issue a certification of election. Only contested races may appear on the ballot.”

Per RCW 29A.80.051, in a contested race, “The candidate receiving the highest number of votes will be declared elected.”

RCW 29A.24.311 states that write-in candidates for PCO are not allowed.

Primaries for general elections to be held in November, and the election of PCOs, must be held on the first Tuesday of the preceding August (RCW 29A.04.311).

#### **Section 4.04 Appointment**

Per RCW 29A.28.071, “If a vacancy occurs in the office of precinct committee officer by reason of death, resignation, or disqualification of the incumbent, or because of failure to elect, the respective county chair of the county central committee shall fill the vacancy by appointment. The person so appointed must have the same qualifications as candidates...” (i.e., meet the eligibility requirements of Section 4.02 Parts 1 and 2, and meet the requirements to be a PCO of Good Standing per Section 4.07). “When a vacancy in the office of precinct committee officer exists because of failure to elect at a state primary, the vacancy may not be filled until after the organization meeting of the county central committee and the new county chair has been selected as provided by RCW 29A.80.030.”

In Benton County, to be appointed a PCO, a person must be nominated by a seated member of the Central Committee, be appointed by the County Chairman, and the appointment must be approved by a majority of the quorum (Section 5.04) in attendance at the meeting where the appointment is presented.

Appointed PCOs will exercise all the privileges and rights due a formally elected PCO with the exceptions that:

1. The appointed PCO may not participate in the election of officers at the Organizational Meeting of the Central Committee (as they may not be appointed until after this meeting).
2. For the purpose of filling elective vacancies, the appointed PCO shall have been in office for a minimum of 90 days to be eligible to vote.

#### **Section 4.05 Verification of Elected and Appointed PCOs**

1. Prior to business being conducted at the county Organizational Meeting, the Credentials Chair shall verify the certification of elected PCOs by obtaining a list of elected PCOs from the County Auditor and comparing the name and address of the PCO’s photo identification with the obtained list.
2. The verification process shall be conducted at a regular or special meeting of the Central Committee after the primary election and before the organizational meeting (i.e., before the second Saturday of the January following the general election [per RCW 29A.80.030]). The Benton County Chairman of the retiring Central Committee shall cause notice of the time and place of such meeting to be mailed or electronically transmitted to each PCO at least seven (7) days prior to the date of the meeting.

3. Incumbent PCOs who have been previously verified and who were re-elected to office shall be automatically verified.
4. A newly elected or appointed PCO shall be verified by the Credentials Chair (per RCW 29A.04.133) prior to being given voting rights by taking an oath of office. All PCOs shall sign the oath of office which shall be retained by the Credentials Chairman. The oath of office shall be:
 

“I hereby affirm that as a PCO/Elected Officer in the Benton County Republican Party (BCRP), that I will uphold the Constitution of the United States of America and the Constitution of the State of Washington. I will support only the Republican Party and Republican candidates and the Bylaws of the BCRP. I will faithfully and impartially discharge the duties of this office to the best of my ability. I understand that violation of this oath will result in suspension of voting privileges and other duties or disqualification from office.”
5. Non-verification or refusal to sign the oath of office shall result in suspension of PCO voting privileges and other PCO duties or disqualification from office per Section 4.08.

### **Section 4.06 Term of Office**

Per RCW 29A.80.051, the term of office of PCO is two years, commencing the first day of December following the primary (i.e., even-numbered years). All PCO terms (appointed or elected) end on November 30 of even years.

PCOs shall serve their elected or appointed term as long as the committee officer remains an eligible voter domiciled in that precinct and remains in Good Standing per Section 4.07.

### **Section 4.07 PCO in Good Standing**

An elected or appointed PCO is considered in Good Standing with full voting rights and privileges, with the exception stated in Section 4.04, if they have been verified and taken the oath of office in Section 4.05. The PCO will remain in Good Standing as long as the following conditions are met:

1. The PCO abides by the oath of office. Support of only the Republican Party and Republican candidates means that the PCO will not publicly support any candidate other than those identified as Republicans. Public support shall mean endorsing a non-Republican candidate by signing an endorsement list to be publicly disclosed, including on social media, working for a non-Republican candidate in any capacity, contributing financially at a level to be published by the Public Disclosure Commission, attending ‘Fundraisers’ in any capacity, writing ‘Letters to the Editor’, or having signs or other campaign paraphernalia that support a non-Republican candidate on personal and/or business property.
2. The PCO does not miss more than three (3) consecutive Central Committee meetings unless first notifying the County Chairman and/or the Credentials Chair (i.e., excused) prior to each meeting and by appointing a proxy (per Section 5.05) to attend in place of the PCO. If both the PCO and the proxy miss more than three (3) consecutive Central Committee meetings, the absences will be considered unexcused and subject to sanctioning process identified in Section 4.08.

3. A PCO must resign his/her position to run against an elected incumbent Republican that has been endorsed by the Central Committee.

## **Section 4.08 Removal of PCO Privileges or Disqualification from Office**

A PCO who is not verified or who refuses to sign the oath of office has the option of resigning from their PCO position. A PCO who does not sign the oath of office is not qualified per RCW 29A.04.133 and shall not be allowed to vote or may be immediately disqualified as a PCO and that precinct shall be considered vacant until a PCO is appointed or until a new PCO is elected.

A PCO who is no longer in Good Standing per Section 4.07 may be sanctioned or disqualified.

1. Formal Sanctions & Principles for Imposing Sanctions

Egregious, flagrant and continued violations of the Fundamental Principles of Republican Conduct per Article III that risk doing damage to the Republican Party may be appropriate cases for imposition of formal sanctions under this Article. Disqualification may be appropriate if the individual violates or does not sign the oath of office in Section 4.05 (and thus is not considered qualified per RCW 29A.04.133) or through other malfeasance in office that interferes with performance of the official duty.

2. Denial of Good Standing Status

- a. PCOs and other Republican Party activists may be denied the status of Good Standing by the action of the PCOs and the Elected Officers of the Central Committee. The Elected Officers shall act as a committee pursuant to the following procedures;
- b. A written complaint signed by twelve (12) PCOs shall be presented to the Elected Officers who shall consider whether the complaint justifies further investigation, which decision shall be communicated to the complainant,
- c. If so, the Elected Officers shall appoint a fact-finding committee, consisting of not less than three individuals who shall investigate the charges and make findings of fact germane to the charges,
- d. The fact-finding committee shall provide the individual who is the subject of their investigation with a copy of the complaint and shall provide the individual with an opportunity to meet with them and provide evidence,
- e. The fact-finding committee shall engage in reasonable efforts to receive evidence from other individuals who may have relevant knowledge,
- f. The fact-finding committee shall provide a written report of its conclusions to the Elected Officers,
- g. A copy of the report shall be provided to the individual who is the subject of the complaint, together with notice of the meeting at which the report shall be received and considered, which shall be not less than ten days from the date notice was provided,
- h. The individual shall be entitled to be present when the Elected Officers meet to receive and consider the resolution and shall have a full and reasonable opportunity to present his reasons in opposition to the resolution,

- i. The Elected Officers shall consider the report and by motion, vote by recorded vote to determine whether there are grounds to bring the matter before the PCOs.
  - j. If there are grounds to bring the action before the PCOs for a vote then the County Chairman shall place the action on the agenda for the next Central Committee meeting. In the case of pending action of sanction, PCOs shall be notified of this agenda item at least 10 working days before the actual meeting.
  - k. At the Central Committee meeting, the fact finding committee shall present their report, and present the motion of a member not in Good Standing. A passage of this motion will determine the individual's standing. Passage shall require an affirmative vote of two-thirds of a quorum per Section 5.04 via a secret ballot.
  - l. Upon passing of the motion the fact finding committee will present their recommended sanction(s) for approval. The Central Committee will then vote on this or an amended motion via a secret ballot. Passage shall require an affirmative vote of two-thirds of a quorum (Section 5.04).
3. Any individual found not to be in Good Standing with the Central Committee may be sanctioned up to and including having no further voting rights in any meeting of the Central Committee, or any of its constituent parts such as Legislative Districts and committees, shall be ineligible to hold a precinct caucus or to serve as an automatic or elected delegate to the Benton County Republican Convention, or any District Conventions, shall be ineligible to be elected to represent Benton County Republicans at any convention called by the WSRP, and shall be ineligible to serve on any other committee established by or under the authority of the Central Committee. These disabilities shall survive a subsequent election or reelection of the individual as a PCO and shall last for a period of not less than two years, nor longer than six years, as determined by the resolution of the Central Committee.

## Article V. **Central Committee**

### **Section 5.01 Membership**

The Central Committee shall consist of the Republican PCOs from each of the voting precincts of Benton County, as elected by the voting public, and per RCW 29A.04.133 take the oath of office. The election certification and the oath of office shall be verified by the Credentials Chair prior to the Organizational Meeting. Only PCOs in Good Standing per Section 4.07 shall have a vote in the Central Committee. After the Organizational Meeting, election of Officers, and adoption of the Bylaws, the Central Committee will also include PCOs as appointed by the Benton County Chairman according to Section 4.04 and as concurred to by the Central Committee. Appointed PCOs will exercise all the privileges and rights due a formally elected PCO, except as outlined in Section 4.04.

Members of the Executive Committee are voting members of the Central Committee after they have signed the Oath of Office in Section 4.05, Item 4.



## **Section 5.02 Organizational Meeting**

The new Central Committee shall meet for the purpose of organization at an easily accessible location within Benton County, following each state general election held in even-numbered years, subsequent to the certification of the PCOs by the County Auditor and as verified by the Credentials Chair of the retiring Central Committee, and no later than the second Saturday of the following January (per RCW 29A.80.030). The County Chairman of the retiring Central Committee shall cause notice of the time and place of such meeting to be mailed or electronically transmitted to each PCO at least seven (7) days prior to the date of the meeting. The first order of business of the Organizational Meeting shall be validation/verification of PCO's per Section 4.05.

The retiring Chairman of BCRP shall call the meeting to order at the site designated for the purpose of conducting the initial business of the meeting until the temporary chairman is elected.

The rules for the Organizational Meeting shall define, at a minimum, the following:

1. The Business of the Meeting
  - a. Welcoming speech
  - b. Presentation of the purpose of the meeting
2. Official validation of the incoming PCO's
3. Organizing Meeting Quorum Requirements (Section 5.04)
4. Adoption of the Organizational Meeting Rules
5. Election of a Temporary Chairman
  - a. Presenting a formal Agenda (prepared by the retiring elected officials prior to the meeting) for adoption
6. Adopt the Bylaws temporarily to govern the overall conduct of the meeting
7. Nomination Committee Report and Election of Officers (Sections 5.08 and 5.09)
8. Written and Secret Balloting
9. Permanent Adoption of Bylaws.

## **Section 5.03 Central Committee Meetings**

The County Chairman shall hold an adequate number of meetings of the Central Committee to carry out the biennial program of the Central Committee.

Such meetings may be called every other month but shall be called at least quarterly. The place to be designated by mailed written notice and/or electronic transmittal, at least seven (7) days prior to the date of the meeting.

The County Chairman shall call a meeting of the Central Committee whenever two-thirds of the current members of the Executive Committee, or two-thirds of the current members of the Central Committee in Good

Standing per Section 4.07, by signed petition (having been delivered to the County Chairman and the Credentials Chair), demand such a meeting to be called. If the County Chairman fails to act, and if the County Vice-Chairman fails in turn to issue a call, the petitioners may issue a call for a meeting. In case of meetings called under duress, the meeting shall be held not less than seven (7) or more days after mailing of written notice **or** electronic transmittal of such meeting to the current certified Central Committee membership, including an agenda and purpose of the meeting.

The petitions shall be certified valid by the Credentials Chair by certifying the petitioners are PCOs in Good Standing and have met the number of signatures stated above. Validation shall occur within seven (7) days of receiving the petition. An invalid petition is a petition that the Credentials Chair deems that the petitioners cannot be certified as current members of the Executive Committee or the Central Committee or that there is not a certified two-thirds majority of members signing the petition.

All valid petitioners will then be informed by the Credentials Chair within seven (7) days of his/her receiving the petition.

#### **Section 5.04 Quorums**

A quorum for Central Committee meetings called for adoption or amendment of bylaws, election of officers, removal of officers, sanctioning or removal of PCOs, partisan office vacancies, or approval of biennial budget shall be forty percent (40%) of the PCOs in Good Standing per Section 4.07 and Elected Officers at the time of the call. At other meetings, twenty percent (20%) of the PCOs in Good Standing per Section 4.07 and Elected Officers shall constitute a quorum, unless identified differently in specific articles of the Bylaws. No person shall be counted more than once when determining a quorum.

#### **Section 5.05 Proxies**

No proxy shall be recognized by the Central Committee at the Organizational Meeting. At other meetings an absent member may be represented by a proxy who is a declared Republican and a registered voter in the same precinct.

A member of the Executive Committee may be represented by a proxy when absent from a meeting of the Executive Committee. The Proxy must be a declared Republican and a registered voter in Benton County.

In no circumstance can any person cast more than one vote on any item.

All proxies shall be in writing, signed by the maker, and delivered to the County Chairman and/or the Credentials Chair via electronic transmittal, mail or in person. The proxy's standing shall be verified by the Credentials Chair. The proxy authorization must be provided at least 24 hours in advance of the subject meeting.

Standing proxies are permitted in the case of PCOs who have reasonable expectations of not being able to attend due to working commitments (e.g., Legislature representatives).

The proxy shall be substantially in the following form:

I, \_\_\_\_\_ of \_\_\_\_\_ Precinct do hereby appoint \_\_\_\_\_ to vote as my proxy at a meeting of the Benton County Republican Central Committee to be held on \_\_\_\_\_, 20\_\_, or at any adjourned meeting thereof, with all the power I should possess if personally present, hereby revoking all previous proxies.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Witnessed \_\_\_\_\_ Date \_\_\_\_\_

### **Section 5.06 Parliamentary Authority**

When not inconsistent with the provisions in these Bylaws and adopted Policies, Robert’s Rules of Order, newly revised (most current revision,) shall govern all meetings of the Central Committee, Executive Committee, and Caucuses and Conventions.

### **Section 5.07 Method of Voting**

Secret ballots are required when electing members of the nominating committee per Section 5.09, election of officers per Section 5.10, for the purpose of filling elective (non PCOs) vacancies per the Washington State Constitution Article II, Section 15, and for sanctioning of members per Section 4.08. Voice vote is allowed for all other matters. All votes shall be considered passed if a majority (50% +1) of the quorum (Section 5.04) in attendance votes in the affirmative, except as otherwise noted in the By-laws.

### **Section 5.08 Announcement of Vote**

Results of any written or secret votes taken at a Central Committee meeting shall be announced, together with numerical tallies, after the vote, and shall be recorded in the minutes. Results of voice votes shall be announced and recorded.

### **Section 5.09 Eligibility of Officers**

Individuals, who are registered voters in Benton County, are declared Republicans, and who adhere to the principles of conduct in Article III shall be eligible for election to any office in the Central Committee, be a member or chairman of a standing or ad-hoc committee.

### **Section 5.10 Election of Officers**

At each Organizational Meeting, the nominating committee shall present at least one slate of nominees for County Chairman, County Vice-Chairman, State Committeeman, State Committeewoman, Secretary, and Treasurer. Other persons may be nominated from the floor by a PCO in attendance at the Organizational Meeting. The Central Committee shall elect a County Chairman and a County Vice-Chairman who must be of the opposite sex, a State Committeeman and a State Committeewoman, Secretary and Treasurer. A Legislative

District Chair for each legislative district *situated within the county* shall also be elected per RCW 29A.80.061. Voting shall be in accordance per Section 5.07 and announcement per Section 5.08.

1. Removal of Officers *and Appointed Persons*

Removal shall be for dereliction of duties as described in Article VII. The Central Committee shall have the power by a vote of two-thirds (2/3) of a legal quorum per Section 5.04 to remove any elected officer or appointed person, provided that prior notice of this proposed action shall have been mailed or electronically transmitted to all Central Committee members at least seven (7) days prior to the meeting. The Central Committee shall fill any resulting elective office vacancy by election by written and secret ballot following a normal nominating process within thirty (30) days of vacancy; appointive positions should be filled by the County Chairman within thirty (30) days and confirmed at the next central committee meeting.

The officer to be removed shall be given full and fair opportunity to present evidence and arguments on his/her behalf prior to the vote.

2. Vacancies

If a vacancy occurs in any elected office (excluding the Legislative District Chairs), the Chairman shall call for an election to fill the office. In the event of a vacancy in the office of the Chairman, the powers and the duties shall be assumed immediately and automatically by the Vice Chairman until a new Chairman is elected. The Chairman/Vice Chairman shall send notice of the vacancy to the Central Committee and convene the Nominating Committee for action within 7 days.

All vacancies in open offices shall be filled by election by the Central Committee for the remainder of the term. Election for open office positions shall take place not less than fifteen (15) days nor more than forty-five (45) days after the vacancy occurs at the next regular meeting or an election meeting of the Central Committee per Sections 5.04 and 5.07. If a vacancy occurs in the Legislative District Chairs, a meeting shall be called by the Central Committee Chairman for the purpose of electing a successor Legislative District Chairman. The notice of this meeting shall be sent to all elected and duly appointed PCOs in the affected legislative district no later than fifteen (15) days preceding the meeting.

3. Partisan Office Vacancies

Consistent with the Washington State Constitution, Article II, Section 15, vacancies in Republican State Legislative and County partisan elective office shall be filled by the following procedure:

Within seven (7) days of a vacancy, the County Chairman shall call for the Nominating Committee to provide written notice to the applicable portion of the Central Committee for the purpose of receiving nominations to fill such vacancy by submitting three nominees to the Board of County Commissioners of Benton County.

**Eligibility:**

The applicable portion of the Central Committee for a legislative vacancy shall be the PCOs within that legislative district. The applicable portion of the Central Committee for a county elective office vacancy shall be the entire Central Committee.

**Nominations:**

Nominations may be made by any PCO in Good Standing (Section 4.07) who resides in the legislative district for which position the vacancy is to be filled. Nominations to fill partisan County elective office vacancies may be made by any PCO (in Good Standing) of the Central Committee.

The County Chairman shall call for a meeting for the purpose of voting on nominees. Only duly elected or appointed\* PCOs are entitled to vote.

\*Appointed PCOs shall have been in office for a minimum of 90 days to be eligible to vote for filling elective office vacancies (Section 4.04).

Upon completion of the voting process, the names of three (3) nominees shall be forwarded by the County Chair to the Board of County Commissioners of Benton County, in ranking order of the votes, for their consideration and appointment of one (1) nominee to fill such vacancy as provided by law.

**Section 5.11 Elected Officer Conduct during Partisan Office Election**

This article deals with the mandatory behavior of elected Benton County Party Officers as leaders of the Benton County Party, (comprising the Chairman, Vice Chairman, State Committeeman, State Committeewoman, Secretary, Treasurer, Legislative District Representatives, and hereafter in this Article referred to as ‘Officer’).

The central committee can endorse a candidate running for partisan office. This candidate must be a Republican of Good Standing as defined by Section 4.07, “PCO in Good Standing” as confirmed or established by the Credentials Chair. Endorsement by the Central Committee shall require a vote of at least sixty percent (60%) of the Central Committee with a quorum of twenty percent (20%) present at any official meeting of the Central Committee.

**Definition of Endorsement:** For the purpose of this article, endorsement means to approve publicly and express support; to give approval of or support to by public statement, sanction or financial backing.

- 1. Primary Elections
  - a. Incumbent Running for Re-election

If the Central Committee has officially endorsed an incumbent candidate running for re-election to a partisan office, then any elected ‘Officer’ shall not support in Public any challenger to the incumbent regardless of party affiliation.

Such Public support may be the basis for removal of an ‘Officer’ from the Central Committee or Executive Committee by a two thirds (2/3) vote of a forty percent (40%) quorum present at any official meeting of the Central Committee. Reinstatement of a removed ‘Officer’ may be considered following a general election in November of an even numbered year. Reinstatement shall be obtained by a two thirds (2/3) vote of a forty percent (40%) quorum present at any official meeting of the Central Committee.

An 'Officer' may resign in lieu of removal. Said 'Officer' shall be eligible for reinstatement following a general election in either an odd or even year. Reinstatement of a resigned 'Officer' may be obtained by a majority vote of a twenty percent (20%) quorum present at any official meeting of the Central Committee.

b. Public Support

Public support shall mean endorsing the challenger by signing an endorsement list to be publicly disclosed, working for the challenger candidate in any capacity, contributing financially at a level to be published by the PDC, attending 'Fundraisers' in any capacity, writing 'Letters to the Editor', or having signs supporting the challenger on personal and/or business property.

c. Candidates Running for an Open Primary Seat

It shall be the position of the Benton County Central Committee that the Party and as represented by its elected 'Officers' shall not take sides amongst the candidates (who have been declared a Republican in Good Standing and are registered to vote in Benton County) during a Primary Election.

Any contributions contemplated by the Party and authorized by the Central Committee at a regular meeting to assist such Republican candidates, such as, access to Party lists, public announcements, ads, and any other possible assistance to be rendered by the Party will be disseminated equally to all such candidates. All candidates will be notified by a mailed letter outlining the assistance that can be made available upon the candidates request for aid shortly after the Central Committee has made such a decision.

2. Top Two- General Election

a. It shall be the position of the Central Committee that no elected 'Officer' of the Party, member of the Executive Board or a PCO shall support in a public manner, a candidate, of any other Party, running for a partisan office. (See public support defined in Section 5.11.1.b above). Such support shall be automatic dismissal from the County Party, and the Credentials Chair will remove him/her from the roles of the Central Committee and the Executive Committee.

b. Two Republican candidates 'Republicans in Good Standing', and registered to vote in Benton County (but neither incumbent) opposing each other in the General Election:

It shall be the position of the Party that the elected 'Officers' not take sides in a Public manner, as defined above in Section 5.11.1.c. However, there may be extenuating circumstances with regard to the qualifications of one of the candidates that would suggest to some of the Central Committee that the Central Committee should not support one of the candidates for election to the office under consideration.

If a resolution signed by twenty percent (20%) of the accredited PCOs is received by the Chairman recommending support of only one candidate, with the reasons pro and con spelled out in the petition, then the Chairman will mail a copy of the valid petition to the other eighty percent (80%) of the Central Committee at least seven (7) days prior to the next regularly scheduled Central Committee meeting. At

this meeting, the candidates under question shall be given an opportunity (10 minutes each) to present their credentials before the Central Committee.

At the end of the presentations, the Chairman will ask for a motion and a second to support the one candidate as per resolution request. A secret ballot shall be used for the voting on the motion to be considered. The voting will be considered valid by a two thirds (2/3) majority of a sixty percent (60%) quorum of PCOs in Good Standing present at the Central Committee meeting voting in support of the ballot. The results of this vote, if the motion passes, will result in the 'Officers', the Central Committee and Executive Committee members withdrawing any support for the losing candidate, in a public manner.

c. If there are two Republicans in the Top Two General Election running against each other, and one of them is an Incumbent that was endorsed by the Central Committee before the Primary, then it shall be the position of the Central Committee that its elected 'Officers' shall support the Incumbent.

## **Article VI. Executive Committee**

The Executive Committee shall consist of the County Chairman, the County Vice-Chairman, the State Committeeman, the State Committeewoman, the Secretary, the Treasurer, and the Legislative District Chairs. These members shall be members in Good Standing and shall have full voting rights on all official actions taken by the Executive Committee.

The Executive Committee shall meet upon call of the County Chairman, at least quarterly, unless the Executive Committee, by a sixty percent (60%) vote in the affirmative of all members of the executive committee, shall determine such frequency is not necessary.

Between meetings of the Central Committee, the Executive Committee shall have authority to act for the Central Committee; but in no case shall such action be contrary to previous actions of the Central Committee, including approved budgets, and approved policies. Executive Committee meeting motions and actions shall be read at the next PCO meeting.

A telecom meeting is permitted if the proposed action is simple and distributed to the executive committee at least 24 hours before the telecom is held. A roll call vote shall be taken. The chair shall recognize each participant and provide adequate time for all to participate in the discussion. The chair shall also have the ability to limit discussion of each participant. Upon making of a motion the chair shall ensure the maker of the motion and seconded is clearly identified. Vote shall be taken via a roll call vote.

An email vote is also permitted if the business of the executive committee is simple and pertains to a simple vote yea or nay vote and no discussion is required. The chair shall submit the item(s) to be voted on within 24 hours.

The presidents or their designee of the Republican Clubs shall be non voting members of the Executive Committee and to act as liaison between the clubs and the Central Committee. Recognized Republican clubs are

the Federation of Republican Women, Republican National Hispanic Assembly, Mainstream Republicans, and Young Republicans.

## **Article VII. Elected Officers**

### **Section 7.01 County Chairman**

The County Chairman shall have the following responsibilities and authorities:

1. Be the Chief Executive Officer of the Benton County Central Committee,
2. Be empowered to perform all duties usually incident or pertaining to the office, unless otherwise directed by the Central Committee or prohibited by the County Party Bylaws, its Policies, State laws, or directives in writing by the WSRP,
3. Preside at the meetings of the Central Committee and of the Executive Committee,
4. Be an ex-officio member of all standing committees, except the nominating committee,
5. Be responsible for filling all of the standing committees (considering availability of volunteers) enumerated in these bylaws as soon as possible after the organizing meeting,
6. Be responsible for the proper functioning of all committees and employees of the Central Committee,
7. Have the authority to appoint or remove any appointed chairman or member of a committee, except the nominating committee, or employee, and to promptly fill all vacancies,
8. Be empowered to appoint PCOs (subject to affirmation by the Central Committee) where vacancies occur because of failure to elect at a State Primary or General election, such vacancy shall not be filled between these elections and the Organizational meeting, or during an Organizational meeting.
9. Be responsible for having an internal audit of the financial records at least once each biennium and whenever a new Treasurer takes office.

With the PDC online and easily accessible, treasurer's books may be audited by any member of the Central Committee, at any time, at the convenience of the Treasurer.

10. Be the official spokesman for the Central Committee for all outside communications with the responsibility to approve all external communication. The chair is also responsible for regular communication with the PCO's.
11. Be an automatic member of the State Committee, and is expected to normally attend the Washington State Party Chairman's meetings held at the State Committee meetings.
12. Provide a draft agenda to the PCOs at least 2 working days before all meetings.
13. Except for election of officers, and filling of elective vacancies, the County Chairman (whether or not he or she is also a PCO) shall vote only in case of a tie.
14. Shall be responsible for the training of the newly elected and appointed Republican PCOs and explaining their duties and responsibilities.

### **Section 7.02 County Vice Chairman**

The County Vice Chairman has the following responsibilities and duties:

1. Shall be the assistant to the Chairman in the administration of his/hers duties.



2. Shall preside at all meetings of the Central Committee and the Executive Committee in the absence of the Chairman.
3. Shall preside over the procedure for filling the county chair vacancy as described above.
4. Is responsible for maintaining the BCRP Home Page. This Home Page will cover news items such as a list of officers, the Executive Committee, a list of coming events and upcoming meeting notices and fundraisers, County party news and newsletters, occasional articles by our various legislators, links to the State Party web site, other Republican Home Pages, etc.
5. The elected officers shall be responsible for updating the website under the purview of the Vice Chair.

### **Section 7.03 State Committeeman and State Committeewoman**

The State Committeeman and the State Committeewoman shall be the representatives of the Benton County Central Committee on the Republican State Committee of Washington (hereinafter referred to as the State Committee). They shall report on the activities of the State Committee to the Executive Committee and to the Central Committee.

The State Committeeman and State Committeewoman shall constitute an official link between the State Committee and the Benton County Central Committee, and shall exercise such powers and duties as pertain to their offices.

Their duties will involve:

1. Attending all of the 4<sup>th</sup> Congressional District meetings (made up of all State Committee men and women from the counties included in the 4<sup>th</sup> Congressional District), or shall appoint a Proxy when they are unable to attend,
2. Being an active member of at least one (1) of the State Standing committees, such as; Budget Committee, By-Laws Committee, Resolutions Committee, Grass Roots Committee; each State Committee person shall participate on different committees to better cover the activities of the State for the Central committee. Being available for appointment to chair or participate in ad-hoc State committees as requested by the Chairman of the State Party,
3. Working with the other State Committeemen and State Committeewomen from the 4<sup>th</sup> Congressional District (who have been elected to the Washington State Executive Board) to achieve support for activities important to the BCRP and/or to achieve actions by the WSRP important to the 4<sup>th</sup> Congressional District.
4. Reporting to the Benton County Central Committee at their regular meetings on State Party plans, activities, committee activities, and decisions that have been made by the State Committee.
5. Being available to chair or serve on committees as requested by the Benton County Chairman, when such additional activities will not interfere with their normal duties as described above; and as perceived by the State Committeeman or State Committeewoman.
6. Keeping abreast of the positions of the Central Committee so that they may vote on matters arising at the State Committee meetings consistent with the will of the BCRP.

7. Assisting the chairman in training the PCO's especially in matters of caucus and convention.

#### **Section 7.04 Legislative District Representatives (RCW 29a.80.061)**

The Legislative District Representatives, elected per RCW 29a.80.061, shall be responsible for following and reporting the activities of the State Legislature, our elected officials' votes in the State Legislature, and advising the County Chairman and the Central Committee on progress of legislation of particular concern to the residents of Benton County. The District Representatives shall be responsible for contacting the legislative representatives to appear before the body, to invite them to Lincoln Day Dinners and other events.

Assist in coordinating the activities of the Precincts and Identifying potential PCOs.

1. Will recruit individuals from the Precincts for fundraisers, phone banks, Get-Out-the Vote, and other party activities.
2. Shall be responsible for recruiting and recommending to the Chairman of Benton County Party new Precinct Officers for empty Precincts.
3. Will work closely with the PCOs to ensure that proxies are appointed when they are unable to attend a Central Committee meeting.
4. Communicates with Republicans for special events or elections.

#### **Section 7.05 Secretary**

The Secretary is responsible for the following duties:

1. Shall be responsible for the safekeeping of the Central Committee's records under the supervision of the County Chairman and shall perform other such duties as may be assigned by the County Chairman.
2. Shall also be responsible for sending notices of Central Committee and Executive meetings to its members at least seven (7) days in advance of such scheduled meetings.
3. Maintain the email addresses and have them ready for use by the Central Committee, the Executive Committee, and County Chairman.
4. Shall keep complete and accurate minutes of the proceedings at all meetings of both the Central Committee and Executive Committee.
5. Shall compile signed records of all such proceedings.
6. Shall perform other such duties as the Chairman may assign.

#### **Section 7.06 Treasurer**

The Treasurer shall have the following responsibilities:

1. Be custodian of all funds of the Central Committee,

2. Keep an accurate record of all receipts and disbursements, make such records available at audit as directed by the County Chairman, and submit a Treasurer's report to each Central Committee and Executive Board meeting.
3. Deposit and record all funds received in a bank (as recommended by the Treasurer) and approved by the Executive committee, and in compliance with State or Federal Law and those procedures as required by the Public Disclosure Commission.
4. All checks in excess of \$100 require authorization from at least 2 elected officers. Authorization records shall be kept e.g. emails. The county chair shall be informed of all such expenditures within 7 days. Any disbursements not identified in the biennium budget must be first approved by the Central Committee.
5. Be member of the Finance Committee in the preparation of the biennium budget.
6. Be an ex-officio member of the biennium audit committee. (See Section 7.01.9)

### **Section 7.07 The Nominating Committee**

The Nominating Committee of five (5), elected by the Central Committee, will serve from the time elected until the end of the next Organizational Meeting to nominate candidates for vacancies for the elected positions during the term. The County Chairman shall, no later than the first Central Committee meeting following the Organizational Meeting, ask for nominations from the floor to fill the five vacancies of the Nominating Committee. The Nominating Committee shall present at least one slate of nominees, validated by the credentials chair, for County Chairman, County Vice-Chairman, State Committeeman and State Committeewoman, Secretary, Treasurer and Legislative District Chairs, to the new Central Committee at the Organizational Meeting.

The Central Committee will vote, by written and secret ballot, using the usual procedures for voting when there are more than five nominations for the Nominating Committee. In the event that there are fewer than five (5) nominations the Chairman shall fill the vacancies at his or her discretion. The counting of the votes and the summary of the votes shall be conducted by the Credentials Chair. The results will be open for inspection by any member of the Central Committee. The results will also be announced and recorded in the minutes of the meeting per Section 5.08. The duly elected Nominating Committee members will choose a chairman of the Nominating Committee by majority vote. Members that intend to run for one of the Offices at the Organizational Meeting will be considered eligible to be on the Nominating Committee. The County Chairman shall not be eligible to be a member of this committee.

### **Article VIII. Appointed Chairs**

Appointed chairs shall be approved by a vote of the central committee on each position. Note, this vote shall not be done by acclamation. The appointed chairs shall be non-voting members of the executive board in an advisory capacity.

### **Section 8.01 Finance/Fundraising Committee and Chairman**

The committee is responsible for the following duties:

1. A chair of this committee shall be appointed by the Central Committee Chair.
2. The committee shall be responsible for development of a comprehensive biennial plan of operation, budget and fund raising goal for the Central Committee. To develop these plans and to ensure that they are realistic, the committee shall include the Treasurer, the Vice-Chairman, and the Chairman of the Central Committee. Said budget and goal shall take into consideration, Republican nominees for public office in Benton County, the needs of the Benton County Legislative Districts, and the Central Committee itself for operating funds.
3. At the end of the first year of the biennium, these plans should be carefully reviewed and updated, and presented to the Central Committee for their review and comments.
4. Quarterly the Finance/Fund Raising Chair will provide an actual income and expense comparison to the operation budget to make sure we are on target and inform the Chairman, the Executive Committee and the Central Committee of the results at a regular meeting.
5. The fundraising and financing chair shall provide the treasurer with all financing reports, budgets, and any data necessary for the treasurer to provide updated monthly financial reports to the PCOs/chair. Shall be responsible for all fund raising initiatives of the Central Committee.
6. Shall keep accurate records of all funds received and make these records available to the County Chairman and the County Treasurer.
7. Ensure that all funds received shall be delivered without delay to the County Treasurer.
8. Shall work closely with the Events Chairman to ensure maximum fund raising advantage is secured from all special events sponsored by the Central Committee.
9. Shall also be responsible for contacting individuals and organizations in a personal effort to raise funds.

## **Section 8.02     Events/Outreach Chairman**

The Events/Outreach Chairman, as coordinated with the Central Committee, shall have the following responsibilities:

1. Establishes and maintains the events calendar for the Central Committee including the schedule of activities required to meet its goals.
2. Appoints individuals to coordinate and organize activities to meet the event goals of the Central Committee.
3. Perform other duties which can appropriately be assigned to the office of the Events Chairman.
4. Find suitable places to meet for such activities as regular meetings, conventions, organizing meetings, rallies, Lincoln Day dinners; shall be responsible for negotiating contract prices or costs, and presenting them to the Central Committee for approval as appropriate.
5. Be responsible for organizing the activities for the annual Fair, and negotiate the contracts with the Fair officials for approval by the Central Committee.

6. Events to be considered for planning or GOP presence include:
  - a. Parades in Benton County
  - b. Fair Events
  - c. Sidewalk Events
  - d. Socials
  - e. Breakfasts
  - f. Fall Dinner
7. Develop or create ideas or events to further the Central Committee Goals.

### **Section 8.03 Credentials Chair**

The Credentials Chair shall be responsible for compiling and organizing for efficient use, all available records/sources, electronic and otherwise, regarding character, addresses, and precinct designations and other information needed for vetting.

The Credentials Chair also acts to verify and qualify PCO's, delegates to conventions, and attendance at Central Committee or Executive Committee meetings, according to Benton County and/or WSRP requirements.

The Credentials Chair shall follow procedures as stated in Article IV of these Bylaws or as dictated by WSRP procedures, ensuring only those persons eligible under state law and these bylaws shall be seated at precinct and district caucuses, county and state conventions and at the meetings of the Central Committee. Credentials Chair rulings are final.

The credentials chair term shall end at the conclusion of the organizational meeting or until the chair appoints a new credential chair.

## **Article IX. Caucus and County Convention**

### **Section 9.01 Conventions and Caucuses**

The County Chairman shall provide for precinct caucuses and a county convention in accordance with the Bylaws, the rules of the WSRP and the laws of the State of Washington. Wherever this Article is inconsistent with the rules of the WSRP governing the selection of delegates to the state convention, the County Chairman shall hold caucuses and convention in accordance with the state rules. For the purposes of caucuses and conventions, this section is expressly made subject to the applicable state rules and applicable state law. At all caucuses and convention, the unit rule, (a rule whereby a state's delegation votes as a unit, not recognizing minority votes within the delegation) shall not be permitted. All business shall be governed by most recent edition of Robert's Rules of Order, Newly Revised, except where they are inconsistent with these bylaws, or with specific rules adopted for precinct caucuses and/or legislative district caucuses as announced by the county Executive Committee.

The following committees need to be set: Platform and Resolutions Committee, Site Committee, Credentials Committee (Section 8.04) and Rules and Order of Business Committee. These committees shall be organized as

soon as the WSRP sets the timeline. The Chairmen of credentials, platform and resolution, and rules and order of business committees shall be appointed by the County Chairman.

## **Section 9.02 Precinct Caucuses**

The County Chairman shall call for the precinct caucuses to be held in each precinct or at a declared pooled site(s) in Benton County for the purpose of electing delegates and alternates to the county convention. The caucus date shall be as directed by the State Committee. If the State Committee fails to act, the county will hold caucuses at least three (3) weeks prior to the date of the County Convention.

The Precinct Committee Officer in Good Standing per Section 4.07, or a registered voter designated by him, shall preside as chairman. Caucuses, in unmanned precincts, may be called by a temporary chairman who is appointed by the County Chairman, or is elected by the participants attending their Precinct caucus.

The Caucus Chair shall instruct the participants that comments on the Current Platform must be delivered to the Chair of the Platform Committee within five (5) days in order to be considered for inclusion into a revised final draft platform to be distributed for review and acceptance by the participants at the County Convention.

The rules and order of business shall be prescribed by the county Executive Committee, consistent with WSRP rules.

## **Section 9.03 County Convention**

Following the caucuses, the County Chairman shall make arrangements for and call a Benton County Republican Convention to be held at a time in accordance with a call from the State Committee. The County Chairman shall call the convention to order as the temporary chairman.

The principal purpose of the county convention shall be the election of delegates to the state convention, the election of county representatives to state convention committees and the adoption of a platform and resolutions.

All funds and completed registration shall be received ten (10) days before the start of Convention.

Copies of (1) the proposed rules and order of business and of (2) the proposed platform and resolution shall be made available to all delegates at the convention upon registration at the convention. The report of the Platform and Resolution Committee shall consist of a platform and such resolutions as the committee may desire to report. The platform shall be the official position of the Republican Party of Benton County.

## **Section 9.04 State Convention Delegates**

Delegates to the State Convention shall be allocated on the basis of Republican votes in each Legislative District. The County Chairman, the State Committeeman, and the State Committeewoman have been declared as automatic delegates-at-large by the WSRP. At least one delegate and one alternate shall be elected from each Legislative District by district caucus during the County Convention.

## **Section 9.05 Platform Committee**

The Platform Committee Chair shall recommend to the Benton County Party Chair six (6) candidates from the membership of the Benton County Central Committee, (three (3) of each sex), who are informed and communicative, for appointment to the Platform Committee.

The Committee will review important international, national, state-wide and local issues of the time; determining which issues are appropriate for inclusion in the new County platform. They shall also review positions taken by the WSRP, the National Republican Committee (NRC), and the BCRP in their most recent platforms; soliciting views from local Republicans; ensuring that the views be given open and fair consideration; and distilling the appropriate results of such research into a cohesive whole into a new draft platform for the next biennium.

## **Section 9.06 Site Committee**

The Site Committee Chair is appointed by the Chair of the Central Committee. The committee chair shall choose a minimum of four members. The committee shall be responsible for determining/evaluating site location(s) of caucus and convention, room set up, menu set up, sponsorships, and all incidental services required to hold a successful caucus and convention. The site committee chair is the liaison to all vendors required for these events. The Central Committee will give final approval to site committee plans.

## **Section 9.07 Rules and Order of the Day Committee**

The Rules and Order of the Day Committee shall be chaired by Bylaws chair. The committee chair shall choose a minimum of four members. This committee shall incorporate the WSRP Rules for Caucus and Convention. A template is included in the appendices.

## **Article X. Amendments**

These Bylaws may be amended by a two-thirds (2/3) vote of a legal quorum (Section 5.04) present at any meeting of the Central Committee. All proposed amendments shall be submitted in writing to the County Chairman, and to the Bylaws Committee not less than thirty (30) days prior to the convening of any regularly called meeting of the Central Committee. Copies of the proposed amendments must be sent to all PCO's ten (10) days before the meeting. Any qualified member of the Central Committee may propose and submit a suggested change to the Chairman. The proposed Bylaw change submittal must be co-signed by five (5) PCOs. The Bylaws Committee shall make a recommendation of 'Pass' or 'Don't Pass' to the committee during their report at the Central Committee meeting.

Non-substantive errors in spelling, grammar or numbering can be changed without amendment, subject to approval of the Executive Committee.

## **Article XI. Bylaws Duration**

At the biennial organization meeting, there shall be a motion by the temporary chairman to continue these bylaws in effect as temporary bylaws for the conduct of the meeting and until permanent bylaws are adopted.

## **Article XII. Records and Mailing Lists**

Any and all records, email lists and mailing lists prepared or maintained by any 'Officer', committee, chairman or person on behalf of the Central Committee or the Executive Committee are the property of the Central Committee and shall be made available to individuals as directed by the County Chairman, and to the successor officers maintaining the records or mailing lists, within thirty (30) days after the organizational meeting.

These lists will be used for no other cause than that directly authorized.

## **Article XIII. Policies**

The need for a policy shall be determined by the chair or by a motion of the Central Committee. An ad hoc committee shall be formed to investigate and report to the Central Committee.