

# **BYLAWS OF MOHAVE COUNTY REPUBLICAN CENTRAL COMMITTEE**

## **ARTICLE I - NAME**

This organization shall be known as the Mohave County Republican Central Committee hereinafter referred to as the "County Committee".

## **ARTICLE II – OBJECTIVES**

The objectives of this organization shall be:

- A.
  - 1. To promote an informed electorate through political education.
  - 2. To foster loyalty to the Republican Party and to promote its ideals.
- B. To support the objectives and policies of the State Republican Party and to work for the election of Republican candidates; provided that if there are two or more Republican candidates for the same office no endorsement shall be made prior to the Primary Election.
- C. Funds raised by the County Committee, or its districts, shall be used only in furtherance of these objectives.

## **ARTICLE III - MEMBERSHIP**

The County Committee shall comprise all precinct committee persons, hereafter referred to as PCs, elected or appointed and each committee person shall have one vote subject to the provisions of Art, IX Sec. A-4 of these bylaws. Any officer or member of the Central Committee shall adhere to these bylaws, the Arizona State Republican Committee bylaws and any other Federal, State or County statutes.

## **ARTICLE IV - ORGANIZATION**

The working organization of the County Committee shall consist of one PC, elected or appointed, from each precinct, plus one for every 125, or major fraction thereof, registered Republicans in that precinct.

- A. Statutory elective officers:
  - 1.
    - a. A Chairman, First Vice Chairman, Second Vice Chairman, Secretary and Treasurer shall be elected by and from the County Committee at the Statutory Organizational County Meeting in January of every odd year according to the State bylaws.
    - b. The officers shall be elected for a two-year term.
    - c. District Directors shall be elected by a caucus of each district prior to the election of officers
  - 2.
    - a. A Director from each of three (3) districts shall be elected by the PCs of that district at the Statutory Meeting for a two-year term.
  - 3. There shall be three (3) districts. The Districts shall contain the following precincts:

1. District I: 201-Wikieup, 202-Whitehills, 204-Chloride, 205-North Canyon, 208- Meadview, 209-Dolan Springs, 210-Golden Valley, 213-Hackberry, 214-Truxton, 215-Kingman Central, 216-Kingman North, 217-Kingman South, 218-Kingman East, 221-Littlefield, 223-Moccasin, 224-Peach Springs.
  2. District II: 206-Oatman, 211-Bullhead City, 212-Mohave Valley, 222-Golden Shores.
  3. District III: 207-Desert Hills, 219-Lake Havasu North, 220-Lake Havasu South, 203-Yucca
4. The districts can be changed by 2/3 vote of the Executive Committee.
- B. The Chairman, First Vice Chairman and Second Vice Chairman shall be members of the State Executive Committee and the State Central Committee.
  - C. The County Committee Executive Board shall consist of the elected officers, the three (3) District Directors, and the immediate Past County Chairman.
  - D. A quorum of the Executive Board shall be five (5) members of the nine (9).
  - E. In the choice of persons for office there shall be no discrimination because of sex, creed, color or national origin.

#### **ARTICLE V - ELECTIONS**

- A. The Nominating Committee Chairman, appointed by the County Chairman, shall be chosen at least two months before the Statutory Meeting. The Committee shall consist of two members from each district as recommended by the District Director. The Secretary of the County Committee shall mail to all precinct PCs the nominating committee recommendations with the meeting notices fifteen (15) days prior to the meeting.
  1. In the event of a vacancy on the nominating committee, the committee chairman shall ask for a recommendation from the respective District Director.
- B. Elective officers of the County Committee shall be elected at the Statutory Organizational Meeting.
- C. Election shall be by ballot and a majority of all votes cast shall constitute election to office with the exception of the elected State PCs who shall be elected by plurality.
- D. Nominations may be made from the floor.
- E. Nominees must give their permission in writing or in person by voice at the meeting.
- F. No person shall be elected for more than one elective office of the County Committee at one time at any given Statutory Organizational Meeting including the District Director, who is elected by his/her own district,
- G. Only PCs elected at the Primary Election prior to the date of a State or County Statutory Organizational Committee meeting shall be permitted to vote for election of officers. PCs may vote on all other matters as set forth in Article III of these bylaws.
- H. In the event of a vacancy which cannot be filled as set forth in Article VII, Duties of Elected Officers VII Sec. A, Item 4, the three District Directors shall act as a nominating committee to fill such vacancy. They shall submit a maximum of two names from each District for each vacancy, to the Executive Board, which shall review the nominations for qualification. The nominations shall then be noticed to the members of the County Committee with the Call to the next quarterly meeting and elections to fill the vacancy shall be held at the next quarterly meeting. The

foregoing procedure shall apply to any vacancy in the Executive Committee excepting District Director.

- I. With the advice and consent of the Executive Board, the Chairman shall appoint a temporary successor to fill any vacant office until an election can be held as set forth in item H.

**ARTICLE VI - DUTIES OF PRECINCT COMMITTEE PERSONS**

- A. In each precinct the PC shall, in the month of January of every odd year, elect a captain from among their members and inform the appropriate District Director. The principal duty of the precinct captain is to organize and supervise the PC and precinct workers in his/her precinct.
- B. Each precinct committee person shall:
  - 1. Canvas and campaign in his/her precinct on behalf of all Republican candidates.
  - 2. Participate in organized registration campaigns and at all times offer assistance to candidates.
  - 3. Assist the workers within his precinct in turning out a maximum Republican vote.
  - 4. Attend all Precinct District and County Committee meetings.
  - 5. Develop support and maintain a permanent Republican precinct organization.
  - 6. Furnish the Central Committee such information as will assist in the appointment of election boards.
  - 7. In the event of a vacancy in the office of a PC, such vacancy shall be filled by appointment. The District Director shall recommend such appointment to the County Chairman who makes the recommendation to the Mohave County Board of Supervisors. No PC shall be appointed for a term longer than the unexpired term of the District Director.

**ARTICLE – VII DUTIES OF ELECTIVE OFFICERS**

**A. Executive Board** (County Chairman, First Vice Chairman, Second Vice Chairman, Secretary, Treasurer, District Directors and Immediate Past Chairman).

- 1. Shall conduct the business of the County Committee between meetings of that body.
- 2. Shall meet every year within fifteen (15) days after the Statutory Organizational Meeting or Mandatory Meeting. Executive Board shall meet quarterly in person or electronically.
- 3. May take from or add to any proposed agenda by majority vote of the Executive Board.
- 4. May fill vacancies of officers with the exception of the office of District Director. In the event of a vacancy in the office of County Chairman the First Vice Chairman shall assume the office until the next Regular or Special meeting. In the event that the First Vice Chairman is unable to complete the term of County Chairman the Second Vice Chairman shall assume the office until the next Statutory Organizational Meeting and election.
- 5. May maintain a contingency fund of no more than \$5000 for emergency and routine operational expenses. Balance of this fund shall be segregated, as to the District source and show in the quarterly Treasurer Report.

**B. County Chairman**

- 1. The Chairman shall be the recognized leader of the Mohave County Republican Party, and with the assistance of the three District Directors and elected officers shall coordinate the County-wide activities.
- 2. The Chairman shall preside at all meetings of the County Committee and the Executive Board.

3. The Chairman shall appoint and be an ex-officio member of all committees with the exception of the nominating committee.
4. All appointive County Committee officers shall be appointed by and serve at the pleasure of the Chairman.
5. The Chairman, in cooperation with the appropriate District Director, shall recommend to the official elections officer the appointment of Republican poll workers for the election boards.
6. The Chairman shall keep the Executive Board aware of all new appointments.
7. The Chairman shall be responsible for the annual Republican picnic, held in the month of August or September
8. Shall appoint an audit committee of three (3) members one from each district to review all income and expenditures at the end of the year or when the Treasurer does not complete his term of office.
9. Shall establish a calendar of events which shall include but not be limited to, proposed dates for the Statutory and regular meetings, annual Republican picnic and meeting dates of various Republican organizations and clubs.

#### **C. FIRST AND SECOND VICE CHAIR**

1. They shall perform such duties as may be assigned by the Chairman or the Executive Board.
2. Shall perform the duties of the Chairman in his absence and shall fill the vacancy of the Chairman until the Regular or Special Meeting.
3. The Second Vice Chairman shall act as liaison for the County Committee to the various Districts of Mohave County. In the event the First Vice Chairman is unable to complete the term of office of the county Chairman, the Second Vice Chairman shall assume the office of Chairman until the next Regular or Special Meeting.

#### **D. SECRETARY**

1. Shall keep minutes of all meetings of the County Committee and Executive Board, transmit all calls for meetings by U.S. Mail or email, PCs choice, and keep a roll of membership and record of those members who are in attendance at the meetings.
2. Shall send a copy of all minutes to the members of the Executive Board within ten days after the meeting.
3. Shall sign and submit the call for County Committee meetings to the Chairman for his signature along with the agenda. Copies of the minutes of the last County Committee meeting shall be available to all PCs in attendance.
4. Shall validate all proxies prior to all meetings.
5. Shall be custodian of all records of the County Committee pertaining to the office of Secretary.

#### **E. Treasurer**

1. Shall receive all monies submitted to the County Committee and be custodian of same.

2. Expenditures for non-budgeted items must be approved either by a majority vote of members present at the quarterly meeting at which expenditure is approved or by a majority vote of the Executive Committee.
3. Shall maintain books in accordance with standard accounting procedures.
4. Shall sign all checks but no funds may be expended without documentation and authorization of two (2) officers one of whom may be the Treasurer.
5. Shall in consultation with the Finance Director or appointee of the Chairman, prepare a budget for approval by the membership at the first quarterly meeting of the calendar year.
6. Shall make a current summary accounting available in writing to the County Committee members in attendance at the quarterly meeting.
7. Shall pay bills submitted from the District Directors as approved by the Executive Board or as set forth in the budget.
8. May appoint a Treasurer's Agent for each District, the person to be recommended by the District Director.
9. Shall turn over all records and materials to the audit committee two weeks after reconciliation of the end of year statement.
10. Shall assist the audit review committee as needed.

**F. District Director**

1. Shall be the recognized leader of the Republican Party in his district and shall coordinate district wide activities in his district.
2. Shall be charged with the organization of the precincts in his district in accordance with accepted Republican Guidelines.
3. Shall act as educator and create an ongoing education program for PCs in his/her district.
4. Shall approve PCs and poll workers for appointment where vacancies exist for his district.
5. Shall keep the Chairman and the Executive Board of the County Committee informed of all district activities.
6. Shall coordinate needed activity in his district for the annual Republican picnic.
7. Shall appoint a Registration Chairman for his district.
8. Shall assume responsibility for the Lincoln Day Dinner or equivalent fund raiser, which shall be held locally in his district with the cooperation of the County Committee. Expenses shall be defined as the costs of the Lincoln Day Dinner or fund raiser and operating costs of the District office, if any. All proceeds shall go to the County Committee, to be recorded by district source.

**ARTICLE VIII - DUTIES OF VARIOUS APPOINTIVE OFFICERS**

**A. Chaplain:** shall invoke divine guidance at the opening of all meetings.

**B. Finance Director**

1. Shall be instrumental in raising funds for the use of the County Committee.

2. Shall be a member of the County Committee and act as liaison with all other Republican affiliated organizations in the County for the raising of funds for the County Committee.
3. At the direction of the Chairman shall in consultation with the Treasurer prepare a yearly budget for approval of the membership at the first quarterly meeting of the calendar year.
4. Upon appointment, the Finance Director shall become a member of the State Finance Committee.
5. Shall be an ex-officio member of the County Executive Board.

**C. General Counsel**

Shall advise the Chairman and Executive Board on all legal matters and need not be a member of the County Committee, but must be a registered Republican and a Licensed Attorney.

**D. Registration chairman** (appointed by the District Director for each district)

1. Shall be in charge of voter registration drives throughout the district.
2. Shall provide direction to precinct captains regarding voter registration.

**E. Parliamentarian**

The duties of the Parliamentarian shall be to advise the Chairman as to the interpretation of the latest edition of the newly revised Roberts Rules of Order, bylaws of the County and State Committees, as well as State Statutes regarding matters relating to the conduct of this organization.

**ARTICLE IX - MEETINGS**

**A. Statutory Organizational Meeting (Odd Year)**

1. Election of statutory officers shall be held at this meeting.
2. The meeting shall convene as provided by the State bylaws between January 1 and January 10 of the odd years.
3. The Secretary shall mail the written notice to all PCs not less than fifteen (15) days prior to the meeting.
4. Only PCs elected at the primary election prior to the date of a State or County Statutory Organizational Committee Meeting shall be permitted to vote for election of officers. All PCs may vote on all other matters as set forth in Article V of these bylaws.
5. State PCs shall be elected at the Statutory Meeting as per the State Committee's bylaws and State law. The Chairman, First and Second Vice Chairmen, and the three District Directors shall automatically be members of the State Central Committee.
6. The three districts shall hold a caucus during the meeting; and prior to the election of the officers, elect their respective District Directors and the PCs from their District, the number to be determined by the number of elected PCs, one (1) State PC for every three (3) PCs in the District.
7. Each district shall select alternate State PC for the District Director to choose in the event of a vacancy by a State PC in his district.

**B. Mandatory Meeting (even year)**

1. This meeting shall be held for the purpose of receiving reports and such other business as may properly be presented.
2. The Mandatory Meeting shall be held between January 1 and January 10 of the even years.
3. The written Notice of Call shall be mailed or emailed to all PCs, elected and appointed, by the Secretary not less than fifteen (15) days prior to the meeting.

**C. Special Meetings**

1. A special meeting may be called by the County Chairman or by 20% or more of the membership of the County Committee. Call must be given by the Secretary not less than fifteen (15) days prior to said meeting.
2. Only that business stated in the notice shall be transacted.

**D. Regular Meetings**

1. Shall be held at least quarterly and rotate through the Districts.
2. Written notice of regular meetings shall be mailed by the Secretary to all elected and appointed PCs fifteen (15) days prior to said meeting.

**F. Quorum and Voting**

1. Unless otherwise provided by the bylaws, a quorum for the transaction of any business shall be not less than twenty-five (25) members present at the meeting.
2. PCs, elected or appointed, may vote on any and all items at all meetings not prohibited by Arizona State Law and/or State bylaws.

**ARTICLE X – PROXIES**

- A.** At all meetings of the County Committee members eligible to vote shall be entitled to vote in person or by proxy given to a qualified Republican elector of the precinct where the member resides.
- B.** Every proxy shall be attested to by at least two witnesses other than the person who shall have the proxy vote, or be notarized.
- C.** A proxy in substantially the same form as Exhibit A, may be used in any meeting of the County Committee pursuant to State law.
- D.** All proxies shall be validated by the County Committee Secretary prior to all meetings.

**ARTICLE XI - REMOVAL FROM OFFICE**

- A.** An elective officer of the County Committee, except District Director may be removed at any time by a vote to that effect by the membership of the County Committee present or by proxy at any regular meeting provided that the total number of such votes constitutes a majority of the total membership of the County Committee. An elective officer may not be removed at a special meeting unless his proposed removal is set forth in the Notice of Call of the meeting as one of the items of business of such special meeting. Appointive officers shall serve subject to the pleasure of the County Chairman.

**B.** The District Director may be removed at any time by a vote to that effect by the members of that district present or by proxy at any meeting, provided that the total number of votes constitutes a majority of the total membership of such district.

#### **ARTICLE XII - ENDORSEMENT OF CANDIDATES FOR PUBLIC OFFICE**

**A.** The County Committee may, by two-thirds (2/3) vote of the membership, decline to endorse or support a candidate whose qualifications they believe do not meet the standards of the Republican Party.

#### **ARTICLE XIII - PARLIAMENTARY AUTHORITY**

**A.** Latest Edition of Roberts Rules of Order Newly Revised shall govern this organization in all matters of procedure not covered in these bylaws.

**B.** In the event of a conflict in these bylaws with the laws of the Federal, State or County governments, or the Arizona Republican State Committee bylaws, those will take precedence over these.

#### **ARTICLE XIV - AMENDMENTS**

**A.** These bylaws may be amended by a two thirds (2/3) vote of the members of the County Committee present at any mandatory or regular meeting.

**B.** The proposed amendments must have been submitted to each member in writing fifteen (15) days prior to the meeting along with the Call to meeting.

#### **ARTICLE XV - EFFECTIVE DATE OF BYLAWS**

These bylaws shall become effective on the date of acceptance by members of the County Committee.

Date of revision: December 9, 2017, April 24, 2018    Date of Acceptance: July 14, 2018



Exhibit A

**PROXY**  
**MOHAVE COUNTY REPUBLICAN CENTRAL COMMITTEE**

I, \_\_\_\_\_, the undersigned duly elected or appointed member of the Mohave County Republican Committee from Precinct # \_\_\_\_\_, Mohave County State of Arizona, do hereby appoint \_\_\_\_\_, who is a registered Republican and qualified elector of the said Precinct, my Attorney in Fact and Proxy, to vote for me, in my stead, at the \_\_\_\_\_ meeting of the Mohave County Republican Central Committee to be held at:

\_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ (month), 20\_\_\_\_, for the transaction of any and all business that may properly come before the meeting, and I do hereby approve, ratify and confirm, all of the acts of my said proxy.

Witness my hand this \_\_\_\_\_ day of \_\_\_\_\_ (month), 20\_\_\_\_ (year).

Signature \_\_\_\_\_

**WITNESS:**

**WITNESS:**

\_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City/Zip \_\_\_\_\_ City/Zip: \_\_\_\_\_

(May be notarized as alternative to witnesses)

STATE OF ARIZONA

COUNTY OF MOHAVE

Subscribed and sworn to before me this day of \_\_\_\_\_ day of \_\_\_\_\_ (Month), 20 \_\_\_\_\_

(SEAL) \_\_\_\_\_

Notary Public in and for said County and State

Ratified: \_\_\_\_\_

Secretary, Mohave County Republican Central Committee  
MOHAVE COUNT REPUBLICAN CENTRAL COMMITTEE