

## **23rd LEGISLATIVE DISTRICT REPUBLICAN COMMITTEE BYLAWS**

### **ARTICLE I – Purpose**

The purpose of the 23rd Legislative District Republican Committee (The 23rd LDRC) is electing republicans to public office.

### **ARTICLE II – 23rdLD Republican Committee**

#### **Section 1 – COMPOSITION**

Members of the 23rd LDRC will be elected in accordance with Kitsap County Republican Party (KCRP) Bylaws. Only elected committee members shall have voting rights with the 23rd LDRC.

#### **Section 2 - POSITIONS AND DUTIES**

**Chair:** The Chair shall act as the Chief Executive officer of the committee. Only the Chair or specific delegates of the Chair shall:

Schedule meetings of the Committee.

Have final authority over all District expenditures which are not authorized by the most recent budget.

Officially speak for the committee in all matters before the County, State, and National Party.

Officially speak for the committee in all public relations, media, and social media outlets.

Present appointments for subcommittee positions to the committee.

Work directly with each subcommittee Chair to ensure that committee operates and functions to its objectives.

Notify all Committee Members of any special meetings, urgent announcements, or emergent notices to the committee.

**Treasurer:** The treasurer shall be a voting member of the committee. The Treasurer shall:

Operate as the custodian of all 23rd LDRC funds.

Maintain an accurate record of all receipts monetary or “in-kind” to the 23rd LDRC.

Disburse funds in accordance with the budget approved by the committee, or at the direction of the Chair.

Ensure compliance with public disclosure laws, prepare and file all financial reports to the Committee and the Public Disclosure Commission.

Retain all financial records, and develop an open system to document and store proof of all transactions.

Provide a report to the committee at regular meetings

Act as the chair of the Budget and Finance committees.

Inform the Chair within 24 hours of any action against the 23rd LD Republican Committee.

Inform the Chair within 12 hours of any request for a public inspection of records.

If required, a computer shall be provided to the Treasurer at the expense of the 23rd LD Republican Committee, to be used exclusively for the preparation and filing of financial reports to the PDC.

The treasurer may recruit an assistant treasurer and submit the nominee to the 23rd LD Republican Committee for approval.

**Assistant-Treasurer:** The assistant treasurer is not a voting member of the Committee and is not required to be a member of the 23rd LDRC. The assistant treasurer shall help the treasurer in the accomplishment of the treasurer duties and is a member of the Budget and Finance committee.

**Secretary:** The secretary shall be the official record keeper for the committee and shall:

Maintain a list of all members of the committee and subcommittees with up-to-date contact information.

Keep all meeting minutes and reports of committee officers, and sub committer chairs, and any other non-financial official records of the committee.

Promulgate the minutes of all committee meetings to all committee members within 5 business days after each meeting.

Make the minutes of meetings available to any Republican PCO of the 23rd Legislative District upon request.

**At-Large Committee Members:** There shall be four voting members-at-large of the 23rd LDRC. Members-at-large shall have the primary responsibility for recruiting and mentoring PCOs and volunteers.

### **ARTICLE III – MEETINGS**

**Section 1 – First meeting -** The 23rd LD Republican Committee shall meet the as soon as possible after adjournment of the KCRP biennial organizational meeting, to approve bylaws, establish a date for the first 23rd LDRC meeting, and any other business the Chair deems necessary.

**Section 2 -** Regular meetings of the committee shall be held monthly as determined by the committee. The meeting agenda shall be published a minimum of five calendar days prior to the scheduled meeting to all committee members and other members of the 23rd LDRC.

When the committee is not in executive session any member of the public may attend and observe meetings.

During regular meetings, the Chair, Treasurer, and Subcommittee Chairs shall report to the Committee. Reports shall be submitted to the Secretary in writing to be entered into the minutes of the meeting.

A simple majority of the Committee members shall constitute a quorum. A quorum is required for conducting business at any 23rd LDRC meeting.

Regular meetings may be canceled or rescheduled by agreement of a majority of the committee with notice to the remaining members of the committee and other members of the 23rd Legislative District Republicans within 24 hours of the change and 7 calendar days prior to the new meeting date.

**Section 3 - Executive Sessions** – Executive sessions may be called by the Chair or at the request of a simple majority of the committee members. Only Committee members may attend an Executive Session.

The Committee Chair and other members of the committee may invite presenters to address the Committee during Executive Session to deliver information, report alleged misconduct of PCOs, Candidates, or Committee members of the 23rd LDRC. Presenters may not be present for debate, deliberations, votes, or any other business of the 23rd LDRC during an Executive Session.

**Section 4 – Committee Member Standing** - When any member of the committee, inclusive of the Chair, who has had 3 or more unexcused absences the committee shall vote to decide if the Committee will advise the KCRP Board that the position is vacant.

**Section 5 – Committee Member Removal** – Any voting committee member may request an Emergency Executive Session of the 23rd LD Republican Committee for the purpose of removing any voting member of the 23rd LD Republican Committee, inclusive of the Chair, under the rules established in Article III, Section 2 of these bylaws.

The requestor shall submit the request in writing to each voting member of the committee, and the Emergency Special Session shall be held within 5 calendar days of the request with or without the approval of the Chair.

The requestor shall present the reasons for the request for removal, and the subject may present a rebuttal. A recommendation to remove the member requires a 2/3 majority of the voting members present to proceed.

Within 5 calendar days of a vote to recommend removal, a Special Meeting of the 23rd LD Republican Precinct Committee Officers (PCOs) shall be held. The requestor and the subject will have ten minutes each to present their case to the assembly. At that time a vote shall be held. A majority vote of the PCOs present will have the immediate effect of removing the subject from their position on the committee.

In the event a member is removed according to this section the KCRP shall have no authority to re-instate the member and the subject of removal will no longer be recognized as a voting member of the 23rd LD Republican Committee.

## **ARTICLE IV – Membership**

Voting Members of the 23rd LDRC are elected during the biennial organizational meeting of the Kitsap County Republicans to serve on the 23rd LDRC per the bylaws of the Kitsap County Republican Party (KCRP).

Non-Voting Members may be Citizens of Kitsap County and residing within the 23rd LD who support the Platform of the KCRP. A membership Fee in the amount of \$35.00 per year paid to the 23rd LDRC shall confer any individual who supports the Republican Party a non-voting membership in the 23rd LDRC.

## **ARTICLE V – SUBCOMMITTEES**

### **Section 1 - GENERAL REQUIREMENTS**

Subcommittees may be established by the 23rd LDRC Members.

The Chair shall make recommendations for Subcommittee Chairs and those recommendations must be approved by a simple majority of the 23rd LDRC.

Subcommittee Chairs are not required to live within the 23rd district but must be vetted by the 23rd LDRC Chair to establish that they adhere to the platform this organization has adopted.

The Chair of the 23rd LDRC shall be an ex-officio member of each committee.

Each of the four members-at-large shall serve on at least one of the committees.

Committees or individuals expending funds are required to submit a funds expenditure form (Appendix A) within 3 business days of said expenditure, including all receipts, to the Treasurer.

### **Section 2 - DESCRIPTIONS AND RESPONSIBILITIES**

**Candidate Recruitment** - This subcommittee shall have the responsibility to identify potential candidates to be vetted by the Candidate Vetting subcommittee. No person who serves on the vetting subcommittee shall serve on this subcommittee.

**Candidate Support** - This subcommittee shall work to identify the needs of a candidate as well as their strengths and weaknesses in order to help assist them in running a viable campaign and achieving the best outcome for the Republican Party which is to see all republican candidates elected. The Candidate Support subcommittee will be the liaisons for the 23rd LDRC to all endorsed Republican candidates running in the 23rd Legislative District.

**Candidate Vetting** - This subcommittee shall vet all candidates running for office and shall establish a system of vetting that shall be approved by the 23rd LDRC with a majority vote. The Candidate Subcommittee shall be required to vet all candidates prior to consideration by the 23rd LDRC for endorsement or confirmation as a Republican candidate. This subcommittee is charged with the vetting of, and making recommendations on behalf of, candidates running in nonpartisan positions.

**Precinct Development/GOTV** – This subcommittee shall work to collect data, recruit volunteers, PCOs, and

make recommendations to the KCRP Chair to appoint PCOs. Assist KCRP Chair in creating guidelines and requirements with measurable objectives for PCOs. Maintain information, schedules, and volunteer opportunities on 23<sup>rd</sup> LDRC social media sites. The four members-at-large shall serve on this committee, each representing an area of the district and working in connection with the 23rd District Chair to fill vacancies and develop those areas of the district.

**Fundraising/Membership/Community Engagement** - This subcommittee will be charged with soliciting paid membership to the 23rd LDR, and other forms of communication with the community. The subcommittee is responsible for creating fundraising events to provide the 23rd LDRC with the funds to operate and support republican candidates.

The Fundraising/Membership/Community Engagement Subcommittee shall coordinate with the Social Media/Information Technology Subcommittee in all matters relating to community engagement.

If LD funds are required to be expended in order to set up a fundraiser, the committee shall be required to develop and submit the fundraising plan including a cost benefit analysis to the 23rd LDRC for fundraiser approval. The subcommittee and any volunteers participating in the fundraiser will be required to execute the approved plan.

If merchandise or other items are to be sold as part of the fundraiser, the subcommittee is required elect an Event Chair who will be responsible for collecting and reporting any donations. Complete and accurate records shall be kept of all donations. These records shall be retained by the Event Chair and transmitted to the Treasurer at the end of the fundraiser, or within 24 hours, to ensure PDC compliance. The treasurer shall retain these records in accordance with PDC requirements.

The Treasurer shall be an ex-officio member of the Fundraising/Membership/Community Engagement Committee.

**Audit** - This subcommittee shall conduct an audit not less than 2 times each year to ensure strict adherence with public disclosure laws, and help to ensure a correct accounting of funds collected and the use of LD funds. The committee shall have the books reviewed by a PDC compliance examiner once per year.

**Social Media/Information Technology** - This subcommittee shall review, develop, and implement all policies relating to new technologies with approval of the 23rd LDRC. The subcommittee will plan, create, and organize electronic media and all other marketing material (e.g., the 23rd LDRC website and any social media accounts).

**Finance and Budget** - This subcommittee shall be chaired by the Treasurer and shall have a minimum of two other members. The subcommittee will be responsible for drafting a budget for the 23rd LDRC, and shall be responsible for developing appropriate procedures to keep the financial records/reports in good order and in compliance with public disclosure laws.

## **ARTICLE VI – CONDUCT**

**Fundamental Principles of Republican Conduct** – the 23rd LD Republicans shall acknowledge and adhere to the following principles of conduct:

The Republican Party encourages free discussion and debate.

The Republican Party is a party open to all even those in disagreement with portions of our platform.

As Republicans, we conduct ourselves at all times, with mutual respect in our interactions, communications, and representations.

Participants in 23rd LDRC meetings accept the duty to facilitate the orderly conduct of meetings.

Republicans should not engage in abusive confrontations of any kind.

The Chair has the authority to ask any person who has acted in disorderly or disruptive conduct to leave any meeting or event being conducted under the authority of the 23rd LDRC.

#### **ARTICLE VII – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert’s Rules of Order newly revised may govern the organization in all cases to which they are applicable and where they are not inconsistent with these bylaws or any special rules of order the organization may adopt.

#### **ARTICLE VIII – AMENDMENTS**

These bylaws may be amended by a two-thirds vote of the 23rd LDRC during any meeting of the committee so long as the person requesting said amendment not less than five calendar days prior to the meeting sends notice of their intent to amend these bylaws and the text of the proposed amendment as it will be presented to the committee to be considered.