



CONTINUING BYLAWS OF THE NAVAJO COUNTY COMMITTEE OF THE ARIZONA REPUBLICAN PARTY KNOWN AS NCRC

These bylaws approved and adopted by the membership of the Navajo County Republican Committee; this 1st day of March, 2018.

Secretary of the Navajo County Republican Committee



Katy Udall

Chairman of the Navajo County Republican Committee



Jim Vance

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CONTINUING BYLAWS OF THE NAVAJO COUNTY COMMITTEE OF THE REPUBLICAN PARTY OF ARIZONA

THE PURPOSE OF THE NAVAJO COUNTY REPUBLICAN COMMITTEE IS TO:

1. Support Republican candidates;
2. Raise money for Republican candidates;
3. Represent Navajo County at Arizona Republican Party Meetings and Conventions;
4. Hold monthly meetings to inform Navajo County citizens;
5. Before each Primary Election, hold open forums for Republican candidates;
6. After each Primary Election, support Local, Navajo County, State of Arizona, and Federal Republican candidates;
7. Maintain consistent communication with its precinct committeemen, members, and the public; and
8. Recruit members and candidates for office.

THE NCRC AND ITS OFFICERS SHALL NOT SUPPORT OR ENDORSE ANY REPUBLICAN CANDIDATES, UNLESS ONLY ONE CANDIDATE IS RUNNING FOR AN OFFICE, UNTIL AFTER THE PRIMARY.

DEFINITIONS. The following terms are used in these Bylaws and are incorporated herein:

A.R.S. - The Arizona Revised Statutes in effect at the time these Bylaws are approved.

Bylaws - These Bylaws of the Navajo County Republican Committee of the Arizona Republican Party, as approved.

NCRC - The Navajo County Republican Committee

Officers - Statutory Elective Officers (County Chairman, First Vice-Chairman, Second Vice Chairman, Secretary, and Treasurer).

Party - The Arizona Republican Party.

Precinct Committeeman or PC - A registered Republican of Navajo County, Arizona, who has been duly elected or deemed elected or appointed to the position as further defined herein.

Voting Member - A duly elected or appointed Precinct Committeeman of the Republican Party in Navajo County, Arizona. See Article 2 Section A: Members.

Non-Voting Member - A registered Republican voter from Navajo County who wishes to be a member of the NCRC but either does not want to be an Appointed PC or cannot be appointed due to lack of any available PC slots.

ARTICLE I - DURATION AND METHOD OF AMENDMENT.

A. **Duration of Bylaws.**

These Bylaws shall become effective as provided in Article VII and shall continue in full force and effect for the governing of the NCRC and its present and future membership, subject to amendment, if amended in accordance with this Article.

B. **Method of Amending Bylaws.**

1. Amendments proposed at Statutory Meeting. A motion to amend these Bylaws may be made at the NCRC Statutory Meeting in accordance with the rules for making motions, but it shall be accompanied by sufficient copies, to be simultaneously distributed to the Members and the proxies present at the meeting, of a written proposal as to the wording of the amendment; a written statement of the purpose to be achieved by making the amendment; and a list of the reasons in support thereof. After a quorum has been established, a two-thirds (2/3) vote of the Voting Members present, in person or by proxy, shall be necessary for the passage of any motion to amend.

2. Amendments proposed at Other Meetings. An amendment to these Bylaws may be proposed at any meeting called in accordance with the provisions of these Bylaws; however, in such case, a copy of the proposed amendment in writing, together with a statement explaining the purpose to be achieved by making the amendment and the reasons in support thereof, shall be mailed or sent electronically to each Voting Member by the Secretary with the notice of call for the meeting at least ten (10) days prior to the meeting. After a quorum has been established, a two thirds vote of the Voting Members present, in person or by proxy, shall be necessary for the passage of any motion to amend.

3. Applicability of Bylaws. These Bylaws apply to the NCRC and may not conflict with the Continuing Bylaws of the Arizona Republican Party.

ARTICLE II-MEMBERSHIP.

A. **Members.**

1. Voting Members include Precinct Committeemen who have been duly elected at a primary election or deemed elected or appointed by the Navajo County Board of Supervisors, pursuant to A.R.S. §16-821, referred to herein as "Voting Members." Only the names of duly elected or deemed elected Precinct Committeemen are kept in the records of the Navajo County Board of Elections. Until such time as all PC slots in the county are filled, those that have been appointed a Precinct Committeeman by the county Board of Supervisors shall be voting members of the NCRC. The NCRC shall not have more voting members than PC slots as allocated by the County. PC's may only be appointed for the duration of the current 2 year term if there are fewer Elected PCs in their precinct than slots allocated for that precinct.

2. Non-Voting Members include registered Republican voters from Navajo County who wish to be members of the NCRC but either do not want to be Appointed PCs or cannot be appointed due to lack of any available PC slots.

B. Duty of Precinct Committeemen.

The minimum duties of a Precinct Committeeman shall be to assist the Republican Party in voter registration and to assist the voters of the Republican Party to vote on election days. The primary duty of a Precinct Committeeman is to deliver the maximum number of Republican votes in their precinct.

ARTICLE III- MEETINGS.

A. Statutory Meeting.

The Statutory Meeting shall be held by the NCRC at least ten (10) days prior to the Fourth Saturday in January in odd-numbered years, for the purpose of electing Statutory Officers, as defined below, and to transact such other business as may properly come before the meeting, in accordance with the manner prescribed by the Party.

B. Mandatory Meeting.

The Mandatory Meeting of the NCRC shall be held in January in even-numbered years on its normally called meeting day, for the purpose of receiving reports of Officers, and to conduct such other business as may properly come before the meeting, in accordance with the manner prescribed by the Party.

C. Special Meeting.

Special meetings may be held at any time by:

1. A written call issued by the County Chairman, or signed by twenty percent (20%) or more of the Members representing at least three (3) precincts, or signed by forty percent (40%) of the members of the Executive Committee; and
2. Written notice of the call containing the information herein required being mailed to every Member by the Secretary at least ten (10) days before the meeting.

The call and notice must contain the time and place of the Special Meeting and the object or objects thereof. Any call must be delivered to the Secretary at least thirty (30) days before the date of the proposed meeting. In the event of a call issued by Voting Members or by the Executive Committee, the Secretary shall immediately notify each person or group who may be threatened by the object of the meeting and give them ten (10) days to inspect the call and challenge any questionable signatures. If at the expiration of such time, the required number of qualified signers remains, the Secretary shall mail the Notice of the Call.

No business other than that stated in the Notice of Call shall be transacted at a Special Meeting.

D. Quorum.

A quorum for the transaction of any business of the NCRC shall be at least one-third (1/3) of the Voting Members, in person or by proxy, and at least three (3) precincts represented in person. If the number necessary to constitute a quorum shall fail to attend in person or by proxy at the time and place fixed for the Statutory or Mandatory Meeting or fixed by call and notice (as provided by these Bylaws for a Special Meeting), a majority present or by proxy may adjourn the meeting from time to time without notice other than an announcement at the meeting to reconvene until a quorum shall be present. In any such reconvened meeting, at which a quorum shall be present, any business may be transacted which might have been transacted at the original meeting.

E. Proxies

Pursuant to A.R.S. §16-828, Voting Members of the NCRC shall be entitled to vote at any NCRC meeting in person or by proxy given to a qualified Voting Member of the NCRC. Proxies are limited to not more than two (2) proxies per any one Voting Member, and such proxies must be given to a Voting Member from the same precinct in Navajo County where the Voting Member giving the proxy resides. Every proxy shall be attested by a notary public or two (2) witnesses. The duration of any proxy so given shall extend only for the length of the meeting for which it is given. A proxy, in substantially the same form as attached as "Appendix A," may be used in any meeting of the NCRC pursuant to these Bylaws. Proxies shall be turned over to the credentials committee at the beginning of the meeting.

F. Manner of Voting.

In balloting on any motion, the counting of votes shall be on the individual basis. Each Voting Member present, in person or by proxy, shall have the right to cast his individual vote. A roll call vote (recorded voice vote) shall be taken on the demand of ten percent (10%) of the Voting Members present in person or by proxy. On any vote for election of officers, the vote shall be a balloted (written) vote. On those votes utilizing a written ballot, the resulting vote count (herein the "Tellers' Report") shall be read to attendees. Furthermore, the Teller's Report and all completed ballots shall be given to the credentials committee for recording and after they are recorded, shall become part of the permanent records of the NCRC.

G. Order of Business.

1. Parliamentary Practice - Robert's Rules of Order shall govern the conduct of all meetings of the NCRC in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or the Continuing Bylaws of the Arizona Republican Party.
2. Items of Business - Items of business that require the vote of the Voting Members shall be submitted to the Secretary at least ten (10) days prior to the meeting at which such items shall be discussed, with the exception of Special Meetings (see Article III.C. above).

3. Statutory and Mandatory Meetings - Unless otherwise determined by the Chairman, the order of business for Statutory and Mandatory Meetings shall be:
 - a. Meeting called to order by County Chairman.
 - b. Invocation and Pledge of Allegiance .
 - c. Report of the Credentials Committee and declaration of a quorum.
 - d. Report of the Rules Committee.
 - e. Report of the Officers, including Treasurer.
 - f. Election of Statutory and non-statutory Officers.
 - g. Other business of the NCRC.
 - h. Adjourn.

4. Special Meetings - The order of business for Special Meetings shall be:
 - a. Meeting called to order by County Chairman.
 - b. Invocation and Pledge of Allegiance.
 - c. Proof of proper call and Notice of Call of meeting.
 - d. Report of the Credentials Committee and declaration of a quorum.
 - e. Report of the Rules Committee.
 - f. Business of the NCRC as stated on the Agenda in the Notice of Call.
 - g. Adjourn.

5. Regular Meetings - The order of business for monthly meetings shall be:
 - a. Meeting called to order by County Chairman.
 - b. Invocation and Pledge of Allegiance.
 - c. Credentials / quorum report from Credentials Committee
 - d. Officers' Reports.
 - (1) Secretary.
 - (2) Treasurer.
 - (3) 1st Vice Chairman.
 - (4) 2nd Vice Chairman
 - e. Chairman: Old Business.
 - f. Chairman: New Business.
 - g. Program / Invited Speakers.
 - h. Any further business to come before the committee.
 - i. Adjourn.

H. Open Meetings.

All meetings of the NCRC shall be public meetings and all people who wish shall be permitted to attend and listen to the deliberations and proceedings. All legal action of the NCRC shall occur during a public meeting.

ARTICLE IV- OFFICERS.

A. List of Officers and Terms of Office.

1. Statutory Elective Officers (herein " Officers") are the County Chairman, First Vice-Chairman, Second Vice-Chairman, Secretary, and Treasurer. These Officers are elected for a two (2) year term beginning and ending at the NCRC Statutory Meeting. Only Officers comprise the Executive Committee (see Article V. Section A below).

Officers shall hold office for the term specified and/or until their successors are qualified unless sooner removed as provided in these Bylaws.

2. Appointive Officers are appointed by the County Chairman and include Assistant Secretary, Assistant Treasurer, Sergeant-at-Arms, Parliamentarian, Area Captains, and such other officers as may be helpful from time to time. None of these listed positions (or any others appointed by the County Chairman) are mandatory; all members appointed to these offices serve at the pleasure of the County Chairman.

B. Qualifications for Elective Office.

Unless otherwise specified by these Bylaws, an Officer and member of the Executive Committee shall, at the time of their election, be a Voting Member of the NCRC. In the choice of persons for office, there shall be no discrimination because of sex, race, creed, color, age, or national origin.

C. Method of Electing Officers.

1. Election. Officers shall be elected at the NCRC Statutory Meeting. Election shall be determined by the majority of votes cast by the Voting Members present and voting either in person or by proxy.

2. Nomination for Office. Prior to the Statutory Meeting, the County Chairman shall appoint a Nominating Committee and Chairman thereof to recruit candidates for the NCRC offices. The Nominating Committee shall meet before the call is issued for the Statutory Meeting; the report of the Nominating Committee shall be included in the call of the meeting. The report by the Nominating Committee shall not preclude nominations from the floor.

D. Removal of Officers.

An Officer of the NCRC may be removed at any time by a 2/3 vote to that effect by the Voting Members of the NCRC, but may not be removed at a Special Meeting unless the proposed removal is set forth in the call of the Special Meeting as one of the items of business for such meeting. Appointed officers serve at the discretion of the County Chairman and may be removed at any time without notice.

E. Filling of Vacancies.

In the case of any vacancy in an elective office in the NCRC through death, resignation, removal, or other cause, the County Chairman shall, with the advice and consent of the Executive Committee, appoint a successor who shall serve until the next meeting of the NCRC, at which time the Voting Members shall elect a successor to hold office for the unexpired term of the office. In the case of a vacancy in the office of County Chairman, the First Vice-Chairman shall call a meeting within thirty (30) days of the vacancy for the purpose of electing a new County Chairman.

F. Duties of Elective Officers.

1. County Chairman. The County Chairman shall be the recognized leader of the Party in Navajo County and the only authorized spokesman for the NCRC. In cooperation with the members, the County Chairman shall:
 - coordinate the county-wide activities of the NCRC and the Party;
 - preside at all meetings (unless s/he designates someone to preside in his/her stead);
 - appoint all Committees except the Executive Committee, and shall be the ex officio member of all committees;
 - represent the NCRC in an official capacity; and he shall have such usual powers of supervision and management as may pertain to the office or chairman or shall be assigned to him by the NCRC; and
 - in order for the County Chairman to carry out the duties of communication, the NCRC will provide the County Chairman with a mobile phone for the County Chairman's use in his/ her official capacity, which mobile phone will be passed to each County Chairman in succession.
2. First Vice-Chairman. The First Vice-Chairman shall perform such duties as may be assigned by the County Chairman, and, in the absence of the County Chairman, or in the event of a vacancy in that office, the First Vice-Chairman. Suggested specific duties of the First Vice-Chairman include being in charge of: organizing special events and functions; advertising; and public relations (notices to Chambers of Commerce, e.g.).
3. Second Vice Chairman. The Second Vice-Chairman shall perform such duties as may be assigned by the County Chairman, and, should the occasion arise, shall perform the duties of the First Vice-Chairman. Suggested specific duties of the Second Vice-Chairman include being in charge of: technology for the NCRC.
4. Secretary. The duties of the Secretary shall be to keep the minutes of all meetings of the NCRC and of the Executive Committee; to ascertain, compile, and transmit the agenda for the meetings; to transmit all calls for meetings and public service announcements (PSA's); to keep the roll of the Membership; and to perform such other functions as may be incidental to the office or may be assigned by the County Chairman. The Secretary shall preserve all permanent records of the NCRC and shall relinquish them in bound form to his/her successor at the expiration of his/her tenure of office. At each meeting (Statutory, Mandatory, Special and/or Regular) at which business is to be conducted requiring a vote of the Membership, the Secretary or his/her designee shall sit on and be a part of the Credentials Committee. The Secretary can assign duties to the Assistant Secretary, if one has been appointed by the County Chairman.
5. Treasurer. The duties of the Treasurer shall be to receive all monies provided for the operation of the NCRC; to be custodian of the funds received; and to disburse the same only upon the order of the County Chairman, or, in the absence of the County Chairman, the First Vice-Chairman acting in his stead. All checks for the operation of the NCRC shall be signed by the Treasurer or the County Chairman. The Treasurer shall present an annual report to the NCRC and the original, signed copy of the monthly Treasurer's Report presented at Regular meetings of the NCRC will be attached to and made a part of the Secretary's minutes of that meeting. The Treasurer is responsible for filing all required reports to the Party Treasurer.

Additionally, the Treasurer is responsible for notifying all necessary entities of the addresses of the Executive Committee. The Treasurer can assign duties to the Assistant Treasurer, if one has been appointed by the County Chairman.

G. Duties of Appointed Officers.

1. Assistant Secretary/Treasurer. In the event of the appointment by the County Chairman of an Assistant Secretary and/or Assistant Treasurer, the duties of such office shall be as those assigned by the Secretary or the Treasurer, respectively, and/or by the County Chairman. The Assistant Secretary or Assistant Treasurer does not need to be a Voting Member.
2. Sergeant-at-Arms. The Sergeant-at-Arms shall attend all NCRC meetings and maintain order under the County Chairman's direction. The Sergeant-at-Arms need not be a Voting Member.
3. Parliamentarian. The Parliamentarian shall attend all NCRC meetings and shall monitor that such meetings are being conducted pursuant to Robert's Rules of Order, pursuant to Article III, Section G.1. above. The Parliamentarian need not be a Voting Member.
4. Area Captains. The duties of the Area Captains may include the responsibility to coordinate and direct the activities of recruiting and training precinct committeemen in Navajo County. Area Captains shall be appointed to various areas throughout Navajo County. Additionally, the duties of Area Captains may be to develop an area-wide registration organization, and to develop and implement programs to maximize Republican registration in collaboration with the County Chairman. Area Captains do not need to be Voting Members.

H. Audits and Reviews.

The books and records of the NCRC and all committees are open for inspection and shall be made available upon a minimum of ten (10) business days' written or electronic notice to the County Chairman.

ARTICLE V - COMMITTEES.


- A. Executive Committee. The Executive Committee is comprised of the County Chairman, First Vice Chairman, Second Vice Chairman, Secretary, and Treasurer. The duties of the Executive Committee include preparation of the proposed annual NCRC budget and to raise funds for the NCRC. The Executive Committee will meet with the County Chairman at least quarterly.
- B. Credentials Committee. The duty of the Credentials Committee is to verify and determine whether the number of elected Precinct Committeemen (i.e., Voting Members) present in person or by proxy is sufficient in order to determine a quorum. The Secretary of the NCRC is a permanent member of the Credentials Committee; all other members of the Credentials Committee, including the Committee Chairman, must be elected Precinct Committeemen and are appointed by and serve at the discretion of the County Chairman.
- C. Nominating Committee. Prior to the Statutory and Mandatory Meetings, the County Chairman shall appoint a Nominating Committee and chairman thereof to recruit candidates for NCRC offices, pursuant to Article IV Section C.2. above.
- D. Other Committees. The County Chairman may appoint such other committees as may be desirable from time to time.

ARTICLE VI – STATE CONVENTION.

The election of delegates to the State Convention of the Party will be held in accordance with the rules of the Statutory Meeting of the Arizona State Republican Party.

ARTICLE VII - EFFECTIVE DATE.

These Bylaws shall become effective on the day and date of their adoption by the Membership of the Navajo County Republican Committee.


County Chairman of the NCRC


Secretary of the NCRC

APPROVED BY THE MEMBERSHIP OF THE NAVAJO COUNTY REPUBLICAN COMMITTEE this 1st day of March, 2018.