

# **STANDING RULES AND PROCEDURES- GENERAL INFO**

## **Graham County Republican Committee**

*As adopted by the committee on December 2, 2008 and amended by the adoption of by-laws by the committee on March 3, 2009.*

### **I. Applicability and Supremacy**

A. These rule are subject to the current Arizona Revised Statutes (A.R.S.) and any county party by-laws which might be in effect. Any procedure not addressed by A.R.S., by-laws, or these rules shall be governed by the latest revision of Robert's Rules of Order. The county party parliamentarian shall have exclusive authority to interpret the procedures. A vote of the full committee may overturn the ruling of the parliamentarian. If there is not a county parliamentarian, the county chairman shall appoint one prior to the election. The parliamentarian may not be a candidate for chairman. If the current parliamentarian is a candidate for chairman, the chairman shall appoint a temporary parliamentarian for the election.

# **STANDING RULES AND PROCEDURES- COUNTY ELECTIONS**

## **Graham County Republican Committee**

*As adopted by the committee on December 2, 2008 and amended by the adoption of by-laws by the committee on March 3, 2009.*

### **I. Nominations for Office**

A. Any elected precinct committeeman may self-nominate themselves to any county executive position without a second to the nomination. The nominee must notify the nominating committee in writing of their desire to appear on the ballot. No person can be nominated to more than one position at a time. The county committee may establish a deadline for names to appear on the official ballot.

B. If there are any positions with no candidates when the ballot deadline passes, the nominating committee shall seek a single candidate for each position without a candidate. The nominating committee shall be elected precinct committeemen who are not seeking office. The nominating committee shall consist of at least three members, but not more that seven members, or as directed in the county by-laws.

C. The nominating committee must notify the county secretary of any additional nominees at least 24 hours prior to the secretary's deadline to to notify the county committee of the election.

D. Write-in candidates may be self-nominated at the election.

## **II. Notification of Election**

- A. The county party secretary shall notify all elected precinct committeemen of any election, and list all nominated candidates and the offices they are seeking, at least five days prior to the election. At the direction of the chairman, the secretary must also include notice if a regular meeting of the county committee is taking place at the same time, or if the meeting will exclusively be an election.
- B. Any elected precinct committeeman may request, and the secretary shall provide a copy of these rules and a proposed agenda for the election no later than 24 hours prior to an election.
- C. The county chairman shall provide a proposed agenda to the secretary no later than 48 hours prior to the election.
- D. The county secretary shall provide, upon request, an official proxy form to any elected precinct committeeman requesting one. Proxies may only be given to a republican registered in the same precinct as the committeemen for whom it is given. Proxies substantially similar to the official proxy may be used providing that it is not signed prior to issuance of the official proxy *and* it is either signed by two witnesses *or* notarized.

## **III. Pre-Election**

- A. The county secretary shall prepare ballots and deliver them to the nominating committee chairman at least 24 hours prior to the election.
- B. The nominating committee shall also serve as the credential and tally committee (CTC).
- C. During the registration period, the CTC shall provide each precinct committeeman participating in the election, in person or by proxy, an article to clearly identify that they are authorized to vote. (For purposes of these rules, each proxy shall be considered as a precinct committeeman.) This could result in some people having more than one identifying article.
- D. The registration period shall begin no later than 15 minutes prior to the stated beginning time of the election. The period shall end upon a vote of the full county committee.
- E. The chairman of the CTC shall notify the county chairman and county secretary when 25% of the precinct committeemen have registered, in person or by proxy. A quorum for the election will be considered established.
- F. The CTC shall have a list of all precinct committeemen available for registration. This list may be divided into two or more shorter lists. Precinct committeemen shall be considered registered when they place their signature next to their name or the name of the committeeman they are carrying a proxy for. At this time, the CTC shall provide them with an official ballot. This may result in some people having more than one ballot. If a proxy is questioned, the primary objective is: deciding if the literal precinct committeeman intended the person presenting the form to be their proxy. A 2/3 vote of the credentials and tally committee is required to reject a proxy. This rejection may in turn be appealed to the county committee, where a majority vote will determine the validity of the proxy.

G. Marked ballots may not be submitted for counting prior to the beginning of the voting period.

H. The number of original ballots available shall be equal to the number precinct committeemen. Extra ballots must be retained and match must the number of non-voting precinct committeemen.

I. The CTC shall make reasonable efforts to ensure each voting precinct committeeman has the opportunity to vote secretly.

J. The CTC shall provide replacement ballots for any spoiled ballots. Spoiled ballots must be exchanged to receive a replacement ballot. Spoiled ballots must be clearly marked in red with the word "SPOILED". Spoiled ballots must be retained. The total of unused replacement ballots and spoiled ballots must match the original number of replacement ballots that were available

#### **IV. Election**

A. The county chairman may turn the election portion of the meeting over to chairman pro-tem who is an elected precinct committeeman and who is not seeking office. If the chairman is seeking office and does not transfer the meeting to a chairman pro-tem, the chairman may not put forth any motions, second any motions, or assume a motion has been made that is in relation to the office he is seeking.

B. Only precinct committeemen, in person or by proxy, may participate in the election portion of the meeting. The chairman during the election and the parliamentarian may seek clarification from others as needed during the election.

C. The chairman during the election will announce the nominated candidates for an office and then ask for nominations from the floor. If there are no additional nominations, a motion may be made and seconded to close nominations for that office. If there are nominations from the floor, the CTC shall verify that the person being nominated is an elected precinct committeeman. A member of the CTC will then print the name of the write-in nominee and the office being sought visible enough to be reasonably seen in the room. If there is only a single nominee for an office after the nominations are closed, a voice vote or vote my raised hand may be held upon approval of the county committee. This process shall be repeated for every office being elected.

D. After nomination have been closed and any unopposed candidates have been elected, each remaining candidate will be allowed two minutes of speaking by the candidate and/or any others the candidate my authorize. The candidates shall be grouped by office being sought. Candidates seeking new office will appear alphabetically. Any candidate seeking to be re-elected will then appear. Any candidate may decline to speak. A member of the CTC will notify the candidates when there are thirty seconds remaining, and when their time has expired.

E. After candidates have finished speaking, a member of the CTC will explain the voting procedures. The voting period will then begin.

F. The county secretary shall provide a sealed ballot box for marked ballots to be placed in. The box does not have to be locked, but it must be watched by a member of the CTC from the beginning of the voting period until the tally period begins.

G. After it appears that voting is complete, the chairman during the election shall ask if anyone has a vote left to cast. If not, the chairman shall declare the voting period closed. If there are votes left to be cast, a reasonable length of time shall be allowed to complete voting.

H. At the close of voting, the ballot box shall be taken to the tally area and opened. The tally area may be, but is not required to be, in secret. The chairman during the election shall remove any person that interferes with the work of the CTC, except those official observers from candidates as allowed. The on-going or preliminary vote counting may not be discussed outside of the CTC and observers until announced to the full committee.

I. Upon completion of counting, the chairman of the CTC shall provide the results to the chairman during the election. The chairman will then call the meeting to order and announce the results.

## **STANDING RULES AND PROCEDURES- PROXIES**

### **Graham County Republican Committee**

*As adopted by the committee on October 17, 2014.*

Proxies given by a member of the Graham County Republican Committee to an authorized individual may only be used for the purposes of establishing a quorum and for casting votes on active motions. Proxies may not be used for any other purposes, including making a motions, seconding motions, or participating in debate. This does not prevent the presiding officer from using his/her discretion to allow somebody other than a precinct committeeman, (whether carrying a proxy or not) to speak during a formal discussion.

**STANDING RULES AND PROCEDURES- SAMPLE PROXY**  
**Graham County Republican Committee**

*As adopted by the committee on December 2, 2008.*

**Proxy**

KNOW ALL MEN BY THESE PRESENTS; That I, \_\_\_\_\_, the undersigned duly elected member of the Graham Co. Republican Committee from Precinct # \_\_\_\_\_, Graham County, State of Arizona, do hereby constitute and appoint

\_\_\_\_\_  
(Name)

Who is a registered Republican and qualified elector of Precinct \_\_\_\_\_, Graham County, State of Arizona, my attorney-in-fact as proxy exclusively to vote for me, in my name and stead, at the meeting of the Graham Co. Republican Committee, to be held on December 2, 2008 at the Manor House, 415 E. Highway 70, Safford, 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 votes of my said proxy.

WITNESS my hand this \_\_\_\_\_ day of \_\_\_\_\_, 2008

\_\_\_\_\_  
*Signed by member of the Graham Co. Republican Committee giving proxy*

NOTE: The signature of the Precinct Committeeman shall be witnessed by two individuals other than the two principles OR attested to by a Notary Public.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

STATE OF ARIZONA  
County of \_\_\_\_\_

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
**Notary Public**

My Commission Expires:  
\_\_\_\_\_