

**CONTINUING BYLAWS OF THE
LEGISLATIVE DISTRICT 14 REPUBLICAN COMMITTEE**

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**CONTINUING BYLAWS OF THE
LEGISLATIVE DISTRICT 14 REPUBLICAN COMMITTEE**

ARTICLE I - NAME, MEMBERSHIP, AND DURATION

Section A - The name of the organization shall be the “Legislative District 14 Republican Committee,” hereinafter called the “District.”

Section B - The District shall be affiliated with the Arizona Republican Party, and associated with the Republican County Committees of Cochise, Graham, Greenlee, and Pima Counties.

Section C - These Bylaws are created to govern the District in accordance with Arizona Revised Statutes and the Bylaws of the Arizona Republican Party.

Section D - The membership of the District shall consist of all duly elected and appointed Precinct Committeemen (PCs) residing within the district.

Section E - These Bylaws shall become effective on the date they are adopted and shall continue in effect for the government of present and future District committees subject to amendment in accordance with these Bylaws.

ARTICLE II - MISSION STATEMENT

The Executive committee shall adopt a mission statement to be presented for approval by the members at the first meeting after an Organizational meeting.

ARTICLE III - DISTRICT OFFICERS AND APPOINTMENTS

Section A - Officers

1. Composition - The elected officers shall be a Chair, First Vice-Chair, Second Vice-Chair, Third Vice-Chair, Fourth Vice-Chair, Secretary, and Treasurer (the Secretary and Treasurer positions may be held the same person).
2. Qualifications - Each officer shall be an elected Precinct Committeeman from the District at the time of the biennial organizational election, pursuant to A.R.S.16-823 B. *A district party committee established pursuant to subsection A of this section shall consist of the precinct committeemen residing in the district and elected pursuant to section A.R.S.16-821.* Due to the multi-county nature of the District, it is desired but not mandatory that there be at least one member of the Executive Committee (Article VII Section A) elected from each of the counties represented in the District.
3. Election - Officers shall be elected no earlier than the 2nd Saturday after the General Election and no later than the 1st Saturday in December of the same General Election year, or as needed to fill vacancies from time to time.

4. Term of Office - Officers shall serve until the next organizational election provided that they are re-elected as precinct committeemen as of the preceding Primary Election canvass. The Cochise County Republican Committee chair or member of the Arizona Republican Party executive committee shall preside at the organizational meeting until the new District chair is elected.

Section B - Appointments

1. Committee Chair – With the exception of duties of Vice-Chairs prescribed in Article V, all Committee Chairs and Committee Members shall be appointed by the District Chair, serve at the pleasure of the District Chair, and must be District PCs, with the exception of a Nominating Committee Chair (Article VII Section B).
2. Precinct Captain - The District Chair may appoint a Precinct Captain in the absence of a precinct captain election by the PCs of the precinct (Article IV Section A 3).
3. Parliamentarian – The District Chair shall appoint a Parliamentarian, who acts as counsel to the Chair in matters of Roberts Rules of Order and District Bylaws. The Parliamentarian shall serve at the pleasure of the Chair.
4. Sergeant-at-Arms - The District Chair shall appoint a Sergeant-at-Arms, the duties of which shall be designated by the Chair. The Sergeant-at-Arms shall serve at the pleasure of the Chair.

ARTICLE IV – NOMINATIONS, ELECTIONS, AND VOTING

Section A - Elections

1. Organizational Elections - At the organizational meeting called pursuant to A.R.S. 16-823, only those persons who are elected PCs or who are deemed elected PCs pursuant to A.R.S. 16-822 are eligible to vote for or serve in any elected office of the District.
2. Vacancy Elections - At a vacancy election all PCs are eligible to run for office and to vote.
3. Precinct Captains - Each precinct may have a precinct captain elected by the PCs of the precinct. The elected Precinct Captain shall report the election results to the District Chair and the Secretary. The Secretary shall, if directed by the District Chair, poll the precinct's PCs to validate the election.

Section B - Voting and Proxies

1. Voting shall be conducted by secret ballot except when only one nominee is being considered for an office, in which case the election may be made by acclamation. Duly validated proxies may be used in all elections.

2. Proxies – At all meetings of the District, PCs shall be entitled to vote in person or by proxy. Proxies shall be carried only by an LD 14 PC who is a qualified Republican elector. Every proxy shall be attested by a notary public or two witnesses other than the principals. The witnesses must be qualified Republican electors residing in the precinct of the PC who is giving the proxy. A proxy shall be in effect for only the meeting for which it is given. The form of the proxy shall be provided to the PCs prior to every meeting.

Section C - Election Procedures

1. The District Secretary shall certify the total number of eligible electors including proxies presented and validated, as of the call to order, to the Chair who, finding no objection, shall file the report.
2. The Nominating Committee shall present its report to the meeting Chair, who finding no objection to the presentation shall file the report.
3. Upon filing the Nominating Committee's report, the voting shall proceed in the following manner:
 - a. District officers shall be elected in the following sequence: the Chair, the First Vice-Chair, the Second Vice-Chair, the Third Vice-Chair, the Fourth Vice-Chair, the Secretary, and the Treasurer. Nominations from the floor shall be entertained immediately prior to the balloting for each office.
 - b. Each candidate for office shall be allowed a maximum of three (3) minutes total for nominating and seconding speeches.
 - c. The candidate receiving the highest total number of votes, if a majority, shall be declared the winner; otherwise, a runoff election must be held between the two candidates receiving the highest plurality and the second highest plurality of votes.

ARTICLE V - DUTIES OF ELECTED OFFICERS

Section A - District Chair - shall have powers of supervision and management as may pertain to the office of Chair or shall be assigned by the Executive Committee, and

1. Coordinate with the State Party and all Republican county committee chairs of counties that reside within the district;
2. Be an ex-officio member of the county committee of the county in which a plurality of the district's voters reside (A.R.S. 16-823);
3. Establish and dissolve all committees; appoint and remove all committee membership and committee chairs, with the exception of the Nominating Committee chair; and assign the various duties of all committee chairs and committee members as needed.

4. Be an ex-officio non-voting member of all committees.

Section B - First Vice-Chair - shall:

1. Perform duties as assigned by the District Chair and the Bylaws of the District;
2. Perform the duties of the District Chair during an absence of the Chair or in the event of a vacancy until the vacancy is filled;
3. Serve as the District membership coordinator; interact with the county supervisors and the various Republican county committees to insure an accurate membership and contact roster;
4. Serve as the Resolutions and Amendments Chair.

Section C - Second Vice-Chair - shall:

1. Perform duties as assigned by the District Chair or by the Bylaws of the District;
2. Perform the duties of the District Chair during an absence of both the Chair and the First Vice-Chair;
3. Coordinate the PC recruitment process.

Section D - Third Vice-Chair - shall:

1. Perform duties as assigned by the District Chair or by the Bylaws of the District;
2. Perform the duties of the District Chair during an absence of the Chair, First Vice-Chair, and Second Vice-Chair;
3. Serve as the PC Training Coordinator.

Section E - Fourth Vice-Chair - shall:

1. Perform duties as assigned by the District Chair or by the Bylaws of the District;
2. Perform the duties of the District Chair during an absence of the Chair, First Vice-Chair, Second Vice-Chair, and Third Vice-Chair;
3. Coordinate the acquisition of meeting facilities for all District meetings;
4. Serve as the Program Chair for the District.

Section F - Secretary - shall:

1. Keep minutes of all meetings of the District and the Executive Committee;
2. Transmit all notices, proxy forms, and calls (email is acceptable, unless a PC has specifically opted out of email notification, then notification shall be made by mail) for meetings no later than ten (10) days before the meeting date;
3. Maintain a current roster of the District membership, in coordination with the First Vice-Chair, and records of all meeting attendance, establishment of quorum, and verification of credentials.

Section G - Treasurer - shall:

1. Receive all monies provided for the District and be the custodian of all funds received;
2. Disburse funds as necessary to satisfy legally incurred debts as authorized by either the budget or the Executive Committee;
3. Maintain financial records for all financial transactions of the District;
4. Administer any financial reporting, if required by the State of Arizona, and submit the required reports;
5. Provide detailed financial reports at least twice per year to the membership.

Section H - Duties of Precinct Captains, if any: coordinate the PC activity in their precinct or perform duties as assigned by the District Chair not to conflict with duties assigned from county chairs.

ARTICLE VI - MEETINGS AND QUORUM

Section A - Quorum - A quorum shall exist when ten percent (10%) of the eligible-to-vote PCs are present in person or by proxy.

Section B - Meetings - No fewer than six (6) regular and organization District meetings shall be held annually. Notice of any membership meeting and a proxy form shall be sent at least ten (10) days prior to such a meeting, in accordance with Article V Section F 2.

Section C - Special Meetings

1. The Chair may call special meetings of the District for multiple issues or purposes, which must be clearly delineated in the Call for the meeting.
2. The Secretary shall immediately send a notice of a membership demand for a special meeting of the District Committee to the Executive Committee upon receiving written

requests calling for a special meeting from at least one-fourth ($\frac{1}{4}$) of the District PCs. The Executive Committee must then within five (5) days of receipt of the Secretary's notification authorize the Secretary to send a Call, including date, time, location, and topic or purpose, to convene a special meeting of the membership. The Executive Committee, upon receiving this notice from the Secretary, must convene this special meeting within thirty (30) days of receiving the Secretary's special meeting notice.

- a. Special meetings called by the membership are limited to one topic for one purpose. Any request for a second topic or purpose requires another one-fourth ($\frac{1}{4}$) of the District PCs.
 - b. The topic or purpose supersedes any other provision in these Bylaws – wherein a special meeting called by the membership may be used to recall a specific officer, the entire Executive Committee, or a Bylaw change, among other purposes.
 - c. Removal of an officer, the Executive Committee, or a Bylaw change, must achieve an affirmative vote of 66% of the quorum attending the special meeting in person and by proxy.
 - d. Failure of the Executive Committee to convene this special meeting as prescribed in these Bylaws will immediately dissolve the Executive Committee and force a reorganization meeting of the District within 30 days, to be called by the Chair of the County Committee sharing the Legislative District with the plurality or majority of population.
3. The Chair may call a special meeting of the Executive Committee and/or Precinct Captains by providing ten (10) days' notice before convening the meeting – email or telephone notice is acceptable.
 4. The Secretary shall call a special meeting of the Executive Committee upon receiving written requests from at least three (3) Executive Committee members, within ten (10) days of receiving the three requests.

ARTICLE VII - COMMITTEES

Section A - Executive Committee - Shall consist of the elected officers of the District, and the immediate past District Chair, as a non-voting member.

1. The Executive Committee shall provide for and conduct:
 - a. General governance of the District;
 - b. Overall business of the District;
 - c. Approve the annual budget of the District;

- d. Formulate proposals and programs to be presented to the membership of the District;
 - e. Other duties as provided for in these Bylaws.
2. The Executive Committee shall meet at least quarterly, as called by the District Chair.
 3. The call to the Executive Committee from the District Chair may be by phone, email, or in person. Executive Committee meetings may be held in person or by phone or email. Regardless of the form of meeting, the Secretary shall prepare and file minutes of that meeting.
 4. The Executive Committee shall also convene pursuant to other Articles in these Bylaws.

Section B - Nominating Committee - Shall be appointed by the Chair at least sixty (60) days prior to the District organizational meeting and at least fifteen (15) days prior to a meeting wherein a vacancy election will take place. The duties of the Nominating Committee are:

1. Elect the Nominating Committee Chair;
2. To canvass the membership for qualified nominees for all District elective offices;
3. To make every effort to recruit candidates from all four counties represented by the District to meet the requirements of Article III Section A 2;
4. To present a written report in the form suitable for use as a ballot at the District organizational or vacancy election meeting;
5. The Nominating Committee shall be dissolved upon adjournment of the organizational or vacancy election meeting.

Section C - Communications Committee – Notwithstanding Article V, Section A 3, the Communications Committee shall be a standing committee with the Chair selecting the committee chair and membership. Qualifications should include a good understanding of electronic communication and/or media.

ARTICLE VIII - MEMBERSHIP ORGANIZATION

Section A - Precinct Committeeman - Elected or appointed, must be a registered Republican elector living within the precinct (A.R.S. 16-822).

1. The term of office of District PCs is as defined in the County Committee Bylaws of the County in which the PC resides. If the Bylaws of the County Committee of a PC's residence are silent on the term of a PC, then the term of the District's PCs begins on the day the Primary election for state legislators is canvassed by the County Board of

Elections of the County of residence of the PCs and runs approximately two years until the following Primary election is canvassed.

2. PC vacancies are created by death, resignation, leaving the Republican Party, or when a PC moves from the precinct from which elected or appointed. A vacancy also occurs when the allowed numbers of PCs are not elected at the Primary Election.
3. The Board of Supervisors of the county shall determine when a vacancy exists and fill the vacancy with the person nominated by the appropriate county chairman with the advice and consent of the District Chair. The District Chair will at his or her discretion provide a written recommendation to the appropriate county chairman.

Section B - Vacancy of District Chair

1. In the case of a vacancy in the office of District Chair (except when such vacancy occurs during the period between the Primary election and the biennial organizational meeting), a special meeting will be called by the District Executive Committee to elect a new District Chair. The District Executive Committee will invite a disinterested person to moderate the election of the new District Chair. The Executive Committee shall direct the Secretary to transmit the call at least ten (10) days prior to the vacancy election.
2. If a vacancy occurs during the period between the Primary election and the biennial organizational meeting of the District, the vacancy shall be filled by the First Vice-Chair, as acting District Chair, until the organizational meeting.

Section C - Other District Offices - In the case of a vacancy in an office (other than District Chair) of the District Executive Committee, such vacancy shall be filled by a majority vote of the District at a regularly scheduled meeting at which a quorum is present, in person or by proxy. Notice of such election and a proxy form shall be sent at least ten (10) days prior to such a meeting.

Section D - Removal of District Officers

1. An elected district officer may be removed by the submission of a petition for a recall election submitted to the Resolutions Chair, clearly listing the indictment charges, which is signed by twenty-five percent (25%) of the membership.
 - a. If the charges are against the Resolutions Chair, the highest-ranking Chair not involved in the petition and charges, in the order of rank, will fill in for the Resolutions Chair.
 - b. The remaining uncharged members of the Executive Committee will review the petition. If the remaining members of the Executive Committee deem it necessary by vote (a tie is an affirmative vote), the Executive Committee will instruct the highest ranking Chair not involved with the charges to chair a special membership meeting; and instruct the Secretary or other choice of the Executive Committee to call a special

membership meeting to convene within 45 days, notwithstanding the Article in these Bylaws covering special membership meetings.

- c. The charges and indictment of the person or persons charged will be presented at the special membership meeting for a vote to remove the person or persons charged, under separate votes.
 - d. A 66% affirmative vote is necessary to remove a member of the Executive Committee.
2. A vacancy exists if at any time a District officer, pursuant to:
- a. Articles of these Bylaws;
 - b. The Bylaws of the State Party pertaining to eligibility to be a PC apply;
 - c. The Bylaws of the County Committee of the PC's residence pertaining to eligibility to be a PC apply.

ARTICLE IX - PARLIAMENTARY AUTHORITY

Section A - Unless stated herein, these Bylaws and subordinately the current edition (11th) of *Robert's Rules of Order* shall govern proceedings in all cases to which they are applicable.

ARTICLE X – CALL AND NOTICES

Notices, proxy forms, and calls for meetings shall be transmitted no later than ten (10) days before the meeting date. Email is acceptable, unless a PC has specifically opted out of email notification, then notification shall be made by mail.

ARTICLE XI - AMENDMENT OF BYLAWS

Section A - Any precinct committeemen may propose an amendment to these Bylaws to the Resolutions Chair. The Resolutions Chair will present the proposed amendment to the District Executive Committee with comment and a recommendation. If approved by a majority vote of the District Executive Committee, the proposed amendment shall then be published and explained to the District membership as soon as practical. All disapproved proposed amendments shall be published to the membership for information only.

Section B - The approval of the amendment by the Executive Committee shall be considered a motion for adoption. After any discussion, the amendment shall be put to a vote of the membership, and if adopted by a vote of two-thirds (2/3) of the quorum present in person and by proxy, the amendment shall become effective upon adjournment of the meeting at which it is adopted.

ARTICLE XII – These Bylaws are subordinate to Arizona Revised Statutes and the Bylaws of the Arizona Republican Party.

Bylaws adopted by the membership at the monthly meeting of Legislative District 14 Republican Committee in _____, Arizona, on _____, 2012.

/s/ _____
Dave Dolge, Secretary-Treasurer

/s/ _____
Tom Crosby, Chair