

## Payette County Central Committee By-Laws

### Article I - Name

1.1 The name of the organization shall be *Payette County Republican Central Committee*, hereafter to be referred to in these By-Laws as "PCRCC".

### Article II - Purpose

2.1 The PCRCC shall be the governing body for the Republican Party of Payette County, Idaho, and as such shall establish all policy and functions of the Republican Party on the county level, in harmony with the rules and regulations of the Idaho Republican State Central Committee and Idaho State Law. The following articles of these By-Laws shall constitute the rules of conduct of the PCRCC, shall supersede all previous By-Laws and rules of order (if any), and shall be used as a guide for conduct in carrying out all business of the said Party.

### Article III - Composition

3.1 MEMBERS: The PCRCC "members" shall be composed of the Precinct Committee Persons, hereafter known as "PCPs", and Officers duly elected by the PCPs. All members of the PCRCC shall be qualified electors of the precinct in which they reside.

3.2 PCPs: Each precinct in Payette County should be represented by a Precinct Committee Person. PCPs shall be elected at the Idaho Primary Election, or appointed by the PCRCC according to Idaho Code 34-502.

3.3 OFFICERS: The "officers" of the PCRCC shall consist of Chairman, Vice Chairman, State Committeeman, State Committeewoman, State Youth Committee Person, Secretary, Treasurer, and other such officers as elected by the PCRCC PCPs.

### Article IV - Officers and Duties

4.1 A PCRCC Officer must be a qualified elector of the precinct in which they reside, but may or may not also be an elected PCP.

- a. CHAIRMAN: In addition to duties specifically provided for by the laws of the State of Idaho, the Chairman shall call and preside at all PCRCC meetings in accordance with these By-Laws. The Chairman shall see that order is maintained at meetings of the PCRCC, and shall oversee Officers and PCPs pertaining to PCRCC business, and perform other such duties as are determined and granted by the PCPs and these By-Laws. The Chairman shall also serve as an ex-officio member of all standing and special committees of the PCRCC, and shall serve as Chairman of the Executive Committee.

- b. VICE CHAIRMAN: The Vice Chairman shall assist and carry out responsibilities as assigned or delegated by the Chairman. In the absence of the Chairman, the Vice Chairman shall call and preside at any meeting of the PCRCC, and assume those functions of the Chairman in the conduct of normal business. The Chairman shall be considered to be absent whenever outside the boundaries of Payette County for more than 72 hours or when notice of intended absence is given to the Vice Chairman.
- c. SECRETARY: The Secretary shall record minutes and maintain a permanent record of all Regular and Special meetings and Assemblies, relating to the business of the PCRCC. The Secretary shall also maintain a file of the State Election Laws, Rules and By-Laws of the Republican Party, current precinct boundary maps and/or descriptions, call the roll for each meeting, notify PCRCC members of each meeting, maintain record of member absence and proxies, and perform other organizational duties as assigned by the Chairman.
- d. TREASURER: The Treasurer shall have charge and responsibility for all funds of the PCRCC, including record of all donation and campaign funds collected on behalf of the Republican Party. The Treasurer shall also be prepared to render a monthly report of all receipts and expenditures at each Regular meeting, annually furnish a written financial statement to the PCRCC members at the first Regular meeting of each calendar year, file such reports as required by State and Federal Law, provide copies of such reports to PCRCC members upon request, and perform other duties relating to fiscal policy as assigned by the Chairman. The Treasurer is authorized to expend funds for normal PCRCC expenses (not to exceed \$25.00 per month) *without* prior approval of the PCRCC, and any other *recurring* expenses once approved by the PCRCC without subsequent approval.
- e. STATE COMMITTEEMAN, STATE COMMITTEEWOMAN: The State Committeeman and State Committee Woman serve as PCRCC liaisons to the State Central Committee, and shall perform all duties specified by the Rules and By-Laws of the Idaho Republican Party, as well as other such duties assigned by the Chairman.
- f. STATE YOUTH COMMITTEE PERSON: The State Youth Committee Person shall serve as a PCRCC liaison to the State Central Committee, shall be between 18 and 40 years of age at the time of election, and shall perform other such duties as assigned by the Chairman.

#### Article V - Election of Officers / Organizational Assembly

5.1 All officers of the PCRCC shall be elected by the PCPs at an Organizational Assembly called by the incumbent PCRCC Chairman, to be held no sooner than eight (8) days, and no later than fifteen (15) days after the Idaho Primary Election, at the county seat. The election of Officers shall be the first order of business at the Organizational Assembly. A quorum of PCPs shall be required in order to elect Officers. Newly elected Officers shall serve for a term of two (2) years, or until their successors are elected.

5.2 NOMINEES: Any qualified elector and resident of Payette County who is a bona-fide and

recognized member of the Republican Party is eligible for nomination and election.

5.3 NOMINATIONS: All nominations for the election of Officers shall come from the floor and only PCPs shall be eligible to move such nominations.

5.4 BALLOTING: When more than one candidate is nominated for the same office, election to that office shall be done in secret, using only official ballots. Only the election outcome shall be announced to the floor, and not the vote count of the election.

#### Article VI - Removal of Officers

6.1 PCRCC Officers serve at the pleasure of the PCPs. Unless sooner removed, they shall serve until their successors are elected pursuant to the laws of the State of Idaho. Any officer deemed unwilling or unable to perform the duties required by the PCRCC By-Laws and by the By-Laws of the Republican Party may be removed from office by a two-thirds (2/3) majority vote of the PCPs in attendance, provided a quorum is present, at a Regular or Special meeting of the PCRCC called for the purpose of considering the removal of officers. No PCRCC Officer shall continue to serve when they are no longer a permanent resident of Payette County.

#### Article VII - Vacancies

7.1 APPOINTMENT AND NOMINATION: When Officer or PCP vacancies occur in the PCRCC, a notification of vacancies shall be given to each PCRCC member at least fourteen (14) days preceding the next Regular meeting. If sufficient notice is not possible, notification may be given during any Regular meeting prior to a subsequent meeting at which nominations would take place. Upon vacancies, the Chairman may immediately fill such vacancies by appointment of qualified persons to act on a temporary basis until the next Regular meeting of the PCRCC, at which time such appointments shall be submitted to the PCPs for ratification by simple majority vote. If a majority vote is not obtained, the vacant office or PCP position shall be open for nominations from the floor. All nominees must be in attendance to be voted on. Any PCRCC member appointed or elected according to this Article shall have all the authority and responsibility of normally elected members of the PCRCC. This section does not apply to a vacancy in the office of Chairman.

7.2 CHAIRMAN: Should a vacancy arise in the office of Chairman, Article IV, Section 9 of the Rules of the Republican Party shall apply in filling such vacancy, and states, "If the office of the County Chairman becomes vacant, by reason of resignation, death or otherwise, the Vice Chairman shall assume all duties of the Chairman and, within thirty (30) days after giving at least seven (7) days notice, call the Central Committee for the purpose of electing a new County Chairman. If such a meeting is not called within thirty (30) days and after giving seven (7) days notice, the State Chairman shall call a County Central Committee meeting for the purpose of filling such vacancy."

#### Article VIII - Meetings

8.1 A PCRCC "meeting" shall include the presence of at least the Chairman and a quorum of PCPs, and shall be held a) at a specific physical location, allowing for direct face-to-face communication, or b) via one or several conferencing technologies available (including, but not limited to, telephone, cellular phone, instant messaging, etc), or c) a combination of both, with the only stipulation being that a bi-directional and instantaneous channel of communication be established with all PCRCC members present.

- a. **REGULAR:** A Regular meeting shall be one held at a time and place designated by the PCRCC members. Notice of Regular meetings shall be given to all PCRCC members and the general public no later than seven (7) days in advance of the date of the meeting. Any scheduled Regular meeting may be rescheduled by a simple majority vote of the PCRCC members.
- b. **SPECIAL:** A Special meeting may be called at the discretion of the Chairman, or by a simple majority of the PCPs petitioning the Secretary for notice, when deemed necessary to consider urgent business concerning the PCRCC. Notice of Special meetings, including the purpose for the meeting and agenda of the business to be conducted, shall be given to all PCRCC members and the general public no later than forty-eight (48) hours in advance of the meeting date and time. A Special meeting shall be limited to the purpose stated in the notice.
- c. **EMERGENCY:** An Emergency meeting of the Executive Committee may be called by the Chairman when expedient, without prior notification of PCRCC members or the general public.
- d. **SPECIAL ASSEMBLY:** A Special Assembly is an official meeting, held in pursuant to the laws of the State of Idaho as provided by law and the Rules and By-Laws of the Republican Party; an example of which is an Organizational Assembly, wherein PCRCC Officers are elected following an Idaho State Primary Election, or a Delegate Selection Assembly, wherein State Delegates are elected to attend the Idaho State Convention. Notice of a Special Assembly shall be given to PCRCC members and the general public no later than seven (7) days in advance of the date of the meeting.

8.2 **NOTIFICATION:** Proper notification of PCRCC meetings shall be given by regular mail, e-mail or fax. Notification via e-mail or fax must be approved on an individual basis by each member of the PCRCC.

8.3 **AGENDA:** An agenda shall be published and available to the general public and PCRCC members no later than five (5) days in advance of a Regular meeting and Special Assembly, and no later than twenty-four (24) hours in advance of a Special Meeting. A printed agenda shall be provided to each PCRCC member and the general public in attendance at each meeting. Items of business to be included on the agenda must be submitted to the Chairman or the Secretary no later than six (6) days prior to the Regular meeting at which the agenda is to be used. The agenda shall follow the format prescribed by the PCRCC Special Rules of Order, herein later defined.

8.4 **MINUTES:** A record of the proceedings of each PCRCC meeting shall be kept and maintained indefinitely by the Secretary. Recorded minutes shall be expediently reviewed, corrected (if necessary) and approved by the Executive Committee. Upon approval from the Executive Committee, minutes shall

be made available for review by the general public and all PCRCC members. Approved minutes shall then be ratified by the PCPs at the next subsequent Regular meeting.

8.5 QUORUM: A quorum shall be established when a simple majority (51%) of all duly elected PCPs are in attendance at a PCRCC meeting of any type, except where otherwise stated by law. Proxies shall not be used to establish a quorum.

8.6 ATTENDENCE: It is the responsibility of all PCRCC members (Officers and PCPs) to attend each and every scheduled Regular and Special meeting and Special Assembly, where possible. Upon the absence of any PCP to four (4) consecutive meetings, the Legislative District Chairman shall contact the said PCP and inquire as to their absence. Upon four (4) consecutive absences of any elected Officer of the PCRCC, the Chairman shall contact the individual and inquire as to their absence.

8.7 EXECUTIVE SESSION: An Executive Session shall consist of only Officers and voting members (PCPs) of the PCRCC, and may be called by any member of the PCRCC during any public PCRCC meeting, for the purpose of discussion of sensitive matters not appropriate for review before the general public in attendance.

#### Article IX - Voting

9.1 REGULAR AND SPECIAL MEETINGS: Only PCPs shall be allowed to vote, originate motions, cast seconds, and move nominations at Regular and Special meetings of the PCRCC. The Chairman shall cast a vote only in the case of a tie, except that he or she may also serve and be voting as a PCP, in which case the Vice Chairman shall cast a vote in the case of a tie.

9.2 SPECIAL ASSEMBLIES: The right to vote in Special Assemblies, such as an Organizational Assembly, shall be limited to PCPs and such other persons as may be designated by the laws of the State of Idaho and the Rules and By-Laws of the Republican Party.

9.3 PROXY VOTING: Proxy voting shall be allowed at Regular and Special meetings, provided a properly completed and signed Proxy Form be carried by a voting member of the convening body. A Proxy Form shall be obtained from the PCRCC Secretary upon request from the represented voting member, and shall only be good for the dates specified on the Proxy Form.

#### Article X - Committees

10.1 STANDING COMMITTEES: The PCRCC shall have the following standing committees: Executive, Fund Raising, Budget, Elections, Legislative, Parades and Events, Fair, and Lincoln Day. Except for the Executive Committee, the Chairman shall nominate a Committee Chairman and other such members as deemed necessary, for approval by the PCRCC voting members. Committee members need not be PCRCC members, but must be qualified electors of the precinct in which they live. All committees created by the PCRCC shall be established by a letter of appointment, drafted by the Chairman, defining the authority, purpose and duration of the committee. All appointed committees shall terminate with the submission of their final report.

10.2 EXECUTIVE COMMITTEE: The PCRCC Executive Committee shall consist of the Chairman, Vice Chairman, State Committeeman, State Committeewoman, State Youth Committee Person, Secretary and Treasurer. The Legislative District Chairman shall be an ex-officio member of the Executive Committee.

- a. PURPOSE: The Executive Committee shall have authority to act on behalf of the PCRCC between Regular meetings and at the discretion of the Chairman when matters arise that are so urgent as to preclude the calling of a Special meeting. All proper action taken by the Executive Committee under such circumstances shall be subject to review and either ratification or disavowal, by a simple majority of PCRCC voting members at the next subsequent Regular meeting.
- b. QUORUM: An Executive Committee quorum shall be established at the simple majority presence of committee members.
- c. MINUTES: Minutes from PCRCC meetings shall be expediently reviewed, corrected (if necessary) and approved by the Executive Committee, as heretofore described in Article VIII, Sec. 4 of the PCRCC By-Laws.
- d. VOTING: Voting of the Executive Committee on matters other than covered by pertinent Rules and By-Laws shall be by simple majority vote.

10.3 FUNDRAISING COMMITTEE: The Fund Raising Committee shall be responsible for raising money for the PCRCC and shall plan and coordinate fund raising activities.

10.4 BUDGET COMMITTEE: The Budget Committee shall estimate the yearly income for the PCRCC and establish a list of expected expenditures. The budget shall be presented to the PCRCC at the first Regular meeting of each calendar year and approved by a simple majority of the PCRCC voting members present. A simple majority vote of the PCRCC voting members may also amend the budget, as needed, at any Regular meeting.

10.5 ELECTIONS COMMITTEE: The Elections Committee shall be responsible for planning and executing the election strategy for the PCRCC, and coordinate election activities with Republican candidates and the Idaho Republican Party.

10.6 LEGISLATIVE COMMITTEE: The Legislative Committee shall be responsible for: a) Tracking legislation or policy proposals through the State Legislature, b) Tracking legislation or policy proposals through local governing authorities, c) Reporting on the status of legislation to the PCRCC, d) Making recommendations concerning legislation to the PCRCC, e) Recommending resolutions concerning legislation, f) Arranging town hall meetings, and g) Acting as a liaison between the PCRCC and elected officials.

10.7 PARADES AND EVENTS COMMITTEE: The Parades and Events Committee shall plan and coordinate participation in parades and community events in each community throughout Payette

County.

10.8 FAIR COMMITTEE: The Fair Committee shall plan and coordinate participation in the Payette County Fair.

10.9 LINCOLN DAY COMMITTEE: The Lincoln Day Committee shall plan and coordinate the annual Lincoln Day Dinner.

10.10 SPECIAL COMMITTEES: The Chairman may appoint, on a temporary basis, special committees as may be necessary to the administration of the business of the PCRCC.

10.11 DUTIES: The duties of all standing and special committees shall be designated by, and subject to the review of, the PCRCC Chairman.

#### Article XI - County Delegate Selection Assembly

11.1 The PCRCC shall hold an assembly in accordance with Article II of the Rules for Selection of Delegates to the Republican National Convention and the Republican State Convention, for the selection of County Delegates to the Republican State Convention.

11.2 QUORUM: A simple majority (51%) of duly elected PCPs must be present at a County Delegate Selection Assembly in order to establish a quorum.

11.3 RULES: The following rules of order are written to insure the orderly conduct of the County Delegate Selection Assembly, and shall not conflict with rules and by-laws of the Republican Party or the laws of the State of Idaho:

- a. Voting shall be by simple majority with the Chairman voting only in the case of a tie, except that he or she may also serve and be voting as a PCP, in which case the Vice Chairman shall cast a vote in the case of a tie.
- b. Voting on issues before the Assembly shall be limited to PCPs.
- c. Motions, seconds, and nominations shall be made only by PCPs.
- d. Any bona-fide Republican present may request the floor to raise an issue pertinent to the business of the Assembly.
- e. The Chairman shall have the authority to temporarily suspend proceedings, recess and reconvene the Assembly, and clear the meeting of all persons other than those legally entitled to be present.
- f. Discussion of Platform and Resolution subjects shall be limited to ten (10) minutes on each item under consideration, but may be reasonably extended, by the Chairman, if it would serve the best interests of the Assembly.

11.4 DELEGATES: The PCRCC shall not "instruct" legally elected delegates as to the type of vote to be cast, by each delegate, at the Republican State Convention. The Central Committee may only "advise" legally elected delegates.

11.5 UNIT RULE: County delegates attending the Republican State Convention shall cast their votes independent of the will of the other members of the delegation and may not be compelled to vote under "unit rule", whereby a delegation votes as a unit, not recognizing minority votes within the delegation.

## Article XII - Amendments

12.1 Amendments to these By-Laws shall be adopted by an affirmative two-thirds (2/3) majority vote of the PCPs in attendance, provided a quorum (as established in Article VIII, Section 5 of these By-Laws) is present, at a Regular or Special meeting of the PCRCC called for the purpose of considering amendments to these By-Laws.

12.2 NOTICE: Proposed amendments to these By-Laws shall be provided to all PCRCC members for review no later than fourteen (14) days prior to the Regular or Special meeting at which the amendments will be voted upon.

12.3 CONFLICTS: Should changes occur in the Election Laws of the State of Idaho, the Rules of the Idaho Republican Party, or the rules and by-laws of any other governing authority, which changes are in conflict with these By-Laws, the PCRCC shall review those changes and make any necessary amendments to bring these By-Laws into conformity with the previously stated laws, rules, by-laws or governing authority. The provisions of these By-Laws shall apply to the amending process, except that the notice specified in Article XI, Section 2, hereof shall not be required.

## Article XIII - SUSPENSION OF RULES

13.1 The rules and by-laws as contained in this document may be suspended for valid reason only, and when approved by a vote of the PCPs in attendance at the PCRCC meeting, provided a quorum is present, except during a County Delegate Selection Assembly and Organizational Assembly. A suspension of rules motion must be affirmed by unanimous vote of the PCPs then attending, and shall not conflict with the rules and by-laws of the Republican Party and the laws of the State of Idaho.

## Article XIV - Rules of Procedure

14.1 The rules of procedure governing the conduct of business in PCRCC meetings and committees shall be Robert's Rules of Order, newly revised, so far as applicable and not inconsistent with Idaho State election laws or the By-Laws of the Republican State Central Committee.

14.2 PARLIAMENTARIAN: The Chairman may appoint a parliamentarian to advise on interpretation of the rules and procedures in these By-Laws and to resolve questions, when necessary, on matters of parliamentary procedure.



## **Addendum A - Special Rules of Order**

A.1 The order of business at duly called meetings of the Payette County Republican Central Committee (PCRCC) shall include and be limited to the following:

- I. Call to Order
- II. Invocation
- III. Pledge of Allegiance
- IV. Programs and/or Special Guests
- V. Roll Call and Determination of a Quorum
- VI. Reading of Minutes
- VII. Treasurer's Report
- VIII. Committee Reports
- IX. Old Business
- X. New Business
- XI. Announcements
- XII. Adjournment

A.2 Amendments to these Special Rules of Order may be made at any Regular meeting of the PCRCC by a two-thirds (2/3) majority vote without notice, or by a simple majority vote with prior notice of the change by it being an item properly placed on the agenda, as specified under Article VIII, Sec. 3 of the PCRCC By-Laws.

A.3 Special Rules of Order and their amendments shall be attached to the By-Laws as part of the governing documents of the PCRCC.

~ Adopted: October 28, 2008 ~