
Clallam County Republican Central Committee Bylaws

P.O. Box 808
Port Angeles, WA 98362
January 20, 2014

The following rules of the Clallam County Republican Central Committee, in accordance with RCW 29A.80, were adopted by two-thirds vote of the Central Committee on January 20, 2014.

SECTION 1. DEFINITION OF TERMS USED

All references in these rules to the "Central Committee" mean the Clallam County Republican Central Committee and all references to the "executive board" mean the executive board of the Clallam County Republican Central Committee. Reference to "advance notice" means written notice by first class mail, or equivalent, or electronic mail with electronic confirmation of receipt to the individual members.

SECTION 2. PURPOSE

The purpose of the County Committee shall be:

1. To elect Republicans to public office.
2. To attract voters and workers to the Republican Party.
3. To lead, contribute, and participate in the establishment of a Republican Party organization that is an effective vehicle for setting public policy.
4. To fulfill those functions conferred on it by state law.
5. To plan, organize, administer and finance the County Committee's operations to accomplish the other stated purposes.

SECTION 3. CENTRAL COMMITTEE

1. **The Central Committee** consists of the elected or appointed Republican precinct committee officers of Clallam County and their officers, as described in subsection 2. below. The officers, unless they are also precinct committee officers, have no vote in the Central Committee; provided, however, that in the event of a tie vote, the county chair may cast a vote.

2. **Officers:** The officers of the Central Committee are the county chair, county vice chair, state committeeman and state committeewoman who are elected by the Central Committee; a secretary, appointed by the county chair; and a treasurer, appointed by the county chair subject to the approval of the executive board. The elected and appointed officers need not be precinct committee officers.

3. **Organization Meeting and Election of Officers:** The biennial organization meeting of the Central Committee shall be held at 1:00 P.M., on the second Saturday in December following the state general election, or as otherwise designated by the authorized officers of the retiring Central Committee but in no event later than the second Saturday of the following January. At least five days advance notice shall be given to all the newly elected committee officers; this notice shall contain the report of the nominating committee (Sec. 10). At this meeting, precinct committee officers, who have been elected by a vote of the electors in their respective precincts and declared by the county auditor to have received the most votes in the election, shall elect by a majority vote of those present, a chair and a vice chair who must be of opposite sexes; a state committeeman and a state committeewoman; and executive board members as provided by these bylaws. No proxies shall be recognized by the Central Committee at the organization meeting. Furthermore, when vacancies in the office of precinct committee officer exist because of a failure to elect at a state election, such vacancies cannot be filled until after the organization meeting and the election of the new county chair.

4. **The order of business** at the organization meeting shall be as follows:

- a. Call to order by retiring county chair.
- b. Opening ceremonies, if desired.
- c. Reading of Call.
- d. Adoption of resolutions of temporary organization.
- e. Roll call.
- f. Permanent organization.

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- g. Election of county chair
- h. Election of county vice chair.
- i. Election of state committeeman.
- j. Election of state committeewoman.
- k. Election of executive board members by commissioners of election district.
- l. Unfinished business.
- m. New business.
- n. Adjournment.

SECTION 4. CENTRAL COMMITTEE

1. Regular meetings shall be held preferably every two months provided that there are at least five meetings each year on a date designated by the Central Committee. At least five days notice shall be given. Special meetings may be called by the county chair provided the advance notice is given and the purpose for the meeting is stated.
2. Special meetings may also be called whenever two-thirds of the members of the executive board or ten members of the Central Committee, by signed petition demand such a meeting. If the county chair or county vice chair refuses to act, the petitioners may issue the call in writing, signed by all petitioners. At least five days advance notice along with the stated purpose for the meeting shall be given.
3. Quorum: Twenty percent of elected and/or appointed precinct committee officers constitute a quorum.
4. A motion that the Clallam County Republican Central Committee take a position on any county issue must be tabled until the following meeting; the motion must be mentioned in the call for next meeting. A two-thirds vote is required to pass such a motion.
5. Results of any votes taken shall be announced after the vote and recorded in the minutes. Votes shall be by voice or ballot.
6. Absent members may not be represented by proxy.
7. A written treasurer's report shall be submitted at each meeting, listing current balances, bills paid and payable, and funds received.
8. All communications indicating Republican Party affiliation to the public (via media or other means of distribution) shall require prior approval of the executive committee before being released to the public.
9. If any Clallam County Republican precinct committee officer, member of the executive board or Central Committee member or any Clallam County elected official who was elected stating a preference for the Republican Party publicly supports a candidate for any partisan office who has not stated a preference for the Republican Party where one or more candidates who have stated a preference for the Republican Party and who have been endorsed by the Clallam County Republican Party are running for the same position, the executive board may, at its discretion, for a period of up to two years remove such person from all rights and privileges granted by these bylaws and ban such person from participating in any Clallam County Republican Party activities.

SECTION 5. EXECUTIVE BOARD OFFICERS AND MEMBERS

1. Voting officers of the executive board are the county chair, who is the chair of the board, the county vice chair, the state committeeman, the state committeewoman, the secretary and the treasurer.
2. Voting members include one member from each of the commissioner districts, who must be precinct committee officers, elected by commissioner district caucuses at the biennial organization meeting; and one member from each of the commissioner districts, who may or may not be precinct committee officers, appointed by the county chair. Additionally, the following office holders are automatically members of the executive board: the chair of the Finance Committee, the presidents of qualified and recognized Republican clubs, chair of the Campaign and Strategy Committee, chair of the Organization and Training Committee, elected county officials who have declared a preference for the Republican Party, and the past county chair.

SECTION 6. POWERS AND DUTIES OF EXECUTIVE BOARD

1. It is the duty of the executive board to advise and assist the county chair in carrying out political campaigns, and to do all things proper and necessary to promote the welfare and success of the Republican Party.
2. Meetings shall be upon the call of the county chair, normally once each quarter, unless the executive board determines such frequency is not necessary.
3. Five voting members constitute a quorum. No proxies are permitted.
4. Five members may request the county chair to call the executive board into session whenever they deem a meeting is necessary. The request shall be in writing, signed by the five making such request. If the county chair fails to call such a meeting within five days, these members have the authority to issue the call.
5. Vacancies of the elected members shall be filled by commissioner district caucuses. Vacancies of those appointed, by the county chair.

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6. Between sessions of the Central Committee, the executive board has the authority to act for the Central Committee subject to review and/or approval of the Central Committee. In no case shall any action be contrary to previous actions of the Central Committee.

7. Absence of any executive board member from three consecutive regular meetings of the board without notifying the chair or being excused, shall automatically cause such member's place on the board to be declared vacant.

8.

SECTION 7. POWERS AND DUTIES OF OFFICERS

1. County chair

a. Duties: The county chair is the chief executive officer of the Central Committee and is empowered to perform all the duties usually incident or pertaining to the office. He or she is chair of the Central Committee and of the executive board. He or she is an *ex officio* member of all standing and special committees and is responsible for the proper functioning of all officers and committees of the Central Committee and the end that its programs and policies are successfully administered and its business properly conducted.

b. Appointments: He or she is empowered to appoint the chair of the Finance, Campaign and Strategy Committee and the Organization and Training Committee, plus any other committees he or she deems advisable. He or she is also empowered to appoint precinct committee officers where vacancies occur, except when there is a vacancy because of failure to elect at a state general election; such vacancy shall not be filled until after the organization meeting.

c. Removal: He or she is empowered to remove the secretary, treasurer, or committee chairmen, subject to the approval of the executive board.

d. Meetings: the county chair presides at all meetings of the Central Committee and the executive board. He or she shall arrange for precinct caucuses and a county convention in accordance with the call and rules of the State Central Committee. The chair shall fix the time and place of the convention subject to the approval of the county executive board.

e. Finances: He or she is responsible for having an audit made of the financial records of the Central Committee once each biennium and whenever a new treasurer takes office.

2. County Vice Chair

a. The county vice chair assists the chair in the administration of his or her duties as directed by the county chair.

b. In the event of the absence, sickness, or other inability of the county chair, the vice chair shall exercise the powers and perform the duties of the county chair. The county chair resumes all his or her duties and powers at the end of his or her period of absence.

c. In the event a vacancy occurs in the office of county chair, the county vice chair shall, within 30 days, call a meeting of the Central Committee to fill the vacancy.

d. The vice chair shall assist the county chair in the creation and maintenance of Republican clubs within Clallam County, and act as liaison between the Central Committee and the Republican clubs.

e. He or she, if directed by the county chair, is responsible for securing election board workers, as provided by law.

3. State Committeeman and State Committeewoman

a. The state committeeman and state committeewoman are the representatives of the Clallam County Republican Central Committee on the Republican State Central Committee. They shall endeavor to keep the Clallam County Republican Central Committee informed on Republican State Central Committee and be guided in their participation and voting by the wishes of the Central Committee. Where such wishes were not expressed and the Central Committee provided no guidance, they shall act as they in their discretion believe is in the best interests of the Clallam County Republican Party. They shall report to the executive board and to the Central Committee upon the activities of the Republican State Central Committee.

b. In the event the state committeeman or state committeewoman is unable to attend the State Central Committee meeting, any member or elected officer of the County Central Committee may be designated in writing as proxy.

4. Secretary

He or she is the secretary of both the Central Committee and the executive board. He or she shall keep, or cause to be kept, complete and accurate minutes of the proceedings of these bodies, compile signed records of all actions taken, and perform such other duties as may be assigned by the county chair. The county chair may appoint assistants to the secretary.

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5. Treasurer

The treasurer is the custodian of all funds of the Central Committee. He or she shall keep an accurate record of all receipts and disbursements, and shall make these records available to the county chair. All funds received shall be deposited in banks designated by the executive board. Checks drawn on such funds shall be signed by at least two designated members of the central committee. He or she shall perform all other duties usually assigned to the treasurer, including paying all legitimate bills in the ordinary course of business. The county chair may appoint assistants to the treasurer.

SECTION 8. ELIGIBILITY OF OFFICERS

Only registered voters residing in Clallam County who are willing to declare that they are Republicans are eligible for election or appointment to any office in the Central Committee.

SECTION 9. REMOVAL AND VACANCIES

The Central Committee has the power, by a two-thirds vote of the total membership at a duly called and constituted meeting, to remove an elected or appointed officer or member of the executive board for cause. In the event of any such vacancy, the Central Committee shall elect, or direct to be filled, such office as soon as possible. If a vacancy occurs in the office of county chair, county vice chair, state committeeman or state committeewoman between biennial organization meetings, the county chair, or in his or her absence, the county vice chair, shall call for an election by the Central Committee to fill the vacant office at a regular or special meeting designated for the purpose. At least five days advance notice shall be given by mail or electronic mail with confirmation of receipt..

SECTION 10. NOMINATING COMMITTEE

The county chair shall appoint a nominating committee for selecting county officers as required, of which not less than one-half of the members shall be selected from the Central Committee and the executive board. Some or all of the other half of the members may, at the option of the county chair, consist of other leading Republican citizens of Clallam County. There shall be at least one member from each commissioner district. The county chair shall designate one of the members to serve as chair.

SECTION 11. FINANCES

At no time will the Central Committee or any of the officers incur expenses in excess of funds on hand. The approved budget will be the authority of the executive board to authorize expenditures. Expenditures in excess of, or not provided for, in the budget must be approved by the Central Committee. The treasurer shall maintain the minimum balance required to avoid monthly bank fees unless the Central Committee authorizes a smaller balance.

All candidates who have stated a preference for the Republican Party nominated in primary elections who face opposition in the general election for Clallam County partisan offices, Washington State 24th District legislative offices, Washington statewide offices, or U.S. congressional offices, or federal presidential offices, may be given a candidate campaign contribution by majority vote of the Central Committee. Notice of such a vote shall be given to the Central Committee at least 28 calendar days in advance. In order for a Clallam County candidate or a Washington 24th District legislative candidate, in each case who has stated a preference for the Republican Party, to receive a contribution, such candidate and his/her campaign manager must have attended the state party campaign management school or, if approved by the executive committee, one or more state party one-day seminars on campaigns. Such candidate and campaign manager must submit a written plan for the campaign indicating the strategy, organization, financing and other material deemed essential by executive committee for approval. The candidate shall not be present while the campaign contribution is discussed and voted on.

SECTION 12. COMMITTEES

With respect to each of the Finance, Campaign and Strategy, and Organization and Training Committees:

- a. They shall consist of a minimum of three members, in each case including a chair, but in the case of the Finance Committee not including the Treasurer.
- b. The chair shall select the committee members and decide the maximum number that shall serve.
- c. If the total number of members is less than the required minimum, the committee chair shall actively recruit members until the minimum number is achieved. If the committee has less than the required minimum number of members for more than three months, the committee chair shall notify the Executive Committee who will join the recruitment process until the minimum number of members is achieved.
- d. There shall be meetings at least once each quarter.
- e. The committee chair shall report on committee activities, needs and objectives at each Central Committee

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meeting.

f. After each quarterly meeting the committee chair shall submit to the CCRP newsletter a summary of upcoming activities and needs.

1. Finance Committee

This committee is responsible for planning, organizing and carrying out fundraising activities required to meet the budget. Accurate records shall be kept of all funds received, and these records shall be made available to the county chair upon request. The treasurer will serve as an *ex officio* member of the committee and maintain records as required by the Public Disclosure Commission, and submit reports as required by law.

2. Campaign and Strategy Committee

This committee is responsible for securing Republicans who will file for public elective positions in Clallam County, in our legislative district and congressional district,

3. Organization and Training Committee

This committee is responsible for training precinct committee officers and the organization of the precincts as set forth in Section 12 below.

4. Budget Committee

The Budget Committee shall consist of the treasurer who shall be chair, the finance chair, and two other members of the Central Committee or executive board. Each odd-numbered year, as early as possible, a budget shall be prepared and submitted to the Central Committee for approval. This budget shall show anticipated expenditures and specific fundraising items to support the expenditures for the biennium. The committee shall consider budget adjustments that might be necessary throughout the biennium.

SECTION 13. PRECINCT ORGANIZATION

In order to carry out the activities of the Central Committee, effective organization is required. This is the task of the Organization and Training Committee. Its function is to work with precinct committee officers to promote Republicanism and to obtain Republican votes in the individual precincts. Other activities include recommending Republicans to fill vacant precincts, ascertaining the political make-up of the precincts, guiding precinct caucuses, providing campaign literature to the precinct committee officers and directing precinct campaign activities. To achieve these objectives, it is recommended that the chair of the Organization and Training Committee appoint a vice chair for each of the three-commissioner districts. Said vice chairs are members of the Organization and Training Committee.

SECTION 14. PRECINCT CAUCUSES

The county chair shall issue a call to the precinct committee officers to hold precinct caucuses in accordance with rules adopted by the State Central Committee. In the absence of such rules, caucuses shall be conducted as provided herein:

1. The county chair shall establish caucus dates, preferably 45 days before the biennial county convention, in those years in which a county convention is held, and instruct each precinct committee officer that it is his or her duty to call his or her precinct caucus to order as a temporary chair and proceed in accordance with the call and Robert's Rules of Order (revised). The precinct committee officer shall advise the county chair when and where the caucuses will be held. In the event the precinct committee officer does not provide for said caucus, the county chair, after consultation with the precinct committee officer, may direct the Organization and Training Chair to hold such caucus. Public notice shall be given.

2. It is the duty of the caucus to elect delegates and alternates to the county convention (the prorated number of each will be provided by the county chair in the call for precinct caucus) from qualified Republican voters residing in the precinct and in attendance at the caucus. 3. It is the duty of the precinct caucuses to assemble precinct opinions on local, state and national issues, and to have said opinions transmitted to the County Platform Committee.

4. Caucuses in the precincts lacking a precinct committee officer may be held by a "precinct chair" appointed by the county chair. Said chair must be a resident of the precinct. The caucuses shall be held in the same manner as described in the foregoing sections

SECTION 15. COUNTY CONVENTIONS

1. During each election year in which the Washington State Republican Party is holding a state convention, the county chair shall call a county convention to adopt a county platform and to elect delegates to the state convention. The county convention shall be held at a time in accordance with the call from the Republican State Central Committee. Delegates and alternates to the county convention shall come from precinct caucuses held

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prior to the county convention, as outlined in Section 14.

2. Selection of delegates and alternates to the state convention shall be as follows: The delegates and alternates to the state convention shall be apportioned according to the percentage of registered voters in the three commissioner districts, provided there is at least one delegate from each commissioner district. Delegates and alternates shall be qualified Republican electors residing in their respective commissioner districts and shall be elected by the convention as a whole. Alternates shall replace delegates from their own commissioner districts who cannot attend the state convention, and such alternates shall be called in order according to the high number of votes they received in the election at the convention.

3. The county chair shall appoint a Platform Committee.

4. The convention shall adopt the following minimum permanent rules:

a. No proxies shall be recognized by the convention.

b. On all questions before the convention, the vote shall be by “yeas” and “nays” or standing vote unless a roll call is demanded.

c. In case of a vote by roll call, the vote shall be by precincts in rotation.

d. All resolutions and platforms must be timely and submitted in writing at least seven days prior to the convention to the Platform Committee for a report before being read on the floor of the convention. Copies of the proposed resolutions and platform should be available to delegates 24 hours before the convention, and they should be marked “Not for Publication.”

e. The report of the Platform Committee shall be read to the county convention *in toto*, and the vote may be taken to adopt the report of the committee *in toto*, or section by section.

SECTION 16. 24TH LEGISLATIVE DISTRICT REPUBLICAN COMMITTEE

A Legislative District Committee has been established for the 24th Legislative District with three members each from Clallam County, Jefferson County and Grays Harbor County. This committee has been established pursuant to the Washington State Republican Party Bylaws and for the purposes of Section 3 (2) (c) of Initiative 134. The purpose of the committee is to coordinate Republican Party activities within the district. This committee will be composed of the county chair, the state committeeman and the state committeewoman unless they should decline to serve, in which case the County Central Committee shall elect their replacements. The Legislative District Committee is required by the state party bylaws to hold an organizational meeting by June 30 of every odd numbered year for the purpose of electing a chairman and a treasurer. The committee may conduct such activities and may adopt such rules for its governance, as the committee may determine, consistent with state party bylaws and county party bylaws.

SECTION 17. ENDORSEMENTS OF CANDIDATES

The Central Committee may give the endorsement of the Clallam County Republican Party to candidates who have stated a preference for the Republican Party, provided that, notice shall be given to the Central Committee at least 28 calendar days in advance, and that the candidate to be endorsed shall not be present while the endorsement is discussed and voted on.

SECTION 18. AMENDMENTS TO BYLAWS

These bylaws may be amended by an affirmative vote of two-thirds of the members of the Central Committee present at any regular or called meeting of the Central Committee. All proposed amendments by a member of the committee shall be submitted to the county chair in writing not later than 28 days prior to convening any meeting of the Central Committee. The county chair shall send copies of the proposed amendments to all committee members by mail, electronic mail with electronic confirmation of receipt, or the county party newsletter not later than seven days before the meeting at which they are to be considered.

SECTION 19. PARLIAMENTARY PROCEDURE

Robert's Rules of Order (Newly Revised) shall be the final authority on parliamentary procedures at Central Committee meetings where they do not conflict with the Bylaws. All elections of individuals shall be by ballot unless there is only one candidate.