

## **Clallam County Republican Party Central Committee Bylaws**

P.O. Box 808

Port Angeles, WA 98362

November 7, 2024

The following rules of the Clallam County Republican Central Committee, in accordance with RCW 29A.80, were adopted by a two-thirds vote of the Central Committee on November 7, 2024..

### **SECTION 1. DEFINITION OF TERMS USED**

All references in these rules to the "Central Committee" mean the Clallam County Republican Central Committee; all references to the "executive board" mean the executive board of the Clallam County Republican Central Committee; all references to "advance notice" means written notice by first class mail, or equivalent, or electronic mail with electronic confirmation of receipt to the individual members. "PCOs" means elected or appointed Republican precinct committee officers. "Precinct captain" means a person appointed to perform the function of a PCO in a district where he or she does not reside.

### **SECTION 2. NAME**

1. The official name of this organization shall be the Clallam County Republican Central Committee, hereinafter referred to as the Central Committee.
2. The primary trade name of this organization is the Clallam County Republican Party.. This organization may also be known by the trade names of Clallam County Republicans, Republican Party of Clallam County or Clallam County GOP.

### **SECTION 3. PURPOSE**

The purpose of the Central Committee shall be:

1. To elect Republicans to public office.
2. To provide opportunities and encouragement for all interested Republicans in Clallam County to participate in Republican political activities and to participate in the formulation of Republican Party policies.
3. To promote fair and open election processes in which all Republicans are encouraged to participate.

4. To provide fair and open caucus and convention processes in which all Republicans are encouraged and empowered to participate.
5. To advance the Republican Party and Republican candidates as the solutions to public societal issues.
6. To advance Republican policies as stated in the Clallam County Republican Party Platform and Resolutions.
7. To fulfill those functions conferred on it by state law.
8. To plan, organize, administer and finance the Central Committee's operations to accomplish the other stated purposes.

#### SECTION 4. CENTRAL COMMITTEE

1. The Central Committee consists of the elected or appointed Republican PCOs and precinct captains of Clallam County and their officers, as described in subsection 2. below. The officers, unless they are also precinct committee officers or precinct captains, 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. All members in good standing of the Central Committee shall have voting privileges in all meetings other than the organizational meeting. "In good standing" means that the member has not had more than three unexcused absences in the current calendar year. An excused absence means contacting the chair and secretary in writing stating that the member will be unable to attend. A central committee member may be restored to good standing upon approval of the chair and the approval of the executive board.
3. 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 PCOs or precinct captains.

#### SECTION 5. ORGANIZATIONAL MEETINGS – ELECTION OF OFFICERS

1. The biennial organizational meeting of the Central Committee shall be held in the manner prescribed in RCW 29A.080.030.
2. The organizational meeting shall be held no earlier than December 1 following the state general election, and no later than the second Saturday in January following the state general election, on a date and time designated by the retiring executive board.

3. The officers of the retiring executive board shall cause advance notice of the time and place of the meeting to be provided to each new and returning PCO at least 72 hours before the date of the meeting. This notice shall include the report of the nominating committee.

4. The order of business at the aforementioned organizational meeting shall include, without limitation:

- a. Call to order by the retiring county chair;
- b. Opening ceremonies, if any;
- c. Reading of call;
- d. Adoption of rules and bylaws;
- e. Roll call;
- f. Nomination(s) and election of county chair;
- g. Nomination(s) and election of county vice chair;
- h. Nomination(s) and election of state committeeman;
- i. Nomination(s) and election of state committeewoman;
- j. Nomination(s) and election of legislative district representatives;
- k. Appointment of treasurer;
- l. Appointment of secretary;
- m. Election and appointment of executive board members by Commissioner District;
- n. New business;
- o. Good of the order;
- p. Adjournment.

5. Contested elections of officers shall be by secret ballot. No proxies shall be recognized at the organizational meeting.

6. Contested elections where there are three or more candidates shall require the winning candidate to receive a majority of votes cast. If no candidate receives a majority on the first ballot, the candidate with the least number of votes shall be eliminated and another round of balloting shall take place. This process shall continue until a candidate receives a majority of votes cast.

## SECTION 6. CENTRAL COMMITTEE MEETINGS

1. There shall be at least five regular meetings each year on dates designated by the Central Committee, provided that there shall be at least one regular meeting per quarter. At least five days advance notice shall be given. Special meetings may be called by the county chair, provided at least five days 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 demanding 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. Twenty percent of elected and appointed PCOs and precinct captains constitute a quorum.
4. A motion that the Central Committee take a position on any county issue requires at least seven days advance notice. The motion must be mentioned in the call for the 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.

## SECTION 7. 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 PCOs or precinct captains, 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 PCOs or precinct captains, appointed by the county chair. The elected and appointed executive board members are encouraged to participate in the Organization and Training Committee. Additionally, the following office holders are automatically voting 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, chair of the Election Integrity Committee, elected county officials who have declared a preference for the Republican Party, and the most immediate available past county chair.

## SECTION 8. 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 held at least quarterly and upon call of the county chair..
3. Five executive board members constitute a quorum. No proxies are permitted.
4. Five executive board members may request the county chair to call the executive board into session whenever they deem meeting is necessary. The request shall be in writing, signed by the executive board members 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.
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.

## SECTION 9. 24TH LEGISLATIVE DISTRICT REPUBLICAN COMMITTEE

1. A Legislative District Committee has been established for the 24th Legislative District with three members each from Clallam, Jefferson, and Grays Harbor Counties pursuant to the Washington State Republican Party Bylaws. Its purpose is to coordinate Republican Party activities within the 24th Legislative District.
2. The Central Committee members on this committee shall consist of three members from Clallam County elected at the organization committee meeting. If any of these officials decline to serve on this committee, the Central Committee shall elect their replacements. In the event the designated Central Committee Member is unable to attend a 24th Legislative District Committee meeting, any member of the County Central Committee in good standing may be designated in writing as proxy.
3. In accordance with RCW 29A.80.061, the 24th Legislative District Chair is to be elected within 45 days after the statewide general election in even-numbered years by the PCOs residing within the 24th Legislative District. The Central Committee shall consider nominations from the nominating committee of the 24th Legislative District Committee. The election will be

held immediately following the organizational meeting, but no later than December 20<sup>th</sup>. If the organizational meeting takes place after December 20<sup>th</sup>, a special meeting shall be called by the Chair to elect a chair for the 24<sup>th</sup> Legislative District Committee.

## SECTION 10. 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 incidental or pertaining to the office, including communicating official Clallam County Republican Party positions to the public or delegating such function to others. 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: The county chair is empowered to appoint the chair of the Finance Committee, Campaign and Strategy Committee, Organization and Training Committee, and Election Integrity Committee, plus any other committees he or she deems advisable. The county chair is also empowered to appoint the secretary, and the treasurer and deputy treasurers, the latter two being subject to approval of the executive board. He or she is also empowered to appoint PCOs and precinct captains where vacancies occur, except that when there is a vacancy because of failure to elect at a state primary election such vacancy shall not be filled until after the organization meeting in accordance with RCW 29A.80.030.

c. Removal: The county chair is empowered to remove the secretary, treasurer, deputy treasurers, and 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 executive board.

e. Finances: The county chair 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.

f. Vetting of potential appointed PCOs and precinct captains prior to appointment. Volunteers will be vetted by the chair or their appointee.

### 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.

### 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 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 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.

### 5. Treasurer

- a. 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, including e-checks, drawn on such funds shall be signed by at least two persons designated by the county chair and approved by the Central Committee.

b. 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 where possible should appoint at least one deputy treasurer, subject to approval of the executive board.

## SECTION 11. 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 12. REMOVAL AND VACANCIES

1. Elected officers of the Central Committee may be removed from their respective elected offices only for reasonable cause and by a two-thirds vote of the executive board or the Central Committee.

2. An elected officer whose removal is proposed shall receive a minimum 10-day advance notice of intent to remove, including a statement of cause, before the removal vote by either the executive board or the Central Committee.

3. A special meeting to remove one or more elected officials shall be called by the county chair with the concurrence of a majority of the executive board or by petition signed by a majority of elected or appointed PCOs and precinct captains. Upon receipt of such petition, the county chair shall verify the petition and call a special meeting of the executive board or of the Central Committee not earlier than ten days and not later than twenty-one days from receipt of the petition. In the event removal of the county chair is sought, the vice chair shall verify the petition and call such a meeting. In the event that removal of both the county chair and vice chair is sought, officers in the following order shall verify the petition and call the meeting: state committeewoman; state committeeman; treasurer; and secretary. If removal of all elected officers is sought, and the elected officers fail to call such a meeting, a meeting to remove the officers shall be called pursuant to Section 6.2.

4. Immediately following removal of any or all elected officers, the Central Committee shall act to elect replacement officers.

5. Ex officio members of the executive board shall not be subject to removal by the Central Committee or executive board.

6. 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, giving at least five days advance notice.

### SECTION 13. NOMINATING COMMITTEE

The county chair shall appoint a nominating committee for selecting Central Committee 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 committee chair.

### SECTION 14. FINANCES

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

Where a candidate has been endorsed pursuant to Section 18, after seven (7) days notice, the Central Committee may vote to donate campaign contributions to that candidate.

### SECTION 15. COMMITTEES

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

- a. They shall consist wherever possible of a minimum of three members, in each case including a chair.
- b. The county chair shall select the committee chair, who shall select the committee members, subject to approval of the county chair, and decide the maximum number who shall serve.
- c. If the total number of committee 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 board, who will join the recruitment process until the minimum number of members is achieved.
- d. The frequency of meetings shall be determined by the committee chair.
- e. The committee chair shall report on committee activities, needs and objectives at each Central Committee meeting. The committee chair shall also provide membership rosters,

including contact information, and provide minutes of committee meetings to the county chair and secretary.

f. After each 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 candidates who will file for public elective or appointed positions in Clallam County, in our legislative district, and congressional district. The committee shall coordinate with the campaigns of candidates who file for office stating a preference for the Republican Party and outside organizations supporting Republican candidates. The committee shall be responsible for vetting candidates for county offices.

3. Organization and Training Committee. This committee is responsible for training precinct committee officers and the organization of the precincts. 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 Republican principles 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.

4. Budget Committee. This committee shall consist of the treasurer who shall be chair, the Finance Committee 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.

5. Election Integrity Committee. This committee is responsible for recruiting, training, and scheduling election observers for each election. The committee is also responsible for observing elections, collecting reports of any issues, and forwarding those with recommendations for action to the CCRP chair. Election Integrity Committee meetings will be conducted at a minimum of three per year. At least one of the committee members must represent CCRP EIC at the WA State GOP EIC meetings.

The elections integrity chair or their designee is the liaison between the county elections manager and the elections integrity committee.

#### 5. Other Committees

The county chair shall have the authority to form various ad hoc committees as required to further the mission of the Clallam County Republican Party, by appointing a chair for each such committee, who shall then select the committee members, subject to the approval of the county chair. No ad hoc committee shall remain constituted past the organizational meeting following its founding unless reauthorized by the county chair newly elected at such organizational meeting.

### SECTION 16. PRECINCT CAUCUSES

The county chair shall issue a call to the PCOs to hold precinct caucuses in accordance with the rules adopted by the State Central Committee.

### SECTION 17. 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 county resolutions, and to elect delegates and alternates to the state convention. The county chair shall appoint Platform, Rules and Credentials committees. The county convention shall be held at a time and in a manner in accordance with the call from the Republican State Central Committee. Delegates and alternates to the county convention shall come from precinct caucuses held prior to the county convention, as outlined in Section 16.

2. Selection of delegates and alternates to the state convention shall be as follows: 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 Clallam County. Delegates shall be elected by the commissioner district they reside in, and alternates shall be elected by the convention as a whole. Alternate delegate position numbers will be determined by lot, with names placed in a hat and drawn, with the first name drawn assigned to position #1, the second name drawn assigned to position #2, etc. In the absence of an elected delegate, whether due to inability to attend or because he or she has to leave the convention floor for an extended time period, alternates will be seated by position number.

3. 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 proposed resolutions and platform suggestions must be timely and submitted in writing at least seven days prior to the convention to the Platform Committee. Copies of the proposed resolutions and platform should be made available to delegates at least 24 hours before the convention, and they should be marked “Not for Publication.”
- e. The vote on the Platform may be taken to adopt the Platform *in toto*, or section by section.

## SECTION 18. ENDORSEMENTS OF CANDIDATES

The Central Committee may give the endorsement of the Clallam County Republican Party to candidates for public office, provided that, advance notice shall be given to the Central Committee at least seven calendar days in advance, and that the candidate to be endorsed shall not be present while the endorsement is discussed and voted on. A 60% majority is required for endorsement.

## SECTION 19: ASSETS

1. All domain names and addresses, websites, social media accounts, party email accounts used by officers and party staff, and similar assets (hereafter “digital assets”) shall be owned by the Central Committee. Usernames and passwords shall be provided to the incoming chair within two weeks of his or her election. If permissions or administrative privileges must be modified to include the incoming chair, such modifications must be done within two weeks of his or her election. The county chair, or his or her designee, is responsible for maintaining subscriptions to digital assets.
2. The Central Committee has sole proprietary rights to all databases, membership lists, donor lists, mailing lists, and other such lists collected by the PCOs, precinct captains, or party volunteers. These lists shall be provided to the incoming chair, or his or her designee, within two weeks of election. The executive board shall establish and maintain data use and privacy policies, provide guidance of when and how such databases and lists may be shared with candidates and other political organizations, and who may have access to them. This subsection is not to be construed as asserting the Central Committee’s right to databases or lists maintained by the state party, other Republican organizations, or candidates solely because Central Committee or executive board members contributed to collection or volunteered with said other organizations.

## SECTION 20: VIRTUAL AND HYBRID MEETINGS

1. Any member of the Central Committee who cannot be physically present at a regular or special meeting, excluding the organizational meeting, may appear by internet-based meeting platform, such as Zoom or Microsoft Teams. The executive board or Central Committee may designate the platform and rules of participation. The chair may allow guests to participate in the same manner as Central Committee members.
2. With the verbal or written concurrence of a 2/3 majority of the executive board that meeting in person is impossible or impractical, the county chair may designate that a regular or special Central Committee be held entirely via an internet-based meeting platform. Such meetings shall be recorded and minutes taken as in the normal course of business.
3. Notwithstanding subsection 2 of this section, nothing prevents the county chair from electing to hold an executive board meeting via an internet-based meeting platform at his or her discretion. Similarly, nothing prevents a committee of the Central Committee from holding a committee meeting via an internet-based meeting platform at the discretion of the committee chair.

## SECTION 21. 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 meeting of the Central Committee. All amendments proposed by a member of the Central Committee shall be submitted to the county chair in writing not later than 28 days prior to the meeting of the Central Committee such amendments will be considered. The county chair shall send copies of the proposed amendments to all Central Committee members by mail, by electronic mail with electronic confirmation of receipt, or by publishing them in the county party newsletter, not later than seven days before the meeting at which they are to be considered.

## SECTION 20. 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.