

# Custer County Republican Central Committee

## BYLAWS

### Article I. Name

Section A. The official name of this organization shall be Custer County Republican Central Committee hereinafter shall be referred to as the CCRCC.

Section B. The CCRCC shall be affiliated with the Colorado Republican State Central Committee, (CRC) and the Republican National Committee (RNC).

Section C. Definitions

Ad Hoc: Shall be defined as a limited purpose and limited time event, committee or appointment. This may be made by the Chair with majority approval of the Executive Board. No voting rights or permanence is associated with any Ad Hoc event. Further any Ad Hoc Event of committee must cease at the end of the Executive Board's normal term.

Standing Committee: A permanent committee where the Chair of that committee is appointed by the CCRCC Chair. The Chair of the standing committee can vote on all issues presented to the CCRCC except the following: Organizational meeting, Bylaw changes, Custer County vacancies, and any other vote involving any removal of any member of the CCRCC of the Executive Board.

Parliamentarian: This is an appointed position by the Chair of the CCRCC and this person may also be a member of the CCRCC. This person will advise the Chair of the CCRCC as well as the CCRCC as to the governance of the meetings as applied by the most current edition by Roberts Rules of Order. This person's term is defined in Article III, Section H. This person, if a member of the CCRCC, may only vote their elected vote. They may also speak for or against a motion as well as propose a motion contingent upon the Parliamentarian temporarily relinquishing the position of Parliamentarian.

Notifications: All notifications referenced in these Bylaws to the members of the CCRCC shall be either in writing through the U.S. Mail or through e-mail to the addresses recorded on the official Roster. It shall be the responsibility of each member of the CCRCC to keep the Secretary up to date as to the accuracy of their contact information.

## Article II. PURPOSE AND OBJECTIVES

The primary purpose and objectives of CCRCC shall be:

- To elect Republican candidates to office.
- To achieve the objectives of the Republican Party at national, state and county levels.
- To perform the functions set forth in the election laws of the State of Colorado.
- To foster and encourage loyalty to the Republican Party.
- To carry out and endorse the purposes of the Republican Party as set forth in the platforms adopted by the County Assembly, State and National Conventions.
- To increase the effectiveness of the Republican Party in the cause of good government.
- To support elected national, state and county Republican officials.
- To cooperate, promote and support the State and National Party.
- To build the Republican Party locally and encourage youth programs and participation.

## Article III. Policy

Section A. The order of priority for all rulings shall be as follows: US Law supersedes all other questions. This shall be followed in the following order: Colorado statutes, RNC Bylaws, Colorado Republican Party Bylaws, CCRCC Bylaws and the most current edition of Roberts Rules of Order. The governance of the CCRCC shall be in this order. In the event of a conflict, the most restrictive will apply.

Section B. No candidate, for any designation or nomination for County office, shall be endorsed, supported or opposed by any county or district organization, auxiliary or group, committee or club given membership authorization by the CCRCC before the primary, unless such candidate is unopposed in the primary.

Section C. Be it recognized by all CCRCC members that:

It is incorrect to tell or coerce any individual on how he/she shall vote in any election. This is a right protected under the US Constitution. However, it is the policy of the CCRCC to not support or endorse any **Custer County** candidate prior to the primary (unless unopposed), and to support the candidates put forth by the primary election. If a member of any county or district organization, auxiliary or group, committee or club given membership authorization by the CCRCC cannot support the policies and objectives of the CCRCC, it shall be within the rights of the CCRCC to request that said membership remain passive on all procedures, or resign its position in the CCRCC. This includes the entire county or district organization, auxiliary or group, committee or club given membership authorization by the CCRCC.

- Section D. CCRCC Bylaws provide that all precinct committee persons (hereafter Precinct Committee Person (singular) of Precinct Committee People (plural) will be referred to as “PCP”, Executive Board members and elected Republican County officials shall be the county vacancy committee and shall fill any vacancy created by a resignation of a **County Commissioner**.
- Section E. All CCRCC members shall sign a statement that he/she has read the Bylaws of the CCRCC and agrees to abide by the said Bylaws or shall be required to resign his/her position of CCRCC. This is to include the designated representative and the entire membership of any county or district organization, auxiliary or group, committee or club having membership authorization by the CCRCC. If the entire membership of said county or district organization, auxiliary or group, committee or club cannot agree with the Bylaws, then the entire membership of said entity will cease to be a member of the CCRCC.
- Section F. No one, including any county or district organization, auxiliary or group, committee or club has the authority to represent the CCRCC in any manner unless there is prior written authorization, **for each instance**, from the CCRCC Executive Board and by a vote of the CCRCC membership.
- Section G. Political organizations using the name Republican must abide by Article XVII of the Bylaws of the Colorado Republican Central Committee.
- Section H. The Chair shall appoint a Parliamentarian for a two (2) year term.

#### **Article IV. Membership**

- Section A. All PCP, CCRCC standing committee chair persons, Executive Board members and elected County, State, National officials of the Republican Party and any County or District organization, Auxiliary or group, committee or club which resides within Custer County and has authorized membership approval, shall constitute the membership of CCRCC. Each member shall have one vote except that affiliated or allied party organizations shall be non-voting members. Chair persons of Standing Committees shall not be able to vote during the organizational meeting, on vacancies, or bylaw changes unless they are otherwise a member of the CCRCC.
- Section B. Vacancies **in the CCRCC**, occurring after completion of caucuses **and during the terms of office** of PCP shall be filled by a majority vote at a special or regular meeting of CCRCC. The CCRCC Vacancy Committee shall consist of all members of the entire CCRCC and shall be responsible for following the procedures outlined in this Section. For Chair vacancy, refer to Article V, Section C.

1. The Chair shall contact the entire CCRCC to ascertain if they know of any prospective candidates. The Vacancy Committee will contact any prospective candidates.
2. The candidate will then be interviewed by the Vacancy Committee in which such interview should include, but not necessarily be limited to, making the applicant aware of the CCRCC Bylaws and the requirements of being a PCP. Before favorable recommendation by the interviewing committee, the applicant must agree to abide by such Bylaws.
3. The Vacancy Committee shall submit all applicants to the entire CCRCC for any open position in the CCRCC as long as they meet the requirements set forth herein and regardless of whether they approve or disapprove of any applicant.
4. Applicants shall be presented to the CCRCC, as a whole, for a vote of approval at the next regularly scheduled CCRCC meeting, exclusive of the organizational meeting.
5. Vacancies shall not be filled during the reorganization or organizational meeting in February of odd numbered years.
6. The CCRCC has the authority and responsibility to remove from office any PCP who is not fulfilling his responsibilities adequately. (See duties under Article IX and Article X).

Section C: Removal Procedure for CCRCC Executive Board Member

1. Any elected member of the Executive Board of the CCRCC may be removed from office at any time for whatever cause the CCRCC may deem sufficient, by a vote of two-thirds of the entire eligible membership of the CCRCC (in accordance with Article IV, Section A of these bylaws). In order to have the request to remove an Executive Board Member considered, the request must be accompanied by a petition for removal signed by one-third of the entire membership.
2. Written notice shall be sent to each member of the CCRCC at least fifteen (15) days prior to the next regularly scheduled meeting.
3. The Executive Board Member that is in question shall have the option of a public or member's only meeting.
4. All reasons for this action will be aired to the CCRCC, (subject to Number 3 above) at the first meeting. The Executive Board Member will have the opportunity to speak at this first meeting for as long as they deem necessary.
5. At the second meeting, the Executive Board Member shall again be provided an opportunity to speak. Upon completion of the Executive Board Member's comments, a vote may be taken as stated in Article IV, Section C, subsection 1.

6. Any such action of the CCRCC shall be final.

## **Article V. Officers**

- Section A. The Executive Board and elected officers of the CCRCC shall consist of Chair, Vice Chair, Secretary and Treasurer. They shall assume their duties at the close of the organizational meetings in the odd number years and shall serve for a term of two (2) years or until their successors are elected.
- Section B. Should a vacancy occur in the office of the Chair, the Vice Chair shall call a special meeting within (15) days of the vacancy for the purpose of electing a new Chair. Notification shall be by U.S. mail, email and/or faxed. All other vacancies shall be filled at a regular or special meeting of the CCRCC.
- Section C. If a PCP is elected to the Executive Board they will immediately forfeit their precinct seat and the vacancy committee will be tasked to fill said vacancy.

## **Article VI. Nominations and Elections**

### Section A. Nominations

1. Candidates for Chair, Vice Chair, Secretary and Treasurer shall be nominated from the floor at the organized meeting in odd number years, (See Article VII, D).
2. Nomination for any office shall be made only by members of the CCRCC in person.

### Section B. Elections:

1. For any officers shall be a simple majority vote using a secret ballot, unless there is only one nominee for the office. In that case election shall be by voice vote.
2. If more than two persons are nominated for an office, and after three ballots no nominee has received the required majority vote, (unless one or more nominees have withdrawn during or following this balloting) the nominee receiving the least votes on each ballot thereafter shall be dropped from all subsequent ballots, unless one or more other nominees withdraw following such ballot. Balloting shall continue in this manner until a simple majority vote is cast for one nominee.

## **Article VII. MEETINGS**

- Section A. CCRCC meetings shall be held as scheduled and as needed.
- Section B. Call of all meetings of the CCRCC Shall be at least ten (10) days prior to the date of such meeting. The call shall state the date, time, place and the business intended at such meeting. The call shall not limit the business to those items.
- Section C. At all CCRCC meetings, except the organizational meeting, time shall be allotted for non-members of the CCRCC to voice their issues and/or concerns.
- Section D. The Organizational meeting of the CCRCC shall be held in odd number years during the period between the first (1<sup>st</sup>) and the (15<sup>th</sup>) day of February. The purpose of said meeting shall be to elect a Chair, Vice Chair, Secretary and Treasurer and to conduct other business that may properly come before it.
- Section E. A QUORUM of the CCRCC is THIRTY THREE PERCENT (33%) of the recognized members of the regular membership represented in person, or by proxy. Once the presence of a quorum has been established, the departure of members shall not be a cause for adjournment.

## **Article VIII. VOTING AND PROXIES**

- Section A. Voting members of CCRCC shall be:
1. Elected Officers of CCRCC (Article V, Section A.)
  2. Precinct Committee People (PCP)
  3. Elected Custer County Republican officials
  4. Republican elected officials who reside within Custer County
    - a. U.S. Senators and Representatives
    - b. State Senators and Representatives
    - c. Elected State Officials
    - d. Elected Republican District Attorney

On matters not concerning the election of officers of the CCRCC, vacancies and bylaw changes the chairs of standing committees shall be allowed to vote.

- Section B. Voting by duly executed proxy is authorized. A member may give a proxy to another duly elected/appointed member. The CCRCC will recognize a signed proxy, a proxy by email or fax. A telephone proxy is given only to the Chair or the Secretary. In the absence of the Chair, proxies retained by the Chair shall automatically transfer to the acting Chair. A voting member of the CCRCC shall make every effort to give a proxy in case of an absence.
- Section C. A proxy shall apply only to the meeting stated on the proxy.
- Section D. The individual designee by proxy must be a qualified member of the Custer County Republican Central Committee.
- Section E. Voting, with the exception of a contested election of officers, shall be by VOICE, STANDING and OR SHOW OF HANDS. At any time a CCRCC member may move that a vote be taken by secret ballot. An affirmative vote of the majority voting on the motion shall determine how the balloting is to be taken.
- Section F. CCRCC members holding multiple offices shall not be entitled to more than one (1) vote, excluding proxies.
- Section G. All proxies of members absent at roll call shall be submitted to the secretary prior to the meeting being called to order.
- Section H. The secretary shall record the CCRCC members whose proxies he/she has received and the designee authorized to vote at that meeting.

**Article IX. BOARDS AND COMMITTEES**

- Section A. The Executive Board shall consist of the Chair, Vice Chair, Secretary and Treasurer. They shall meet at the pleasure of the Chair, and attend to matters brought forth by the Chair.  
  
The Executive Board may interview all local non-incumbent Republican candidates prior to the County Assembly. The primary purpose of which is to inform the candidate of the potential experiences to be faced in their campaign.
- Section B. The Executive Board shall hear and determine party controversies (other than delegate contests) subject to review by CCRCC. **Delegate contests are heard by the State CRC, per Article XV: Controversies, Section A. 2.0**
- Section C. All PCP, Executive Board members and elected Republican County officials shall be the county vacancy committee for the replacement of any Republican County Commissioner. The vote shall be by majority of those present at the meeting convened to fill the vacancy. Notice of such meeting shall be provided at least two (2) days in advance, with

email or telephone notification being sufficient to meet the criteria. Said vacancy shall be filled within (15) days after the occurrence of the vacancy. (Colorado Revised Statutes, Title 1)

Section D. When a vacancy occurs in any other county office, the County Vacancy Committee shall make recommendations promptly to the County Commissioners concerning an appointment to fill such vacancy.

Section E. The Executive Board shall include all of the members as stated in Article V, Section A of these Bylaws.

Section F. The Executive Board shall create and appoint such committees as are deemed necessary for the proper functions of the organization. These appointments shall be no longer than the current term of the Executive Board.

The standing committees and their functions shall be:

1. Finance (fund raising social functions, budget and audits).
2. Vacancy (recruits PCP).
3. Public Relations (notifies media of meetings and events, issues, press releases and contacts guest speakers).
4. County Campaign Coordinator (chooses members from all parts of the county to help promote local, state and national candidates and shall organize, set up, and conduct Meet the Candidates forums and debates).
5. Young Republicans (set up and organize a club for young Republicans in Custer County).
6. A Web Administrator will be responsible for all functions of the CCRCC website and any other technical issues as determined by the Chair.

Any Ad Hoc committees.

Section G. The four (4) Elective Officers (Executive Board) of the CCRCC, Chair, Vice Chair, Secretary and Treasurer may be designates to the state assemblies and/or conventions.

*\*\*Colorado Republican Bylaws: Article XIII, (B)-(3) County assembly and/or convention shall elect from among its members all delegates to every state or congressional assembly or convention, to any multi-county senatorial or representative assembly, and to every judicial assembly*

Section H. No member of the Executive Board of the CCRCC may support or endorse any candidate prior to the primary (unless such candidate is unopposed) unless such candidate is member of the Executive Board

person's immediate family. The Executive Board person may not identify themselves as a member of the CCRCC or a member of the Executive Board. They shall not participate in any adverse campaigning or speak ill of any fellow Republicans.

## **Article X. DUTIES OF OFFICERS**

Section A. The Chair shall act as the Chief Executive Officer of the CCRCC.

He/She shall:

1. Preside at all meetings of CCRCC, Executive Board and County Republican Assembly.
2. Observe and enforce the Bylaws of CCRCC.
3. Be responsible for promotion of the party platform.
4. As Chair, remain neutral on all issues brought forth before the CCRCC membership.
5. Be responsible for CCRCC finances.
6. See that the appropriate training and information is given to PCP.
7. Supervise the keeping of adequate records for CCRCC.
8. Be a member of the Colorado Republican Central Committee.
9. Call special meetings of the Executive Board when deemed necessary.
10. Appoint a Parliamentarian at each meeting or for a two (2) year term.
11. Appoint all CCRCC committee chairs with the concurrence of the Executive Board.
12. Be ex-officio of all CCRCC committees.
13. Observe the rules and regulations of the County Assemblies.
14. Appoint Credentials, Resolutions, and Teller committees prior to the County Assembly.
15. Act as Chair upon the convening of the County Republican Assembly.
16. Submit to CCRCC a budget no later than two (2) months following the organizational meeting in even numbered years.

17. The Chair may speak on any issue before the CCRCC by passing the Chair to the Vice-Chair for the privilege of speaking on an issue. The Chair may resume the Chair when the Chair has completed speaking. The Chair must remain neutral on all issues before CCRCC while they are Chair.

Section B. The Vice Chair Shall act in case of death, resignation or absence of the Chair, and in such emergency, shall perform all necessary duties of the Chair until a new Chair is elected.

1. Be a member of the Colorado Republican Central Committee.
2. Perform other Duties as deemed necessary by the Chair.

Section C. The Secretary shall be chief clerical officer of CCRCC.

He/She shall:

1. Record all CCRCC and Executive Board proceedings.
2. Be custodian of all CCRCC books, papers and records.
3. Send notice (time, place and purpose) of CCRCC meetings.
4. Send notices to all CCRCC members at least ten (10) days before a meeting.
5. File the CCRCC bylaws and rules with the Secretary of State in accordance with the Colorado Revised Statues, Title 1.
6. Be a member of the Colorado Republican Central Committee. Provide State Party Headquarters with the names, addresses and phone numbers of all newly elected and re-elected CCRCC officers immediately following the elections at the organizational meeting held in January of odd numbered years.
7. Perform other duties as deemed necessary by the Chair.

Section D. The Treasurer shall act as financial officer of CCRCC.

He/She:

1. Keep an account of all CCRCC expenditures and income.
2. Present a financial report at each meeting.
3. File with appropriate authorities all statements and reports required by federal, state and county laws, with copies to CCRCC secretary.
4. Serve as a member of CCRCC finance committee.

5. Disburse funds as authorized by the CCRCC.
6. Be custodian of all CCRCC funds, books, papers and all records pertaining to his/her office.
7. Perform other duties as deemed necessary by the Chair.

## **Article XI. PRECINCT COMMITTEE PERSON DUTIES**

Section A. Precinct Committee Person (PCP) is a duly elected office, elected by the people at the caucus meeting to be their representative in the Republican Central Committee.

The PCP's main duty is to organize their precinct to encourage Republicans to vote on Election Day for all Republican candidates and issues supported by a majority vote of CCRCC.

He/She shall:

1. Find a suitable location for the caucus to be approved by CCRCC.
2. Post the notice of caucus signs at the selected caucus locations no later than ten (10) days prior to precinct caucus day.
3. Conduct the precinct caucus as provided in these bylaws. **Follow the agenda provided by the CCRCC.**
4. Complete the caucus precinct reports immediately following the caucus and file with CCRCC Secretary.
5. Expected to attend the meetings duly held during a calendar year.
6. Abide by CCRCC bylaws (*Article III, Section E*).
7. Assist finance chair in all fundraising and social events.
8. Support and comply with the policies approved and set by the Republican National Committee, Colorado Republican Committee and the Custer County Republican Central Committee.
9. At and prior to primary elections, provide similar services for all County Republican Candidates without regard to incumbency. If the CCRCC member wishes to support Custer County Republican candidates prior to the primary the following guidelines must be followed:
  1. They do not identify themselves as members of the CCRCC.

2. They do not participate in any adverse campaigning regardless of any actions taken by them or other candidates.
3. They shall not speak ill of any fellow Republican.

## Article XII. PRECINCT CAUCUSES

Section A. The precinct caucus is a meeting prescribed by the state statute or as designated by the Secretary of State in even-numbered years. The caucus is to be held within the precinct, or at a public place in or proximate to each precinct to elect delegates to county assemblies, elect PCP, discuss and submit resolutions for public issues permitted within the rules of the Republican party. Resolutions must be decided by a majority vote of the Precinct Caucus.

Section B. Voting members of the caucus must be:

1. A resident of the precinct for thirty (30) days, Colorado Revised Statutes, Title 1.
2. Affiliated with the Republican Party for at least two (2) months as shown on the registration books of the Custer County Clerk and Recorder. However, any registered Republican who has attained the age of eighteen (18) years within the two (2) months immediately preceding the caucus, or any registered Republican who has become a naturalized citizen within the two (2) months immediately preceding the caucus, may vote.

Section C. Caucus Procedures (Follow the Agenda provided)

1. Elect Co-Chairs and appoint a Secretary.
2. Elect the number of delegates and alternates to the County Assembly stated in the Call published by CCRCC. **Delegates and alternates must be present to be elected.**
  - a. Plurality vote shall elect. (*Colorado Election Law 1-4-602*).
  - b. A tie for the last available place shall be determined by lot.
  - c. Cumulative voting (which allows an elector to give more than one (1) vote to a single candidate) shall not be permitted.
  - d. No proxies shall be permitted or recognized in any caucus.
3. Elect two (2) PCP per precinct.
4. Each PCP shall hold said position for a term of two (2) years after the date of his/her election, and each shall serve until his/her successor is duly elected or appointed and commences his/her term of office.

Section D. Persons receiving the highest number of votes will be delegates and alternates to the county assembly. **The list of delegates and alternates elected shall be in order of votes received.** The CCRCC determines the number of delegates and alternates from each precinct to be members of the county assembly.

## **Article XIII. COUNTY ASSEMBLIES**

Section A. Designation:

1. County Assemblies shall be held in accordance with Colorado Revised Statutes, Title 12. No person shall be eligible for designation by the Assembly as a candidate for nomination at any Primary election unless such person has been affiliated with the political party holding the Assembly for at least two (2) months presented by the applicable law or CRC bylaws preceding the date of the caucus, as shown by the official records of the County Clerk.
2. The Assembly shall be governed by Robert's Rules of Order, Newly Revised.
3. A Sergeant-at-Arms, Teller Committee, Resolutions Chair, Credentials Committee Chair, and Rules Committee Chair may be appointed by the Chair.
4. No precinct delegations shall be bound or forced to vote as a precinct unit.
5. Each delegate shall be free to cast a vote as he/she sees fit.
6. In order to avoid the appearance of favoritism toward candidate(s), County Assembly Delegates who hold a position on the Executive Board of the CCRCC shall not nominate or second candidates at the County Assemblies.
7. The Assembly shall take at most two (2) ballots on candidates for each office to be filled at the ensuing general election and within the jurisdiction of the Assembly. (Colorado Revised Statutes, Title 1)
8. Every candidate receiving the amount of votes specified by law of the duly accredited delegates to such Assembly shall be certified by affidavit of the Presiding Officer and Secretary of the Assembly.
9. Such affidavit for county officers shall be filed by the CCRCC Secretary in the Custer County Clerk and Recorder office. Affidavits for all higher offices than county offices shall be filed at the office of the Secretary of State. All certificates shall be filed within four (4) days after the adjournment of the Assembly. (Colorado Revised statutes, Title 1)
10. Each candidate designated by the Assembly shall file his/her written, notarized acceptance with the County Clerk with whom his/her certificate of

designations is filed within ten (10) days after the adjournment of the Assembly.

11. Delegates to a County Assembly must be present at the time the Assembly convenes, or they will be replaced by the first alternate elected at the Precinct caucus for the purpose of voting on candidates and other business conducted.
12. Should a delegate absent himself/herself after being seated, the Chair shall replace the delegate with the first alternate elected by the Precinct caucus.
13. The County Assembly shall ratify the list of PCP. The Presiding Officer and Secretary of the County Assembly shall file a certified list of the names and addresses, by precinct, of those persons elected as PCP with the County Clerk and Recorder within (10) days after the date of the County Assembly.
14. No proxies shall be allowed or recognized in any assembly. Any vacancy shall be filled by an alternate present, selected from the list of alternates by numerical order, beginning with the first alternate from that precinct.
15. **County Assembly delegates and alternates wishing to be elected to State and other assemblies MUST BE PRESENT to be nominated. The four (4) members of the Executive Board are automatic delegates to the State Assembly.**

#### **Article XIV. PROCEDURES FOR RESOLUTIONS**

1. Resolutions may be presented in writing as a motion, with no more than 250 words, at Caucus meetings.
2. Resolutions approved in Caucus will be presented during the following County Assembly with the Caucus Minutes to be voted on by the Delegates.
3. Resolutions approved in County Assembly will be submitted to the following State Assembly for approval by the Custer County Central Committee Chairman, in accordance with State Assembly Bylaws.

#### **Article XV. AMENDMENT OF BYLAWS**

Section A. These bylaws may be altered, amended or changed by a majority vote of a quorum of CCRCC at any meeting as long as the following requirements are met:

1. Any proposed change to these bylaws must be presented as new business at a regular meeting of the CCRCC. The proposed change must be recorded in the minutes, and provided to all members of CCRCC at least seven (7) days prior to the next scheduled regular meeting.

2. Discussion of the proposed change shall be held at a subsequent regular meeting of the CCRCC. Notes of the discussion and the final version of the proposed bylaw change must be provided to all members of CCRCC at least fourteen (14) days prior to the next scheduled meeting.
3. The final vote to adopt the change will be held at the next scheduled regular meeting of the CCRCC subsequent to the meeting where the discussion was held. It will take a 60% vote of a quorum of CCRCC at the meeting to amend the bylaws.

Section B. If previous notice was not given in the call, unanimous consent of the CCRCC members present (or by electronic poll) must be obtained before an amendment may be offered.

Adopted this 30th Day of December 2015

Chair: \_\_\_\_\_  
Sheron Berry

Secretary: \_\_\_\_\_  
Donna L. Hood