## County Sample Bylaws (July 2023)

## ARTICLE I-Membership Section 1. Eligibility

Members of the County Central Committee are the Committeemen and Committeewomen elected pursuant to law. Prior to election, each member must have been both a registered voter and resident of the county and committee district (township, ward, or precinct) for at least one year.

## Section 2a. Vacancies

(a) A resignation by any Member or Officer from the County Committee will become effective when received in writing by the Chairman or Secretary of the County Committee unless there is a specific time designated in the notice for such resignation to take effect.
(b) A vacancy shall be deemed to have occurred when any of the following occur:

1) A Member ceases to reside within the ward or township from which elected. 2) A Member fails to attend four (4) consecutive properly noticed meetings or provide his/her proxy. 3) There exists a lack of a person filing for the position. 4) A Member resigns or dies. 5) A tie between two persons on the ballot, which shall be decided by a full vote of the committee.

## Section 2b. Active/Inactive Status

Insofar as the proper functioning of the County Committee requires the participation of its members, and members are appointed or elected to represent their Ward or Township, failure to participate is detrimental to the Republican Party, the County Committee, and constituents within the member's ward or township.

A Committeeman or Committeewoman will be deemed "inactive" for missing three consecutive regular or special meetings, duly called in accordance with Article I, Section 2a. The terms "active member" and "active members" will hereafter refer to only "active members." A member designated "inactive" will attain active status upon personal attendance at the next regular scheduled or special county committee meeting, or on the biennial reorganization meeting date. For non-participation due to unusual circumstances, leave may be granted by the Chairman or Chairwoman.

## Section 3 - Nominations and Election

(a) Once a vacancy is announced, it shall be the duty of the Executive Committee to seek out at least one person whose consent has been given to fill such vacancy.
(b) In the event there be only one nominee to fill such a vacancy, voting may be by voice; however, if there be more than one nominee for the same vacancy, the election shall proceed by secret ballot. A vacancy may be filled with a majority vote.
(c) The person selected to fill the vacancy shall serve the remainder of the vacant term.

## Section 4. Responsibilities

Each member is responsible for the activity and functioning of the Republican Party and its structures within the County Committee District. These activities and functions include: (1) Attend meetings of the County Committee. (2) Support candidates of the Republican Party. (3) Each member is responsible for the activity and functioning of the Republican Party and its structures within their County Committee Ward or Township.

## ARTICLE II - Officers and Committees Section 1. Description

The officers of the County Committee shall consist of a Chairman, Vice-Chairman, Secretary, and Treasurer. They shall be elected according to the laws of the State (Section 115.615, RsMO - see appendix A) and the Constitution and Bylaws of the Missouri Republican Party. All officers hereafter defined must be residents of the county.

## Section 2. Chairman

The Chairman shall preside at all meetings of the County Committee. If the Chairman is absent, unable, or unwilling to preside, the Vice-Chairman shall do so. The Chairman shall manage the affairs of the County Central Committee between meetings. He/She shall preserve decorum and order at all meetings and shall rule on all questions of order. Such rulings, however, can be overridden by a majority vote of the Members present and voting. He/She will co-sign all checks with the Treasurer in excess of $\$ 150.00$, and will have the power to appoint a temporary secretary to act in the absence of the Secretary.

## Section 3. Vice-Chairman

The Vice-Chairman shall perform the duties of the Chairman in his or her absence. It shall be the job of the Vice-Chairman to seek new members willing to fill any vacancies on the County Committee, unless the County Committee shall assign the responsibility elsewhere.

## Section 4. Secretary

The Secretary shall attend all meetings of the County Committee and shall keep an account of the proceedings to be recorded in a permanently maintained book. The Secretary shall provide a five (5) day advance meeting notice in writing to each County Committee member. The County Committee may adopt an alternative notice method by
a unanimous decision. During the absence of the Secretary, the presiding officer shall appoint one of the members to act as Secretary. Following the election of officers, the Secretary shall send the Missouri Republican Party a written list of the current names and addresses of all officers of the County Committee. If the Secretary is not an elected or appointed member of the County Committee, he or she shall not be a voting member.

## Section 5. Treasurer

The Treasurer shall attend all meetings of the County Committee. If the Treasurer is not an elected or appointed member of the County Committee, he or she shall not be a voting member.

The Treasurer shall receive all monies and shall disburse funds only by check. The Chairman/Chairwoman shall also be permitted to disburse funds up to $\$ 1000.00$ with the approval of the Executive Committee. The Treasurer shall keep proper books of all receipts and disbursements, which shall be open to the inspection of any Member of the County Central Committee at any reasonable time.

The Treasurer shall make a consolidated quarterly report to the County Chairman on receipts and disbursements. All records of the Treasurer are official records of the County Central Committee. He/She shall report at every regular meeting of the County Central Committee on all receipts and disbursements of the last period and year to date. The Treasurer shall make all disbursements by check, signed by the Treasurer and the Chairman, except that checks or other disbursements of $\$ 150.00$ or less may be signed or made by either the Treasurer or the Chairman.

The Treasurer shall file all financial reports required by law to local, state and federal authorities, and provide copies of all reports submitted if requested by the chairman. He/She shall keep informed of laws regarding contributions and expenditures by political committees and the requirements for complying with said laws and provide the information to the Committee when necessary.

## Section 6. Executive Committee

a) An Executive Committee will be comprised of the Chairman, Vice-Chairman, Secretary, and Treasurer. The County Committee Chairman will be Chair, and the County Committee Secretary will be Secretary thereof. Voting privileges will be consistent with Article II, Section 4 and Section 5.
b) The Executive Committee is hereby authorized to act on behalf of the County Committee, or between meetings of the County Committee when timely action is required and it is not possible to have a duly called special meeting of the County Committee. Such actions will be reported at the next meeting of the County Committee.
c) The Executive Committee will annually present a plan of programs and priorities to the County Committee for its approval.

## Section 7. Subcommittees

The Chairman/Chairwoman of the County Committee may appoint any other standing or special committees as deemed necessary and may name the chairman of any committee so created. The Chairman and Vice-Chairman of the County Committee shall be members of all such committees.

## ARTICLE III - Meetings

## Section 1. Organizational Meeting

The County Committee shall meet to reorganize every two (2) years after the August primary election or as prescribed by Missouri laws (ref. appendix A). As the first issue of the
reorganization meeting of the County Committee, the County Committee may, by the traditional voting method (one vote per person) with a simple majority vote of a quorum, determine the voting method to be utilized by the County Committee and define any and all issues of the County Committee to be determined by the voting method. The County Chairman may appoint a Rules Committee to establish the rules governing the reorganization meeting.

## Section 2. Regular and Special Meetings

a) The County Committee shall hold at least one meeting per month, at a time and place designated by the chairman.
b) Special or regular meetings of the County Committee may be called at any time for a specific or general purpose, respectively, by the Chairman, by the Vice-Chairman acting in the capacity of Chairman, or by request of one half of the active members. The only business to be conducted at a special meeting is that for which it was called.

## Section 3. Meeting Notice

Notice of the exact time and place of regular and special meetings shall be conveyed by text or e- mailed to each member of the Committee by the Secretary, Chairman, or Vice- Chairman at least five (5) days before the date of such meeting, unless an alternative notice method has been unanimously adopted by the County Committee.

## Section 4. Quorum

a) A simple majority of the elected County Central Committee members, present in person or by lawful proxy, shall constitute a quorum when assembled together at a duly called meeting of the committee. These votes may be represented by active members in person or by the duly held proxy of active members. At least one voting officer must be present. Only active members count toward a quorum.
b) Each proxy shall be written, shall be signed by the County Committee member giving the proxy, and shall describe the proceeding for which the proxy is to apply. A proxy must be held by a qualified voter of the ward, township or sub-district of the committee member giving the proxy. Only active members may give their proxy for regular or special meetings. Any one person shall vote no more than one (1) proxy. Proxies shall relate only to a single meeting of the County Central Committee and shall have been executed not more than thirty (30) days prior to such meeting.
c) Proxies shall be authenticated by the Secretary and the Parliamentarian, if one has been appointed by the Chairman, and may be admitted or rejected by the Chairman
if authentic but not otherwise in compliance with this section of the bylaws. All proxies offered shall become part of the official records of the County Central Committee and shall be retained for at least two years from the time they are offered.

A suggested proxy form is as follows:

## CONVEYANCE OF PROXY

I, $\qquad$ , being a qualified member of the County Central Committee of the Missouri Republican Party hereby appoint Committee meeting on the $\qquad$ day of $\qquad$ oo vote for me at the County

Date:
Signature of Committee Member:

## Affidavit of Qualification

As holder of this proxy, I do hereby state that I am a registered (Republican) voter in the County Committee District represented by . I reside at

## Proxy's Signature: ATTEST:

Secretary, Name of County Committee. NOTE: This sample form can be downloaded from www.lafayettecountymogop.com.

## Section 5. Order of Business

The order of business at each regular meeting may be set by the Chairman, or may follow this outline:
a) Prayer \& Pledge
b) Roll Call
c) Minutes of the last meeting
d) Appointments
e) Reading of letters, communications and bills
g) Unfinished business
h) New business
i) Adjournment

## Section 6. Executive Committee Meetings

The Executive Committee may confer by email, teleconference, or in person at such time and place designated by the Chairman as is necessary to conduct its business.

## ARTICLE IV - Amendments Section 1. Procedure

These bylaws may be amended within 60 days of the reorganization meeting of the County Central Committee by the affirmative vote of a simple majority of the active members of the County Committee voting in person or by proxy. Following the 60-day period, these bylaws may be amended at any meeting of the County Central Committee by a two-thirds vote of the active members of the County Central Committee. Any proposal to amend shall be made in writing, filed with the Secretary at least two weeks before the meeting in which the proposed amendment will be voted upon, and included in the Secretary's notice of such meeting for Committeemen and Committeewomen to review prior to meeting.

## Section 2. Filing Requirement

Before any amendment takes effect, a copy must be sent to the Missouri Republican Party Headquarters to be filed.

## ARTICLE V - Parliamentary Authority

Except where inconsistent with these by-laws, Robert's Rules of Order, Newly Revised, shall govern all proceedings of the County Central Committee or committees appointed by the Committee Chairman. The Chairman may appoint a Parliamentarian to interpret the rules either temporarily or for the rest of his term if he/she so chooses.

## ARTICLE VI - Contact Information

All members shall have a continuing duty to keep the Chairman and Secretary informed of their current address, telephone number, and e-mail.

## APPENDIX A

Section 115.615, RsMO. In years when a primary election is held pursuant to subsection 2 of section 115.121, each county committee shall meet at the county seat on the third Tuesday of August. In each city not situated in a county, the city committee shall meet on the same day at such place within the city as the chair of the current city committee may designate. In all counties of the first, second and third classification the county courthouse shall be made available for such meetings and any other county political party meeting at no charge to the party committees. At the meeting, each committee shall organize by electing one of its members as chair and one of its members as vice chair, a man and a woman, and a secretary and a treasurer, a man and a woman, who may or may not be members of the committee. The county chair and vice chair so elected shall by virtue thereof become members of the party congressional, senatorial and judicial committees of the district of which their county is a part.

## APPENDIX B - some County Central Committees amend their bylaws to include Republican Auxiliary Members (Pachyderms, Republican Women, College Republicans, Young Republicans, etc.)

Auxiliary Members are individuals who are interested in helping and assisting their Ward or Township Committeeman and/or woman. Auxiliary Members will be nominated by their Committeeman or Committeewoman. Auxiliary Members will be invited to the County Central Committee Meetings by their Committeeman or Committeewoman to be recognized and permitted to speak on the floor. Auxiliary Members may take part in discussions and will be expected to take an active part in the County Republican Party (door to door lit drops, sign planting, phone banks, vote id, etc.). They will not have a vote on any Central Committee matters.

Auxiliary Members shall: (a) Live in the Ward or Township they serve. (b) Be registered voters of the county. (c) Be committed to Republican values. (d) Support Republican candidates. (e) Commit a two-year term.

Auxiliary Members will be limited to two individuals per Ward or Township. The Committeeman or Committeewoman will provide the names, addresses and phone numbers for each Auxiliary Member to the Secretary of the Central Committee.

This Article shall be initially in force upon approval by the Central Committee for a period of two years, upon which time it shall be revisited by the Central Committee and made either permanent or removed.

