

# **Park County Republican Central Committee Livingston, Montana**

## **BY-LAWS**

Adopted February 6, 2008

Amended May 31, 2012

### **Article I: Authority and Purpose**

The Park county Republican Central Committee (hereinafter: "Committee") is established by direction of the Montana Republican Party Rules. The By-Laws of the Committee will not be inconsistent with the guidelines of federal/state laws, local ordinances, and the rules of the Republican National Committee and the Montana Republican Party as much as possible. When deviations are unavoidable, they will be coordinated with the Montana Republican Party.

The purpose of the Committee and its members is to assist and support Republican Party candidates for and in local, county, state, and national governmental offices. Additionally, they will assist in the generation and promotion of the principles and platforms of the Republican Party via communication, education, and interaction with the general electorate.

### **Article II: Effective Date**

These rules define the conduct of the committee and shall become effective at the time of their adoption. They will remain in force as stated herein unless amended in accordance with Article XII herein.

### **Article III: Membership**

Membership in the Committee will be in accordance with the Montana Republican Party rules.

Regular Members. All duly elected or appointed precinct committeemen and precinct committeewomen, plus all duly elected officers of the Park County Central Committee.

Honorary Members. All Republican residents of Park County holding public office are Honorary Committee members of the Central Committee. These members are granted full privileges and deference with the exception of voting.

Associate Members. Any Republican resident of Park County may become an Associate Committee member on approval by the Central Committee by secret ballot. Associate members are invited to participate in all committee activities except voting. Associate Members may be removed by majority vote of the Central Committee.

#### **Article IV: Officers**

The Committee shall elect its officers in accordance with the Montana Republican Party Rules.

#### **Article V: Duties of Elected Officers**

**The County Chair** shall preside over the meetings of the Committee and the County Executive Committee. He or she shall be an ex-officio member of all committees, and bear the responsibility of overall management and supervision of the Central Committee. The Chair will notify the members of the Central Committee of the time and place of all scheduled meetings 4 days prior to the meeting in accordance with the Title 13 Election Laws of the State of Montana.

**The County Vice-Chair**, in the absence of the Chairman, shall perform the duties of Chairman. The Vice-Chair will also perform duties as assigned by the Chair. In the event the Chairman and Vice-chairman are absent, the Chairman may appoint a temporary Chairman to fill the gap as necessary.

**The Secretary** shall:

- Keep and maintain the minutes of all Committee meetings.
- Conduct roll call at all Committee meetings.
- File Committee documents with the government agencies as necessary (with the exception of those specifically assigned by law to the Treasurer).
- Handle or prepare correspondence at the direction of the Chair.

**The Treasurer** shall handle the internal finances of the Committee. The Treasurer shall:

- Prepare a monthly financial report to be presented at the monthly Committee meetings.
- Maintain the Committee bank account.
- Submit the C-6 reports as required to the Commissioner of Political Practices in Helena, in accordance with the Campaign Finance Report Calendar provided by that office.
- Disburse funds as directed by the Committee or the Executive Committee. All checks will require the signature of the Treasurer plus one additional signature from a list of signatories established by the Committee.

**The State Committeeman and State Committeewoman** shall represent Park County on the State Central Committee; and act as a liaison between the Committee and the Republican State Central Committee. They are encouraged to expand the membership and strength of the Central Committee.

**The Congressional Committeeman and Congressional Committeewoman** shall represent the County on any Congressional District activity or committee; and serve as host and hostess to all official visitors from outside the State. They shall also assist any Republican Congressman with campaign or other activities as needed in Park County

**The Financial Chairman** shall oversee and coordinate fund-raising activities for the Committee. He or she will communicate with the State counterpart and advise the Committee accordingly.

#### **Article VI: County Executive Committee**

The County Executive Committee is established to act on behalf of the County Central Committee when the exigencies of time and circumstances require action prior to the forthcoming monthly meeting of the Central Committee.

The Executive Committee shall consist of the Chair or the Vice Chair plus any other two members of the Committee.

The Executive Committee shall be convened by direction of the Chair or Vice Chair or a majority of the Central Committee.

The Executive Committee is empowered to authorize the disbursement of funds up to \$300.00 for any particular event.

Any action taken by the Executive Committee will be reported to the Central Committee at the next scheduled Central Committee meeting.

#### **Article VII: Appointive Officers and Committees**

The Chairman shall have the power to appoint such special or standing committees as may be deemed necessary or desirable from time to time.

## **Article VIII: Vacancies**

In the event a precinct committee position becomes vacant prior to the normal election cycle, it is the responsibility of the Committee to appoint a replacement as soon as possible. This appointment will remain valid until the next election. It is recommended that the Vice-Chair form a committee if necessary, to identify a candidate for this position.

In the event that an office becomes vacant, the position will be filled by due process by the Committee at its next scheduled meeting. In the event the Vice Chair fills the position of Chair, then the Vice Chair position would become vacant and would require Committee action.

## **Article IX: Central Committee Meetings**

Monthly meetings of the County Central Committee are normally open to all interested persons. However, the Chair is authorized to limit attendance of non-members as may be deemed necessary. Normally, monthly meetings of the Committee shall be held on the first Wednesday of each month.

The time and place shall be determined by the Chairman/Chairwoman of the Central Committee. Consensus is encouraged.

The following checklist is a guideline for the monthly meeting agenda.

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Minutes of previous meeting
5. Treasurer's Report
6. Announcements
7. Committee Reports
8. Unfinished Business
9. New Business
10. Adjournment

A quorum shall consist of at least a majority of currently eligible voters on the Park County Republican Central Committee (amended 5-31-12)

Unless otherwise provided, motions on the floor will require approval by a majority of those Precinct Committeemen/committeewomen present for a motion to be "passed".

Voice vote will normally suffice. In the event there is more than one candidate for a committee office, written secret ballots will be used.

A secret ballot will be used for voting on any issue on the request of any voting member of the committee.

**Meetings.** Meetings of the County Central Committee may be called (1) by the County Chairman, (2) by a majority of members of the County Executive Committee, or (3) by a majority of the members of the County Central Committee.

#### **Article X: Conventions**

1. Delegates to the State Delegate Convention will be elected in accordance with the Montana Republican Party Rules.
2. Unless specifically rejected by due process, county delegates to any state convention can expect the Committee to pay the dues for that convention.

#### **Article XI Protocol**

1. Robert's Rules of Order shall govern the conduct of all meetings of the Committee insofar as they are not inconsistent with the By-laws.
2. Public statements will not be made, nor will literature be released on behalf of the Committee without approval by the Executive Committee.
3. High standards of courtesy and good manners are expected by the Chair and by the Sergeant-at-Arms.
4. Proxies are acceptable for delegates to state and national conventions.
5. In extreme cases, where a quorum of the Central Committee is unattainable, absentee ballots (including telephonic) are acceptable.

#### **Article XII: Amendments**

These rules may be amended by a 2/3 vote of all voting members. Normally, the proposed amendment will be presented at the meeting prior to the meeting where the vote takes place. Committee members who are absent when the proposal is made, will be advised of the proposal prior to the forthcoming meeting

#### **Article XIII: Voting in Absentia**

Telephonic Ballots and Absentee Ballots are authorized in those cases and only in those cases where a Super Majority is specified or clearly desired. Therefore, such voting is authorized for and limited to the following activities.

1. Amendment of By-Laws
2. Election of Committee Officers

**Approval:** These by-laws approved by the Park County Republican Central Committee on February 6, 2008.

Shiell Anderson  
Chairman  
Rules Committee

Nelson Allen  
Chairman  
Central Committee

Bill Moser  
Secretary