

BYLAWS OF ARIZONA LEGISLATIVE DISTRICT 25
REPUBLICAN COMMITTEE

ARTICLE I – NAME

The name of this organization shall be the Arizona Legislative District 25 Republican Committee, hereinafter referred to as “the District.” The District is affiliated with the Arizona Republican Party (AZGOP) and the Maricopa County Republican Committee (MCRC).

ARTICLE II – OBJECT

The object of the District is to protect the inalienable rights endowed to us by our Creator as enumerated in the Declaration of Independence, and to limit government to its proper role as defined in the United States Constitution and Bill of Rights. In pursuance thereof, the object of the District shall further be to:

1. Support and elect Republican candidates who promote Republican ideals;
2. Encourage Republicans who promote Republican ideals to run for elective office;
3. Promote Republican appointments to commissions, committees, and other appointive public offices;
4. Assist in voter registration and promote Republican voter participation in elections;
5. Recruit and educate precinct committeemen (PCs);
6. Maintain a permanent Republican precinct organization;
7. Increase the effectiveness of Republican volunteers in the cause of good government through active political participation;
8. Promote an informed electorate through political education.

ARTICLE III – MEMBERSHIP

The membership of the District shall be all elected and appointed Republican PCs of Arizona Legislative District 25, Maricopa County. Those members must reside in the precinct in which they were elected / appointed into office.

A. Rights

Elected and appointed PCs possess all rights of membership, except that only elected PCs may:

1. Vote at District statutory organizational meetings;
2. Serve as District Chair;
3. Serve as State Committeemen (SCs);
4. Vote for nominees to fill vacancies in the State Legislature.

B. Duties

1. Support the Object of the District;
2. Elect the Officers of the District;

3. Inform and serve registered Republicans in their precincts;
4. Campaign on behalf of Republican candidates;
5. Carry nominating petitions and distribute election information and candidate literature;
6. Distribute signs and campaign literature for candidates;
7. Participate in Get Out The Vote (GOTV) and Election Day activities;
8. Help develop, maintain, and support a permanent Republican precinct organization;
9. Regularly attend meetings of the District and the County Party;
10. Help recruit and train new volunteers for the Re- publican Party;
11. Assist the Republican Party in voter registration;
12. Refrain from endorsing or otherwise supporting political candidates who oppose the Object of the District or have been censured by the AZGOP, MCRC, or the District.

ARTICLE IV – MEETINGS

SECTION 1. ORGANIZATIONAL MEETING

- A. Object: District members must convene in an organizational meeting for the purpose of electing officers and SCs. Other business may be conducted.
- B. Date: Unless otherwise required by the A.R.S, this meeting must be held no earlier than the second Saturday following the general election and no later than the first Saturday of the following December.
- C. Notice: The Organizational meeting notice must additionally include:
 1. The list of officers to be elected;
 2. The number of SCs to be elected;
 3. That any elected PC desiring to run for any District office, for SC, or both, must submit his name, and the title of the office or offices sought, in writing, to the chair of the Nominating Committee by the deadline stated in the call;
 4. The name, address, email address and phone number of the Nominating Committee Chair;
 5. A list of announced District officer and SC candidates seeking election at the meeting.

SECTION 2. REGULAR MEETING

- A. Number: Regular District meetings must occur at least six times in odd numbered years and at least ten times during even numbered years and must be scheduled as specified in the District Standing Rules.
- B. Agenda: The agenda for regular meetings must allow for the introduction of new business by District members. Any member wishing to be recognized may speak according to the rules of debate for this District.

SECTION 3. SPECIAL MEETING

- A. Purpose: The purpose of the meeting must be stated in the Call, which must be sent at least 10 days before the meeting. No business other than that stated in the Notice may be transacted at any special meeting.

- B. Call: Special meetings may be called by:
1. The District Chair,
 2. The Board, or
 3. Upon the written request of ten percent (10%) of the District membership as specified in the Definitions section of these bylaws.

SECTION 4. QUADRENNIEL CONVENTION DELEGATES

Upon the call of the Republican National Committee (RNC), the District must convene to elect delegates and alternates to the Convention as per MCRC bylaws.

SECTION 5. CONDUCT OF MEETINGS

- A. Notice:
1. Meeting notice must be issued for any District meeting at which business may be conducted.
 2. The meeting notice must be sent:
 - a. No sooner than 28 days and;
 - b. No later than ten days prior to the meeting if an election is to be held;
 - c. No later than seven days prior to the meeting if no election is to be held;
 - d. To District PCs as recorded and published by the Maricopa County Recorder's Office via:
 - i. Email to all District PCs who have provided an email address in writing to the District Secretary;
 - ii. U.S. Mail to all District PCs who have not provided an email address to the District Secretary and who have requested in writing that the District send meeting notices via U.S. Mail
 3. The meeting notice must include:
 - a. The date, time, and place of the meeting;
 - b. The agenda;
 - c. Business that requires previous notice, such as proposed Bylaw amendments, if any;
 - d. For meetings at which elections will be held, the additional meeting notice requirements specified in the Elections section of these bylaws.
 4. The above procedures satisfy meeting notice requirements. PCs who have not provided an email address to the District Secretary nor requested in writing that the District send notices via U.S. Mail shall not receive meeting notices.
- B. Quorum
1. A quorum must be present for the transaction of any business at any District meeting.
 2. In quorum calculations, District membership is defined as specified in the Definitions section of these bylaws.
 3. The quorum for transaction of business is:
 - a. Organizational Meeting: 25%;
 - b. Regular or special meeting other than the Organizational Meeting: 10%;

- c. Quadrennial Convention Delegates election meeting: 25%;
 - d. For State Legislature nominee election meetings, the quorum is 50% of elected PCs only.
- C. Agenda: The Chair and the Board collaboratively develop the agenda for each District meeting. Each District meeting agenda must include a "New Business" heading under which members may make motions for consideration by the District membership. All members wishing to be recognized will be recognized according to the debate clause in these Bylaws.
- D. Proxies:
1. PCs eligible to vote at a District meeting where proxies are allowed may give their Proxy to a registered Republican living and registered in the same precinct as the giver. Proxies may not be transferred to a third party.
 2. No proxy carrier may carry more than one (1) proxy.
 3. Proxies are valid solely on the date of the meeting for which they are created.
 4. The proxy must:
 - a. Conform to the specification contained in the MCRC bylaws.
 - b. Be signed by the giver within 30 days of the meeting at which it is to be used.
 - c. Be attested to by a notary public or by two witnesses, not including the proxy carrier or the proxy giver.
 5. At any meeting at which proxies are used:
 - a. Proxies must be submitted upon registration;
 - b. At registration, the Credentials and Tally (C&T) Committee must have each PC voter sign in opposite their name in a "Present in Person" column, and, for each proxy carried, sign opposite the proxy's name in a "Present by Proxy" column;
 - c. The C&T Committee will issue each PC voter a ballot for himself and for the proxy he carries;
 - d. The C&T committee must certify the presence of a quorum before any business may be conducted;
 - e. Members present by proxy count towards the quorum.

ARTICLE V – ORGANIZATION

Section A. Officers

1. District officers shall be a Chairman, First Vice Chairman, Second Vice Chairman, Secretary and Treasurer.
2. These five officers shall be elected at the Statutory Organizational Meeting of the District, as prescribed by the Arizona Revised Statutes. These officers shall serve until the next Statutory Organizational Meeting, unless sooner removed as provided in Article VII, Section B, Removal of Office.
3. All District officers shall be PCs of the district.

4. If an officer moves within the District and is appointed a PC in his new district within 60 days, he shall continue to hold his District office .
5. Vacancy. A vacancy is caused by reasons including:
 - a. Death,
 - b. Insanity, when judicially determined.
 - c. Failure to maintain registration as a Republican,
 - d. Resignation,
 - e. Removal from office,
 - f. Ceasing to be a PC residing in the District,
 - g. Absence from the state beyond a period of three consecutive months,
 - h. Ceasing to discharge the duties of office for a period of three consecutive months,
 - i. Failure of a person to be elected or appointed to the office.

Section B. Duties of Officers

1. The duties of the Chairman, in addition to those specified in the County Bylaws, shall be:
 - a. Preside at all meetings of the District organization.
 - b. Represent the District in an official capacity, serve as the recognized leader of the Republican Party in the District, and coordinate the district-wide activities of the Republican Party. Exercise the usual powers of supervision and management customary to the office of chair or as may be assigned by the Board, and implement policies for the efficient and responsible operation of the District, subject to approval by the Executive Committee
 - c. Represent the District as a member of the Maricopa County Executive Guidance Committee in accordance with the County Bylaws.
 - d. MCRC Executive Guidance Council (EGC) Representation
 - i. In the absence of the District Chair, the First Vice Chair or Second Vice Chair, in that order, must represent the District at an MCRC EGC meeting.
 - ii. In the absence of both the First Vice Chair and the Second Vice Chair, the District Chair may give his proxy to any other District PC to represent the District at an MCRC EGC meeting.
 - e. Appoint all non-elective Officers, committees, and committee chairs with the advice of the Executive Committee, as required.
 - f. Inform members of the activities of the District, County and State organizations.
 - g. Appoint a committee to review the Treasurer's financial records annually.
2. The duties of the First Vice Chairman shall be:
 - a. Perform additional duties as assigned by the District Chair and the Board.
 - b. In the absence of the Chair, the First Vice Chair must preside at District, Executive Committee, and Board meetings.
 - c. Substitute for the Chair at County meetings, including EGC meetings;
 - d. Perform duties of the Chair that cannot wait for the return of the Chair.
 - e. Assist the Chairman and help PCs organize their precincts.

3. The duties of the Second Vice Chairman shall be:
 - a. Perform additional duties as assigned by the District Chair and Board.
 - b. In the absence of the Chair and the First Vice Chair, the Second Vice Chair must preside at District, Executive Committee, and Board meetings.
 - c. Substitute for the Chair at County meetings, including EGC meetings.
 - d. Perform the duties of the District Chair that cannot wait for the return of the Chair and the First Vice Chair.
 - e. Assist the Chairman and help PCs organize their precincts.
4. The duties of the Secretary shall be:
 - a. Take and maintain records of minutes of all meetings of the District, the Board, and the Executive Committee;
 - b. In cooperation with other elected officers, transmit required official meeting notices and other District correspondence;
 - c. In cooperation with the District Chair and First Vice Chair, maintain a current and accurate roster of the District membership, including appointed officers, committees, and attendance records;
 - d. Preserve all permanent District records and transfer these records upon leaving office as specified in the District Standing Rules;
 - e. In cooperation with other elected officers and committees, participate in the District's social media operations;
 - f. Performing other duties incidental to the office and as may be assigned by the District Chair or Board.
5. The duties of the Treasurer shall be:
 - a. In cooperation with the District Chair and Board, prepare a budget for each calendar year;
 - b. Disburse funds only upon the order of the District Chair, or in the Chair's absence, the appropriate Vice Chair. Sign all checks approved by the District Chair or appropriate Vice Chair.
 - c. File all required state and county reports in a timely and accurate manner;
 - d. Establish and maintain a District bank account for which the District Chair and the Treasurer must be account signers;
 - e. Maintain custody of all funds of the District and pay all bills upon the authorization of the Chair;
 - f. Maintain an account of all monies received and disbursed and provide a report at regular meetings, and as requested by the Chair;
 - g. Transfer all records as specified in the District Standing Rules upon leaving office;
 - h. In cooperation with the District Chair, conduct an orderly transfer of control of the District's bank account and funds and submit a final report upon leaving office;
 - i. Perform other duties incidental to the office and as may be assigned by the District Chair or Board.

Section C. Other Leadership Positions

1. Precinct Captain

The District Chairman shall direct the PCs of each precinct to meet on or after October 1 on even numbered years and elect from among their number a Precinct Captain.

Appointment of Precinct Captain: If the PCs of any precinct fail to elect a Precinct Captain, said Precinct Captain may be temporarily appointed by the District Chairman to serve until such time as the PCs shall meet and elect a Precinct Captain.

- a. The duties of the Precinct Captain shall include, but are not limited to:
 - i. Assisting the PCs and workers within his precinct for effective work on election day,
 - ii. Organizing registration drives within the precinct,
 - iii. Recruiting and training PCs to fill all authorized PCs positions,
 - iv. Keeping the precinct organization intact, and in case of vacancies in PCs positions, to immediately recommend replacements, and
 - v. Cooperate with the Legislative District's Board and faithfully execute policies and programs promulgated by the Board.

2. Ad Hoc Appointments

The District Chair may appoint officers including but not limited to a Parliamentarian, Chaplain, General Counsel, and Sergeant at Arms. Appointees must be District members, except that the Parliamentarian and General Counsel are not subject to this requirement. Each appointment must be made with the consent of the Board.

Note* Appointed officers and Precinct Captains, are not members of the board, and they have no voting rights on the Board; unless they are also elected officers of the District.

Section D. Committees

1. The Executive Committee shall consist of the five elected officers. The Executive Committee shall act as an advisory group to the Chairman and shall assist him in managing the affairs of the District. The committee shall meet at the call of the District Chairman.
2. A Nominating Committee of three (3) or more members shall be appointed and announced by the Chairman at the regular meeting preceding the Statutory Organizational Meeting.
3. Precinct Committeemen Nominations - a person nominated by the Precinct Captain and approved by the Chairman to fill a vacancy in the office of Precinct Committeeman shall be forwarded to the Chairman of the County for recommendation to the County Board of Supervisors for appointment to fill such vacancy.
4. A C&T Committee of three (3) or more members shall be appointed by the Chairman prior to the Statutory Organizational Meeting. The committee shall ensure the eligibility of voting members and candidates for District office, tally the votes, and certify the results. Those running for office may not serve on C&T.

5. The Board may establish special committees.
 - a. The scope of each special committee is limited to its specific purpose as stated in the resolution or motion establishing the committee.
 - b. Unless otherwise stated in the resolution or motion establishing the committee:
 - c. The District Chair appoints the chair and members of the committee.
 - d. The committee must be composed solely of District members.

Section E. Filling a Vacancy

A vacancy in any office, other than that of District Chairman, shall be filled by a majority vote of the members voting in person or by proxy at the next regularly scheduled meeting following occurrence of the vacancy. Notice of such election and a proxy form shall be mailed at least ten (10) days prior to such a meeting. In the case of a vacancy in the office of the District Chairman there shall be a special meeting of the District called for the purpose of filling the vacancy, except when the vacancy occurs within sixty (60) day period prior to a Statutory Organizational or Mandatory Meeting of the District. In such case, the vacancy shall be filled by election at such Statutory Organizational of the District.

ARTICLE VI - FINANCIAL AFFAIRS

1. The District Chairman may authorize any individual expenditure up to \$100 for routine expenses, such as rent, printing, postage, etc. Expenditures are to be paid upon presentation of a receipt to the Treasurer. Expenditures in excess of \$100 shall be referred to the Executive Committee by the District Chairman for approval.
2. The Chairman shall appoint an Audit Committee to audit the records of the Treasurer annually.

ARTICLE VII- ELECTIONS

Section A. Elected to Office

1. All officers shall be elected at the Statutory Organizational Meeting of the District by a majority vote of the elected Precinct Committeemen present in person or by proxy, as prescribed by law.
2. Any Precinct Committeeman wishing to be nominated for a District elected office shall submit a letter of intent to the Nominating Committee Chair at least 14 days prior to the Statutory Organizational Meeting.
3. All of the District elected offices will be considered on the same ballot: Chairman, First Vice Chairman, Second Vice Chairman, Secretary and Treasurer.
4. An elected Precinct Committeeman wishing to be nominated for State Committeeman shall submit a letter of intent to the Nominating Chair at least 14 days prior to the Statutory Organizational Meeting.
5. Nominations for District Officers and State Committeemen may be made from the floor.
6. Voting will be by ballot except where there is only one nominee for an office, in which case election may be by voice vote.
7. Conduct of elections:

- a. The C&T Committee will certify the number of eligible votes as of the Call to Order and present its report for adoption by the membership.
 - b. Upon adoption of the C&T Committee report, the Nominating Committee will present its nominations in written form suitable for use as a ballot.
 - c. Nominations from the floor will be entertained prior to the vote for each elected office.
 - d. Each candidate for District office may have nominating and seconding speeches not to exceed two (2) minutes in total, if the candidate requests the time;
 - e. The election will be declared when a candidate receives the majority of the votes cast. If no candidate receives a majority of the votes cast, a second ballot will be cast limited to the candidates that received the two highest number of votes on the first ballot.
8. Balloting for the office of State Committeeman will follow the balloting for District officers and will proceed as follows:
 - a. The election will be determined by the candidates receiving the largest number of votes until the District quota is filled.
 - b. Elected State Committeemen shall attend, in person or by proxy, all meetings of the Arizona Republican Party.
 9. A written challenge to a District abiding by the required objectives of its Statutory Organizational Meeting must be received by the County Chairman or member of the EGC Executive Board no later than three days following the first Saturday in December.

Section B. Removal from Office

1. Removal of District Chairman
A majority of PCs within a District may petition the MCRC Chairman to call a special meeting of the District Committee for the purpose of removing the District Chairman of that District. At such a meeting, in which a quorum is present, a majority of PCs present may remove the Chairman of the District.
2. Removal of Other Elected Officer
Any elected officer may be removed by majority vote of ballots cast at a special meeting where a quorum of the total District membership is present in person or by proxy at any duly called and noticed meeting. An elected officer may not be removed at a regular or special meeting unless his proposed removal is set forth in the ten (10) day notice of call of the items of business of such meeting. A proxy shall be sent with the call.

ARTICLE VIII: OTHER ACTIVITIES

Section A. Endorsements

1. Primary Elections.
 - a. Endorsement by Officers: In a contested Republican primary election, no elected Officer of the District may claim to speak on behalf of the Executive Committee, Board, or the District in support of a candidate in the Republican Primary Election unless authorized to do so by a 2/3 vote at a regular District meeting.

- b. Endorsements by the District: Any position the District may take regarding candidates in any Republican primary election requires a 2/3 vote.
 - c. Any restriction concerning endorsements of candidates in Republican primary elections shall not apply to individual PCs, Precinct Captains or other appointed offices unless the office is an elected officer as well.
 - d. A Republican primary candidate which has been censured by this District, the MCRC, or the AZGOP, does not have to be considered a Republican Candidate in a contested primary.
2. General Elections. No member of the District may provide financial support or declare public support, approval, or endorsement for a non-Republican candidate in any election in which there is a Republican candidate for that office, unless that Republican candidate has been censured by this District, the MCRC, or the AZGOP.

Section B. Running for Elected Office

No elected District officer may run for a bipartisan elected office unless that officer receives at least 2/3 vote from the members allowing the officer to run. Without the 2/3 vote, the officer must resign from the office prior to running.

ARTICLE IX- AMENDMENTS

These bylaws may be amended at any regular meeting of the District by a two-thirds vote, provided that the amendment has been submitted to the members in writing at the previous regular meeting and has been included in the meeting notice, or otherwise sent by mail or electronic mail no later than ten (10) days prior to the meeting at which the amendment is to be voted upon. Any bylaw amendment achieving ratification will become effective upon adjournment of the meeting at which ratification occurs.

Special Rule of Order

- 1. May be suspended at any meeting by a 2/3 vote.
- 2. May be amended by a 2/3 vote when previous notice is given.

SECTION 1. DEBATE

- a. A maximum of five speakers are allowed for the affirmative and negative side of the debate for a debatable pending question.
- b. No member may speak on any pending question longer than one minute.
- c. After a voting member has spoken once on a pending question, he may not speak again on the pending question until all other members have had the opportunity to speak upon such question.
- d. If a member speaks a second time on the pending question, he must be limited to one minute.
- e. No member may speak more than twice on any pending question.

Standing Rule

1. May be adopted or suspended at any meeting by a majority vote.
2. May be amended at any meeting with a 2/3 vote.
3. If previous notice has been given, only a majority vote is needed to amend.

SECTION 1. REGULAR MEETING SCHEDULE

- a. Regular District meetings must be held on the week and day as determined by plurality vote of the District.
- b. If a meeting location cannot be retained at reasonable cost for the week and day selected by the District, the Executive Committee may designate an alternate day for the subsequent meeting.
- c. The District Chair must designate the time of the meeting in consultation with the Board or the Executive Committee.

SECTION 2. REGULAR MEETING RULES

- a. The Chairman or his designee shall preside at all meetings, and may designate at his discretion a Parliamentarian, Timekeeper, and Sergeant-at Arms.
- b. Only a qualified voting member of the LD (Maricopa County) may be recognized for the purpose of making motions or to address any pending question. The rules of debate must be followed.
- c. The District email distribution list to all District Members will only be used to include networking messages for that of official business matters and announcements from the District, MCRC, and AZGOP.

ARTICLE X – APPLICABILITY

These Bylaws shall conform to and incorporate by reference the National, State and County Bylaws and the Arizona Revised Statutes.

ARTICLE XI – DURATION

Upon ratification, these Bylaws shall take effect at the close of the meeting at which they are voted upon and shall continue in effect until amended as provided for in these Bylaws.

ARTICLE XII - PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall govern this organization in all matters of procedure not covered in these Bylaws.

APPROVED AT THE DULY CALLED MEETING OF ARIZONA LEGISLATIVE DISTRICT
25 REPUBLICAN COMMITTEEON, MARICOPA COUNTY, (insert date)

1. _____ Chairman

2. _____ Secretary

ARIZONA LEGISLATIVE DISTRICT 25 REPUBLICAN COMMITTEEON, MARICOPA
COUNTY, BYLAWS