

**BYLAWS OF THE
ARIZONA LEGISLATIVE DISTRICT 12 REPUBLICAN COMMITTEE**

As Unanimously Adopted at the September 13, 2018 Legislative District Meeting

ARTICLE I – Name

Section A. The name of this organization shall be the ARIZONA LEGISLATIVE DISTRICT 12 REPUBLICAN COMMITTEE, hereinafter referred to as the “District”.

Section B. The District shall be affiliated with the Arizona State Republican Party (“State”) and the Maricopa County Republican Committee (“County”).

ARTICLE II – Objectives

Section A. The objectives of the District shall be:

1. To support and elect Republican candidates at all levels;
2. To promote an informed electorate through political education;
3. To foster loyalty to the Republican Party and to promote its platform; and
4. To increase the effectiveness of Republican workers in the cause of good government through active political participation.

ARTICLE III – Membership

Section A. The membership of this organization shall consist of all duly elected and appointed Precinct Committeemen of the District, as prescribed by the Arizona Revised Statutes.

Section B. In addition to those duties prescribed by law and State and County by-laws, the duties of the members of this organization shall be:

1. To attend regular or special meetings of the District;
2. To attend County statutory and mandatory meetings in person or by proxy;

3. To attend State statutory and mandatory meetings in person or by proxy if elected to serve as a State Committeeman;
4. To canvass and campaign in their respective precincts on behalf of Republican candidates;
5. To arrange and conduct voter registration campaigns and to offer assistance to those who wish to register within their Precinct and District;
6. On election days, to organize and assist workers within their Precinct and District in turning out a maximum Republican vote;
7. To help develop, maintain, and support a permanent Republican Precinct organization.

Section C. Email addresses provided by Precinct Committeemen to the District shall be provided to the State or County [except for those Precinct Committeemen who request in writing that their email address not be provided to the State or County].

ARTICLE IV - Meetings

Section A. In even numbered years, no fewer than ten (10) regular monthly District meetings will be held and in odd numbered years no fewer than six (6) regular monthly District meetings will be held.

Section B. The Executive Board will meet the same number of meetings as stated for the District in Section A.

Section C. Special meetings of the District may be called by the Chairman or at the written request of a majority (51%) of the precinct committeemen elected and appointed at the time of the call. The Chairman may call special meetings of the Executive Board. The chairman shall also call a special meeting of the Precinct Captains at the written request of at least twenty (20) Precinct Captains.

Section D. The organizational meeting of the District shall be held no earlier than the second Saturday after the General Election and no later than the first Saturday in the following December, for the purpose of electing officers, nominating candidates for the position of State Committeeman, and for such other purposes as may be appropriate.

Section E. Quorum:

A Quorum for the transaction of any business shall be twenty percent (20%) of the Precinct Committeemen, present in person or by proxy (except that twenty-five percent (25%) must be present in person or by proxy for a District organizational meeting or other election). A Quorum of the Executive Board shall consist of a majority of the officers and is required to conduct business.

ARTICLE V – Organization

Section A. Officers:

1. The Officers of the District shall consist of a Chairman, First Vice-Chairman, Second Vice-Chairman, Third Vice-Chairman, Fourth Vice-Chairman, Recording Secretary, Corresponding Secretary and Treasurer. The offices of Recording Secretary and Corresponding Secretary may be combined under one person. These officers shall constitute the Executive Board.
2. These Officers shall be elected at the Statutory Meeting of the District organization as prescribed by the Arizona Revised Statutes. These Officers shall serve a two-year term.
3. All Officers of the District shall be Precinct Committeemen of the legislative district and reside within the legislative district throughout the term of office.
4. No Officer is eligible to serve in the same capacity for more than three (3) consecutive terms. Officers elected to serve a partial term exceeding one year shall not be eligible to serve more than two additional terms consecutively following the partial term.

Section B. Duties of Officers:

1. The duties of the Chairman, in addition to those specified in the County Bylaws, shall be:

- a. To preside over all meetings of the District organization and Executive Board;
- b. To represent the District as a member of the Maricopa County Executive Guidance Committee in accordance with County Bylaws;
- c. To appoint all committee chairmen, except the chairmanship of the nominating committee, with the advice and consent of the Executive Board;
- d. To assign and control access to the financial account(s) of the district through the authorized Banking Institution the district utilizes;
- e. To keep members of the District organization informed of the activities of the District, County, and State Committees.

2. The duties of the First Vice-Chairman shall be:

- a. To preside at all meetings and perform all duties of the Chairman, in his absence;
 - b. To organize the program for our district meeting;
 - c. To lead/organize district platform education topics;
 - d. To serve as Legislative Liaison;
 - e. To serve as Community Coordinator in one of the geographic areas of the District;
- and
- f. To perform other duties as prescribed by the Chairman.

3. The duties of the Second Vice-Chairman shall be:

- a. To assist the Chairman and First Vice-Chairman as requested;
- b. To preside at all meetings when the Chairman and First Vice-Chairman are absent;
- c. To serve as Chairman of the Precinct Committeeman Recruitment and Training Committee;
- d. To serve as Chairman of the Get Out The Vote Committee;
- e. To coordinate precinct committeeman petition drives prior to primary election filing deadline;
- f. To serve as Community Coordinator in one of the geographic areas of the District; and

g. To perform other duties as prescribed by the Chairman.

4. The duties of the Third Vice-Chairman shall be:

- a. In absence of the Chairman, First Vice-Chairman, and Second Vice-Chairman, to perform their duties in the order specified;
- b. To serve as Chairman of the Voter Registration and Community Outreach Committee;
- c. To serve as Community Coordinator in one of the geographic areas of the District;
- d. To serve as Fund Raising Chairman of Fund Raising Committee; and
- e. To perform other duties as prescribed by the Chairman.

5. The duties of the Fourth Vice-Chairman shall be:

- a. In absence of the Chairman, First Vice-Chairman, Second Vice-Chairman, and Third Vice - Chairman, to perform their duties in the order specified;
- b. To serve as Chairman of Technology- Website, Facebook, Twitter, and other social media platforms;
- c. To sort voter data and create walking lists;
- d. To serve as Community Coordinator in one of the geographic areas of the District; and
- e. To perform other duties as prescribed by the Chairman.

6. The duties of the Recording Secretary shall be:

- a. To take and record minutes of all the regular District meetings, Executive Board meetings, and special meetings;
- b. To maintain the District's permanent records; and
- c. To perform other duties as prescribed by the Chairman.

7. The duties of the Corresponding Secretary shall be:

- a. To keep a complete and up-to-date roster of the Officers, Precinct Captains, Precinct Committeemen, and elected Officials of the District;

- b. To conduct such correspondence and communications as may be requested by the chairman or executive board (via E-Mail, Traditional Media, U.S. Mail, etc.);
- c. To communicate notices of District meetings to each committeeman no later than seven (7) days prior to such meeting; and
- d. To perform other duties as prescribed by the Chairman.

8. The duties of the Treasurer shall be:

- a. To receive and be custodian of all funds of the District and to pay all bills upon the authorization of the Chairman, subject to the limitations in Article VII;
- b. To keep an account of all the moneys received and disbursed and to report in full at the regular meetings and as requested by the chairman;
- c. To serve as the Chairman of the Finance and Budget Committee;
- d. To publish an annual report to the District and such other reports as required by law; and
- e. To submit all required financial reports to the state, county and municipalities within their specified reporting windows.

9. Any member of the Executive Board missing more than three (3) consecutive meetings may be replaced by the Chairman, with the approval of the Executive Board.

Section C. Nominating Committee:

- 1. A Nominating Committee of not less than three (3) members shall be elected at the regular meeting preceding the organizational meeting. Nominations for members of this Committee shall be made from the floor. The three (3) receiving the highest number of votes shall constitute the committee, and they shall elect their own chairman. The committee shall submit the name of at least one (1) nominee for each office with the organizational meeting call, having obtained the consent of the nominee to serve if elected. All those eligible and desirous to serve must be nominated.

2. No member of the Nominating Committee shall serve consecutive terms on this committee.

3. Additional nominations for all elected officers may be made from the floor at all meetings where elections are held.

Section D. Elections of Officers, State Committeemen, State Convention Delegates, and filling of vacancies:

1. All Officers shall be elected at the organizational meeting of the District by a majority of the elected

Precinct Committeemen present in person or by proxy as prescribed by law.

2. Within sixty (60) days after the Primary Election Organizational Meeting, the Precinct Committeemen, at the direction of the District Chairman, shall elect, from among their number, a Precinct Captain. If there are any precincts in which this has not been completed, the District Chairman will appoint a Precinct Captain for each of those precincts from among the Precinct Committeemen serving in said precincts.

3. Members of the State Committee shall be elected at the organizational meeting from a ballot listing the names of all elected Precinct Committeemen who wish to serve as State Committeemen.

4. Pursuant to the Call of the Republican National Committee to the Republican voters of the United States, Delegates and Alternates to the State Convention shall be elected at a regular or special meeting. A ballot will be prepared listing the names of all District Precinct Committeemen who wish to serve, and declared candidates who are registered Republicans in the District. In addition, space will be provided for qualified candidates nominated from the floor. In case of a tie, winners will be decided by the toss of a coin. Plurality voting shall determine selection of Delegates. Alternate shall, after election, serve according to priority determined by number of votes received. No proxies are permitted at any level of the delegate selection procedure. [No proxies are permitted at any level of the delegate selection procedure, except as

required by the rules or bylaws of the State.]

5. Proxies shall be allowed in the other elections as provided for in the Arizona Revised Statutes.

6. Vacancies in the office of Chairman shall be filled by election at the meeting immediately following the meeting at which the vacancy was announced, except when such vacancy occurs within a sixty (60) day one (1) year period prior to an organizational meeting. Vacancies and elections to fill the vacancies will be announced to all Precinct Committeemen by email at least ten (10) days prior to the meeting at which said elections will be held. Proxies are allowed, and must be carried by a Registered Republican from the same Precinct.

a. In the case of vacancies in other offices of the Executive Board, the Chairman shall appoint a Precinct Committeeman to serve out the remainder of the vacant term.

Section E. Committees:

1. Standing Committees may be as follows, but not limited to:

- a. Programs/Legislative Liaison;
- b. Get out the Vote;
- c. Precinct Committeemen Recruitment and Education;
- d. Voter Registration and Community Outreach; and
- e. Fundraising and Events.

2. The District Chairman may appoint Special Committees as directed by and with the approval of the Executive Committee.

Section F. Subdivisions:

1. For the purpose of administration, under the direction of the executive board the district shall be divided into four subdivisions. These subdivisions shall be led by each Vice Chairman as assigned by the executive board. The executive board shall adjust the boundaries of the subdivisions to achieve the most effective organization.

Section G. Removal from Office:

1. The District Chairman may be removed in accordance with County Bylaws.
2. An Officer, other than the District Chairman, may be removed at any time by a majority vote of those precinct committeemen present, or represented by proxy and voting at any meeting, provided notice of the proposed removal has been given by email to all members at least ten (10) days prior to the meeting at which the removal is to be voted upon.
3. An Officer, other than the District Chairman, who is not present at three or more [consecutive] board meetings may be removed by a majority vote of the Executive Committee. The Officer to be removed shall be notified in writing no later than ten (10) days prior to the vote.

ARTICLE VI – Elections

Section A. Nominations and Nominators:

1. Only duly elected Precinct Committeemen of record as of the organizational meeting present in person or by proxy after call to order may vote at such meeting. Precinct Committeemen appointed to fill vacancies may vote at special elections called between organizational meetings or at organizational meetings resulting from redistricting.
2. Voting shall be by ballot except where only one nomination is being considered for an office, in which case may be by voice vote or motion.
3. Conduct of the elections:
 - a. The credentials committee will certify the number of eligible votes as of the call to order and present its report for adoption by the members.
 - b. Upon adoption of the credentials report, the nominating committee will present its report to those members present.
 - c. Upon adoption of the nominating committee's report, voting will proceed for the following offices:
 1. Chairman
 2. First Vice-Chairman

3. Second Vice-Chairman
4. Third Vice-Chairman
5. Fourth Vice-Chairman
6. Recording Secretary
7. Corresponding Secretary
8. Treasurer

4. Nominations from the floor will be entertained immediately prior to the vote for each respective office. Each candidate may have nominating and seconding speeches that shall not exceed four (4) minutes in total.

Section B. Elections:

1. Balloting for District Officers: Election will be determined by the candidate receiving the majority of the votes cast for each office except, should there be more than two (2) candidates for any office and no one receives a majority of votes cast, the two (2) receiving the most votes will be matched in a runoff election immediately. Should any such run-off election result in a tie, the winner will be decided by the toss of a coin.
2. Balloting for the office of State Committeeman or State Convention Delegate: Election will be determined by the candidates receiving the largest number of votes until the District quota is filled.

ARTICLE VII – District Funds

Section A. All funds obtained by the District shall be deposited in the District account within seven (7) business days of receipt of said funds.

Section B. Disbursement of all funds shall require signatures of two (2) members of the Executive Board.

Section C. All expenditures require receipts. Expenditures over \$300 must be pre-approved by the Executive Board.

Section D. At the end of each year an audit shall be made of the books and records by an Audit Committee of at least three (3) Precinct Committeemen from the District who did not serve on the Executive Board during the previous 12 months. They shall be appointed by the Executive board.

ARTICLE VIII – Amendment

Section A. These Bylaws may be amended by two-thirds (2/3) vote of the Precinct Committeemen present in person or by proxy.

Section B. Amendments may be introduced at any regular meeting of the District. The proposed amendment must be distributed to the Precinct Committeemen by email at least ten (10) days prior to the next meeting.

Section C. Consideration of the amendment will be at the next regular meeting of the District following introduction of the amendment.

Section D. Any amendment that fails may not be introduced for at least six (6) months.

Section E. Any amendment achieving ratification will become effective upon adjournment of the meeting at which it was ratified.

ARTICLE IX – Applicability

These Bylaws shall conform to and incorporate by reference the National, State, and County Bylaws, and Arizona Revised Statutes. If there is any conflict with the National, State or County Bylaws the Arizona Revised Statutes take precedence.

ARTICLE X – Duration

These Bylaws shall take effect at close of the meeting they are voted upon and shall continue in effect until amended as provided for in Article VIII.

ARTICLE XI – Parliamentary Authority

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

Section B. These Bylaws may be suspended with at least 75% vote of those present in person or by proxy at a regularly scheduled monthly district meeting as defined in Article IV for the duration of that meeting.