

Legislative District 18 By-Laws

ARTICLE I – NAME

Section A The name of this organization shall be the Legislative District 18 Republican Committee hereafter referred to as the District.

Section B The District shall be affiliated with the Arizona Republican Party and the Maricopa County Republican Committee.

ARTICLE II – OBJECTIVES

The objectives of the District shall be

1. To elect Republican candidates at all levels who promote and reflect Republican ideals.
2. To promote an informed electorate through political education.
3. To foster loyalty to the Republican Party and to promote its ideals.
4. To increase the effectiveness of Republican workers in the cause of good government through active political participation.
5. To recruit and educate Precinct Committeemen.
6. To register Republicans and encourage proactive participation in all elections.
7. To encourage qualified Republicans who promote and reflect Republican ideals to become candidates for elected offices.

ARTICLE III – MEMBERSHIP

Section A The membership of the District shall be all elected and appointed Republican Precinct Committeemen of the District.

Section B In addition to those duties prescribed by Arizona Revised Statutes, State By-Laws, and County By-Laws, the duties of the members of the District shall be:

1. To attend all regular and special meetings of the District whenever possible.
2. To attend all County statutory, mandatory and special meetings, in person or by proxy.
3. To attend all State statutory, mandatory and special meetings, in person or by proxy, if elected to serve on the State Committee.
4. To organize and work in the precinct where elected or appointed, as well as in the District, for the election of Republican candidates.



ARTICLE IV – MEETINGS

Section A In even numbered years, no fewer than ten (10) regular monthly meetings will be held.

Section B In odd numbered years, no fewer than six (6) regular meetings will be held.

Section C

1. Special meetings of the District may be called by the Chairman, or called at the written request of one-third (1/3) of the Precinct Committeemen.

2. The Chairman shall call meetings of the Executive Committee at least once per quarter unless a documented majority of the committee believes a given meeting may be postponed. Meetings and voting may be conducted in person or electronically, synchronously or asynchronously.

3. Committees or task forces of the District may be asked to attend special meetings by the Chairman, First Vice Chairman, or Second Vice Chairman, based on need.

Section D Notice of District meetings shall be given to each Precinct Committeeman of the District not later than ten (10) days prior to the meeting. Written notice shall be communicated to every Precinct Committeeman, either electronically or by mail.

Section E The Organizational meeting of the District shall be held no earlier than the second Saturday after the November general election and no later than the first Saturday in December.

Section F A quorum for the transaction of any business at a regular or special meeting shall be 1/4 of all Precinct Committeemen of the District, present either in person or by proxy.

Section G A quorum for the Organizational meeting shall be 50% of all elected Precinct Committeemen, present either in person or by proxy.

ARTICLE V – ORGANIZATION

Section A Elected Officers

1. The officers of the District shall consist of the Chairman, First Vice Chairman, Second Vice Chairman, Third Vice Chairman, Fourth Vice Chairman, Secretary and Treasurer.

2. These officers shall be elected at the Organizational meeting of the District as prescribed by the Arizona Revised Statutes, and shall serve for a two year term or until their successors are elected, unless sooner removed as provided in Article VII, Section B of these By-Laws.

3. All officers of the District shall be Precinct Committeemen of the legislative district. If an officer moves within the District and is appointed a Precinct Committeeman in his new precinct, he or she shall continue to hold his or her district office.

4. **Mandatory Resignation.** An elected District officer shall resign his or her position upon formal announcement of candidacy or upon filing nomination petitions for any partisan elected position within the District. The requirement does not apply to the election of Precinct Committeeman or Precinct Captain.

5. If there is a vacancy in an elected office, the vacancy shall be filled by an election no later than the District meeting immediately following the first meeting after which the vacancy occurs. The procedure followed in the conduct of such an election shall conform as closely as possible to that outlined for the bi-annual organizational election in these By-Laws.

Section B Appointed Officers

1. Appointed officers are non-voting members of the Executive Committee and shall be Parliamentarian, Sergeant-at-Arms, and others as deemed necessary. These officers may be appointed by the Chairman at the Organizational meeting or at a subsequent Executive Committee meeting.

2. Appointed officers shall serve subject to the pleasure of the Chairman.

3. Each appointee must be a Republican Precinct Committeeman of the Legislative District at the time of appointment.

Section C Duties of Elected Officers

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

- a. To preside at all meetings of the District organization.
- b. To represent the District as a member of the Maricopa County Executive Guidance Committee in accordance with the County By-Laws.
- c. To appoint all committee chairman and committees with the advice of the Executive Committee except as provided in Article 5 Section D Subsections 3, 5, and 6, of these By-Laws.
- d. To keep members of the District organization informed of the activities of the District, County and State organizations.

2. The duties of the First Vice Chairman shall be

- a. To perform all duties of the Chairman in his absence.
- b. To assist the Chairman and Executive Committee in working with Precinct Committeemen to organize their precincts.

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

- a. To perform the duties of the Chairman if both the Chairman and the First Vice Chairman are absent.
- b. To assist the Chairman and Executive Committee in working with Precinct Committeemen to organize their precincts.

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

- a. To perform the duties of the Chairman if the Chairman and the First and Second Vice Chairmen are absent.
- b. To assist the Chairman and Executive Committee in working with Precinct Committeemen to organize their precincts.

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

- a. To perform the duties of the Chairman if the Chairman and the First, Second, and Third Vice Chairmen are absent.
- b. To assist the Chairman and Executive Committee in working with Precinct Committeemen to organize their precincts.

6. The duties of the Secretary shall be:

- a. To take minutes of all regular meetings, Executive Committee meetings and special meetings.
- b. To keep a complete and up-to-date roster of the Officers, Precinct Captains, and Precinct Committeemen.
- c. To maintain necessary correspondence (including meeting notifications) and organize and retain the District's permanent records.

7. 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 authorization, as provided in Article Six, Section A of these By-Laws.
- b. To keep an account of all monies received and disbursed, and to report in full at regular meetings, and as required by the Chairman.
- c. To submit an annual report to the District and such other reports as required by law.

Section C Other Leadership Positions

1. The District Chairman shall direct the Precinct Committeemen of each Precinct to meet and elect from among their number a Precinct Captain.

2. If the Precinct Committeemen 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 Precinct Committeemen shall meet and elect a Precinct Captain.

3. The duties of the Precinct Captain shall include, but are not limited to:

- a. Assisting the Precinct Committeemen and workers within his Precinct for effective work on election days,
- b. Organizing registration drives within the Precinct,
- c. Recruiting and training Precinct Committeemen to fill all authorized Precinct Committeemen positions,

- d. Keeping the Precinct organization intact, and in case of vacancies in Precinct Committeemen positions, to immediately recommend replacements to the District Chairman,
- e. Cooperating with the Legislative District's Board and faithfully executing policies and programs promulgated by the Board, and
- f. Providing the leadership necessary to meet the objectives of the Maricopa County Republican Committee and the Legislative District 18 Republican Committee.

4. Removal of Precinct Captain. A majority of the Precinct Committeemen of that Precinct must petition the District Chairman to call a special meeting of that Precinct for the purpose of removing the Precinct Captain of that Precinct. At such meeting, a majority of Precinct Committeemen of that Precinct, in person or by proxy, may remove a Precinct Captain of that Precinct and elect a new Precinct Captain.

Section D Committees

1. Executive Committee. The Executive Committee shall consist of the seven elected officers. The Executive Committee shall function as an advisory group to the Chairman and shall assist him in managing the affairs of the District.

2. The District Chairman shall appoint chairmen of committees and members of committees as required.

3. A Nominating Committee of three members shall be elected by the Precinct Committeemen at the regular meeting preceding the Organizational meeting. If an insufficient number of Precinct Committeemen submit their names in nomination for the Nominating Committee, the Executive Committee shall elect, by majority vote of the Executive Committee, the remaining members of the Nominating Committee.

4. Precinct Committeeman Nominations – The name of any person nominated by the Chairman, First Vice Chairman or Second Vice Chairman of the District to fill any vacancy in the office of Precinct Committeeman for any precinct in the District shall be forwarded by the Chairman of the District to the Chairman of the Maricopa County Republican Committee for recommendation to the County Board of Supervisors for appointment to fill such vacancy. If more than one person is nominated to fill such vacancy, the person shall be selected by a majority vote by the Executive Committee. It is intended that the Precinct Captain of a precinct should be consulted before a vacancy is filled.

5. A Credentials and Tally Committee of five members shall be elected by the Precinct Committeemen prior to the Organizational meeting. The duties of the Credentials and Tally Committee, associated with the election of District officers, shall include: ensuring the eligibility of those voting and running for District office, tallying the votes cast in District elections, and announcing and certifying the results of District elections. If an insufficient number of Precinct Committeemen submit their names in nomination for the Credentials and Tally Committee, the Executive Committee shall elect, by majority vote of the Executive Committee, the remaining members of the Credentials and Tally Committee.

6. A Financial Auditing Committee shall be comprised of at least three Precinct Committeemen, excluding the immediate past and current Treasurer. If an insufficient number of Precinct Committeemen submit their names in nomination for the Financial Auditing Committee, the Executive Committee shall

elect, by majority vote of the Executive Committee, the remaining members of the Financial Auditing Committee.

ARTICLE VI – FINANCIAL AFFAIRS

Section A. The District Chairman may authorize any expenditures up to \$150.00 for routine expenses, such as printing, postage, etc. Expenditures are to be paid upon presentation of a receipt to the Treasurer. Expenses exceeding \$150.00 shall be referred by the District Chairman to the Executive Committee for approval by a majority vote of the Executive Committee. Before making any contribution from the District, regardless of the amount, the contribution shall be authorized by a majority vote of the Executive Committee.

Section B. The Chairman and Executive Committee shall ensure that an audit of the Treasurer’s financial records is performed annually by the Financial Auditing Committee, and at every change in incumbency of the Treasurer, and at such time as the Executive Committee or District Chairman may deem necessary. The findings of the audit shall be submitted to the Executive Board for their review, prior to submission to the membership for their approval, in person or by proxy. Submission to Precinct Committeemen for their approval shall occur no later than the District meeting immediately following the first meeting after which the audit is performed. The Financial Auditing Committee should look to banking statements, public finance reports, and, when practical, minutes from the Executive Committee, and other documentation as deemed appropriate by the Financial Auditing Committee.

ARTICLE VII – ELECTIONS

Section A Organizational meeting

1. All officers shall be elected at the Organizational meeting of the District by a majority vote of the elected Precinct Committeemen voting in person or by proxy, provided a quorum is present as provided in Article IV, Section G of these By-Laws.
2. Nominations for District officers and state committeemen shall be collected by the Nominating Committee for insertion onto the ballots. Any person wishing to be nominated for a District office shall submit a letter of intent to be placed on the ballot at least fourteen (14) days prior to the Organizational meeting.
3. Additional nominations for all elected officers may be made from the floor at the Organizational meeting.
4. Voting will be made by ballot except where only one nominee is being considered for an office, in which case election may be by voice vote of a motion.
5. Conduct of the elections:
 - a. The Credentials and Tally 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 credential report, the Nominating Committee will present the nominations received per paragraph 2 of this Subsection, in written form suitable for use as a ballot.

- c. Nominations from the floor for all District officers will be entertained in the following sequence: Chairman, First Vice Chairman, Second Vice Chairman, Third Vice Chairman, Fourth Vice Chairman, Secretary, and Treasurer.
- d. Each candidate for District office may have nominating and seconding speeches not to exceed three (3) minutes in total, if the candidate requests the time, in the following sequence: Chairman, First Vice Chairman, Second Vice Chairman, Third Vice Chairman, Fourth Vice Chairman, Secretary, and Treasurer.
- e. Election of all District officers shall immediately follow candidate nominating and seconding speeches, if any.
- f. The election will be determined by the candidate receiving the majority of the votes cast for each office. If no candidate receives a majority of the votes, a second ballot will be cast which will be limited to the candidates that received the two highest number of votes on the first ballot.
- g. Balloting for the office of State Committeeman or delegate and alternate to a convention will follow the balloting for District officers and proceed as follows:
 - 1.) The election will be determined by the candidates receiving the largest number of votes until the District quota is filled.
 - 2.) If the District quota is exceeded due to a tie, the tie shall be broken by a method that would provide a random result.
 - 3.) All proxies must be presented at the time of registration
 - 4.) Elected State Committeemen shall attend, in person or by proxy, both the Statutory and Mandatory Meetings of the Arizona Republican Party.

Section B Removal from Office

An officer, other than the Chairman, may be removed at any time by two-thirds (2/3) vote of those present and voting at any meeting provided a notice of the proposed removal has been given in writing to all members at least ten (10) days prior to the meeting at which the removal is to be voted upon.

1. A majority of Precinct Committeemen within the District may petition the District Chairman to call a special meeting of the District for the purpose of removing a District officer, other than Chairman. Notice of such meeting shall be shall be communicated to every Precinct Committeeman, either electronically or by mail, at least ten (10) days prior to the meeting at which the removal is to be voted upon. At such meeting, in which a quorum is present, as provided in ArticleIV, Section G of these By-Laws, a majority of those present and voting, in person or by proxy, may remove a District officer.

2. A majority of Precinct Committeemen within the District may petition the Maricopa County Republican Committee Chairman to call a special meeting of the District for the purpose of removing the District Chairman. Notice of such meeting shall be shall be communicated to every Precinct Committeeman, either electronically or by mail, at least ten (10) days prior to the meeting at which the removal is to be voted upon. At such meeting, in which a quorum is present, as provided in Article IV, Section G of these By-Laws, a majority of those present and voting, in person or by proxy, may remove the Chairman of the District.

ARTICLE VIII – AMENDMENTS

Section A Amendments to these By-Laws may be effected by two-thirds (2/3) vote of Precinct Committeemen voting in person or by proxy, provided a quorum is present as provided in Article IV, Section G of these By-Laws.

Section B At any regular meeting of the District any Precinct Committeeman may propose to the Executive Committee for review amendments to the District By-Laws. The Executive Committee shall review all proposed amendments and, at the next meeting of the District, recommend to the membership adoption or rejection of the proposed amendments. If the amendments are not recommended by the Executive Committee for District vote, the membership may elect to overrule the Executive Committee by a majority vote of the membership present in person or by proxy. If the proposed amendment is recommended by the Executive Committee or overridden by the membership, the Chairman will notify the District of the proposal in writing, either electronically or by mail, at least ten (10) days prior to the next District meeting. The Executive Committee may initiate proposal and recommendation of amendments to the District By-Laws at any regular meeting of the District. The Executive Committee may also initiate proposal and recommendation of amendments to the District By-Laws in writing, either electronically or by mail. The Chairman will notify the District of the proposal and recommendation in writing, either electronically or by mail, at least ten (10) days prior to the next District meeting.

Section C Consideration of the proposed amendment will be at the next meeting of the District, to be held, if at all possible, not more than sixty (60) days following introduction of the amendment or at the next District meeting thereafter.

Section D Amendments will become effective immediately upon adoption.

ARTICLE IX – APPLICABILITY

These By-Laws shall prevail as long as they are not in violation of Arizona State Law. In the absence of direction from these By-Laws, Arizona Revised Statutes section 16-822 and section 16-823 shall apply.

ARTICLE X – DURATION

These By-Laws 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 Article VIII.

ARTICLE XI – PARLIAMENTARY AUTHORITY

Robert's rules of Order, Revised Edition, shall govern this organization in all matters of procedure not covered in these By-Laws. The edition of Robert's Rules of Order to be used shall be provided in the Call to Meeting notice or announced by the Parliamentarian at the beginning of each meeting.

APPROVAL AND REVISIONS

These By-Laws were approved at the regular meeting of Legislative District 18 Republican Committee on September 12, 2012 at the Clarion Hotel, Desert Ballroom, located at 5121 East La Puente Avenue, Phoenix AZ 85044.

Amended at the regular District meeting on April 10, 2013, at the Chandler Windmill Inn & Suites, Chandler Room, located at 3535 West Chandler Boulevard, Chandler AZ 85226.

Amended at the regular District meeting on January 8, 2014, at the Clarion Hotel, Desert Ballroom, located at 5121 East La Puente Avenue, Phoenix AZ 85044.

Amended at the District Organizational Meeting on November 20, 2014, at the Clarion Hotel, Desert Ballroom, located at 5121 East La Puente Avenue, Phoenix AZ 85044.