

# Kittitas County Republican Central Committee Bylaws

*Adopted December 29<sup>th</sup> 2020*

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# PRINCIPLES OF REPUBLICAN CONDUCT

The Kittitas County Republican Central Committee is a private political organization devoted to advancing the policies and philosophies of the Republican Party.

Participants in the activities of the Kittitas County Republican Central Committee acknowledge and adhere to the following principles of conduct.

1. **The Republican Party Encourages Free Discussion and Debate;** The Republican Party grows stronger through vigorous discussion and debate about the philosophies and policies our party should advance to govern our society. Through open discussion, the majority will, over time, adopt the soundest policies for our party and nation.
2. **The Republican Party is A Party Open to All;** We welcome every individual who seeks to join with us in advancing the principles of our party.
3. **Republicans Conduct Ourselves with Mutual Respect;** Republicans conduct themselves with respect toward all who seek to participate within our party, and carry on our party activities and debates without personal attacks, or conduct which may appear verbally or physically threatening or intimidating.
4. **Participants Accept the Duty to Facilitate Orderly Conduct of Meetings;** The Republican Party involves our volunteers in decision-making through a variety of committee, district, and countywide meetings. By participating in the Republican Party, activists agree to advocate for their viewpoints as vigorously as desired with respect for the other participants, and with respect for the process by which the organization moves forward to reach a majority decision.
5. **Republican Activists Avoid Abusive Confrontations;** The obligation of any person who participates in Republican Party activities is to do so with respect. Therefore, avoidance of abusive confrontations and of implied or overt physical confrontations is an absolute duty.
6. **Members Act with Integrity in all Matters and Avoid Conflicts of Interest;** The elected officers shall not be beneficially interested in any contract unless authorized by a two-thirds vote of the Central Committee.

## ARTICLE 1 – NAME

The name of this organization shall be the Kittitas County Republican Central Committee (Hereinafter referred to as the Central Committee). The trade name of the organization shall be the Kittitas County Republican Party (KCRP).

## **ARTICLE 2 – PURPOSE**

The purpose of this organization shall be as follows:

1. To serve as the official governing body of the Republican Party in Kittitas County, Washington.
2. To recruit, promote, and elect Republican candidates that adhere to those principles for which the Republican Party stands as defined in the party platform.
3. To promote and make more effective in Kittitas County those principles for which the Republican Party stands.
4. To attract voters and volunteers to the Republican Party.
5. To lead, contribute to, and participate in the establishment of a Republican Party organization that is an effective vehicle for setting public policy.
6. To plan, organize, administer, and finance the Central Committee's operation to accomplish the other party purposes.
7. To fulfill those functions and principles conferred on the party by state law in accordance with RCW 29A.80.

## **ARTICLE 3 – MEMBERSHIP & GOVERNANCE**

### Section 1 – Membership

1. The Central Committee shall consist of the duly elected and appointed Kittitas County Republican Precinct Committee Officers (PCOs) and Central Committee Officers. The term of office for PCOs is two years, commencing the first day of December following the election. Said PCOs shall serve so long as the officer remains an eligible voter in the precinct that they were elected to represent.
2. Any declared Kittitas County Republican who is not a member of another political party, is not censured, and has paid annual dues shall be considered a member of the Kittitas County Republican Party in good standing. Such members are eligible to be appointed to party committees and are eligible to be appointed to vacant PCO and Executive Board positions.
3. Membership dues shall be set every year no later than the end of February by a majority vote of the PCOs present at a Central Committee meeting. The Central Committee may structure annual dues requirements as it sees fit.

### Section 2 – Policies

The Central Committee may establish, amend, or rescind policies for the purpose of administering the day-to-day operations of the party. Policies may be proposed by any member and must be approved by a majority vote of the Central Committee. Policies should not be contrary to the letter or intent of any section of the approved Bylaws of the Central Committee.

### Section 3 – PCO Vacancies

Should any vacancy in the office of PCO occur by reason of death, resignation or disqualification of the incumbent, or because of failure to elect, the County Chairman shall be empowered to fill such vacancy by appointment; provided, that the person so appointed shall have the same qualifications as candidates when filing for election to such office for such precinct. When a vacancy in the office of PCO exists because of failure to elect at a state general election, such vacancy shall not be filled until after the organizational meeting of the Central Committee and the new County Chairman is selected as provided by RCW 29A.80.030.

### Section 4 –Censure of Members

Central Committee Members and other Republican party activists may be denied the status of “good standing” by the action of the Central Committee pursuant to the procedures outlined in Appendix A, for any cause which the Central Committee deems sufficient.

Any individual found not to be in good standing with the Kittitas County Republican Central Committee shall have no further voting rights in any party meeting except those required by state law. They shall be ineligible to hold a precinct caucus or to serve as an automatic or elected delegate to the Kittitas County Republican Convention, shall be ineligible to be elected to represent Kittitas County Republicans at any convention called by the Republican State Committee of Washington, and shall be ineligible to serve on any other committee established by or under the authority of the Central Committee. These disabilities shall survive a subsequent election or reelection of the individual as a Precinct Committee Officer and shall last for a period of not less than two years, nor longer than six years, as determined by the resolution of the Central Committee, and which may be reduced by subsequent action of a majority of the Central Committee.

## **ARTICLE 4- MEETINGS**

### Section I – Biennial Organizational Meeting

Following each state general election held in even-numbered years, the Central Committee shall meet for the purpose of organization at an easily accessible location within the county, subsequent to the certification of precinct committee officers by the county auditor and no later than the second Saturday of the following January. The authorized officers of the retiring committee shall provide written notice to all PCOs no later than ten days prior to the meeting.

## Section 2 – Regular Meetings

The Central Committee shall meet at least quarterly each calendar year. Ten-day notice of a meeting time and location shall be provided to members.

## Section 3 – Special Meetings

The Chairman may call a special meeting of the Central Committee at any time. The Chairman shall call, within fourteen days, a special meeting of the Central Committee whenever two-thirds of the members of the Executive Board, or majority of the members of the Central Committee, by signed petition, demand such a meeting to be called. Ten day written notice of the meeting time and location shall be provided to Central Committee Members.

## Section 4 – Quorum

A quorum for Central Committee meetings called for adoption or amendment of Bylaws, election of officers, or removal of officers shall be sixty percent of the current Central Committee. At other meetings, twenty percent of the current Central Committee shall constitute a quorum for the transaction of regular business and any action taken by a majority of the members voting at said meeting shall be the valid action of the Central Committee provided that proper notice has been given to all members pursuant to Article 4 Section 2 of these Bylaws.

## Section 5 – Notice

Unless stated otherwise in these Bylaws, notice for any meeting of the Central Committee may be given via phone call, text, email, fax, traditional mail, or social media to members of the Central Committee. It is at the discretion of the Chairman to choose the appropriate method of notice, so long as it does not explicitly contradict the letter or intent of the Bylaws, or a previous action of the Central Committee. Members of the Central Committee may request that they receive meeting notices in a specific manner or that they receive written copies of any agendas or documents to be discussed at a meeting of the Central Committee, so long as the request is submitted in writing to the Chairman no later than seven days prior to the meeting in question.

## Section 6 – Voting

1. Eligibility: After the Organizational Meeting, voting members of the Central Committee shall include all elected and appointed PCOs and Executive Board Officers.
2. Proxies: Written proxies will be allowed at any meeting of the Central Committee except at the organizational meeting following a general election. No person may vote more than one proxy. A proxy may be given to any Republican residing in Kittitas County.

3. Standing Proxy Panel: The Executive Board may nominate up to six individuals to serve on the Standing Proxy Panel. Any Kittitas County resident who is a member in good standing may serve on the Standing Proxy Panel.
  - a. Duties: At the beginning of any meeting at which a quorum of the Central Committee has not been reached, a member of the Standing Proxy Panel will be given an open proxy for any absent Central Committee member. The panel member to receive the proxy vote will be selected by the presiding authority of the meeting, with preference given on a rotational basis. This process will be repeated until all absent Central Committee members have a proxy assigned or until all present Standing Proxy Panel members have been given a proxy.
  - b. Term of office: Individuals appointed to the Standing Proxy Panel serve for a term of one year, beginning on the first day of February and ending the last day of January in the following year. Individuals appointed to the Standing Proxy Panel in the middle of a term of office shall fulfill the remainder of that term. There is no limit on the number of terms in which an individual may serve on the Standing Proxy Panel.
  - c. Vacancies: Vacancies in the Standing Proxy Panel may be filled by majority vote of the Executive Board.
  - d. Removal: Upon majority vote of the Executive Board, a member of the Standing Proxy Panel may be removed from the panel, for any cause which the Central Committee deems sufficient.

## **ARTICLE 5 – OFFICERS**

### Section 1 – Central Committee Officers

Elected Central Committee officers shall consist of the County Chairman, Lower County Vice-Chairman, Upper County Vice-Chairman, County Secretary, County Treasurer, State Committeeman and State Committeewoman.

1. Lower County is defined as precincts: Denmark, East Sanders, Ellensburg 1, Ellensburg 2, Ellensburg 4, Ellensburg 5, Ellensburg 6, Ellensburg 7, Ellensburg 8, Ellensburg 9, Ellensburg 10, Ellensburg 11, Ellensburg 12, Ellensburg 13, Ellensburg 14, Ellensburg 15, Ellensburg 16, Ellensburg 17, Ellensburg 18, Ellensburg 19, Ellensburg 20, Ellensburg 21, Ellensburg 22, Ellensburg 23, Ellensburg 24, Kittitas 1, Manastash, North Central, North Ellensburg, Park, Ridgeway, Dry Creek, Sanders, South Ellensburg, Thorp, Vantage, Fairview, NE Fairview, Thrall, Damman, Kittitas 2, Ellensburg 25, and Ellensburg 27.
2. Upper County is defined as precincts: Cle Elum 1, Cle Elum 2, Cle Elum 3, Cle Elum 4, Easton, Hyak, Mountain, Peoh Point, Roslyn 1, Roslyn 2, Westside, Roslyn Outlying, South Cle Elum, Swauk, Teanaway, Kachees, and Ronald.

## Section 2 – Eligibility of Officers

Only declared Republicans who are registered voters in Kittitas County and are members in good standing shall be eligible for election as officers of the Central Committee. Elected officers are not required to be PCOs.

## Section 3 – Election at the Organizational Meeting

Prior to the Organizational Meeting, the outgoing Central Committee Chairman shall appoint a candidate search committee of three persons. Such committee shall present at least one candidate each for County Chairman, County Vice-Chairmen, State Committeeman and State Committeewoman. Other persons may be nominated from the floor by a PCO at the Organizational Meeting. The Central Committee shall elect at least a Chairman, Vice-Chairman, State Committeeman and State Committeewoman at the Organizational Meeting. At least one of the Vice-Chairmen shall be of the opposite sex as the Chairman.

## Section 4 - Duties of Officers

The duties and/or powers of the officers shall be as follows:

### 1. Chairman

- a. Is the chief executive officer of the Central Committee and is responsible for the day-to-day operations of the organization.
- b. Presides at the meetings of the Central Committee and the Executive Board and is responsible for ensuring that the notice for all meetings is issued to members of the Central Committee in accordance with these Bylaws.
- c. Appoints Precinct Committee Officers to vacant positions.
- d. Appoints Executive Board Officers to vacant positions with approval of a majority vote of the Central Committee.
- e. Creates special committees he/she deems necessary or as directed by a vote of the Central Committee. Serves as an ex-officio member of all standing and special committees except for the nominating committee and has the power to appoint members and the chairmen of special committees. The Chairman may also remove any member or chairman of a special committee.
- f. Provides for holding Precinct Caucuses and County Conventions in accordance with an official call received from the State Chairman. Arranges for the time and place for such meetings, appoints convention committees and issues, and issues timely notification to the delegates.
- g. Solicits and receives funds on behalf of the Central Committee. either personally or through any representative appointed by him/her for that purpose and transmits or causes to be transmitted to the Treasurer all such funds received. Verifies that the treasurer complies with all state and federal reporting requirements regarding the receipt and disbursement of funds; and may authorize individual expenditures of up to \$500 without approval of the Executive Board and/or Central Committee.

- h. Shall assist the Kittitas County Auditor's election supervisor in appointing election board workers at the precinct level as required by law.
- i. Seeks, or causes to be sought, legal counsel on party actions or matters that are or may be in violation of any law, rule, or regulation.
- j. Represents the will of the Central Committee on the State Committee and performs such duties as usually pertain to the office.
- k. Appoints written proxy in the event that the Chairman is unable to attend any meeting of the State Committee. The Proxy so appointed must be a PCO and shall not already be a voting member of the State Committee.
- l. Is responsible for overseeing the established communications policies and strategies of the KCRP. May appoint an individual or committee to serve as a communications representative with the approval of the Central Committee.

## 2. Vice Chairmen

- a. Assist and advise the Chairman in the administration of his/her duties and in the day-to-day operations of the KCRP.
- b. Exercise all of the powers and perform all of the duties of the Chairman in the event that the Chairman is absent, sick, or is otherwise unable to perform his/her duties. If the meeting at which the Chairman is absent is occurring in Lower County, then the Lower County Vice-Chairman will be first in line for assuming the duties of the Chairman. If the meeting is to be located in Upper County, then the Upper County Vice Chairman will assume the duties of the Chairman.
- c. In the event of a vacancy in the office of the Chairman, the Vice Chairmen shall, within thirty days, call a meeting of the Central Committee for the purpose of filling such vacancy by election and shall exercise all of the powers and perform all of the duties of the Chairman until said vacancy has been filled.
- d. Are responsible for recruitment, training, and coordination of PCOs within their respective precincts.

## 3. Secretary

- a. Records and maintains the minutes of all meetings of the Central Committee and Executive Board and of standing and special committees as requested by the committee chairman.
- b. In the absence of the Chairman and Vice-Chairmen, becomes the acting Chairman and has all of the authority and responsibilities of the office until a new Chairman is appointed per Article 5, Section 4.

## 4. Treasurer

- a. Serves as the custodian for all funds of the Central Committee.
- b. Keeps records of receipts and disbursements and prepares financial reports as requested.
- c. Deposits all funds received in a bank designated by the Executive Board. All checks drawn on such funds shall be signed by the Treasurer and Chairman or a designee of the Chairman.

- d. Shall disburse funds as authorized by the Chairman, Executive Board, and/or Central Committee.
- e. Is familiar with and complies with all state and federal reporting requirements and deadlines regarding the receipt and disbursement of funds.
- f. In the absence of the Chairman, Vice-Chairmen, and Secretary becomes the acting Chairman and has all of the authority and responsibilities of the office until a new Chairman is appointed per Article 5, Section 4.

5. State Committeeman & Committeewoman

- a. Represents the will of the Central Committee on the State Committee and performs such duties as usually pertain to these officers.
- b. Reports fully to the Chairman, Executive Board and Central Committee the activities of the Republican State Central Committee.
- c. Appoints written proxies in the event one or both officers are unable to attend any meeting of the State Committee. The Proxy so appointed must be a PCO and shall not already be a voting member of the State Committee.

Section 5 – Removal of Officers

Removal of an officer may be for any cause which the Central Committee deems sufficient. Consideration for removal of an officer shall take place at a regular or special meeting of the Central Committee provided that written notice of such impending action is given ten days prior to the meeting. If the Chairman is the officer being removed, the Vice-Chairmen shall preside at the meeting. The officer to be removed shall be given full and fair opportunity to present evidence and arguments on his/her behalf. A quorum of sixty percent of the members eligible to vote shall be required and a two-thirds majority vote shall be required.

Section 6 – Vacancies

Whenever a vacancy should occur in any elected Central Committee office, the Chairman shall advise the Central Committee prior to the next meeting.

## **ARTICLE 6 – EXECUTIVE BOARD**

Section 1 – Membership

The Executive Board shall consist of the County Chairman, Lower and Upper County Vice-Chairmen, County Secretary, County Treasurer, State Committeeman and State Committeewoman.

## Section 2 – Meetings

The County Chairman or three members of the Executive Board shall have the authority to call a meeting of the Executive Board into a special session. If deemed necessary an Executive Board meeting may be held and business conducted in person, virtually or over the phone. The Chairman shall report to the Central Committee at the next regularly scheduled meeting what actions were taken and how votes, if any, were cast.

## Section 3 – Powers of the Executive Board

Between regular meetings of the Central Committee, the Executive Board shall have authority to act for the Central Committee; provided that in no case shall such action be contrary to previous actions of the Central Committee.

# **ARTICLE 7– COUNTY CAUCUSES**

## Section 1 – Arrangements for Caucuses

Upon receipt of a call from the State Chairman for the purpose of holding a caucus, the County Chairman shall announce a meeting of Republican voters in each precinct. Citizens attending such caucuses shall be registered voters in their precincts. Pursuant to instructions from the State Committee, the County Chairman shall establish the procedures to be followed and the number of delegates and alternates elected to participate in the County Convention.

## Section 2 – Delegates to County Convention

Unless contrary to Section 1, officers of the Central Committee, qualified PCOs, and any Republican residing in Kittitas County holding an elected, partisan county, legislative, state wide or federal office are automatic delegates to the county convention.

# **ARTICLE 8 – COUNTY CONVENTION**

## Section 1 – Arrangements for Convention

The Chairman shall arrange and provide for a County Convention, either in accordance with a call received from the State Committee or as called by the Central Committee or Executive Board. The Chairman, in consultation with the Executive Board, shall set the time and place for such a meeting and provide written notice to the Central Committee and all other delegates no later than 21 days prior to the meeting.

## Section 2 – Delegates to State Convention

The County Chairman shall follow instructions from the State Committee in determining the number of delegates and the procedures and rules for electing those delegates to the State Convention.

## Section 3 – Convention Rules

The County Convention shall adopt the following minimum permanent rules:

1. No proxies shall be recognized by the convention.
2. On all questions before the convention, the vote shall be by “yeas” and “nays” or standing vote unless a roll call is demanded.
3. All resolutions and platform subjects to come before the convention must be submitted in writing at least 14 days prior to the convention and referred to the platform and resolutions committee for a report thereon before being read on the floor of the convention.
4. The report of the Platform Committee shall be read to the convention in toto and the vote may be taken to adopt the report of the committee in toto or section by section.
5. The proponent of any resolution or motion shall be allowed the privilege of the floor for three (3) minutes to support such resolution or motion. He shall further be entitled to two (2) minutes to close the debate, if any, upon such resolution or motion and shall have the privilege of closing such debate notwithstanding the previous question moved or called for; otherwise no person shall speak on any subject more than once and all speeches shall be limited to three (3) minutes.
6. Robert’s Rules of Order Newly Revised (most current edition) shall govern on any procedure not provided for herein.

## Section 4 – Platform

It shall be the goal of the Central Committee to distribute the proposed platform to all delegates at least seven (7) days prior to the County Convention.

## Section 5 – Appointment of State Convention Officers

When directed the County Chairman shall appoint a representative to the State Platform Committee, the State Rules Committee, and the State Credentials Committee and ratified by the Central Committee by a majority vote. Appointment and ratification shall take place at least 14 days prior to the County Convention. Appointees shall be selected from delegates elected to the County Convention at the Precinct Caucuses. No appointee shall serve on more than one committee.

## **ARTICLE 9 – PARLIAMENTARY AUTHORITY**

When not inconsistent with the provision in these Bylaws, Robert’s Rules of Order Newly Revised (most current edition) shall govern all meetings of the Central Committee and Executive Board.

## **ARTICLE 10 – CONSTRUCTION**

### Section 1 — Severance

If for any reason any part of these Bylaws is declared invalid or not in compliance with the Revised Code of Washington or the Washington Administrative Code, the remaining portions not affected shall remain in full force and effect.

### Section 2 – Relationship to Previous Bylaws

These Bylaws supersede all previous Bylaws of the Central Committee.

### Section 3 – Expiration

These Bylaws shall continue in perpetuity or until such time as the Central Committee deems it necessary to adopt new Bylaws.

## **ARTICLE 11 – AMENDMENT OF BYLAWS**

These Bylaws may be amended at any meeting of the Central Committee by a two-thirds vote, provided that a quorum is present; provided that any proposed amendment is submitted in writing to the County Chairman by the initiator at least 21 days prior to the meeting at which it is to be considered; and provided a copy of the proposed amendment is sent in writing to each Central Committee member at least 14 days prior to the meeting at which it is to be considered.

WITNESS WHEREOF, the foregoing Bylaws have been duly approved and executed by the Kittitas County Republican Central Committee this 29<sup>th</sup> day of December 2020.

Marlene Pfeifer, Chairman

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Connie Tatro, Secretary

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## **APPENDIX A PROCEDURES FOR DENIAL OF GOOD STANDING**

Precinct Committee Officers and other Republican party activists may be denied the status of "good standing" by the action of the Executive Board of the Central Committee acting as a committee pursuant to the following procedures:

- a. a written complaint signed by a Precinct Committee Officer shall be presented to the Executive Board who shall consider whether the complaint justifies further investigation, which decision shall be communicated to the complainant;
- b. if so, the Executive Board shall appoint a fact-finding committee, consisting of not less than three individuals, who shall investigate the charges and make findings of fact germane to the charges;
- c. the fact-finding committee shall provide the individual who is the subject of their investigation with a copy of the complaint and shall provide the individual with an opportunity to meet with them and provide evidence;
- d. the fact-finding committee shall engage in reasonable efforts to receive evidence from other individuals who may have relevant knowledge;
- e. the fact-finding committee shall provide a written report of its conclusions to the Central Committee;
- f. a copy of the report shall be provided to the individual who is the subject of the complaint, together with notice of the meeting at which the report shall be received and considered, which shall be not less than ten days from the date notice was provided;
- g. the individual shall be entitled to be present when the Central Committee meets to receive and consider the resolution and shall have a full and reasonable opportunity to present his/her reasons in opposition to the resolution;
- h. the Central Committee shall consider the report and by motion vote, by recorded vote, to decide whether the individual shall be determined not to be in good standing;
- i. passage shall require an affirmative vote of two-thirds of the Central Committee.