

# **BYLAWS OF THE JACKSON COUNTY**

## **REPUBLICAN CENTRAL COMMITTEE**

**REVISED NOVEMBER 2013**

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# **BYLAWS OF THE JACKSON COUNTY REPUBLICAN CENTRAL COMMITTEE**

**Revised November 2013**

The Oregon Republican Party has elected to participate in elections for precinct committee persons as provided in ORS 248.015 to 248.029, as amended. All references to those statutory provisions in these bylaws are conditioned upon the party's intention to rely upon those statutes. If the party elects not to be bound by those statutes, all references to those statutes in these bylaws shall be null and void. These bylaws do not bind the County Central Committee to comply with any other portion of Chapter 248, unless the Oregon Republican Party specifically agrees to be bound by any other portion of Chapter 248.

## **ARTICLE I: DEFINITIONS**

- I - 1           As used in these bylaws, unless the context requires otherwise:
- I - 1 - A       Central Committee means the Jackson County Republican Central Committee (JCRCC).
- I - 1 - B       The Jackson County Republican Central Committee shall also be known as the Jackson County Republican Party (JCRP).
- I - 1 - C       Precinct Committeeperson (PCP) means a Republican (man or woman) elected and qualified as a PCP pursuant to ORS 248.015, 248.017, 248.023 (1) and (2), or selected to fill a vacancy pursuant to ORS 248.026.
- I - 1 - D       The term County Chairman or Chairman refers to any person (man or woman) elected as Chairman of JCRCC. [Similarly for Vice Chairman.]
- I - 1 - E       The Official Roll means a list of PCPs maintained by the County Clerk pursuant to ORS 248.023 (3), 248.024, 248.026, and under the presumption that only a newly elected PCP or a person appointed to fill a vacancy in the office of a PCP may vote to fill a vacancy in a committee office. Immediately before a meeting of the County Central Committee at which there may be an election to fill a vacancy in a committee office, the County Chairman shall obtain from the County Clerk a list of the committee members. The list shall determine the eligibility of a PCP to vote to fill a vacancy in a committee office.

- I - 1 - F A Regular Meeting refers to a meeting held by the County Central Committee as detailed in these bylaws.
- I - 1 - G Special Meeting means any other meeting of the Central Committee upon the call of the Chairman, Executive Committee or upon petition of 20% of the certified PCPs.

## **ARTICLE II: MEMBERSHIP**

- II - 1 The membership with the JCRCC shall consist of:
  - II - 1 - A The PCPs of Jackson County;
  - II - 1 - B The Chairman, Vice-Chairman, Secretary, Treasurer and Delegates shall be voting members of the Central Committee, if not already elected or appointed as PCPs; and,
  - II - 1 - C The following officeholders, when registered as members of the Republican Party, shall be non-voting members of the Jackson County Republican Central Committee, unless otherwise elected or appointed and certified as a voting PCP:
    - II - 1 - C i Any federal or state elected official who resides in Jackson County;
    - II - 1 - C ii The Jackson County Commissioners;
    - II - 1 - C iii State Senators with districts that include registered voters in Jackson County: and,
    - II - 1 - C iv State Representatives with districts that include registered voters in Jackson County.

## **ARTICLE III: ORGANIZATION**

- III- 1 The Central Committee shall meet and organize not earlier than the date of the general election, nor later than November 25, of even numbered years. The retiring Central Committee shall prepare a written notice designating the time, date and place of the organizational meeting. The Chairman of the retiring Central Committee shall obtain from the County Clerk pursuant to ORS 248.023 (3) the Official Roll of the Central Committee and as one of his or her primary duties as the retiring Chairman shall oversee the mailing of the above notice of the organizational meeting by the County Clerk such as to assure that said notice is mailed to all duly elected committeepersons. [Ref: ORS 248.033]

- III 1 - A Notice of such meeting must be mailed no later than 10 days prior to the date of the meeting to all certified Republican PCPs elected during the primary election of that year or appointed pursuant to county rule. A copy of the notice must also be sent to the State Central Committee and County Clerk no later than 40 days prior to the date of the meeting. [Ref: ORS 248.033]
- III - 1 - B The purpose of the meeting is to elect officers for the County Central Committee and to elect Delegates and Alternate Delegates to the State Central Committee pursuant to State Bylaws and to conduct any other business deemed appropriate by the County Central Committee. Delegates and Alternate Delegates shall be elected by block voting. Alternate Delegates shall be seated in priority by total votes received.
- III - 1 - C A person appointed to fill a vacancy in the office of PCP may not vote on the election of the County Central Committee officers at the organizational meeting of the newly elected committee, but may vote to fill any vacancy in a committee office after the organizational meeting. [Ref: ORS 248.026(4)]
- III - 2 Notice to the State Central Committee:
- III - 2 - A Within five business days of the county organizational meeting, the newly elected Chairman of the County Central Committee shall cause a notice to be provided in writing, of the names of elected officers and Delegates and Alternate Delegates to the State Central Committee.
- III - 2 - B The County Central Committee must also provide a current copy of all county bylaws and rules no later than November 30 of each even numbered year.
- III - 3 Notice to the County Clerk: Within 48 hours of election, the newly elected Chairman of the County Central Committee shall send a list of the newly elected officers of the committee to the County Clerk. [Ref: ORS 248.035(2)]
- III - 4 Notice to Secretary of State: Within five business days of election, the newly elected Chairman of the County Central Committee shall cause all appropriate forms to be filed with the Secretary of State which will provide adequate notice to that office of the change in party leadership and which will officially transfer responsibility for Contribution and Expense reporting to the new officers.
- III - 5 Failure to Organize: In the event that the County Central Committee fails to organize, the Chairman of the State Central Committee may appoint a temporary County Chairman for the purpose of calling an organizational meeting within 60 days of his or her initial appointment. Until officers and Delegates are duly elected, but in no

event for a period which exceeds 60 days, the temporary Chairman may represent the County Central Committee as a temporary Delegate to the State Central Committee.

- III - 6      Transfer of Property: At the organizational meeting of the newly elected County Central Committee the officers of the retiring County Central Committee shall make available to the newly elected committee the property, records and funds owned or controlled by the retiring committee. [Ref: ORS 248.035(5)]

#### **ARTICLE IV: MEETINGS**

- IV - 1      Regular meetings of the County Central Committee shall be called at least four times during each year.
- IV - 2      At any meeting of the Central Committee, a quorum shall consist of the lesser of 20% of the Official Roll or 50 certified PCPs present.
- IV - 3      Proxies shall not be permitted to participate at any Central Committee meeting. [Ref: ORS 248.045]
- IV - 4      The rules contained in the current edition of Roberts Rules shall govern the Central Committee as the parliamentary authority in all cases to which they are applicable and in which they are not inconsistent with these bylaws, the State Central Committee bylaws or ORS statutes 248.015 to 248.029.

#### **ARTICLE V: OFFICERS**

- V - 1      There shall be four elected officers of the Central Committee:
  - V - 1 - A      Chairman or County Chairman;
  - V - 1 - B      Vice Chairman;
  - V - 1 - C      Secretary; and,
  - V - 1 - D      Treasurer.
- V - 2      The Chairman may appoint individuals to serve the party including, but not limited to:
  - V - 2 - A      PCP Coordinator; and,

- V - 2 - B Parliamentary.
- V - 3 Any individual who is registered as a Republican in the county is eligible to be an officer.
- V - 4 The term of office for all officers is from the date of the organizational meeting of the Central Committee until the date of the next organizational meeting. Persons elected to fill a mid-term vacancy shall be elected to complete the unexpired term of office. An appointed persons term ends at the next organization meeting.
- V - 5 The duly elected County Chairman, Vice Chairman, Secretary, Treasurer and Delegates shall be voting members of the Central Committee.

## **ARTICLE VI: POWERS & DUTIES OF OFFICERS & APPOINTEES**

- VI - 1 The County Chairman shall:
  - VI - 1 - A Familiarize himself or herself, immediately upon assuming office, with the Jackson County Central Committee bylaws, the State Central Committee bylaws, and ORS 248.015 to 248.029;
  - VI - 1 - B Have the general care of the affairs of the Central Committee and the Republican Party in Jackson County, subject to the advice and consent of the Central Committee and its Executive Committee;
  - VI - 1 - C Supervise and direct officers and employees (if any) of the Central Committee;
  - VI - 1 - D Schedule regular meeting dates in accordance with Article IV, Section (1) (A) above and special meetings when necessary and serve as the presiding officer at such meetings;
  - VI - 1 - E Give notice by either mail or electronic communication to the entire membership of the Central Committee not later than the tenth day before the date of an anticipated Central Committee meeting;
  - VI - 1 - F Make regular reports at Central Committee meetings of his or her activities and the activities of the Executive Committee;
  - VI - 1 - G Appoint an auditing committee, at least once a year, to examine all financial records of the Central Committee and report its finding to the Executive Committee meeting; and,

- VI - 1 - H Create such committees, as he or she deems appropriate to assist in the management and operation of the Central Committee, and appoint all Chairs of these committees. The term of office of all committee Chairs shall automatically expire upon election of a new County Chairman.
- VI - 2 The Vice Chairman shall:
  - VI - 2 - A Familiarize himself or herself, immediately upon assuming office with the Jackson County Central Committee bylaws, the State Central Committee bylaws, and ORS statutes 248.015 to 248.029;
  - VI - 2 - B Assume such powers and perform such duties as may be assigned to him or her from time to time by the Chairman, the Central Committee, or its Executive Committee;
  - VI - 2 - C Assume the powers and duties of the Chairman during periods of his or her absence or when the office should become vacant; and,
  - VI - 2 - D Preside at the Central Committee meetings and Executive Committee meetings in the absence of the Chairman.
- VI - 3 The Secretary shall:
  - VI - 3 - A Familiarize himself or herself, immediately upon assuming office with the Jackson County Central Committee bylaws, the State Central Committee bylaws, and the ORS statutes 248.015 to 248.029;
  - VI - 3 - B Have copies of these bylaws, the State Central Committee bylaws, and relevant ORS statutes available for the use of the newly elected or appointed PCPs;
  - VI - 3 - C Assist the County Chairman in preparing and transmitting all required notices;
  - VI - 3 - D Give notice to all elected Republican officials of Jackson County of all Central Committee meetings and activities, either by mail or by other means;
  - VI - 3 - E Keep minutes of all meetings of the Central Committee and the Executive Committee;
  - VI - 3 - F File minutes of all such meetings in duplicate with the original to be on file with the County Chairman and the duplicate, at the residence of the Secretary. File a third copy of the Central Committee meetings minutes with the State Central Committee within 30 days of the meeting; and,

- VI - 3 - G Maintain a list of all officers, Committee Chairs, appointments and scope of authority for committees.
- VI - 4 The Treasurer shall:
  - VI - 4 - A Familiarize himself or herself, immediately upon assuming office, with the Jackson County Central Committee bylaws, the State Central Committee bylaws, and ORS statutes 248.015 to 248.029 and with Chapter 260 of the Oregon Revised statutes and carry out his or her functions in strict accordance with these guidelines;
  - VI - 4 - B Act as the fiscal agent of the Central Committee for the receipt and disbursement of funds;
  - VI - 4 - C Maintain a daily journal of receipts, disbursements, and balances;
  - VI - 4 - D Write checks on the Central Committee's checking account in payment of all Central Committee bills when so directed by the Executive Committee. Checks are to be signed by either the Chairman or the Treasurer. In the absence or incapacity of the Chairman, the Vice Chairman shall sign in his or her stead. In the absence or incapacity of the Treasurer the Secretary shall sign in his or her stead;
  - VI - 4 - E Maintain adequate financial records of all Central Committee transactions and file appropriate reports with the Secretary of State required by Chapter 260 of the Oregon Revised Statutes and in accordance with generally accepted accounting principles;
  - VI - 4 - F Make a complete financial report to all meetings of the Central Committee and Executive Committee;
  - VI - 4 - G Appoint a budget committee and serve as its Chairman in the preparation of a biannual budget for submission to the Executive Committee and the Central Committee; and,
  - VI - 4 - H Supervise the transfer of funds from the retiring Central Committee to the newly elected Central Committee as discussed above in Article III, Section (7).
- VI - 5 The PCP Coordinator shall familiarize himself or herself, immediately upon assuming these duties with the PCP manual.
- VI - 6 The Parliamentarian shall:
  - VI - 6 - A Familiarize him or herself, immediately upon assuming office, with the Jackson County Central Committee bylaws, the State Central Committee bylaws, and ORS statutes 248.015 to 248.029;

- VI - 6 - B     Serve as the Chair of the Rules and Bylaws Committee; and,
- VI - 6 - C     Advise the presiding officer on matters relating to rules, bylaws, and Robert's Rules of Order for the Central Committee, Executive Committee, and other JCRCC committees.

## **ARTICLE VII: DELEGATES AND ALTERNATE DELEGATES**

- VII- 1        At its organizational meeting, the County Central Committee shall elect the number of Delegates and Alternate Delegates to the Oregon Republican Party [ORP] State Central Committee as designated by the bylaws of the ORP.
- VII- 2        The term of office of those persons elected under Section (1) of this Article shall be from the date of their election by the County Central Committee Organizational Meeting, until the date of the next organizational meeting.
- VII- 3        In addition to being on the Executive Committee, the Delegates shall attend the State Meetings & Conventions, representing the County Central Committee. Alternate Delegates are encouraged to attend.

## **ARTICLE VIII: THE EXECUTIVE COMMITTEE**

- VIII- 1        The Executive Committee shall consist of:
  - VIII- 1- A     County Chairman;
  - VIII- 1- B     Vice Chairman;
  - VIII- 1- C     Secretary;
  - VIII- 1- D     Treasurer;
  - VIII- 1- E     Delegates;
  - VIII- 1- F     Alternate Delegates;
  - VIII- 1- G     PCP Coordinator; and,
  - VIII- 1- H     Parliamentarian.
- VIII- 2        All appointees shall serve at the pleasure of the Chairman.
- VIII- 3        Voting members of the Executive Committee shall be the County Chairman, Vice Chairman, Secretary, Treasurer, and the Delegates. In

the absence of a Delegate(s), at any Executive Committee or Special Meeting, the Alternate Delegate(s) may stand in as a voting member for the missing Delegate(s) prioritized on elected position. Non-voting members shall have full rights in the committee except voting.

- VIII- 4 A quorum for the Executive Committee and Special Meetings shall consist of a simple majority of the voting members (Voting members are 4 officers plus the # of Delegates).

## **ARTICLE IX: POWERS & DUTIES OF THE EXECUTIVE COMMITTEE**

- IX- 1 The County Chairman shall call a meeting of the Executive Committee within thirty days of being elected to said office.
- IX- 2 During intervals between meetings of the Central Committee, the Executive Committee shall carry the full authority and power of the Central Committee, except those powers and duties reserved specifically to the Central Committee.
- IX- 3 The Executive Committee shall meet at least once a month or upon petition of at least three Executive Committee members.
- IX- 4 The Executive Committee shall carry out the operations of the Central Committee with the assistance of Standing and Ad Hoc Committees. Unless otherwise prescribed by these bylaws or rule, all committees shall serve at the pleasure of the Chairman and report as requested to the Executive Committee. The County Chairman shall appoint all committee chairs, unless otherwise prescribed by bylaws or rules. Term of office for all members of Standing and Ad Hoc Committees ends at the biennial Central Committee organization meeting.
- IX- 5 The Committee Chairs may appoint and remove members of their committee with notice given to the County Chair and Executive Committee.

## **ARTICLE X: RESIGNATIONS**

- X- 1 A PCP may resign from office by filing a written notice of his or her resignation with the County Clerk and a copy should be sent to the PCP Coordinator.
- X - 2 Any Central Committee Officer, Delegates, or any other Committeeperson holding any other office whether appointed or elected, should he or she choose to resign, shall submit his or her resignation in writing to the Secretary, who shall present said

resignation to the Executive Committee for its action on said resignation.

- X- 3 Vacancies in office will be filled as prescribed in Article XIV of these bylaws.

### **ARTICLE XI: RECALL**

- XI- 1 Any elected official of the County Central Committee may be recalled by a majority vote of a quorum of the Central Committee. For the purposes of this Article a quorum shall consist of 40% of the certified PCPs.
- XI- 2 A recall vote cannot be conducted unless a recall petition containing the signatures of at least 20% of the certified PCPs has been submitted to the Secretary. If the Secretary receives a valid petition, the Secretary must designate a time and location of a meeting to be held not less than 30 days nor more than 45 days from the receipt of the petition. The notice must be sent to all certified PCPs no later than 15 days before the meeting.
- XI- 3 Only those PCPs who appear on the Official Roll at the time the petition is filed with the Secretary will be allowed to vote at the recall meeting.

### **ARTICLE XII: ADOPTION AND AMENDMENT OF BYLAWS**

- XII- 1 These bylaws shall be effective upon adoption by a simple majority of the certified PCPs present at a duly called meeting of the Central Committee and shall remain in effect until amended or repealed.
- XII- 2 These bylaws may be amended, altered, or repealed by a two-thirds majority of the certified PCPs present and voting at a duly called meeting of the Central Committee provided that the notice of the proposed amendments, alterations or repeal shall be given with the official notice of the meeting.
- XII- 3 Amendments to these bylaws may be proposed by Central Committee action, Executive Committee recommendation, or by petition signed by not less than 20% of the certified PCPs.

### **ARTICLE XIII: LIMITATIONS**

- XIII - 1 Neither the Central Committee nor the Executive Committee shall expend any Central Committee funds for, or on behalf of, any

candidate in the Primary Election. However, all Republican candidates shall have equal access to the use of the party records and equipment as deemed appropriate by the Executive Committee.

#### **ARTICLE XIV: VACANCIES IN OFFICE**

- XIV - 1      If the position of the Chairman should fall vacant because of his/her death, sustained absence, resignation, or recall, the powers and the duties of the Chairman shall be assumed by the Vice Chairman until a successor is elected by the Central Committee. In the event that the Vice Chairman is unable to fill the position, the Executive Committee shall elect a Chairman pro tempore and call a meeting of the Central Committee for the purpose of electing a Chairman.
- XIV - 2      If any vacancy should occur in the office of Vice Chairman, Secretary, Treasurer or Delegate, because of death, sustained absence, resignation or recall, or if any of these offices shall remain vacant after a reorganization meeting, the Executive Committee shall appoint an officer pro tempore to perform the duties of that office until a successor shall be elected by the Central Committee.
- XIV- 3      If any vacancy occurs in any office of PCP because of death or resignation, or if any office should remain vacant after a primary election, the Central Committee shall fill that vacant office with an interested, qualified Republican, who is registered in the precinct in which the vacancy exists, or is registered in a precinct which adjoins that precinct, pursuant to ORS 248.026 (1). The County PCP Coordinator shall submit to the Secretary, at least 15 days prior to the scheduled Central Committee meeting, the list of prospective appointees. The Secretary shall include the list in the agenda, with appointees' precinct(s) number, included with the Official Call for the meeting.
- XIV- 3- A    Upon attending a Central Committee meeting, the prospective appointee shall be introduced.
- XIV- 3- B    At the following meeting the prospective appointees shall be appointed by the Chairman and ratified by the membership.
- XIV- 4      The County Chairman, or Chairman pro tempore, shall notify by mail or electronic communication the entire membership of the Central Committee not later than the sixth day before the date of the next anticipated meeting of any vacancy occurring in the offices of Chairman, Vice Chairman, Secretary or Treasurer, and further advise the entire membership that an election to fill this vacancy will be held on that day. All other vacancies will be filled at the next meeting of the Central Committee following the occurrence of the vacancy and will be

deemed regular business not requiring special advance notification of an election being held.

XIV- 5        Upon a quorum, a simple majority vote of those PCPs present is required to fill any vacancy in any office.

XIV - 6        Sustained absence is defined as an unexcused absence from five consecutive regularly called meetings, both Central Committee and Executive Committee. After said absences, the Central Committee or Executive Committee shall vote to declare the office vacant.

### **ARTICLE XV: AUTHORITY**

XV- 1        The Jackson County Republican Central Committee is the highest party authority in Jackson County Republican County matters and may adopt bylaws, rules or resolutions for any matter of County Party government, which are not in conflict with the bylaws of the Oregon Republican Party.