

# **LEGISLATIVE DISTRICT 10 Bylaws**



**BYLAWS OF  
ARIZONA LEGISLATIVE DISTRICT 10 REPUBLICAN PARTY OF EAST MESA  
OF THE MARICOPA COUNTY REPUBLICAN COMMITTEE OF THE ARIZONA REPUBLICAN PARTY**

**Revised  
March 21, 2024**

## Definitions

A.R.S.	Arizona Revised Statutes
Acclamation	Voice vote
AZGOP	Republican Party of Arizona
Board	Executive Committee plus appointed officers and committee Chairmen
Business	Deliberations and decisions made at an official meeting
Call to Order	Formal announcement of the start of a meeting, by Presider
C&T	Credentials and Tally Committee
Captain	Precinct Captain
Chair	Chairman of the LD
District	Legislative District 10, defined as a geographic area with borders defined by statewide redistricting following the Decennial National Census
District Roster	Official list of all Members of the District as published by Maricopa County Recorder's Office
EGC	Executive Guidance Committee of the MCRC
Executive Committee	Elected District Officers
Exhaustive Ballot Method	In elections in which more than 2 candidates run for the same office, this method provides for multiple rounds of voting, eliminating candidates in each round
GOTV	Get Out The Vote
He/his	He or she/his or hers
MCRC	Maricopa County Republican Committee
Member/Membership	All elected and appointed Precinct Committeemen within the District
Minutes	The written record documenting the decisions and activities of an official meeting
NC	Nomination Committee
Notice	Announcement of a Meeting (call), including meeting details
PC	Precinct Committeeman
Presider	The official responsible for conducting a meeting
Proxy	The official document by which a Member who cannot attend a meeting at which a vote will take place, may transfer his voting rights to another Member for that specific election. The transferring Member is the "Proxy Giver", the receiving Member is the "Proxy Carrier"
Quorum	Percentage of Members needed to be present in order to conduct business (Quorum varies depending on the type of meeting)
RNC	Republican National Committee
Resolution	A statement of opinion or principle, presented to the Membership for adoption. If adopted by the Members it expresses the consensus of the Membership
SC	State Committeeman
SC, Precinct Nominee	A PC who self-nominated as a candidate for SC via the NC and was designated at the Precinct Organizational Meeting
SC, District Nominee	A PC who self-nominated as a candidate for SC via the NC, but was not designated as a Precinct Nominee due to the number of candidates in the Precinct exceeding the SC quota for that Precinct
Vacancy	An unfilled Office or Position in the District as defined in the A.R.S.

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REPUBLICAN PARTY**

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## **ARTICLE I NAME**

The name of this organization shall be the Arizona Legislative District 10 Republican Party of East Mesa, hereafter referred to as the District. The District is affiliated with the AZGOP and the MCRC.

## **ARTICLE II OBJECTIVES**

The Objectives of the District are to protect the unalienable 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 objectives of the District shall further be to:

- A. Support and elect Republican candidates who promote Republican platform.
- B. Encourage Republicans who promote Republican ideals to run for elective office.
- C. Promote Republican appointments to commissions, committees, and other appointive public offices.
- D. Assist in voter registration and promote Republican voter participation in elections, including recruiting poll workers and poll observers.
- E. Recruit and educate PCs and maintain a permanent Republican precinct organization.
- F. Increase the effectiveness of Republican volunteers in the cause of good government through active political participation.
- G. Promote an informed electorate through political education.

## **ARTICLE III MEMBERSHIP**

Unless otherwise specified in the A.R.S., AZGOP Bylaws, or the MCRC Bylaws, the Membership of the District is subject to the following rules.

### **Section 1 Qualifications**

- A. The Membership of the District consists of the total number of elected and appointed Republican PCs in the District as most recently published by the office of the Maricopa County Recorder and residing in the Precinct from which they are elected or appointed.
- B. Elected and appointed PCs possess all rights of Membership, except that only elected PCs may:
  - 1. Vote during District Statutory Organizational Meeting.
  - 2. Serve as District Chair.
  - 3. Serve as SC.
  - 4. Vote for nominees to fill a vacancy in the State Legislature.

### **Section 2 Duties**

In addition to those duties prescribed by the A.R.S., the AZGOP Bylaws, and the MCRC Bylaws, the duties of the Members of the District shall be to:

- A. Support the objectives of the District.
- B. Inform and serve registered Republicans in the precinct.
- C. Campaign on behalf of Republican candidates.
- D. Carry nominating petitions and distribute election information.
- E. Distribute signs and campaign literature for candidates.
- F. Participate in GOTV and Election Day activities.
- G. Help develop, maintain, and support a permanent Republican precinct organization.
- H. Regularly attend meetings of the District and the County Party.
- I. Help recruit and train new volunteers for the Republican Party.
- J. Assist the Republican Party in voter registration.
- K. Refrain from endorsing or otherwise supporting political candidates who oppose the objectives of the District.

### Section 3 Term of Office

Unless otherwise specified in the A.R.S, the PC term of office is 2 years. The term begins on October 1 following the primary election at which the PC was elected; and continues until October 1 following the next primary election. A delay in taking the oath of office does not affect the start of the term.

### Section 4 Vacancy

- A. A vacancy may occur for any but not limited to the following reasons:
  - 1. Resignation.
  - 2. Moving from the Precinct in which elected or appointed.
  - 3. Failure to maintain registration as a Republican.
  - 4. Less than a full quota of PCs is elected during the primary election.
- B. Filling of Vacancy  
Pursuant to the process described in the MCRC Bylaws, the Chair and the Captain are charged with recommending PC appointments to the MCRC Chair.

### Section 5 Contact Information

- A. Members shall provide their contact information, including an email address, if available, to the District.
- B. The District shall utilize the Member email addresses solely for District business.
- C. A contact list of the Members in a precinct, including email addresses, shall be provided by the Corresponding Secretary to any Member of that precinct, for District business only, within 7 days of the request.
- D. The email address of any Member who does not permit the release of his email address shall be excluded from the list provided in the previous paragraph.
- E. Members who do not maintain a valid email address with the District must request, in writing, that the District send meeting notices via postal mail.

## ARTICLE IV SUBDIVISIONS

### Section 1 Precincts

- A. Boundaries  
The District is divided into Precincts as defined by statewide redistricting following the Decennial National Census.
- B. Precinct Captain  
Unless otherwise specified in the MCRC Bylaws, the following shall apply to the office of Captain:
  - 1. Election
    - a. The newly elected PCs in every precinct with 2 or more PCs shall meet to elect a Captain.
    - b. If the PCs of any precinct fail to elect a Captain, the Chair shall appoint a PC from that precinct to serve as Captain until the PCs from that precinct meet and elect a Captain.
    - c. If there is only one PC, that PC will serve as Captain until such time as there are sufficient PCs to hold an election.
  - 2. Duties
    - a. Pursuant to the process described in the MCRC Bylaws, the Chair and the Captain are charged with recommending PC appointments to the MCRC Chair.
    - b. Recruit, train, and organize PCs and precinct volunteers.
    - c. Promote attendance at District meetings.
    - d. Encourage PCs to become SCs and co-operate with the NC to identify Precinct Nominees for the office of SC. (Article VI, Sec. 6, E)
    - e. Provide political activity information to PCs not in attendance at District meetings.
    - f. Organize the precinct in the most efficient manner and coordinate precinct activities such as distribution of campaign literature, collection of nomination petition signatures and GOTV activities.

- C. Term
  - 1. Coincides with the term of a PC.
  - 2. Removal
    - a. A majority of the PCs of the precinct shall petition the Chair, in writing, to call a special meeting of that precinct. At such a meeting, a majority of PCs may remove a Captain and elect a new Captain.
    - b. The Chair shall preside or appoint a Presider. The Presider shall not be a Member of the Precinct.

## Section 2 Precinct Organizational Meeting

- A. Objective
  - 1. Elect a Captain.
  - 2. Identify Precinct Nominees for SC, from the list of PCs provided by the NC, to fill the Precinct quota of SCs. (Article VI, Sec. 6, E)
- B. Date and Frequency
 

Meeting shall occur once every 2 years. The NC will determine the schedule.
- C. Notice
 

Captain shall include the date, time, location, and agenda.
- D. Quorum
 

25% of PCs in the Precinct.
- E. Agenda
 

Determined by the Captain.
- F. Reporting
 

Per the schedule set by the NC, the Captain shall prepare and transmit to the NC a list of the Precinct Nominees for SC.

## ARTICLE V OFFICERS

### Section 1 Elected Officers

- A. Number
 

District Officers ~~may~~ include: Chairman (Chair), First Vice Chair, Second Vice Chair, Third Vice Chair, Fourth Vice Chair, Recording Secretary, Corresponding Secretary, and Treasurer. These elected officers constitute the Executive Committee.
- B. Qualifications
  - 1. The Chair must be an elected PC residing in the District.
  - 2. District Officers must be PCs residing in the District.
  - 3. No Member may hold more than one office at a time, except that the offices of Recording Secretary and Corresponding Secretary may be combined. However, an individual holding multiple offices has only one vote and counts as only one Member for the purpose of a quorum on the Executive Committee.
- C. Term
  - 1. Officers assume their duties upon the adjournment of the meeting at which they are elected.
  - 2. Officers serve until position is vacated or through the next Statutory Organizational Meeting, or until their successors are elected.
- D. Vacancy
 

A vacancy may occur for any but not limited to the following reasons:

  - 1. Office is unfilled by election,
  - 2. Death,
  - 3. Insanity when judicially determined,
  - 4. Failure to maintain registration as a Republican,
  - 5. Resignation or ceasing to reside in the District,
  - 6. Removal from office.
- E. Filling of Vacancy

1. Vacancies in any District Office are resolved pursuant to the MCRC Bylaws.
  2. Any officer, other than the Chair, who moves from his precinct, but remains in the District, may petition the members, with a motion, to remain in office for the duration of the term. Such a motion requires a two-thirds (2/3) vote for passage. However, he shall not be counted for the purpose of a quorum and shall not vote in District meetings.
- F. Multiple Vacancies  
If an Executive Committee quorum cannot be achieved due to multiple Officer vacancies, the MCRC Chairman may appoint temporary Officers from the MCRC Membership. These fill the vacancies for the sole purpose of, and for only such time as necessary, for the District to elect permanent replacements pursuant to the MCRC Bylaws.
- G. MCRC EGC Representation
1. In the absence of the Chair, the First, Second, Third or Fourth Vice Chair, in that order, shall represent the District at an EGC meeting.
  2. In the absence of the First, Second, Third and Fourth Vice Chair, the Chair may give his proxy to any other District PC to represent the District at an EGC meeting.
- H. Removal
1. Chair may be removed in accordance with the MCRC Bylaws.
  2. District Officers, other than the Chair, may be removed from office at any meeting of the District by a two-thirds (2/3) vote, provided that quorum has been met and a notice of the proposed removal has been sent to the Members no later than 10 days prior to the meeting.
  3. An Officer, other than the Chair, who is not present at 3 or more consecutive Executive Committee meetings may be removed by a majority vote of the Members at a District meeting. The Officer to be removed must be notified in writing no later than 10 days prior to the meeting at which the vote will be held.
- I. Mandatory Resignation  
A District Officer shall resign his office upon declaring candidacy for a paid elective office or accepting a compensated position for:
1. A campaign committee for a paid elected office.
  2. A political action committee.
  3. An independent expenditure committee.
- Establishment of an exploratory committee shall not trigger this requirement.
- J. District elected officers shall perform the duties prescribed by these Bylaws, the MCRC Bylaws, and as specified by the Parliamentary Authority. (Article XI, Section 1)
- K. Records Retention
1. All District Officers, elected and appointed, shall preserve and protect District records under their purview.
  2. Within 7 business days of leaving office, District Officers, other than Treasurer, shall transfer to the Chair any, and all, records specific to their office, as well as any records that have been transferred from previous officers.
  3. If the office of the Chair is vacant and no other officer has assumed the duties of the Chair pursuant to these Bylaws, the vacating officer must transfer the records to the MCRC chair or designee within 7 business days of leaving office.
  4. Election ballots and raw electronic voting data must be preserved by the Chair for a period of 6 months and made available for audit upon written request of 5 District PCs or the Board. Any audit must be conducted at a Board meeting.

## Section 2 Chair

- A. Organize the District for effective and continuous work on behalf of the Republican Party and its candidates.
- B. Cooperate with the MCRC Chair and attend all EGC meetings or send a designee pursuant to these Bylaws.
- C. In cooperation with the First Vice Chair and Corresponding Secretary, maintain current records of the District including:
  1. District Roster,
  2. Captains,
  3. SCs elected at the previous Statutory Organizational Meeting,
  4. Elected and Appointed Officers,

5. State Convention Delegates,
6. Committees and other volunteers.
- D. Appoint non-elective Officers, Committee Chairmen and Committee members as specified in these Bylaws, and be an ex-officio member of all committees, unless excluded by these Bylaws.
- E. Assist and support the organization of Republican clubs within the District.
- F. Direct the organization and promotion of voter registration activities within the District.
- G. Preside at District, Executive Committee, and Board meetings.
- H. 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.
- I. Exercise the usual powers of supervision and management customary to the office of Chair and implement policies for the efficient and responsible operation of the District, subject to approval by the Executive Committee.
- J. In cooperation with the Treasurer, prepare a budget for the calendar year and submit such budget to the Executive Committee for approval.
- K. Shall have authority to sign District checks and have final approval on all District expenditures.
- L. Furnish to the Treasurer, on a monthly basis, all receipts for out-of-pocket expenses required in the performance of his duties. Any expense in excess of the amount budgeted is subject to approval by the Executive Committee.
- M. Upon a vacancy, or a change in incumbency in the office of Treasurer, the Chair shall, within 3 business days, take custody of all financial records of the District and name an Audit Committee Chairman. (Article VI, Sec.3)
- N. Appoint a Captain when no Captain is elected by the PCs.
- O. Direct, redistribute, or reassign elected officer duties in cooperation with the Executive Committee.
- P. In the event of an SC vacancy, the Chair shall notify the next highest vote getter from the Statutory Organization Meeting. If the PC is willing to assume the office of SC, the Chair shall submit his name to the MCRC and AZGOP Chairs. (Article VIII, Sec.3)
- Q. Inform the Members of any upcoming election, election process, election schedule, and contact information for the NC Chair.
- R. In cooperation with Captains, MCRC Chair and Maricopa County Board of Supervisors fill any PC vacancy by nomination for appointment.
- S. For any meeting at which an election is held, the Chair may have additional duties.
- T. Report all certified election results to MCRC and AZGOP as specified in their respective Bylaws.

### Section 3 First Vice Chair

- A. Lead PC recruiting and training efforts for both PCs and Captains.
- B. In the absence of the Chair, the First Vice Chair shall:
  1. Preside at District, Executive Committee, and Board meetings.
  2. Substitute for the Chair at County meetings, including EGC meetings.
  3. Perform duties of the Chair that cannot wait for the return of the Chair.
- C. Perform additional duties as may be assigned by the Chair and the Executive Committee.

### Section 4 Second Vice Chair

- A. Coordinate District meeting agendas and recruit and schedule speakers.
- B. In the absence of the Chair and the First Vice Chair, the Second Vice Chair shall:
  1. Preside at District, Executive Committee, and Board meetings.
  2. Substitute, as needed, for the Chair at County meetings, including EGC meetings.
  3. Perform duties of the Chair that cannot wait for the return of the absent officers.
- C. Perform additional duties as may be assigned by the Chair and the Executive Committee.

### Section 5 Third Vice Chair

- A. Plan, lead and coordinate fundraising events.
- B. In the absence of the Chair, First and Second Vice Chairs the Third Vice Chair shall:
  1. Preside at District, Executive Committee, and Board meetings.
  2. Substitute, as needed, for the Chair at County meetings, including EGC meetings.



3. Perform duties of the Chair that cannot wait for the return of the absent officers.
- C. Perform additional duties as assigned by the Chair and the Executive Committee.

## Section 6 Fourth Vice Chair

- A. Maintain the District website and coordinate District social media efforts.
- B. In the absence of the Chair, First, Second and Third Vice Chairs the Fourth Vice Chair shall:
  1. Preside at District, Executive Committee, and Board meetings.
  2. Substitute, as needed, for the Chair at County meetings, including EGC meetings.
  3. Perform duties of the Chair that cannot wait for the return of the absent officers.
- C. Perform additional duties as assigned by the Chair and the Executive Committee.

## Section 7 Secretary

Offices of Recording Secretary and Corresponding Secretary may be combined, subject to the approval of the Executive Committee. However, an individual holding multiple offices has only one vote and counts as only one Member for the purpose of a quorum on the Executive Committee.

- A. Recording Secretary
  1. Record and maintain Minutes of all meetings of the District, the Board, and the Executive Committee.
  2. Provide the Minutes to appropriate officers.
- B. Corresponding Secretary
  1. In cooperation with the Chair and First Vice Chair, maintain current and accurate records of:
    - a. District Roster,
    - b. Captains,
    - c. SCs,
    - d. Elected and Appointed Officers,
    - e. State Convention Delegates,
    - f. Committees,
    - g. Other volunteers,
    - h. Membership attendance at District meetings
  2. In cooperation with other officers, transmit to the Members the required meeting notices including Minutes of the previous District meeting and any other District correspondence.
  3. Except for the duties assigned to the C&T, the Corresponding Secretary shall determine and report to the Chair the presence of a quorum prior to the call to order.
  4. In cooperation with other elected officers and committees, participate in the District's social media operations.
  5. Perform additional duties as may be assigned by the Chair and the Executive Committee.

## Section 8 Treasurer

1. The incoming Treasurer shall receive from the Audit Committee the findings of their audit.
2. In cooperation with the Chair, prepare a budget for each calendar year and submit such budget to the Executive Committee for approval.
3. Disburse funds only as authorized by the Chair, or in the Chair's absence, the appropriate Vice Chair. Sign all checks approved by the Chair or appropriate Vice Chair.
4. File all required state and county reports in a timely and accurate manner.
5. Establish and maintain a District bank account for which the Chair and Treasurer shall be account signers.
6. Maintain custody of all District funds and pay bills as authorized by the Chair.
7. Maintain a ledger of all monies received and disbursed.
8. At Regular Meetings, make available for member inspection one hard copy of the budget and the current and previous month's financial reports.
9. At Regular Meetings, present a brief oral summary of the District monthly financial status.
10. Perform additional duties as may be assigned by the Chair and the Executive Committee.

## Section 9 Executive Committee

- A. Composition  
The elected District Officers constitute the Executive Committee.
- B. Duties
  1. Convene upon short notice when necessary, to conduct urgent District business.
  2. Supervise the affairs of the District between Regular Meetings.
  3. Determine the date, time, and location of District meetings.
  4. Make recommendations to the District.
  5. Perform additional duties as specified in these Bylaws including, but not limited to:
    - a. Planning District Meetings and activities.
    - b. Coordinating the work of Committees.
    - c. Reviewing and approving the District budget.
- C. Meetings
  1. Notice  
Requirements may be waived by unanimous consent of the Executive Committee.
    - a. A meeting may be called by the Chair or any 2 Executive Committee members. Notice must be given to all members of the Executive Committee by electronic means at least 24 hours in advance of the meeting.
    - b. Shall include date, time, location, and agenda.
  2. Quorum  
Majority of the elected District Officers will constitute a quorum of the Executive Committee.
  3. Minutes of the meeting shall be taken.
  4. The Presider of any Executive Committee meeting shall report on any substantive decisions at the next Regular District meeting.

## Section 10 Appointed Officers

- A. The Chair, with consent of the Executive Committee, may appoint:
  1. A Chaplain and Sergeant at Arms from the Membership.
  2. A Parliamentarian and/or General Counsel who need not be Members.
- B. Appointed Officers and Committee Chairs are non-voting members of the Board and serve at the discretion of the Executive Committee.

## Section 11 Board

- A. Composition  
The elected Officers, appointed Officers, and Committee Chairmen constitute the Board. The District Officers are the only voting members of the Board. If any offices have been combined under one person, that person counts as only one vote and counts as only one member for the purpose of quorum.
- B. Duties
  1. Inform, report, and advise the Executive Committee and the Members.
  2. Assist in the coordination and supervision of Committee activities.
  3. Oversee the implementation of directives from the Executive Committee.
- C. Meetings  
The Board meets upon the call of the Chair or the call of a majority of the Executive Committee:
  1. No less than 3 times in odd numbered years.
  2. No less than 5 times in even numbered years.
  3. No member of the Board may be excluded from any Board meeting.

# ARTICLE VI COMMITTEES

## Section 1 General

- A. The Chair shall not be a member of the NC, the Appeals Committee, nor any disciplinary committees which may be formed.
- B. No member of any committee may be excluded from a meeting of that committee.
- C. Chairmen shall document processes and actions taken. These records shall be passed to successive chairmen for the purposes of continuity and process improvement.
- D. Unless otherwise stated in these bylaws, the terms of Committee Chairmen coincide with the end of the term of the Executive Committee.
- E. Committee vacancies shall be filled by election, volunteer, or appointment as appropriate.
- F. Chairmen shall keep the Executive Committee appraised of their activities and may be asked to update the Members on the progress of the committee.

## Section 2 Appeals

- A. Objective  
Investigate, deliberate and report to the District any allegation(s) of violations of District rules and procedures brought to the Executive Committee.
- B. Composition  
Each elected District Officer shall appoint one member to the committee. No principal involved in the allegation(s) may serve on this committee.
- C. Duties
  1. Elect a Chairman from their number.
  2. Convene within 14 days of receipt of a written and signed letter of concern submitted to any Executive Committee member by one or more Members.
  3. Decide the merits of the allegation(s) as pertains to District Bylaws.
  4. If deemed to have merit, inform the accused of the allegation(s) and the source(s) of the allegation(s), to enable a defense.
  5. Conduct deliberations in closed session only.
  6. Based on their deliberations, the Committee may dismiss the allegation(s) or make recommendation(s) for disciplinary action which may include one or more revocations of the member's privileges of:
    - a. bringing motions,
    - b. speaking in debates,
    - c. voting,
    - d. holding District Office.
  7. Committee shall put its recommendations for disciplinary action in the form of a Resolution for presentation to the Members for debate and verdict vote at a Regular or Special Meeting. Any disciplinary action requires the agreement of two-thirds (2/3) of the Members present.
  8. Committee shall provide the accused with a copy of the Resolution recommending disciplinary action at least 10 days prior to the meeting at which the Resolution will be presented.
  9. Committee shall provide a copy of the Resolution for inclusion in the meeting notice at which it will be presented.
- D. Confidentiality
  1. Committee shall not accept anonymous allegations.
  2. Committee shall maintain the confidentiality of all records of testimony and deliberations, except as necessary to create the Resolution.

## Section 3 Audit

- A. Objective  
Protect both the District and the Treasurer by ensuring sound business practices regarding District funds.
- B. Composition
  1. Minimum of 3 Members, who did not serve on the Board during the previous 12 months and at least one of whom should have accounting skills.

2. Chair shall appoint a Chairman subject to the approval of the Executive Committee.
  3. Chairman shall solicit additional committee members, subject to the approval of the Executive Committee.
- C. Duties  
Upon a change in incumbency of the Treasurer, or at the request of the Chair or Executive Committee, the Audit Committee shall perform an audit of the financial records and accounting practices of the District.
- D. Report
1. Shall report their findings to the Executive Committee within 14 days of the appointment of the Chairman.
  2. Shall provide an audit summary for the Members at the subsequent Regular Meeting.

## Section 4 Bylaws

- A. Objective
1. Ensure District Bylaws comply with the A.R.S., RNC, AZGOP, and MCRC.
  2. Ensure the District Bylaws serve the purposes and objectives of the District.
- B. Composition
1. Chair shall appoint a Chairman, subject to the approval of the Executive Committee.
  2. Chairman shall solicit additional members subject to the approval of the Executive Committee.
- C. Duties
1. The Committee shall:
    - a. Review existing District Bylaws to ensure compliance with the A.R.S., RNC, AZGOP and the MCRC.
    - b. Establish rules of amendment format and submission, based on commonly accepted practices.
    - c. Provide impartial consideration of all proposed amendments.
    - d. Review proposed amendments for form and content.
    - e. Reject any proposed amendment that does not meet our standards of form and civility including any amendments that:
      - contain profanity, slander or incite harm to a person or group.
      - may be inappropriate for District Bylaws.
      - are redundant to or in disagreement with the Republican Party Platform.
  2. The Committee may:
    - a. Propose amendments.
    - b. Question the author for purposes of clarity and correctness.
    - c. Assist any Member asking for help to write an amendment.
    - d. Encourage submitters of similar amendments to combine as one, to avoid duplications.
    - e. Offer an opinion to the Members on the impact of a particular amendment if adopted.
    - f. Assist District leadership in interpreting District Bylaws.

## Section 5 Credentials and Tally

- A. Objective  
Facilitate District election processes.
- B. Composition
1. Chair shall appoint a Chairman, subject to the approval of the Executive Committee.
  2. The number of members shall be determined by the Chair in consultation with C&T Chairman and the Executive Committee.
  3. Chairman shall recruit members subject to the approval of the Executive Committee. However, if additional C&T members are required to expedite the election due to the number of ballots to be processed, the Chair may select additional members at the time of the election.
  4. Nominees for District Offices shall not serve the C&T.
  5. Nominees for SC may serve on the C&T.
  6. C&T members shall not be close relatives of any candidates in the election.
- C. Duties
1. In the event the current Chair is running in a contested race the C&T Chairman shall preside over the election portion of the Statutory Organization Meeting.
  2. Maintain secure custody for all ballots received from the NC.

3. When proxies are required, provide for proxy verification.
  4. Maintain custody of the current District Roster and conduct the verification and sign-in processes.
  5. Distribute ballots and credential tags, if used.
  6. Supervise the casting and tallying of ballots.
  7. Chairman shall certify in writing that all election requirements and procedures have been met and the resulting tallies are correct.
  8. Prior to adjournment, the Chairman shall transfer all ballots, used and unused, to the Chair in compliance with Article V, Sec.1, K, 4.
- D. Reporting
1. At the close of credentialing and prior to the call to order, the Chairman shall report to the Members:
    - a. number of PCs present in person.
    - b. when proxy usage is required, the number of PCs represented by proxy.
    - c. quorum status.
  2. Report election results, including vote tallies for each nominee, to the election Presider for announcement to the Members prior to adjournment. This report shall be included in the meeting Minutes.

## Section 6 Nomination

- A. Objective  
Manage the nomination and ballot creation processes for District Officers, SCs, and State Convention Delegates.
- B. Composition
1. Chair shall not be a member of the NC.
  2. Election to the NC does not preclude the right to run for office.
  3. 3 members shall be elected on or before October 1 in even-numbered years.
  4. Nominations for committee members to the NC shall be made from the floor. The 3 candidates receiving the highest number of votes constitute the Committee.
  5. A tie vote for the last position shall be broken by a second ballot among the tied candidates.
- C. Term
1. Committee members serve for the period through the following Primary Election or until a successor is identified.
  2. Vacancy  
A vacancy occurring between primary elections is filled by:
    - a. using the results of the NC election to identify the next highest vote-getter, or
    - b. special election.
- D. Duties
1. Elect a Chairman from their number.
  2. Establish the schedule for all election activities.
  3. Provide NC contact information and instructions for nominees to submit their name for office.
  4. Accept and validate nominees for District Offices, SC, and State Convention Delegates.
  5. For any office without a nominee, the NC shall recruit an eligible candidate and apprise him of the duties of the office.
  6. May arrange for debates among nominees for District Offices.
  7. Produce final ballot image of Offices and nominees in alphabetical order along with their precincts and forward to the Chair for inclusion in the meeting notice. (Article VIII, Sect 1 H)
  8. Produce necessary ballot(s) based on the final ballot image(s).
  9. All PCs who have notified the NC of the Office(s) they are seeking, and who are qualified to serve, must appear on the ballot.
  10. A member may not be nominated for more than one District Office at a time.
- E. Duties unique to the Statutory Organizational Meeting for the election of SCs.
1. Organize the list of all PCs who have self-nominated to become an SC, by precinct, and distribute to the appropriate individual Captains.
  2. Collect from the Captains the list of identified Precinct Nominees.
  3. PCs who have submitted their names to the NC and are not designated as Precinct Nominees shall be listed on the ballot as District Nominees.
  4. Produce a final SC ballot image and forward to the Chair for inclusion in the meeting notice.

The SC ballot format shall be:

- a. Precinct Nominees, organized in alphabetical order within precinct alphabetical order.
- b. District Nominees, organized in alphabetical order within precinct alphabetical order.

## Section 7 Resolutions

- A. Objective  
Provide a resource for the Members to create and manage District Resolutions.
- B. Composition
  1. Chair shall appoint a Chairman, subject to the approval of the Executive Committee.
  2. Chairman shall recruit additional members subject to the approval of the Executive Committee.
- C. Duties
  1. The Committee shall:
    - a. Provide impartial consideration of all proposed resolutions.
    - b. Establish rules of resolution format and submission, based on commonly accepted practices.
    - c. Advance any conforming resolution that meets our standards of form and civility. It will not advance any statements using profanity, slander or inciting harm to a person or group.
    - d. Reject any proposed resolution that does not meet our standards of form and civility including any resolution that:
      - may be inappropriate for the District.
      - are redundant to or in disagreement with the Republican Party Platform.
  2. The Committee may:
    - a. Propose Resolutions.
    - b. Question the author for purposes of clarity and correctness.
    - c. Assist any Member asking for help to write a Resolution.
    - d. Encourage submitters of similar Resolutions to combine as one, to avoid duplications.
    - e. Assist District leadership in managing Resolutions during a meeting.
- D. Floor Resolutions  
Resolutions not advanced by the committee or have missed the deadline to be included in the 10-day meeting notice, may be submitted from the floor at a Regular Meeting with these conditions:
  1. the Resolution has at least 10 Member co-sponsors,
  2. printed copies of the resolution are available for every member in attendance.

## Section 8 Special

- A. Objective  
Each special committee is limited to its specific objective as stated in the charter or resolution establishing the committee.
- B. Composition  
Unless otherwise stated in the charter or resolution establishing the committee:
  1. Chair shall appoint a Chairman, subject to the approval of the Executive Committee.
  2. Chairman shall recruit additional members subject to the approval of the Executive Committee.
- C. Duties  
The scope and duties of a special committee are limited to those described in the charter given by the Executive Committee or in the resolution adopted by the Membership.
- D. Term  
The discretion of the Executive Committee.

## Section 9 Voter Registration

- A. Objective  
Increase voter registrations for the AZGOP.
- B. Composition
  1. Chair shall appoint a Chairman, subject to the approval of the Executive Committee.
  2. Chairman shall recruit additional members subject to the approval of the Executive Committee.
- C. Duties
  1. Train all PCs on voter registration laws annually.

2. Train volunteers to assist voters in registering.
3. Conduct regular voter registration events in the District.

## **ARTICLE VII DISTRICT MEETINGS**

### **Section 1 General**

Only the Members of the District may speak at District Meetings.

**A. Notice**

1. Shall be sent to the Members for any District meeting at which business may be conducted.  
(Article III, Sect 5)
  - a. Shall be sent no sooner than 28 days and,
  - b. no later than 10 days prior to the meeting.
2. Shall include:
  - a. Date, time, location, agenda, and quorum percentage requirement for the specific meeting.
  - b. Minutes of previous meeting.
  - c. Any business requiring previous notice, such as proposed Bylaw Amendments or Resolutions.
  - d. For meetings at which elections will be held, additional notice requirements are specified in Article VIII.
  - e. For meetings that will be held virtually, additional notice requirements are specified in the District Standing Rules, Virtual Meetings Section.

**B. Quorum**

1. Requirements vary by type of meeting.
2. Shall be determined and announced prior to the call to order-

**C. Agenda**

1. Chair and Board collaboratively develop the agenda for each District meeting.
2. Agenda should follow the Parliamentary Authority (Article XI, Sec.1) and shall include the topic "New Business".
3. An election takes precedence over all other business.

**D. Virtual Meetings**

When so directed by the Executive Committee, or in the case of special meetings, when so directed by those calling the special meeting; the District may conduct meetings by electronic devices or technologies as specified in the District Standing Rules, Virtual Meetings Section.

**E. Accommodations**

Individuals with disabilities covered under the Americans with Disabilities Act shall request any, and all, special accommodations within a reasonable amount of time prior to the call to order.

**F. Reporting**

Meeting Minutes shall be recorded.

### **Section 2 Regular**

(In addition to Section 1)

**A. Objective**

Conduct any business so as to meet the objectives of the District.

**B. Date and Frequency**

Regular District meetings shall occur at least 6 times in odd numbered years and at least 10 times during even numbered years and must be scheduled as specified in the District Standing Rules.

**C. Quorum**

15% of total Membership

### **Section 3 Statutory Organizational**

(In addition to Section 1)

**A. Objective**

1. Election of District Officers. (No Proxies allowed)
2. Election of SCs. (Proxies required)
3. Other business may be conducted.

- B. Date and Frequency
  - As required by the A.R.S.
  - 1. No earlier than the second Saturday following the general election, and,
  - 2. No later than the first Saturday of the following December.
- C. Notice
  - 1. District quota of SCs to be elected. (The District may elect 1 SC for every 3 elected PCs.)
  - 2. Credentialing requirements (Article VIII, Sec. 1).
  - 3. Proxy requirements and Proxy form.
  - 4. Final ballot image of nominees for District Offices.
  - 5. Final ballot image of nominees for SCs.
- D. Quorum
  - 25% of total Membership.
- E. Agenda
  - 1. In the case of contested offices, District Office nominees' campaign speeches of up to 3 minutes each shall be allowed.
  - 2. Chair shall administer the oath of office to new officers prior to adjournment.
- F. Reporting
  - 1. Prior to adjournment the election Presider shall announce the certified results to the Members:
    - a. District Office nominees and corresponding number of votes.
    - b. SC nominees in the order of the number of votes received.
  - 2. Results, including vote tallies, shall be entered into the meeting Minutes.
  - 3. The Chair shall report all certified election results to MCRC and AZGOP as specified in their respective Bylaws.

## Section 4

### Quadrennial State Convention Delegates

(In addition to Section 1)  
(No Proxies allowed)

- A. Objective
  - Elect District Delegates and Alternates to the State Convention, in accordance with AZGOP Bylaws.
- B. Date and Frequency
  - 1. Once every 4 years, corresponding to years of Presidential elections.
  - 2. No later than 20 days before the State Convention.
  - 3. If time constraints of the State Convention date prevent holding this election at a Regular Meeting, this election shall be held at a Special Meeting.
- C. Notice
  - 1. May need to be publicly posted by the District, as directed by the AZGOP or MCRC.
  - 2. Date, time, and location of the State Convention.
  - 3. Number of Delegates and Alternates to be elected. (Each district is allotted 1 delegate for every 1,000 registered Republicans residing in the District.)
  - 4. Instructions providing that any Registered Republican, currently residing in the District and desiring to be a candidate for Delegate to the State Convention, shall submit his name in writing to the NC.
  - 5. Contact information for the NC.
- D. Campaigning
  - 1. Nominating and seconding speeches are not allowed for Quadrennial State Convention Delegate candidates.
  - 2. All candidates may conduct campaign activities, such as posting wall signs (if not prohibited by the meeting venue) and distributing campaign literature.
- E. Reporting
  - 1. Prior to adjournment the election Presider shall announce the certified results to the Members of State Convention Delegates in the order of the number of votes received.
  - 2. Results, including vote tallies, shall be entered into the meeting Minutes.
  - 3. Chair shall report all certified election results to the AZGOP Chair within 3 days.



## Section 5 Special

(In addition to Section 1)

- A. Objective  
To address the stated purpose of the meeting.
- B. Date and Frequency
  - 1. As needed.
  - 2. May be called by:
    - a. The Chair, or
    - b. The Executive Committee, or
    - c. Upon the written request of ten percent (10%) of the Membership.
- C. Notice  
Shall be sent to the Members at least 10 days before the meeting and include the specific purpose of the meeting.
- D. Quorum  
15% elected and appointed PCs.
- E. Agenda  
No business other than that specified in the notice may be conducted.

## Section 6 State Legislature Nominee

(In addition to Section 1)

(Proxies required)

If a vacancy occurs in the State Legislature, House or Senate, and the seat was held by a Republican Party member of the District, the District shall meet in accordance with the A.R.S.

- A. Objective  
Elect 3 candidates to recommend for filling a vacancy at the State Legislature. The election Presider is the AZGOP Chair.
- B. Date and Frequency  
As directed by the AZGOP Chair.
- C. Notice  
The specific purpose of the meeting.
- D. Quorum  
50% of elected PCs only.
- E. Agenda  
No other business may be conducted.
- F. Reporting
  - 1. Prior to adjournment, the election Presider shall announce the certified results to the Members in the order of the number of votes received.
  - 2. Results including vote tallies shall be entered into the meeting Minutes.
  - 3. The election Presider shall report all certified election results to Maricopa County Board of Supervisors.

# ARTICLE VIII ELECTIONS

## Section 1 General

- A. Schedule  
The NC shall establish, and the chairman shall publish a schedule of activities.
- B. Nominations  
Process is directed by the NC. (Article VI, Sec.6)
- C. Notice  
For any meeting where an election will be held the meeting notice shall include ballot images listing offices to be elected and qualified nominees.
- D. Quorum
  - 1. Quorum requirement varies with each type of election.

2. C&T shall certify the number of eligible voters and determine the presence of a quorum prior to the call to order. The C&T Chairman shall report the quorum status to the election Presider for announcement to the Members.
- E. Credentialling
1. Responsibility of C&T. (Article VI, Sec. 5)
  2. Eligible PCs must present a photo ID with a residential address that matches the District Roster, as published by the Maricopa County Recorder's Office. In the event the address on the photo ID does not match the District Roster, a photo ID and 2 documents bearing the member's name and the current residential address (such as utility bills) must be presented.
  3. PCs sign the District Roster opposite their name in a "Present in Person" column.
  4. Proxy carriers sign opposite the proxy giver's name in a "Present by Proxy" column.
- F. Proxy
- Except as required by the A.R.S., AZGOP Bylaws, or MCRC Bylaws, proxy voting shall not be permitted for any purpose in any District meeting or any meeting of any Committee or Board of the District.
- Where proxy voting is required, the following rules shall govern their usage:
1. PCs eligible to vote at a District meeting may give their proxy to a registered Republican living and registered in the same precinct as the giver.
  2. Proxies may not be transferred to a third party.
  3. No proxy carrier may carry more than 2 proxies.
  4. Proxies are valid solely on the date of the meeting for which they are created.
  5. When proxy usage is required, members present by proxy count toward quorum.
  6. The proxy shall:
    - a. Conform to the specification contained in the MCRC bylaws and be attached to the meeting notice.
    - b. Be signed by the giver within 10 days of the meeting at which it is to be used.
    - c. Be attested to by a notary public or by 2 witnesses, not including the proxy carrier or the proxy giver.
- G. Floor Nominations
1. Nominations for all elective offices may be made from the floor at all meetings where elections are held.
  2. Floor nominees must be present in person and may accept or decline the nomination.
  3. Following determination of eligibility by the C&T, a qualified nominee shall have his name assigned to a numbered line on the ballot.
- H. Ballots
1. "Ballot" may refer to either paper or electronic formats.
  2. The NC will prepare the ballot(s).
  3. Voting for elective offices will be made by ballot except where only one nominee is being considered for an office, in which case election may be by acclamation.
  4. Multiple elections may be combined onto a single ballot at the discretion of the NC.
  5. All qualified nominees, who have submitted their name to the NC shall appear on the ballot.
  6. The ballot shall include numbered lines for the addition of floor nominees.
- I. Campaigning
- All candidates may conduct campaign activities, such as posting wall signs (if not prohibited by the meeting venue) and distributing campaign literature.
- J. Voting
1. Those in line with completed ballots at the close of polls shall be allowed to vote.
  2. The C&T Committee shall count the ballots at the close of the polls.
  3. In a contested election for District Office, each candidate may designate one person as an observer at the time the ballots are counted.
  4. If the vote is to take place during a virtual meeting, refer to the procedure found in District Standing Rules, Virtual Meetings Section.
  5. If a vote is to take place during an "in-person" meeting, using an electronic ballot and tabulating application, refer to the procedures found in the District Standing Rules, Alternative Voting Methods Section.
- K. Election Certification
- The C&T Chairman shall certify in writing that all election requirements and procedures have been met and the resulting tallies are correct.
- L. Reporting

1. Prior to adjournment the election Presider shall announce the certified results to the Members.
2. Results, including vote tallies, shall be entered into the meeting Minutes.
3. Chair shall report all certified election results to MCRC and AZGOP as specified in their respective Bylaws.

M. Transfer of Ballots

Prior to adjournment, the C&T Chairman shall transfer all ballots, used and unused, to the Chair in compliance with Records Retention Article V, Sec.1, K.

## Section 2 District Officers

(In addition to Section 1)

(No proxies allowed)

- A. District Officers shall be elected by majority vote in accordance with the Exhaustive Ballot Method.

### Exhaustive Ballot Method

- a. If a candidate receives a majority of the votes cast in a round of balloting, that candidate is elected.
- b. If no candidate receives a majority of the votes cast, the candidate receiving the fewest votes is eliminated and another round of ballots must be cast.
- c. Subsequent rounds of elimination and balloting must be conducted until a candidate receives a majority of the votes cast in an individual round of balloting and is elected.
- d. If 2 or more candidates are tied for the lowest number of votes in a round of balloting, the candidate to be eliminated may be determined by any method agreed to by all the tied candidates. If no agreement can be reached, the eliminated candidate must be determined by a method that would provide a random result.
- e. Candidates may withdraw after any round of balloting prior to the next round of balloting.
- f. The withdrawal of a candidate after a round of balloting shall not prevent another candidate from being otherwise eliminated unless the withdrawing candidate and the other candidate are either the only 2 candidates remaining or are both tied for receiving the fewest number of votes in the previous round of balloting.

B. Recount

If the vote count differs by 1%, or less, the losing candidate may ask for a recount.

- C. Newly elected officers take office at the adjournment of the meeting at which elected.

- D. Reporting, see Article VIII, Sec.1, L.

## Section 3 State Committeemen

(In addition to Section 1)

(Proxies required)

- A. NC shall establish the election schedule and direct the nomination process.

- B. Unless otherwise specified in the A.R.S.:

1. The District shall elect 1 SC for every 3 PCs.
2. If the number of SC nominees is less than the District quota, than all SC nominees may be elected by acclamation.
3. Nominees receiving the highest number of votes, until the District quota is filled, shall be become SCs.
4. If there is a tie vote for the last SC office, the tie shall be broken by a method that would provide a random result.

- C. Floor nominations shall be allowed.

- D. Campaign speeches are not allowed.

- E. Every PC has a total number of votes equal to the District quota.

1. When voting for Precinct Nominees, the number of votes used is equal to the number of Precinct Nominees.
2. Remaining votes may be individually cast for District Nominees.

- F. Proxies shall be required for the election of SCs.
- G. Term  
Two years beginning with the Statutory Organizational Meeting.
- H. Vacancy  
In the event of an SC vacancy, the Chair shall notify the next highest vote getter from the Statutory Organization Meeting. If the PC is willing to assume the office of SC, the Chair shall submit his name to the MCRC and AZGOP Chairs.
- I. Reporting, see Article VII, Sec.3, F.

## Section 4 Quadrennial State Convention Delegates

(In addition to Sec 1)  
(No proxies allowed)

- A. Election
  1. In accordance with AZGOP Bylaws, the NC shall establish the schedule for the election.
  2. Only PCs of record as of December 31 of the year immediately preceding the presidential election year are eligible to vote.
  3. The NC shall provide instructions for submitting names in writing for nomination. Any registered Republican currently residing in the District is eligible for nomination as a Delegate to the State Convention.
  4. Delegates and Alternates to State Convention shall be elected by plurality vote from a written ballot listing the names of all registered Republicans residing within the District who have placed their name into nomination.
  5. Delegates and Alternates are elected in the order of the number of votes received.
  6. Each Alternate shall be listed and serve in an order determined by the number of votes received.
  7. Ties shall be broken by a method that would provide a random result.
  8. Pursuant to the rules of the RNC, there shall be no proxies at any District meeting or convention held for the of electing or selecting delegates to the State Convention.
- B. Campaigning, see Article VII, Section 4, E.
- C. Reporting, see Article VII, Section 4, F.

## Section 5 State Legislator Nominees

(In addition to Section 1)  
(Proxies required)

- If a vacancy occurs in the State Legislature and the seat was held by a Republican Party member of the District, the District shall:
- A. Elect 3 candidates, as recommendations, to fill the vacancy in accordance with the A.R.S.
  - B. The AZGOP Chair shall call a meeting of the District and oversee the nominations.
  - C. Reporting  
AZGOP Chair shall report results to the Maricopa County Board of Supervisors, who will select the replacement to fill the vacant seat.

## ARTICLE IX FUNDS

- A. Expenditures
  1. The Chair may authorize any expenditures up to the limit specified in the Standing Rules for routine expenses such as printing, copying, and postage.
  2. Disbursement funds for expenses other than routine, or that exceed the limit for routine expenses specified in the Standing Rules, require approval of the Board.
  3. Expenditures are to be reimbursed upon presentation of a receipt to the Treasurer.
- B. Account  
All funds obtained by the District must be deposited in the District account within 7 business days of receipt.
- C. Contributions  
Before making any contribution from the District, regardless of the amount, the contribution must be authorized by the Executive Committee. Such contribution must be only to a candidate, committee, or organization that has been endorsed pursuant to these bylaws.
- D. See Article VI Sect 3.

## **ARTICLE X OTHER ACTIVITIES**

### **Endorsements**

- 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 two-thirds (2/3) vote at a regular District meeting.
- B. Endorsements by the District: In a contested Republican Primary Election, any position the District may take regarding candidates requires a two-thirds (2/3) vote.

## **ARTICLE XI GENERAL**

### **Section 1**

#### **Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised govern the District in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the District may adopt.

### **Section 2**

#### **Severability**

In the event that any of the terms or provisions of these Bylaws are held to be partially or wholly invalid or unenforceable for any reason whatsoever, such holding shall not affect, alter, modify, or impair any of the other terms or provisions of such documents or the remaining portions of any terms or provisions held to be partially invalid or unenforceable.

## **ARTICLE XII AMENDMENT OF BYLAWS**

The Bylaws Committee shall receive any proposed amendments, in the prescribed format, at least 20 days before the meeting at which it will be introduced. (Article VI, Sec 4)

These bylaws may be amended:

- A. At any Regular Meeting of the District.
- B. With a quorum of 15% of the elected and appointed Members.
- C. By a two-thirds (2/3) vote.
- D. Provided the proposed amendment has been included in the notice sent to the Members no later than ten days prior to the meeting at which it will be presented.
- E. Any bylaw amendment achieving ratification will become effective upon adjournment of the meeting at which ratification occurs.

### **Special Rules of Order**

- A. May be adopted or suspended at any meeting by a two-thirds (2/3) vote.
- B. May be amended by a two-thirds (2/3) vote when previous notice is given.

### **Debate**

- A. A maximum of 5 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 everyone else has 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.

### **District Standing Rules**

- A. May be adopted or suspended at any meeting by a majority vote.

- B. May be amended at any meeting with a vote.
- C. If previous notice has been given, only a majority vote is needed to amend.

## Section 1 Funds

The expenditure limit for the Chair routine expenses is \$150.00. Any funds over that amount must have prior approval by the Executive Committee. No debit cards are allowed by the District.

## Section 2 References

The following documents and the references relate to District proceedings. They are subject to change by their respective organizations, as such they are valid as of the ratification of these Bylaws.

A.R.S.

- 16-821 County committee; vacancy in office of precinct committeeman
- 16-822 Precinct committeemen; eligibility; vacancy; duties; term
- 16-823 Legislative District committee; organization; boundary change; reorganization
- 16-825 State committee
- 16-825.01 State committee; vacancy; filling of vacancy
- 16-828 Proxies
- 41-1202- Vacancy in legislature; precinct committeemen; appointment; definition

RNC Bylaws

Rule 16 (e)(6): Election of delegates to the national convention

AZGOP Bylaws

Art. II Sec. C: Filling of Vacancies of State Committee

Art.VI Sec. C: Election of Delegates and Alternates to State Convention

MCRC Bylaws

- Art. I Sec. 2 Interpretation of LD bylaws
- Art. II Sec. 2 Precinct Committeemen
- Art. II Sec. 3 Precinct Captains
- Art. II Sec. 4 District Chair
- Art. II Sec. 5 Other Elected District Offices
- Art. IV Sec. 1 Election of State Committeemen
- Art. VI Sec. 5 Elections Neutrality
- Art. IX Sec. 2 Legislative District Proceedings

## Section 3 Virtual Meetings

A. General

1. Executive Committee, Board, and Committee meetings may be conducted by electronic means if so designated by the Chair or those calling the meeting.
2. Meetings shall comply with the meeting rules described in Article VII.
3. The platform chosen shall support:
  - a. Anonymous voting.
  - b. Visible displays identifying those participating.
  - c. Visible displays identifying those seeking recognition to speak.
  - d. Showing or permitting the retrieval of the text of pending motions.
  - e. Showing the results of votes.
  - f. Documentation of the results in a format that can be certified, forwarded, audited, and retained as required by these Bylaws.
4. An anonymous vote conducted through the designated electronic means shall be deemed a ballot vote, fulfilling any requirement in the Bylaws or Rules that a vote be conducted by ballot.

B. Rules for Meeting via Electronic Means

1. Notice

The membership of the group to be meeting (District, Board, Committees, etc.), shall be sent a notice:

- a. Sent at least 7 days before the meeting,
  - b. Include the time of the meeting,
  - c. Include the URL and codes necessary to connect via electronic means,
  - d. Provide an alternative and backup to the audio connection included within the electronic means, the phone number and access code(s) the member needs to participate by telephone.
  - e. Include a copy or link to, these rules.
2. Login Information
- a. For committee meetings the Chairman shall facilitate the call to the meeting and provide the login information.
  - b. The Meeting Presider or designee shall schedule electronic means to begin at least 15 minutes before the start of each meeting.
  - c. Members shall identify themselves as required to sign in via the electronic means and maintain access throughout the meeting whenever present.
  - d. Member shall mute his microphone when not speaking.
  - e. Members shall sign out upon departure.
3. Quorum
- The presence of a quorum shall be established by audible roll call at the beginning of the meeting and must be maintained for the entire meeting. In the event of a virtual District Organizational meeting or other meeting where an election is to take place, the presence of credentialed delegates verified at the time of login as provided via electronic means may be used to determine the presence of a quorum. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members, unless any member demands a quorum count by audible roll call. Such a demand may be made following any vote for which the announced totals add to less than a quorum.
4. Technical Requirements and Malfunctions
- Each member is responsible for his connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
5. Forced Disconnections
- The chair may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting, and recorded in the Minutes.
6. Assignment of the Floor
- To seek recognition by the chair, a member shall signal the chair using the designated feature appropriate via the electronic means being used.
7. Interrupting a Member
- A member who intends to make a motion or a request shall use the designated platform feature for recognition and shall thereafter wait a reasonable time for the chair's instructions before attempting to interrupt the speaker by voice.
8. Motions Submitted In Writing
- A member intending to make a main motion, to offer an amendment, or to propose instructions to a committee, shall before or after being recognized, post the motion in writing to the online area designated in the electronic platform.
9. Motions
- The Secretary or meeting facilitator shall designate an online area exclusively for the display of the immediately pending question and other relevant pending questions (such as the main motion, or the pertinent part of the main motion, when an amendment to it is immediately pending); and, to the extent feasible, the Meeting Presider or designee shall cause such questions, or any other documents that are currently before the meeting for action or information, to be displayed therein until disposed of.
10. Voting.
- a. Permissible methods of voting include electronic roll call and audible roll call. Anonymous votes shall be taken by the anonymous voting feature of the electronic meeting service unless a different method is ordered by the Board or required by the rules.

- b. If proxies are allowed, members casting votes by proxy may be required to login in separately for each proxy vote to be cast or communicate the vote of each proxy in a manner specified by the credential chair of the meeting.
  - c. The chair's announcement of the voting result shall include the number of members voting in person (and by proxy, if proxies are allowed) on each side of the question and the number, if any, who explicitly respond to acknowledge their presence without casting a vote. Business may also be conducted by unanimous consent.
11. Video Display
- If the number of participants is too large for all to be displayed simultaneously, the election Presider or designee shall cause a video of the presider to be displayed throughout the meeting and shall also cause display of the video of the member currently recognized to speak or report.

## Section 4

### Alternative Voting Methods

- A. Voting by Text During a Meeting
- 1. Text messaging may be used to vote during a convened meeting when the vote requires a ballot, is requested by the group, or requested by the election Presider. (Article VII)
  - 2. For this purpose, the election Presider shall appoint a C&T to receive the votes submitted via text message, tally the votes, and report the results to the election Presider who shall announce the results, including the number of votes cast and the number in favor of and opposed to the question.
  - 3. If proxies are required, members casting votes by proxy may be required to text the vote of each proxy in a manner specified by the C&T Chairman.
  - 4. The election Presider shall announce the time text voting will begin and end.
  - 5. The chair shall state the motion clearly before calling for the text message vote.
  - 6. Voting time shall be announced by the election Presider when text message voting is used during an in-person meeting or when some members are present, and others are in attendance by phone.
  - 7. The Chair or other member may request a text message vote be taken after debate on a motion.
- B. When voting via Computer Application, the application shall:
- 1. Accommodate Proxy voting, if required,
  - 2. Protect the anonymity of the voter,
  - 3. Provide election results documentation in a format that can be certified, forwarded, audited, and retained as required.

### Change History

Adopted: August 18, 2022

Revised: March 21, 2024

Amended: April 18, 2024 Article VII, Section 4, to remove quorum requirement for the election of State Convention Delegates

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