
BY-LAWS

Reno County Central Republican Committee

(Adopted April 4, 1974)

(Reviewed and revised December 2020)

(Submitted to Elected Committeemen and Committeewomen for Approval on May 18, 2021)

(Approved: May 18, 2021)

I. Party Organization

I.1. COUNTY CENTRAL COMMITTEE

The Reno County Central Republican Committee shall have three categories of membership:

1. Active. Those committeemen and women elected or appointed in accordance with Kansas statutes and these by-laws who attend meetings on a regular basis. Active committeemen and women are entitled to:

1. Make motions, second motions and nominate to office.
2. Vote on all matters decided by the Central Committee.
3. Written notice of meetings as provided in these by laws.
4. Hold a Central Committee office.
5. Be a member or chairman of any committee.
6. Preference in the nomination of election board workers.
7. All other privileges of membership in the Central Committee.

Any active member who misses four consecutive meetings of the Central Committee for which written notice has been provided in accordance with Article 1 Section 1 of these by-laws shall automatically be placed in "inactive" status. The secretary shall then send written notice to the member that he or she has been placed in "inactive" status. Any member in inactive status may request the Executive Committee to again be placed in "active" status, and the Executive

Committee shall have the authority to restore any such member to active status by a majority vote of those in attendance at any proper Executive Committee meeting.

2. Patron. Those Republicans who give an amount to be determined from time to time by the Executive Committee of the Central Committee. This form of membership must be renewed each year. Elected and appointed members who do not choose to attend meetings may become patron members and thereby retain all of the rights and privileges of active members.

Other Republicans who become patron members shall be entitled to all of the rights and privileges of active members except that they shall not be entitled to vote on matters before the Central Committee.

3. Inactive. Those committeemen and women elected or appointed in accordance with Kansas statutes and these by-laws who do not meet attendance requirements and who do not become patron members. Inactive members shall have all of the privileges of active members except that they shall not be entitled to written notice of the meetings of the Central Committee. They shall have preference in election board nominations over patron members.

I.2. ORGANIZATION

The Central Committee shall organize not later than two weeks after each primary election by electing, at a minimum, a chairman, a vice-chairman (of opposite sex from the chairman) a secretary, and a treasurer (the last two of whom may be the same person). It shall not be necessary for any of the officers of the Central Committee to be a precinct committeeman or committeewoman. A meeting for the purpose of organization shall be called by the County Chairman or if he fails to do so, for any reason, by any other officer of the Central Committee.

I.3. PROXY

No proxy may be voted at any meeting of the Central Committee unless the person named proxy is a resident, registered Republican of the same precinct as the committeeman or committeewoman appointing such proxy. Each proxy shall be assigned by the appointing committeeman or committeewoman and witnessed by at least one person other than the named proxy.

I.4. VACANCIES

Vacancies occurring in the office of precinct committeeman or committeewoman shall be promptly filled by appointment by the committee chairman, except that any vacancy which occurs because the party had no candidate at the primary election shall not be filled until the

County Central Committee has elected or reelected its chairman upon organization following the primary as provided above. As used in these by-laws, "Primary Election" means the state-wide election held in August of even numbered years.

I.5. ELECTIONS

When delegates or members are required for any district, state, or nominating convention or committee, the delegates or members shall consist of the County Chairman and Vice-Chairman and additional members of the Reno County Central Committee or other registered Republicans as may be elected to fill the quota or delegates or members assigned to Reno County for such meeting. Alternates, in the same number as actual delegates or members, shall be elected, such alternates-being ranked in accordance with the number of votes they have received so that the alternate receiving the highest number of votes shall be the alternate first selected to fill a vacancy in the list of delegates continuing in order until the alternate receiving the least number of votes shall be selected last to fill a vacancy of the last regular delegate to notify the County Chairman of his or her inability to attend the meeting. Regular and alternate delegates and members, shall, as nearly as practicable, be of equal numbers of opposite sexes.

I.6. SPECIAL ELECTIONS

Procedures to elect a replacement for an elected partisan official (county or legislator) are governed by Kansas Statutes, Chapter 25, Article 39. The "Elected Official Replacements Conventions" document that is in effect at this writing is attached for reference. The Central Committee will follow the conventions that are in place at the time of a vacancy.

I.7. ADVISORY COUNCIL

The Republican Advisory Council shall consist, at a minimum, of the elected officers of the Central Committee and the chairman or president of each Republican auxiliary organization. These organizations shall include, but not be limited to, the following: The Republican Women's Club, The G.O.P. Moonlight Club, The Young Republican's, The Collegiate Young Republicans, and the Teenage Young Republicans. In election years the council shall include after the primary the chairman of the Republican gubernatorial, senatorial and congressional candidates.

The Executive Committee of The Central Committee shall have the authority to add other members to the advisory Council as it deems necessary. The purpose of the Advisory Council shall be to promote cooperation and communication among all Republican organizations. The chairman of the Central Committee, or in his absence, the Vice Chairman, or first Vice-Chairman, shall chair meetings of the Council.

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II. Meetings

II.1. CALLED MEETINGS

A call of meetings of the Reno County Central Republican Committee shall be in writing and put into the mail to the last address of each member of the Central Committee at least seven days prior to the date of the meeting.

II.2. TIME AND PLACE OF MEETINGS

The call shall specify the date, time and place of the meeting and the business intended to be conducted at the meeting, provided however, that the call shall not limit the business of the meeting to those items.

II.3. SPECIAL MEETINGS

Any officer of the Central Committee may call a meeting, and it shall be further provided that the secretary of the committee shall call a meeting upon receiving a request in writing signed by ten members of the Central Committee.

II.4. QUORUM

In the event a proper call of meeting has been mailed as provided in Section 1 of this article, no quorum shall be required at such meeting to transact business. In the event the call of meeting was mailed less than seven days prior to the date of the meeting, then twenty per cent of the active membership shall be required for a quorum.

II.5. ADJOURNED MEETINGS

Any meeting of the Central Committee may be adjourned from time to time by a vote of a majority of the members present and voting. If the adjourned meeting is to be convened in forty-eight hours or less from the time the called meeting was adjourned, no notices of time, place or business to be conducted at the meeting need be given to the members. If a meeting is to be adjourned for a period of time exceeding forty-eight hours, notices shall be sent to each member as provided in the original call.

II.6. COMMITTEE MEETINGS

No official business may be transacted at a meeting of the Executive Committee unless a majority of the members of such committee is present. No quorums shall be required for any other standing or adhoc committees to transact business. It shall not be necessary for committees to keep minutes of their meetings, with the exception of the executive committee who shall file minutes of their meetings with the secretary for inspection by any member of the Central Committee.

III. Voting

III.1. ELIGIBILITY TO VOTE

Only members of the Reno County Central Republican Committee and its duly elected officers will be eligible to vote at meetings of the committee, other than proxies as provided in Article I, Section 3.

III.2. WHEN ELECTING OFFICERS

Officers shall be elected by secret ballot for any contested election, provided however, that voting may be by acclamation when only one person is nominated.

III.3. VOICE VOTING

In the normal transaction of business at meetings of the Central Committee and its executive committee, other than the election of officers, voting on motions may be by voice vote. Upon the request of twenty-five per cent of the members present and voting, voting shall be by roll call vote or secret ballot.

III.4. ROBERT'S RULES OF ORDER

Robert's Rules of Order shall govern all voting and parliamentary procedures when not inconsistent with these by-laws, however, such rules may be dispensed with upon a vote by a majority of the members present and voting at any meeting.

III.5. PROHIBITION AGAINST ELECTION BY SLATE

Nominations for each office shall be made individually, and elections by slates shall be prohibited.

IV. Officers

IV.1. OFFICERS OF THE CENTRAL COMMITTEE

At the organization meeting of the Reno County Central Republican Committee, the Central Committee shall elect, at a minimum, a chairman, a vice-chairman, or first vice-chairman, of the opposite sex from the chairman, a secretary and a treasurer, provided however that the secretary and treasurer may be the same person. At such meeting, or at a called meeting within two weeks thereafter, the newly elected County Chairman shall announce the number of members who shall compose the Executive Committee. The Central Committee shall vote to determine whether the additional members of the Executive Committee shall be elected by the Reno Central Committee or appointed by the County Chairman.

IV.2. TERM OF STATUTORY OFFICERS OF THE CENTRAL COMMITTEE

Officers, or members of the Executive Committee, elected or appointed at the organizational meetings shall hold office until the next organizational meeting; they shall take office immediately upon being elected and shall hold office until their duly elected successors are qualified with the exception of the Treasurer, who shall continue in office until an audit of his

office is completed. Such audit may be made by a committee selected from the membership by the chairman, and the audit shall be completed in not to exceed forty five days after the date of the organizational meeting.

IV.3. EXECUTIVE COMMITTEE

The Executive Committee shall be composed of the statutory officers of the Central Committee and up to seven additional members to be elected as provided in Section 1 above or appointed by the County Chairman, who may assign duties and responsibilities to any such members.

IV.4. POWERS OF EXECUTIVE COMMITTEE

The Executive Committee shall be the governing body of the Central Committee. The decisions of the Executive Committee may, however, be overruled by a majority vote of those present at any regular or special meeting of the Central Committee.

IV.5. APPOINTED COMMITTEES

The chairman may appoint all committees and committee chairman, and shall designate areas of responsibility of each committee.

IV.6. REMOVAL OF OFFICERS

Any officer or member of the Executive Committee, may be removed from office for cause by a vote of 2/3rds of the members present and voting at a meeting to which notice of intent to remove that officer has been given as provided in Section 1 of Article II in these by-laws.

IV.7. VACANCIES

Any vacancy in the statutory officers of the Central Committee shall be filled by an election which is duly called as provided in these by-laws within two weeks of the vacancy. Vacancies in the remaining members of the Executive Committee shall be either filled by election or appointment as the Central Committee shall direct.

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IV.13. DUTIES OF CHAIRMAN

The chairman shall issue the call and preside at all meetings of the committee and shall observe and enforce the rules and regulations prescribed by the committee. He shall be an ex officio member of all committees. The chairman shall be the head of any Reno County delegation to any district or state convention, meeting, or election.

IV.14. DUTIES OF VICE-CHAIRMAN

The Vice-Chairman or first vice-chairman shall exercise the functions of the chairman during the temporary absence or disability of the chairman.

IV.15. DUTIES OF THE SECRETARY

The Secretary or Recording Secretary shall make a complete record of all the proceedings of the Central Committee and the Executive Committee and shall file and preserve such records at the direction of the Central Committee. The Secretary shall maintain a current set of these by-laws and have them available at all meetings of the Central Committee.

IV.16. DUTIES OF THE TREASURER

The Treasurer shall sign all checks and keep records of all receipts and disbursements provided however, that the treasurer cannot write checks in excess of \$25.00 without first obtaining the prior approval of the chairman, and cannot write checks in excess of \$100.00 without first obtaining the prior approval of the Executive Committee.

V. Budget

V.1. BUDGET

The Executive Committee shall prepare an annual budget for the fiscal year operation of the Central Committee the fiscal year shall be the calendar year. Such budget shall be submitted to and approved by the Reno County Central Committee prior to January 1 of the year for which the budget is prepared.

V.2. REVISION OF BUDGET

The budget may be revised from time to time upon a majority vote of those present and voting at a duly called meeting of the Central Committee.

V.3. LIMITATIONS

No expenditures shall be made which would cause the expenses of the Central Committee to exceed the total amount of the budget. No purchase or commitments in excess of \$500.00 may be made unless said item has approval in the budget.

VI. Amendments

VI.1.

These by-laws may be amended by a 2/3rds majority vote of the members of the Reno County Central Republican Committee present and voting at any regular or called meeting of the Committee provided that a written notice of the proposed amendment and a full copy thereof has been put into the mail to each member of the committee at least seven days in advance of the meeting.

VI.2.

These by-laws or amendments thereto shall become effective immediately upon a 2/3rds majority vote of those members present and voting at a meeting called in accordance with the next preceding section.

Exhibit “A”

DAY OAS REPUBLICAN PARTY: LEGAL

Elected Official Replacement Conventions

Governing Law

Conventions to elect a replacement for an elected partisan official (county or legislator) are governed by Kansas Statutes, Chapter 25, Article 39. Statutes govern different situations:

- 25-3901: Definitions;
- 25-3902: Elected official vacancy;
- 25-3902a State Board of Education vacancy;
- 25-3904: Candidate vacancy (district judge, county commissioner, state representative, state senator, district attorney or county attorney)
- 25-3904a: State board of education candidate vacancy;
- 25-3905: Candidate vacancy after primary election;
- 25-3906: Candidate vacancy after filing deadline and before primary election. For reference, statutes governing vacancies in:
 - County Commissioner: KSA 19-203;
 - County Clerk: KSA 19-303;
 - County Treasurer: KSA 19-504;
 - County Attorney: KSA 19-715;
 - County Sheriff: KSA 19-804;
 - County Register of Deeds: KSA 19-1203;
 - State Legislators: KSA 25-321, 25-312;
 - US. House: KSA 25-3501 to 25-3508.

Elected vacancies not filled by party meetings:

- Township officials: KSA 25-1606;
- U.S. Senator: KSA 25-318;
- District Judge: KSA 25-312a

Basic Timeline

- The timeline begins when the Governor or Secretary of State receives the letter of resignation or on the date of death.
- Legislators resign to the Sec of State (KSA 46-160) who must inform all county chairs in the legislative district
- County Officials resign to the Governor and to the county election officer. (KSA 19-2606)
- The effective date of the resignation is irrelevant for the replacement convention timeline
- The fact that a county chair knew before hand of the impending resignation is irrelevant.
- The Governor or Secretary of State will notify the county chair of the county in the district with the most total registered voters of the need to elect a replacement.
- The convention must be held within 21 days from when the signed resignation letter was submitted
- The day it was submitted is Day 0, the next day is day 1
- If the Vacant District spans more than one county:
 - Notice from the county chair of the county with the most voters must be sent to the other county chairs at least 10 days before the convention.
- County Chairs must send notice by mail to all precinct committee persons within 3 days of receiving notice.
- If the Vacant District is entirely in one county (e.g., county offices)
- The County Chair must send notice by mail of the convention at least 7 days before the convention to all precinct committee people.
- It can become unclear when the timeline begins if the elected official sends the resignation letter only to the county clerk or only to legislative leadership; announces their resignation publicly but fails to submit a resignation letter; or sends the resignation letter to the county chair. Generally, if the county chair receives a signed resignation letter or is informed by the county election officer, the Governor's office, or the Secretary of State that that a resignation letter was submitted, the countdown can begin. KSA 25-3801(b).
- There is no provision for death in the statutes. The accepted practice is to consider the public knowledge of death as starting the timeline.
- Once the replacement convention is completed, the Certificate of Election must be sent to the Governor & Sec of State within 24 hours.
- The Governor must appointment the elected person within 7 days.

Convention Notice Contents (must be mailed, can supplement by e-mail or calling)

Place where the convention is to be held;

- Time when the convention will convene; and
- Purpose for which the convention is to be held.

Basic Procedures

- The County Chair calling the convention selects the convention location.
 - The location does not need to be in the district. Attorney General Opinion 75-358
- The County Chair who called the convention, calls it to order at the time & place in the notice and acts as temporary chairperson
- One-third of the eligible precinct committee people constitute a quorum. Eligible precinct committee people are those elected or appointed since the last August primary election.
- If a quorum is not present, the convention must re-convene within 14 days.
- The convention must first elect a permanent chairperson and any other officers desired (the permanent chair is almost always the country chair who called the meeting)
- The election must be by secret ballot.
- The person elected must receive a majority of the votes cast.
- If no one receives the majority vote on the first ballot, balloting continues until someone receives a majority of all the votes cast.
- The convention may adopt any other rules necessary to govern nominations, voting, counting, breaking ties, and canvassing votes that are not inconsistent with the procedures outlined above.

Proxy Rules

- Precinct committee persons who cannot attend the convention may appoint someone to cast their vote by proxy.
- State party rules limit one person to carrying no more than 2 proxies.
- The absent precinct committee person may appoint any other precinct committee person who can attend the meeting as their proxy. (NOTE: this is different than party reorganization rules which limit proxies to other residents of the precinct)
- The proxy must:
 - Designate the precinct committee person who shall cast the absent precinct committee person's vote by proxy;
 - Be signed by the absent precinct committee person, and
 - The signature must be notarized.

Notice of Convention Results

- The convention chair must sign the Certificate of Election, under oath, stating the name of the person elected to fill the vacancy.
- The certificate must be sent by hand delivery or by registered mail, return receipt requested
- It must be sent within 24 hours, or the next regular business day.

- It must be sent to the Governor with a copy to the Secretary of State

Blackout Period on Appointing Precinct Committee People

- County Chairs can appoint precinct committee people to vacant positions at any time except for two blackout periods:
 - Between the primary election and the county reorganization meeting. KSA 25-3801(a) ○ Attorney general opinion, 1999-001 questioned the constitutionality of KSA 25-3801(a)
 - In the period between notice that a resignation letter is submitted and the Replacement Convention. KSA 25-3801(b)

Practical Issues to Address in Rules and Meeting Procedures:

- Ensure you have an updated and accurate list of precinct committee people. Get an official list from the county clerk or election commissioner.
- Have a check-in list for precinct committee people and keep an accurate count of who is present physically and by proxy.
- Have nametags and ballots cards ready.
 - A method is to have the precinct committee people wear their nametag and the nametags for any proxies they have.
 - Issue ballots only after everyone is seated based on the number of nametags
 - Decide if you will use a ballot box, and if voters walk to the box, or the box is passed down the row.
- Segregate the seats for precinct committee people from the general public.
- Nominations: Who can make them (any Republican or only voting precinct leaders), how long can they speak, when/order do they speak (after they nominate, or after all nominations have been made).
- Candidate Speeches: How long and what order do they speak
- Will you permit Questions & Answers from the precinct leaders- If yes: are questions oral or written, how long will the QA session go on, can questions be directed at a single candidate or must they be applicable to all, order of candidate responses.
- Most candidates will have called all precinct committee people – so most will have already made up their minds before arriving at the convention.
- If no candidate receives a majority, the usual method is to drop the lowest vote getter and re vote. An alternate method is to simply re-vote with all candidates.
- Have a procedure to address a tie vote between two candidates- re-vote, or selection by lot.
- Publicity: there is no required publicity for the meeting or for the open position. This is, however, a great time to demonstrate to the public how the party functions. Issuing a press release is a good way to announce the meeting to the public without incurring costs.

- These conventions are considered political party events, they are not government events and are not subject to the open meetings or open records acts. Attorney general Opinion 94-157