

# DOUGLAS COUNTY REPUBLICAN CENTRAL COMMITTEE BYLAWS

April 2022

## ARTICLE I Name

The name of this organization is the DOUGLAS COUNTY REPUBLICAN CENTRAL COMMITTEE (referred to as the Central Committee in the balance of these bylaws).

## ARTICLE II Vision Statement and Objectives

### Section 1. Vision Statement

The Central Committee exists to actively promote “American Exceptionalism” (defined in the 2016 Republican Platform as “the notion that our ideas and principles as a nation give us a unique place of moral leadership”), and the Constitutions of the United States of America and the State of Nevada with their attendant liberties and individual freedoms in order to promote Republican Party principles and to assure that free enterprise and individual initiative are nurtured. Central Committee members firmly believe that our engagement in government processes will encourage our elected officials to practice fiscal soundness, to establish a strong national defense, and to provide only those services which cannot be provided by individuals or private organizations.

### Section 2. Objectives

- A. Provide leadership for and management of the affairs of the Republican Party in Douglas County, Nevada;
- B. Elect, encourage, and promote Republican Party candidates in all levels of government;
- C. Build and maintain an active party organization;
- D. Recruit and support strong, qualified candidates;
- E. Raise funds;
- F. Maintain solid precinct organization;
- G. Encourage Republican Party members to vote;
- H. Inform Republican Party members and the general electorate about Republican philosophical issues, candidates;
- I. Promote and encourage participation by all Republicans in political education and activities; and

- J. Promote and defend the Constitutions of the United States of America and the State of Nevada.
- K. Support the Republican County, State, and Federal Platform

## **ARTICLE III**

### **Members**

#### **Section 1.**     Voting Members

- A. The number of voting members in the central committee is determined in accordance with the Nevada Republican Party Standing Rules.
- B. To be eligible to be a voting member in the Central Committee a person must be a registered Republican in Douglas County, Nevada, and must physically reside in the precinct the person represents when elected.
- C. Voting members of the Central Committee are elected at the county convention, or should a vacancy be available or occur between county conventions, voting members are elected at a regular Central Committee monthly meeting. Once elected, voting members serve until the next county convention.
- D. Between county conventions voting member nominations must be presented at a regular Central Committee meeting. The nominee must be present at one (1) of the next two (2) regular Central Committee meetings at which time the nominee's application to be a voting member in the Central Committee will be voted on by the voting members. Should the nominee not be present at either of the next two regular Central Committee monthly meetings, the application is denied.
- E. Only voting members are counted to determine a quorum of the Central Committee.
- F. All Central Committee voting members are required to:
  - 1) Be familiar with these bylaws;
  - 2) Represent the Republicans in the precinct to which they were elected;
  - 3) Participate in Central Committee operations and activities; and
  - 4) Keep the secretary advised of their correct addresses (both physical and mailing), email addresses, and telephone numbers.

#### **Section 2.**     Resignation, Removal, and Vacancies

- A. Resignation  
Voting members may resign from the Central Committee by written notification to the chair of the Central Committee. Resignations are effective as of the date specified in the letter of resignation. If no date is specified in the letter of resignation, the resignation becomes effective the date it is received by the chair of the Central Committee.

- B. Removal
- 1) The Executive Board may consider recommending the removal of a member of the Central Committee after written notification to the voting member for the following reasons:
    - a. Failure to appear in person or to be excused from attendance at three (3) consecutive regular committee meetings;
    - b. Failure to support and adhere to the general purposes and specific Objectives of the Central Committee as provided in Article II;
    - c. Active and open support of a candidate of another political party or an independent candidate for any public office, except that a member of the Central Committee may support an independent candidate for non-partisan office provided there is no candidate registered as a Republican seeking the same non-partisan office; and/or
    - d. Other good cause as determined by the Executive Board.
  - 2) With at least forty-eight (48) hours notice, which notice may be waived by the voting member, a voting member who is under consideration for removal shall be given an opportunity to address the Executive Board and the Central Committee at any regularly scheduled Executive Board meeting and the subsequently scheduled Central Committee meeting as a whole before each respective body takes action.
  - 3) The Executive Board shall present its recommendations at the next regular meeting of the Central Committee at which time the Central Committee must take action in accordance with the Nevada Republican Party Standing Rules.
- C. Vacancies
- Vacancies in Central Committee voting memberships may be filled between county conventions by complying with Article III, Section 1 of these bylaws.

### **Section 3. Associate Members**

- A. Associate members include but are not limited to the following individuals:
- 1) Republicans waiting for vacancies on the Central Committee;
  - 2) Former Central Committee voting members who are not able to actively participate in Central Committee meetings but wish to continue their association with the Central Committee;
  - 3) Republicans wishing to receive information from the Central Committee;
  - 4) Republicans wishing to assist with Central Committee events.
- B. At any time a Republican who desires to be an associate member may complete the Application for Associate Membership and turn it in to the 2<sup>nd</sup> Vice-Chair.
- 1) The 2<sup>nd</sup> Vice-Chair will review the Application to ensure it is completed properly.
  - 2) Once approved by the 2<sup>nd</sup> Vice-Chair, the 2<sup>nd</sup> Vice-Chair will communicate all necessary information on the new associate member to the Secretary so that the new associate member can be added to the Central Committee Roster.
- C. Associate members may not vote and may not make motions.

- D. An associate member continues to be an associate member until the date of the next occurring Douglas County Republican County Convention, or, prior to that date, until the occurrence of one of the following:
  - 1) If applicable, a voting membership becomes available, and the associate member is voted in as a voting member, or
  - 2) The associate member notifies the 2<sup>nd</sup> Vice-Chair that he or she no longer wishes to be an associate member, or
  - 3) The associate member no longer resides in Douglas County, Nevada, or no longer is a registered Republican in Douglas County, Nevada.
- E. The 2<sup>nd</sup> Vice-Chair will keep the Secretary informed as to the status of the associate member.

**Section 4.** Honorary Members

- A. Honorary members include, but are not limited to, the following individuals:
  - 1) The immediate past chair of the Central Committee;
  - 2) Current presidents of Douglas County Republican Women and Sierra Nevada Republican Women;
  - 3) Current presidents of nationally recognized Nevada Republican auxiliary groups officially recognized by the Nevada State Republican Party;
  - 4) Republican legislators representing Douglas County in the Nevada Legislature;
  - 5) Republicans elected to public office in Douglas County;
  - 6) Officers of the Republican State Central Committee residing in Douglas County; and
  - 7) Members of the Republican National Committee residing in Douglas County.
- B. Honorary members may not vote and may not make Motions unless they are voting members of the Central Committee.

**Section 5.** Total Membership

Associate and honorary members are not counted in determining the number of Central Committee members as prescribed in the Nevada Republican Party Standing Rules.

## **ARTICLE IV**

### **Officers**

**Section 1.** Purpose

Officers of the Central Committee have general charge of the affairs of the Republican Party in Douglas County and have the powers usually exercised by those holding such respective offices subject to the election laws of the State of Nevada and the Nevada Republican Central Committee Bylaws.

**Section 2. Officers**

- A. The officers of the Central Committee are the chair, first vice-chair, second vice-chair, secretary, and treasurer.
- B. To be eligible to be elected as an officer of the Central Committee, a person must be a voting member of the Central Committee.
- C. Officers serve two (2) years terms or from the adjournment of the meeting at which they are elected until the next regular election of officers is held. Officers are eligible for re-election to their positions.

**Section 3. Election**

The Central Committee shall conduct its election of officers during the regular meeting in March of each odd-numbered year.

- 1) Members who desire to run for a Central Committee elected office shall declare their intentions to run no later than the date of the January Central Committee meeting in the odd-numbered year via an e-mail or postal letter to the chair of the Nomination Committee. Nominations received prior to the January meeting will be announced at that meeting, and nominations from the floor will be taken at that time;
- 2) No later than February 1<sup>st</sup>, the Nomination Committee will publish the preliminary slate of candidates to the membership via e-mail or postal letter;
- 3) No later than February 8<sup>th</sup>, voting members may nominate fellow Central Committee voting members as candidates for elected office positions via an e-mail or postal letter (postmarked no later than February 8<sup>th</sup>) to the Nomination Committee chairman in accordance with the following:
  - a) Any voting member submitting a notice of nomination of a Central Committee voting member for an elected officer position after the publication of the preliminary slate of candidates shall secure the prior agreement of the proposed nominee, in writing;
  - b) The chairman of the Nomination Committee shall acknowledge that the committee has received the nomination via e-mail or postal letter to the member making the nomination;
  - c) No further nominations will be entertained subsequent to February 8<sup>th</sup>.
- 4) On or before February 21<sup>st</sup>, the Nomination Committee will publish the final slate of candidates to the membership via e-mail or postal letter.

**Section 4. Resignation and Vacancies**

- A. Officers may resign their offices by notifying the chair of the Central Committee in writing. Resignations are effective as of the date specified in the letter of resignation or, if no date is specified in the letter of resignation, the resignation becomes effective on the date it is received by the chair of the Central Committee.

- B. Vacancies in any elected Central Committee office must be filled by special election at the next regular meeting of the Central Committee. Any member elected to Central Committee office pursuant to this paragraph serves the unexpired term of the office that the newly-elected member fills.

**Section 5. Duties**

A. Chair:

- 1) Calls and presides at all meetings of the Central Committee and the Executive Board;
- 2) Has the authority to cancel or continue a meeting and at his or her discretion with proper cause;
- 3) Oversees officers and committees;
- 4) Calls to order the county convention for the purpose of electing a temporary chair of the convention;
- 5) Appoints the chairs of standing committees and any special committees as needed;
- 6) Represents the Central Committee on the state Central Committee, at other functions, and in any other capacity as may be required by virtue of the chair's position.
- 7) Prepares and submits the annual budget to the Executive Board for review no later than October 31<sup>st</sup> and to the voting members at the November general meeting for their approval so that the approved budget will be in effect on January 1<sup>st</sup>.

B. Vice-Chairs:

- 1) First Vice-Chair
  - a) In the chair's absence, performs all the duties of the chair;
  - b) Represents the Central Committee on the Nevada Republican Central Committee in accordance with Article VI, Section 1, A, 3, b of these bylaws.
- 2) Second Vice-Chair  
In the absence of the chair and the first vice-chair performs all the duties of the chair.
- 3) Responsibilities of vice-chairs:
  - a) Organize and coordinate the precincts in Douglas County;
  - b) Ensure that all precincts are represented on the Central Committee;
  - c) Direct precinct chairs and workers.
  - d) Oversee the Republican Caucus in Douglas County;
  - e) Keep a list of voting candidates to fill precinct vacancies;
  - f) Provide each prospective voting or associate member of the Central Committee with a Membership Application form, List of Member Responsibilities, and an electronic or hard copy of the current Central Committee Bylaws (which is otherwise available on the Central Committee website);

- g) Notify all voting, associate, and honorary members of all regular or executive board meetings;
- h) Oversee the maintenance and staffing of Douglas County Republican Headquarters, as applicable;
- i) Register Republicans to vote;
- j) Encourage people to vote;
- k) Assist with organizing Republican activities; and
- l) Perform other duties as assigned.

C. Secretary:

- 1) Keeps a current record, by precinct (if applicable), of names, addresses (physical and mailing), telephone numbers, and emails of Central Committee members;
- 2) Takes roll at each Central Committee meeting for the purposes of determining that a quorum is present to conduct business and to maintain a record of attendance;
- 3) At a regular Central Committee meeting, creates a list of notable attendees and provides the list to the chair prior to the beginning of the meeting;
- 4) Keeps detailed and accurate minutes of all meetings;
- 5) Serves as custodian of all records of the Central Committee and its standing or special committees;
- 6) Maintains the master record copy of the Central Committee Bylaws and ensures that a current copy is available both in hard copy at headquarters and on the Central Committee Website; and
- 7) Retains all records for three (3) years.

D. Treasurer:

- 1) Receives and is custodian of all monies and financial records of the Central Committee and keeps an accurate account of all monies received and disbursed;
- 2) With proper authorization from the Central Committee or the Executive Board, disburses money. All checks must have the signature of at least two (2) of the following officers: the chair, the first vice-chair, second vice-chair, secretary, or the treasurer;
- 3) Maintains accounts in approved banks or institutions for the Central Committee;
- 4) Posts the financial status of the Central Committee at each regular meeting and makes a full and complete report at the county convention;
- 5) Makes an accounting available to the Executive Board at all times of the funds on deposit, revenues, and expenditures of the Central Committee;
- 6) Submits all books of account, vouchers, and receipts for audit biennially, immediately prior to the expiration of each term of office; and
- 7) Keeps abreast of and complies with all federal, state and local statutes and regulations regarding the collection, management, disbursement, and reporting of political party funds.

## **ARTICLE V**

### **Meetings**

#### **Section 1. Central Committee**

- A. Regular Meetings:
  - 1) At the call of the chair and unless otherwise ordered by the Central Committee or Executive Board, regular meetings of the Central Committee will be held on the second (2<sup>nd</sup>) Thursday of each month.
  - 2) A minimum of nine (9) regular meetings must be held annually.
  - 3) Meetings of the Central Committee are open to non-voting members of the committee (who by general consent of the voting members may be granted the privilege of speaking) or conducted in executive session at the discretion of the chair, other presiding officer, or by majority vote of the voting members of the Central Committee present, at which time the chair shall declare the meeting to be in executive session, and only voting members shall remain in the room.
  - 4) Each voting member of the Central Committee has one (1) vote.
  - 5) In order to conduct business, one-fourth (1/4) of the voting members of the Central Committee must be present.
- B. Special Meetings of the Central Committee are called
  - 1) By the chair;
  - 2) Or, in the alternative, on written request of ten (10) voting members of the Central Committee delivered to the secretary.

#### **Section 2. Precinct Meetings/Caucuses**

Precinct meetings/caucuses for all registered Republican voters in Douglas County are the responsibility of the Central Committee. These precinct meetings/caucuses must be called and conducted in accordance with Article 11.2.1 of the Bylaws of the Republican Party of Nevada, and the Republican Party of Nevada Standing Rules.

#### **Section 3. County Conventions**

- A. The purpose of the county convention is to
  - 1) Elect delegates to the Nevada State Republican Convention;
  - 2) Adopt a county platform;
  - 3) Elect a county Central Committee.
- B. The Central Committee shall set the date and time of the Douglas County Republican Convention, held each year in which a general election is held.
- C. Any registered Republican residing in Douglas County is entitled to attend this convention;
- D. Each precinct is entitled to one or more delegates in the convention in accordance with the Nevada Republican Party Standing Rules.



- E. The notice for the county convention must be given in compliance with NRS 293.130.
- F. Any platform plank adopted at a county convention may be edited to correct grammatical or spelling errors so long as the intended meaning of the original wording is preserved.
- G. A copy of any Resolution adopted at a county convention will be provided to the Central Committee Secretary for the purpose of indexing in accordance with the Appendix to these Bylaws.

## **ARTICLE VI**

### **Executive Board**

#### **Section 1. Purpose**

The Executive Board

- A. Acts as the governing body of the Central Committee;
- B. Transacts any necessary business on behalf of the Central Committee that must be completed prior to the next regular meeting of the Central Committee; and
- C. Makes recommendations to the Central Committee regarding policies.

#### **Section 2. Members**

- A. All elected officers;
- B. The immediate past Central Committee chair;
- C. Four (4) members-at-large who are elected to serve on the Executive Board at the same regular meeting at which the Central Committee officers are elected; and
- D. The Additional Representatives elected to serve on the state Central Committee pursuant to Section 2. E. and Article VII of these bylaws.
- E. To be elected as a member-at-large or Additional Representative, the person pursuing that seat must be a voting member of the Central Committee.
- F. Members of the Executive Board serve two (2) year terms.
- G. Vacancies in the Executive Board shall be filled in accordance with Article IV, Section 4, B, of these bylaws.

#### **Section 3. Meetings**

- A. Meetings are called by the chair or on written request of at least five (5) members of the Executive Board, giving notice to the chair who shall issue a call for the meeting within two (2) days of receiving the notification.
- B. Meetings may be held either in person or by teleconference; all rules for conducting a meeting in person (including the determination of a quorum) shall apply to those held by teleconference.

## **ARTICLE VII**

### **Additional Representatives**

**Section 1.**     Definition

Additional Representatives are members of the Central Committee who represent Douglas County on the Nevada Republican Central Committee and also serve on the Douglas County Central Committee Executive Board.

**Section 2.**     Qualifications

- A.     The chair and first vice-chair are automatically Additional Representatives.
- B.     The number of the remainder of Additional Representatives to which Douglas County is entitled is determined per Nevada Republican Central Committee Bylaws.

**Section 3.**     Election

The Additional Representatives referenced in Section 2, B above are elected at the first meeting of the Central Committee following the county convention.

## **ARTICLE VIII**

### **Committees**

**Section 1.**     Standing Committees

- A.     Are limited to Budget and Finance, Voter Registration, Hospitality, Candidate Recruitment, Communications, and Legislative;
- B.     Are authorized by Article VIII, Section 1, A of these bylaws.
- C.     Shall establish and/or maintain written operating rules which shall be approved by the Executive Board.
- D.     Shall be chaired by a voting member appointed by the Central Committee chair, and said chairs will
  - 1)     Serve at the pleasure of the Central Committee chair; and
  - 2)     Select the additional members to their standing committees.

**Section 2.**     Special Committees

- A.     Are appointed by the Central Committee chair.
- B.     Serve no longer than required to accomplish the task for which they were appointed.

## **ARTICLE IX**

### **Candidate Endorsing**

#### **Section 1.**     Endorsements

The Central Committee may endorse Republican candidates running for any partisan elected Nevada State or Douglas County office for which a resident of Douglas County would cast a vote. Any such endorsement

- A.     May be made in advance of a primary election or in advance of a general election;
- B.     Must be made in accordance with the Central Committee Official Endorsement Policy and Procedures Manual referenced in Section 2 below; and
- C.     Must be approved by a 2/3rds vote of voting members present at a regular or special meeting having a quorum to do business.

#### **Section 2.**     Policy and Procedures Manual

The Central Committee shall establish and/or maintain an official Endorsement Policy and Procedures Manual, which manual

- A.     Will become effective and shall be modified in future only upon a 2/3rds vote of the Executive Board at a regular or special meeting having a quorum; and
- B.     Will be available for use at Douglas County Republican Headquarters during regular business hours.

## **ARTICLE X**

### **Parliamentary Authority and Interpretation of Bylaws**

#### **Section 1.**     Parliamentary Authority

The most recent edition of *Robert's Rules of Order* governs all proceedings of the Central Committee except when those procedures are inconsistent with these bylaws.

#### **Section 2.**     Interpretation of the Bylaws

Nothing contained in these bylaws may be interpreted in a manner contrary to the provisions of the election laws or statutes pertaining to political parties, which election laws or statutes are codified in the Nevada Revised Statutes, the Republican Party of Nevada Bylaws, or the Republican Party of Nevada Standing Rules.

## **ARTICLE XI Amendments**

### **Section 1.**     Procedure

- A. Bylaws may be amended
  - 1) At the county convention by a majority vote of the delegates;
  - 2) At any meeting of the Central Committee by a two-thirds vote where notice of the proposed amendment(s) was included in the call to the meeting at least fourteen (14) days prior to the meeting at which the amendment(s) is to be presented for a vote.
- B. Amendment(s) submitted shall show stricken and new.

## **ARTICLE XII Budget Adoption and Amendment**

### **Section 1.**     Procedure

- A. A proposed annual budget will be prepared by the Budget Committee.
- B. In accordance with Article IV, Section 5, Duties: A. 7) herein, no later than October 31<sup>st</sup>, the proposed annual budget will be submitted by the DCRCC Chair to the Executive Board for an advisory vote and at the November general meeting to the voting members for their approval so that the approved annual budget will be in effect on January 1<sup>st</sup>.
- C. The annual budget must include a “Campaign or Ballot Question Contributions Fund” line item whether or not any funds are proposed to be set aside for such.
- D. For adoption, the annual budget requires no more than a simple majority vote of the voting members present at a general meeting or, pursuant to E. 2) below, of the voting members present at a special meeting called to approve the annual budget.
- E. In the event that the November general meeting is canceled for any reason, budget authority shall continue until an annual budget is approved at one of the following:
  - 1) the next regularly scheduled general meeting, or
  - 2) a special meeting called at the discretion of the DCRCC Chair for the purpose of approving the annual budget.

### **Section 2.**     Amendments to Annual Budget

- A. Except as noted in Section 3 herein regarding political spending of more than \$500 from the Candidate Campaign or Ballot Question Contributions Fund, for an amendment to the approved annual budget to be considered, there must be a description of the proposed amendment and its purpose in the “call to meeting” for the meeting in which approval of the proposed amendment is being requested; and

- B. Presentation of the proposed amendment by the DCRCC Chair to the Executive Board for an advisory vote and then to the voting members for approval in the general meeting that immediately follows; and
- C. A three-quarters vote of approval of the voting members present at the general meeting in which the proposed amendment is being considered.

**Section 3.** Amendments for Political Spending of More Than \$500 from the Candidate Campaign or Ballot Question Contributions Fund

- A. An amendment may request funds for more than one candidate campaign or ballot question contribution.
- B. In addition to the requirements found in Section 2. A., B., and C. herein, an amendment that concerns the expenditure of more than \$500 to any Candidate Campaign or Ballot Question must include a “return on investment” analysis in its description in the “call to meeting” that provides the following information:
  - 1) A status report on the campaign financials for the candidate(s) or ballot question organization(s) being considered that shows the need for additional funding;
  - 2) How any candidate or ballot question organization being considered intends to spend the DCRCC contribution; and
  - 3) An analysis of the candidate(s) or ballot question(s) current standing including probability of success.

## **ARTICLE XIII Standing Rules**

**Section 1.** Authorization

The Central Committee may establish standing rules when approved by the Executive Board by a majority vote of members present at a regular or special meeting having a quorum to do business. Such rules would generally provide written guidelines for routine functions within the Central Committee not requiring codification in these bylaws.

## **ARTICLE XIV ADOPTION**

These bylaws are adopted this \_\_\_\_\_ day of April at the Douglas County Republican Convention.

Jim McKalip, Chair

Cindy Arvayo, Secretary

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## **APPENDIX**

### **Index of Active Resolutions**

Resolutions shall be indexed in reverse-yearly chronological order, (e.g. 2014, 2013 and so on). Within each year, resolutions shall be numbered in chronological order (2014-001, 2014-002 and so on) restarting at 001 each year.

No Resolutions currently indexed.