

Bylaws of the Arizona Republican Legislative District 9 Committee

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ARTICLE 1: NAME

The name of the organization shall be the **Arizona Republican Legislative District 9 Committee**, hereinafter referred to as the district. The district is affiliated with the Arizona Republican Party (AZGOP) and the Maricopa County Republican Committee (MCRC).

ARTICLE 2: OBJECTIVES

The object of the district is to protect the inalienable 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 object of the district shall further be to:

- A. Support and elect Republican candidates;
- B. Encourage Republicans 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;
- E. Recruit and educate precinct committeemen (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; and,
- G. Promote an informed electorate through political education.

ARTICLE 3: MEMBERS

Unless otherwise specified in the Arizona Revised Statutes (A.R.S.), the bylaws of the Arizona Republican Party (AZGOP), and the Maricopa County Republican Committee (MCRC) bylaws; the membership of the district is subject to the following rules.

SECTION 1. QUALIFICATIONS

The membership of the district consists of the total number of elected and appointed Republican precinct committeemen (PCs) in the district as of the most recent posted list by the Maricopa County Recorder or County Supervisors and who are residing in the precinct from which elected or appointed. Elected and appointed PCs possess all rights of membership, **except that only elected PCs may:**

- A. Vote at district statutory organizational meetings;
- B. Serve as district chairman;
- C. Serve as a State Committeeman (SC); and,
- D. Vote for nominees to fill vacancies in the State Legislature.

SECTION 2. DUTIES

In addition to those duties prescribed by the A.R.S. and the AZGOP bylaws, and the MCRC

bylaws, the duties of the members of the district shall be to:

- A. Support the objective of the district;
- B. Inform and serve registered Republicans in their precincts;
- C. Campaign on behalf of Republican candidates;
- D. Carry nominating petitions and distribute election information, candidate literature and signs;
- E. Participate in Get out to vote (GOTV) and election day activities;
- F. Help develop, maintain and support a permanent Republican precinct organization;
- G. Regularly attend meetings of the district county and state when notified;
- H. Help recruit and train new volunteers for the Republican Party; and,
- J. Assist the Republican Party in voter registration.

SECTION 3. TERM OF OFFICE

- A. As specified in the A.R.S., the term of office of an elected PC is two years and begins on October 1 after the primary election at which the PC was a candidate and continues until October 1 after the following primary

election at which PCs are elected.

- B. An appointed PC starts when they have been appointed, approved and posted by the County Supervisors or the Election County Department. They continue until October 1 after the following primary election at which PCs are elected.

SECTION 4. VACANCY

- A. **Vacancies.** Vacancies are created due to events, including but not limited to:
 - A1. Written resignation submitted to the district chairman;
 - A2. Moving from the precinct in which a PC was elected or appointed;
 - A3. Failure to maintain registration as a Republican.
- B. **Filling of Vacancy**
 - B1. Pursuant to the process described in the MCRC bylaws, the district chairman and the precinct captain are jointly charged with recommending appointment to fill PC vacancies.
 - B2. An elected PC who moves from the precinct in which he or she was elected and is

appointed in another precinct shall be treated as an elected PC.

SECTION 5. CONTACT INFORMATION

- A. Members must provide contact information, including a mailing address, a telephone number and an e-mail address, if available, to the district.
- B. The district shall utilize the above information solely for district business.
- C. A contact list of the members in a precinct, including a mailing address, a telephone number, an e-mail address, if available, must be provided to any member of that precinct, for precinct or district business only, within seven days of a request.
- D. Members who do not permit the release of their e-mail address must be excluded from the above list named in paragraph 'C.' above.
- E. Members who do not maintain a valid e-mail address on file with the district must request in writing that the district send meeting notices to a valid U.S. postal address located in the precinct.

ARTICLE 4: SUBDIVISIONS

SECTION 1. PRECINCTS

- A. **Boundaries.** The district is divided into precincts as specified by the Maricopa County Board of Supervisors.
- B. **Precinct Captain.** Unless otherwise specified in the MCRC bylaws, precinct captains must be selected as governed by the following:
 - B1. **Selection.**
 - B1a. The newly elected PCs in every precinct with two or more members must meet on or after the start of the new term to organize and elect a captain from among their number. The PC obtaining the highest number of votes in the primary election or his designee may call the meeting. If the Maricopa County Election Department does not list them on the recent ballot, but rather declared them as 'elected' because less than the maximum allowed number of precinct committeemen qualified for the positions or ballot, any of the 'elected' precinct

committeeman may call the organizational meeting.

- B1b. If the PCs of any precinct fail to elect a precinct captain, the district chairman must appoint a member from that precinct to serve until the members from that precinct meet and elect a precinct captain.
- B1c. If there is only one PC elected or appointed, he or she will serve as captain until such times as there are sufficient PCs to hold an election for the office.
- B1d. The term of the office of a precinct captain coincides with the terms of a PC.
- B1e. A precinct captain may resign with written notice to the district chairman.
- B2. **Removal of the precinct captain.** A majority of the PCs of a precinct may call a meeting for the purpose of removing the precinct captain. The quorum shall be greater than 50% of the elected and appointed PCs of the precinct.

- B2a. At such meeting, the district chairman or an appointed presider must conduct the meeting. The presider must not be a member of that precinct.
- B2b. At such meeting, the captain of that precinct may be removed by a majority vote and a new precinct captain shall be elected by a majority vote by the members of the precinct.
- B3. Duties of Precinct Captain.**
- B3a. Recruit PCs to fill vacant positions.
- B3b. Organize PCs within the precinct.
- B3c. Recruit precinct volunteers.
- B3d. Coordinate precinct activities, including GOTV activities.
- B3e. Encourage all precinct workers to attend district meetings.
- B3f. Nominate Republican electors from the precinct for the purpose of election activities at precinct polling locations (inspector, judge, clerk, marshal, observer or challenger).
- B3g. Provide political activity information to precinct members not in attendance at district meetings.
- B3h. Organize the precinct for distribution of campaign literature, collection of nomination petitions signatures, and GOTV activities.
- B3i. Recruit and train PCs and recommend replacements for PC vacancies to the district chairman.

SECTION 2. ZONES AND AREAS

- A. For purposes of administration, the district

shall be subdivided into geographic zones and subdivided into areas. The number of zones and areas, as well as their boundaries shall be set by the executive committee and shall be adjusted as necessary.

- B. The executive committee shall attempt to equalize the demands placed upon each zone or area leader when setting or adjusting the number of zones or areas and their boundaries.
- C. Each zone or area shall be contiguous and as compact as possible. Each precinct shall be entirely within one zone or area.
- D. Zone Leader duties:**
- D1. To coordinate efforts of all areas within the assigned zone.
- D2. To act as area leader in areas with no area leader until one is recruited.
- D3. To consult regularly with area leaders, delivering working lists and other information as requested by the executive committee.
- E. Area leader duties:**
- E1. To coordinate efforts of all precincts within the assigned area.
- E2. To act as a captain in precincts with no PCs until one is recruited and either elected or appointed.
- E3. To consult regularly with precinct captains delivering working lists and other information as required by the zone leader.
- E4. To report to the zone leader the activities and successes of the precinct captains.

ARTICLE 5: OFFICERS

SECTION 1. ELECTED OFFICERS

- A. **Number.** The district elective officers are: chairman, first vice chairman, second vice chairman, secretary, treasurer, and four (4) zone chairmen each serving as zone leaders.
- B. **Qualifications.**
- B1. The district chairman must be an elected PC residing within the district.
- B2. All district elected officers must be PCs of the district continuously residing in the district.

- B3. If an officer moves within the district and is appointed as a PC in his new precinct within 60 days, he shall continue to hold his district office as though elected in that precinct.
- B4. No member may hold more than one elected office at a time, except that the offices of secretary and treasurer may be filled by the same person. If one person acts both as secretary and treasurer, that person shall have only one vote, and counts as only one member for purpose of a quorum.

C. Term of office.

- C1. Elected officers assume their duties upon the adjournment of the meeting at which they are elected.
- C2. Officers serve (subject to removal and replacement) through the next statutory district organizational meeting or until their successors are elected.
- D. **Vacancy.** A vacancy is caused by reasons including:
 - D1. Death.
 - D2. Insanity, when judicially determined.
 - D3. Failure to maintain registration as a Republican.
 - D4. Resignation
 - D5. Removal from office
 - D6. Ceasing to be a PC residing in the district.
 - D7. Absence from the state beyond a period of three consecutive months.
 - D8. Ceasing to discharge the duties of office for a period of three consecutive months.
 - D9. Failure of a person to be elected or appointed to the office.
- E. **Filling of Vacancy.** Vacancy in any elected district office is handled pursuant to MCRC bylaws.

- F. **Multiple Vacancies.** If the executive committee quorum cannot be achieved due to multiple officer vacancies, the MCRC chairman may appoint pro tem officers from the MCRC membership to fill 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 Executive Guidance Committee Representation.

- G1. In the absence of the district chairman, the first vice chairman OR second vice chairman, in that order, must represent the district at the MCRC executive guidance committee meeting.
- G2. In the absence of all of the vice chairmen, the district chair may give his proxy to any other district PC to represent the district at an MCRC executive guidance committee meeting.

H. Removal.

- H1. The district chairman may be removed in accordance with the MCRC bylaws.
- H2. A district officer or SC, other than the district chairman, may be removed from office at any meeting of the district by a 2/3 vote, providing that a notice of the proposed removal is sent to all district PCs no later than ten days prior to the meeting and an announcement of the proposed removal was made at the previous district meeting.
- H3. An officer, other than the district chairman, who is not present at three or more consecutive board meetings during a term may be removed by a majority vote at the district meeting. The officer to be removed must be notified in writing no later than then 10 days prior to the meeting at which the vote will be held.

- I. **Mandatory Resignation.** A district officer shall resign his or her officer position upon declaring candidacy for paid elective office or accepting a compensated position for a campaign committee for a paid elected office, a political action committee, or an independent expenditure committee. Establishment of an exploratory committee shall not trigger this requirement.

J. Duties of Elected Officers.

- J1. **Chairman.** Duties as listed in the MCRC bylaws (Section 4B. Duties) and additional duties as:
 - J1a. Preside at district, executive committee, and board meetings.
 - J1b. 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.
 - J1c. Exercise the usual powers of the supervision and management customary of the office of chairman or as may be assigned by the executive committee. Implement policies for the efficient and responsible operation of the district, subject to approval by the executive committee.
 - J1d. In cooperation with the district treasurer, prepare a budget for the calendar year and

submit such budget to the executive committee for adoption, be an authorized signer on district checks, and have final approval on all district expenditures.

- J1e. Furnish a monthly itemized statement of reasonable out of pocket expenses required in the performance of duties as chairman, as set forth in the annual budget. Any expense in excess of the amount budgeted is subject to the approval of the executive committee.
- J1f. Appoint precinct captains when no captain is elected by the PCs in a precinct.
- J1g. Direct, redistribute, or reassign elected officer duties in cooperation with the executive committee.
- J1h. In cooperation with the county chairman, nominate elected PCs to fill vacant SC positions.
- J1i. In cooperation with precinct captains, fill PC vacancies by nomination or appointment.

J2. First and Second Vice Chairmen.

- J2a. To perform all duties of the district chairman in his or her absence in the following order of precedence: first vice chairman, then second vice chairman.
- J2b. To assist the district chairman, executive committee, zone leader and area leaders in working with PCs to organize their precincts.
- J2c. Each vice chairman oversees committees, a zone leader, and area leaders and their responsibilities as designated by the district chairman with the advice of the executive committee.

J3. Secretary.

- J3a. Responsible to maintain records of the minutes of all meetings of the district, the executive committee, and board.
- J3b. In cooperation with other elected officers, transmit required official meeting notices and other district correspondence.
- J3c. In cooperation with the district maintain official rosters of board officers, zone leaders, area leaders, committee chairmen, precinct captains, PCs, SCs, state delegates and alternatives and friends of the district.
- J3d. Preserve all permanent district records and transfer these records upon leaving office as specified in the district standing rules.

J3e. In cooperation with other elected officers and committees, participate in the district social media operations.

J3f. Performing other duties incidental to the office and as may be assigned by the district chairman or executive committee.

J4. Treasurer.

- J4a. In cooperation with the district chairman and executive committee, prepare a budget for each calendar year.
- J4b. Distribute funds only upon the order of the district chairman, or in the chairman's absence, the appropriate vice chairman. Sign all checks approved by the district chairman or appropriate vice chairman.
- J4c. File all required state and county reports in a timely and accurate manner.
- J4d. Establish and maintain a district bank account for which the district chairman and the treasurer must be account signers.
- J4e. Maintain custody of all funds of the district and pay all bills upon the authorization of the chairman.
- J4f. Maintain an account of all monies received and disbursed and providing a report at regular meetings and as requested by the chairman.
- J4g. Transfer all records as specified in the district standing rules upon leaving office.
- J4h. In cooperation with the district chairman, conduct an orderly transfer of control of the district's bank account and funds and submit a final report upon leaving office.
- J4i. Perform other duties incidental to the office and as may be assigned by the district chairman or executive committee.

SECTION 2. EXECUTIVE COMMITTEE

- A. **Composition.** The elected district officers constitute the executive committee.
- B. **Duties.** They convene upon short notice when necessary to conduct urgent district or board business.
- C. **Meetings.**
 - C1. Notice of a meeting of the executive committee may be called by the district chairman or 33% of the 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, but this requirement may be waived by unanimous consent of all voting members of the executive committee.

- C2. Fifty percent of the elected district officers constitute a quorum of the executive committee. If the number of district officers is less than six members due to vacancies, a minimum of three elected district officers constitutes a quorum.
- C3. Minutes of the meeting must be taken and these minutes must be distributed at the next executive committee meeting or with the notice of the next executive committee meeting.

SECTION 3. APPOINTED OFFICERS

The district chairman may appoint officers including but not limited to a Parliamentarian, Chaplain, General Counsel and Sergeant at Arms. Appointees must be district members, except that the Parliamentarian and General Counsel are not subject to this requirement. Each appointment must be with the consent of the executive committee.

SECTION 4. BOARD

A. **Composition.** The elected district officers, appointed officers, and area leaders constitute the board. The elected district officers are the only voting members of the board. All members have the right to speak.

B. Quorum.

- B1. At least 50% of the board including 50% of the elected officers constitute a quorum.
- B2. If one person acts as secretary and treasurer, that person counts as only one voting member for the purposes of quorum.

C. Duties.

- C1. The board supervises the affairs of the district between regular district meetings, fixes the place of district meetings, makes recommendations to the district, and performs such other duties as are specified in these bylaws, including but not limited to:
 - C1a. Provide input on planning district meetings and activities.
 - C1b. Planning and coordinating the growth of precincts and membership within the district, zones, and areas.
- C2. In the event that any elected or appointed member of the board neglects any duty of the office, the board may by majority vote, assign that duty to another district member and provide that member with the resources needed to fulfill that duty.
- D. **Meetings.** The board meets upon the call of the chairman or upon the call of greater than 50% of the voting board members.
 - D1. No less than three times in odd numbered years and no less than five times in even numbered years.
 - D2. No member of the board may be excluded from any board meeting.

ARTICLE 6: COMMITTEES

The district chairman is an ex officio member of all committees except the nominating committee, the appeals committee, and any disciplinary committees which may be formed. No member of any committee may be excluded from a meeting of that committee.

SECTION 1. STANDING COMMITTEES

The standing committees may include but are not limited to:

- Bylaws; Get Out the Vote (GOTV);
- Training; Voter Registration;
- Finance; Candidate Recruitment;
- Program; Hospitality/Refreshment;

- Publicity; Issues Research;
- Newsletter; Media Relations;
- Data Tools; Website & Social Media;
- Appeals; Charitable Outreach;
- Disciplinary; Speaker/Program;
- Election Board; PC Recruitment;
- Credentials & Tally

SECTION 2. APPEALS COMMITTEE

A. **Object.** The appeals committee investigates, deliberates, and reports to the district upon issued of concern regarding alleged violations of district rules and procedures.

B. Composition. One member is to be appointed by each elected district officer. If the appeal concerns a person; no member of the committee shall be a spouse, parent or child of the person concerned. The committee members shall elect a chairman from among their number.

C. Duties.

- C1. Convene within 14 days of receipt of a written and signed letter of concern submitted to any executive committee member or by one or more district members.
- C2. Research and investigate concerns brought by the members regarding rules and procedures.
- C3. During the course of investigation, provide the defendant(s) with notice of the charge(s) or violation(s) and allow for a defense to be provided for the action.
- C4. Conduct deliberations in executive session only.
- C5. Report member concerns and committee recommendations to the district membership for adjudication at a regular meeting.
- C6. Committee recommendations may include any one or more of: revocation of member's right to make motions, speak in debate, or hold district office.
- C7. Defendant must be provided with at least ten days' notice of any district meeting at which deliberations may be held and the committee recommendations which will be considered.

C8. District deliberations must be held in executive session.

C9. Any disciplinary action imposed requires a 2/3 vote for adoption.

C10. Issues submitted anonymously must not be considered by this committee. Actions taken by the committee made in executive session, other than those that would expose the district to charges of slander or libel, shall not be subject to the confidentiality requirements of executive session.

SECTION 3. SPECIAL COMMITTEES

A. The executive committee may establish special committees.

B. The scope of each special committee is limited to a specific purpose as stated in the resolution or motion establishing the committee.

C. Unless otherwise stated in the resolution or motion:

C1. The district chairman appoints the chairman and members of the committee.

C2. The committee must be composed solely of district members.

SECTION 4. CONFLICT OF INTEREST

In accordance with A.R.S. 38-501 through 38-511 and any other applicable law, any voting member of a committee, including the executive committee, with a conflict of interest shall disclose the conflict in any meeting before that committee takes any action on the issue. After disclosure, to help avoid any appearance of impropriety, the member with a conflict of interest shall recuse themselves from voting on that issue.

ARTICLE 7: DISTRICT MEETINGS

SECTION 1. CONDUCT OF MEETINGS

A. Notice.

- A1. Meeting notice must be issued for any district meeting at which business may be conducted.
- A2. The meeting notice must be sent no sooner than 28 days and:
 - A2a. No later than ten days prior to the meeting if an election is to be held;

A2b. No later than seven days prior to the meeting if no election is to be held;

A2c. To district PCs as recorded and published by the Maricopa County Board of Supervisors or Records' Office via e-mail to all district PCs who have provided an email address in writing to the district secretary or by U.S. Mail to all district PCs who have not provided an e-mail address to the district secretary and who have requested in writing

that the district send meeting notices via U.S. mail.

B. Meeting Notice. The meeting notice must include:

- B1. The date, time, and place of the meeting;
- B2. The agenda;
- B3. Business that requires previous notice, such as proposed bylaw amendments, if any; or elections. The additional notice requirements specified in the Elections section of these bylaws.
- B4. The above procedures satisfy meeting notice requirements. PCs who have not provided an e-mail address to the district secretary nor requested in writing that the districts send notices via U.S. Mail shall not receive meeting notices.

C. Quorum.

- C1. A quorum must be present for the transaction of any business at any district meeting.
- C2. In quorum calculations, district membership is defined as the current number of precinct committeemen elected and the current number of precinct committeemen appointed by the Maricopa County Supervisors as posted.
- C3. The quorum for transaction of business is:
 - C3a. Organizational Meeting: 50% of members, in person or by proxy.
 - C3b. Regular or special meeting other than organizational meeting: 25% of members, in person or by proxy.
 - C3c. Quadrennial Convention Delegates election meeting: 25% of members, in person or by proxy
 - C3d. For State Legislature nominee election meetings: 50% of **elected PCs** only.

D. Agenda. The chairman and the board collaboratively develop the agenda for each district meeting. Each district meeting agenda must include a “New Business” heading under which members may make motions for consideration by the district membership.

E. Virtual. Meetings of the district may be conducted by electronic devices or technologies (a) when so directed by the

board or (b) in the case of special meetings, when so directed by those calling the special meeting. Conduct of virtual meetings must be as specified in the district standing rules.

F. Accommodations. Individual with disabilities covered under the Americans with Disabilities Act must request special accommodation a week prior to the start of the meeting.

G. Proxies.

- G1. Except as required by the MCRC bylaws, proxy voting must not be permitted for any purpose in any district meeting of any meeting of any committee or board of the district. Where the MCRC bylaws do require that proxy use be permitted, the following rules must govern their usage unless specified otherwise in A.R.S.
- G2. PCs eligible to vote at a district meeting where proxies are allowed may give their proxy to a registered Republican living and registered in the same precinct as the giver. Proxies may not be transferred to a third party.
- G3. No proxy carrier may carry more than three proxies.
- G4. Proxies are valid solely on the date of the meeting for which they are created.
- G5. The Proxy must:
 - G5a. Conform to the specification contained in the MCRC bylaws.
 - G5b. Be signed by the giver within 30 days of the meeting at which it is to be used.
 - G5c. Be attested to by a notary public or two witnesses, not including the proxy carrier or the proxy giver.
- G6. At any meeting at which proxies are used:
 - G6a. Proxies must be submitted upon registration.
 - G6b. At registration, the Credential & Tally Committee must have each PC voter sign in opposite their name in the “Present in Person” column, and for each proxy carried, sign opposite the proxy’s name in a “Present by Proxy” column.
 - G6c. The Credential & Tally Committee will issue each PC voter a ballot for himself or herself and for the number of proxies he or

she carries.

G6d. The Credential & Tally Committee must certify the presence of a quorum before any business may be conducted.

G6e. Members present by proxy count towards the quorum.

SECTION 2. ORGANIZATIONAL MEETING

A. **Object.** District members must convene in an organizational meeting for the purpose of electing officers and SCs. Other business may be conducted.

B. **Date.** Unless otherwise required by the A.R.S. this meeting must be held no earlier than the second Saturday following the general election in November and no later than the first Saturday of the following December.

C. **Notice.** The Organizational meeting notice must additionally include:

C1. The list of officers to be elected;

C2. The number of SCs to be elected;

C3. That any elected PC desiring to run for any district office, for district chairman or both, must submit his or her name and the title of the office or offices sought, in writing, to the chairman of the Nominating Committee by the deadline stated in the call;

C4. The name, address, e-mail address and phone number of the Nominating

Committee chair;

C5. A list of announced district officers and SC candidates seeking election at the meeting.

SECTION 3. REGULAR MEETINGS

A. **Number.** Regular district meetings must occur at least six times in odd numbered years and at least ten times during even numbered years, and must be scheduled as specified in the district standing rules.

B. **Agenda.** The agenda for the regular meetings must allow for the introduction of business by district members.

C. **Notice.** A notice of a regular district meeting must be sent pursuant to Article 7, Section 1 of these bylaws.

SECTION 4. SPECIAL MEETINGS

A. **Call.** Special meetings may be called by:

A1. The district chairman,

A2. The board, or

A3. Upon the written request of 10 percent of the district membership as specified in these bylaws.

B. **Purpose.** The purpose of the special meeting must be stated in the Notice, which must be sent at least 10 days before the meeting. No business other than that stated in the Notice may be transacted at any special meeting.

C. **Notice.** A notice of a special district meeting must be sent pursuant to Article 7, Section 1 of these bylaws.

ARTICLE 8: ELECTIONS

SECTION 1. NOMINATING COMMITTEE

A. **Purpose.**

A1. A nominating committee of three members must be elected at the regular meeting preceding the organizational meeting. Nominations for members of this committee must be made from the floor. The three candidates receiving the highest number of votes constitute the committee, and they must elect their own chairman.

A2. The nominating committee election vote must be tallied by the outgoing Credential & Tally Committee (C & T) committee members who are not nominated candidates for this

election. The tally must be conducted by at least three members. The district chairman must select supplementary C & T members up to a total of three, if less than three C & T committee members are available.

A3. A tie vote for the last position must be broken by a second ballot among the tied candidates.

A4. The district chairman must not be a member of the nominating committee.

A5. Election to the nominating committee does not preclude the right to run for office.

B. **Duties.** Manage the nomination of officers, SCs, state convention delegates and any other elections as may occur. In pursuance

thereof, the nominating committee must:

- B1. Recruit qualified candidates for all elective positions,
- B2. Verify eligibility of candidates,
- B3. Apprise the candidate of the duties of the corresponding office.
- B4. Secure a commitment from each candidate to fulfill the obligations of the office if elected.
- B5. Nominate all those eligible and desiring to serve.
- B6. Submit the name of at least one nominee for each office.
- B7. Not nominate a PC for more than one office simultaneously.
- B8. Present the nominations received in written form suitable for use as a ballot.
- B9. The nominating committee may arrange for debates among the candidates.
- C. **Term.** The nominating committee serves for the period through the following primary election or until a successor is elected. Vacancies occurring between elections are filled by board appointment(s).

SECTION 2. CREDENTIALS & TALLY COMMITTEE

A. Selection.

- A1. The credentials and tally committee must be appointed by the district chairman from the PCs who have not been nominated for any elective position, if possible. The committee members select one of their number as chairman.
- A2. If additional C & T committee members are required to support virtual meetings and / or expedite an election-related task due to the number of ballots to be cast and processed, the district chairman may select supplementary members at the time of the election.
- A3. C & T members must not be a close relative of the candidate of the election. This is defined as a spouse, parent, sibling or child.
- A4. In any election, each candidate may designate one person as an observer at the time the ballots are tallied or counted.

B. Duties.

- B1. Duplicate or otherwise prepare the ballots.
- B2. Prepare an alphabetical list of all valid electors for the meeting
- B3. Conduct the verification and sign-in of all eligible PCs and any proxies being presented for voting purposes.
- B4. Distribute corresponding credential tags if used.
- B5. Certify the number of eligible votes (in person and by proxy) at the close of registration.
- B6. Handle ballot distribution and pick up during voting.
- B7. Tally by hand or machine count of all ballots voted and certify the results.
- B8. Report the voting results to the district chairman for announcement.
- B9. Secure and preserve all ballots used in the election and tally for 14 days after the election for review if necessary.

SECTION 3. CONDUCT OF ELECTIONS

A. Conduct of Election in General.

- A1. In addition to other meeting notice requirements specified in these by laws, the meeting notice for any meeting at which an election may be held must include:
 - A1a. A list of all elective positions available for nomination and election at that meeting.
 - A1b. A list of any qualified and announced candidates for any elective position at that meeting.

B. Agenda. At meetings in which an election is to be held, the election takes precedence over all other business.

C. Credentialing.

- C1. Eligible PCs must present a photo ID with an address that matches the district roll as published by the Maricopa County Recorder's Office of precinct committeemen. In the event the address on the Photo ID does not match the roll, a Photo ID presented with two other forms of identification indicating the resident address in the precinct shall be valid. Such other forms of ID may include utility, financial, or other U.S. postal mail addressed to the PC.

C2. The C & T committee will certify the number of eligible votes at the call to order and determine the presence of a quorum for voting purposes. It must present its report for adoption by the membership.

D. Nominations.

D1. All PCs who have notified the nominating committee, by the deadline stated in the meeting notice, with their intent to run, and who are qualified to serve, must appear on the prepared ballot.

D2. Nominations for all elective offices may be made from the floor at all meetings where elections are held. This includes between the reporting of ballot tally and result of each race for subsequent elections.

D3. Those nominated from the floor for an office must be present in person and express their eligibility and willingness to serve in the office for which they are nominated.

E. Campaigning. All candidates for election may conduct campaigning activities, including of posting wall signs (if permitted by the facilities) and the distribution of campaign literature.

F. Ballots.

F1. Voting for elective offices will be made by ballot except when only one nominee is being considered for an office, in which case, the election may be by acclamation.

F2. Each contested office must be on a separate ballot.

F3. The prepared ballot for all elections may contain, in random order, listed names of all qualified and announced candidates.

F4. There shall be sufficient space on the ballot for nominations from the floor to be added to the ballot.

G. Voting.

G1. The C & T shall secure and control the ballot box(s) during voting.

G2. Those in line with completed ballots at the close of the polls must be allowed to vote.

G3. At the close of the polls for each contested race, the C & T committee must count or tally the ballots. They must report the results to the chairman to be announced before the next election can take place. This allows any unelected candidate to be

nominated for another office if desired.

G4. In a contested race, each candidate may designate one person as an observer at the time the ballots are counted or tallied.

G5. Electronic voting is prohibited except during virtual meetings.

G6. When electronic voting is allowed, the procedures for electronic voting in the district standing rules must be followed.

H. Recount.

H1. If the vote count differs by 2% or less, of the total votes cast, the losing candidate may ask for a recount of the ballots cast. (Take the total number of ballots cast, less any spoiled ballots and divide into the total ballots received by each candidate. Subtract the results and if less than 2% a recount can be requested.)

H2. A spoiled ballot is a ballot issued to a voter or proxy and returned to the ballot box with either:

H2a. A blank ballot

H2b. A ballot containing the name of someone who was not nominated for the office or position which the ballot was to be used. If the ballot allows more than one name for the position (as in the case of SC) the ballot will not be counted as spoiled unless there is an over count on the ballot.

H2c. An under-voted ballot is one that allows for votes of more than one vote, up to a specified number of votes (i.e., "vote for not more than 'X' number and less than this amount is voted). A ballot with an undervote will not be rejected but legible names for positions or offices shall be counted.

H2d. A ballot with an overvote, that is a ballot marked with more votes than allowed (i.e., 'vote for no more than two names and more than two names are marked on the ballot) shall be counted as a 'spoiled ballot' and no votes from that ballot shall be counted.

H2e. A ballot containing a name which cannot be reasonably understood to be a candidate which was nominated for the office or position the ballot was to be used for. If the ballot allows more than one name for the

position (as in the case of SC) the ballot will not be counted as spoiled unless there is an over count on the ballot.

I. Announcement of results. Final results from all elections must be announced as soon as they are available, but in any event before the meeting is adjourned.

J. Preservation of records. At the end of elections all ballots (both used and spare) shall be preserved for 14 days in accordance with district standing rules.

K. Election Certification.

K1. Election results must be certified and signed by the chairman of the C & T committee.

Itemized recording of the vote tally must be entered into to the minutes of the meeting.

K2. The elected District chairman must certify the election results of all election results to the chair of the MCRC within seven days following the elections

L. District Officers.

L1. A PC may be nominated for no more than one district office at a time.

L2. If the district chairman is running for re-election in a contested election, a chairman pro temp must be appointed to conduct the election.

L3. Each candidate for elective district office may have nominating and seconding speeches not to exceed three minutes in total.

L4. District officers must be elected by majority vote, utilizing the exhaustive ballot method. In accordance with the exhaustive ballot method:

L4a. If a candidate receives a majority of the votes cast in a round of balloting, that candidate is elected.

L4b. 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.

L4c. 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.

L4d. If two of 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 of the tied candidates. If no agreement can be reached, the eliminated candidate must be determined by lot.

M. Withdrawal.

M1. Candidates may withdraw after any round of balloting prior to the next round of balloting.

M2. 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 two candidates remaining or are both tied for receiving the fewest number of votes in the previous round of balloting.

SECTION 4. STATE COMMITTEEMEN

A. Nomination.

A1. SCs are elected from a ballot listing the names in random order of all elected district PCs who have submitted, in writing their desire to serve as SCs by the deadline to the nominating committee specified in the meeting call.

A2. SC candidates nominated through the nominations committee need not be present but those desiring to be nominated from the floor of the district meeting, must be present in person to accept the nomination.

B. Speeches. Nominating speeches and seconding speeches are not allowed for the office of SC.

C. Election. Unless otherwise specified in the A.R.S:

C1. The district may elect one SC for every three PCs elected in the immediately preceding primary election.

C2. If the number of SC candidates is less than the quota, then all SC candidates may be elected by acclamation.

C3. Election is determined by the candidates receiving the largest number of votes until the district quota is filled.

C4. If there is a tie vote for the last SC or alternative positions, the tie shall be broken

by a method that would provide a random result agreed on.

- D. **Recount.** See Article 8: Election Section H3.
- E. **Vacancy.** In case of vacancy in the SC position, the district chairman may advise appointments of SCs in order starting with SC candidate with the highest number of votes that did not get elected, and not consent to any appointment out of this order.
- F. **Reporting.**
 - F1. A list of SCs, in the order of votes received will be announced to the district membership no later than the adjournment of the meeting at which the election was

held and must be included in the meeting minutes along with the vote tally.

- F2. The district chairman must certify the election result of the SCs to the chair of the AZGOP and to the chair of the MCRC at least ten days prior to the MCRC statutory organizational meeting.

SECTION 5. QUADRENNIAL CONVENTION DELEGATES

Information and notice for requirements, qualifications, meetings, and voting will be provided by Republic National Committee to the AZGOP and MCRC before such convention.

ARTICLE 9: FUNDS

- A. **Expenditures.**
 - A1. The district chairman may authorize any expenditures up to the limit specified in the standing rules for routine expenses such as printing, copying and postage.
 - A2. Disbursement of funds for expenses other than routine or that exceed the limit for routine expenses specified in the standing rules, require approval of the board.
- B. **Amounts.** All funds obtained by the district must be deposited in the district account within seven business days after receipt.
- C. **Contributions.** Before making any contribution from the district, regardless of the amount, the contribution must be authorized by the executive committee.

- D. **Audit.**
 - D1. **Committee.** The district chair must appoint an audit committee upon a change in incumbency in the office of treasurer. The committee must consist of at least three district members who did not serve on the board during the previous 12 months.
 - D2. **Audit.** The audit committee must conduct an audit of the financial records of the district upon a change in incumbency of the treasurer, and at such time as the board or district chairman requests. The audit committee must report their findings to the district membership at the subsequent meeting for approval.

ARTICLE 10: OTHER ACTIVITIES

- A. **Endorsements by officers.**
 - A1. 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 2/3 vote at a regular district meeting.
 - A2. Endorsements by the district: Any position the district may take regarding candidates in any Republican primary election requires a 2/3 vote of the district.
 - A3. Any restriction concerning endorsements of candidates in Republican primary elections shall not apply to individual PCs.

ARTICLE 11: GENERAL

SECTION 1. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Roberts'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 of provisions of these Bylaws are held to be partiality or wholly invalid or unenforceable for any reasons 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 valid or unenforceable.

ARTICLE 12: AMENDMENT OF BYLAWS

These bylaws may be amended at any regular meeting of the district by a two-thirds vote, provided that the amendment has been submitted to the members in writing at the previous regular meeting and has been included in the meeting notice, or otherwise sent by mail or electronic mail no later than ten (10) days prior to the meeting at which the amendment is to be voted upon. Any bylaw amendment achieving ratification will become effective upon adjournment of the meeting at which ratification occurs.

STANDING RULES

- A. May be adopted or suspended at any meeting by a majority vote.
- B. May be amended at any meeting with a 2/3 vote.
- C. If previous notice has been given, only a majority vote is needed to amend.

SECTION 1. REGULAR MEETING SCHEDULE

- A. Regular district meeting must be held on the week and day as determined by plurality vote of the district.
- B. In the event that a meeting location cannot be retained at reasonable cost for the week and day selected by the district, the executive committee may designate an alternate day for the subsequent meeting.
- C. The district chairman must designate the time of the meeting in consultation with the board or the executive committee.

SECTION 2. FUNDS

The expenditure limit for routine expense is \$150.

SECTION 3. RECORDS RETENTION

- A. All district officers, elected and appointed, must retain records specific to their activities in their office. Officers must transfer these

- records, as well as any records which may have been transferred from prior officer to a district member designated by the district chair within seven days of leaving office.
- B. If the office of the chairman is vacant and no other officer has assumed the duties of the chairman pursuant to these bylaws, the vacating officer must transfer the records to the MCRC chair or designee within 14 days.
- C. Election ballots and raw electronic voting data must be preserved for a period of no less than 14 days and made available for audit upon written request of five district PCs or the board. Any audit must be conducted at a board meeting and be opened to all district PCs.

SECTION 4. VIRTUAL MEETINGS

If virtual meetings are mandated or necessary, the meeting call notice sent to every precinct committee will include information on: date, time, sign-in requirements, meeting and voting rules.