

CONTINUING BYLAWS

OF THE

YAVAPAI COUNTY

REPUBLICAN COMMITTEE

APPROVED AND ADOPTED

June 10, 2023

Table of Contents

1	NAME AND PURPOSE	5
1.1	Name and Purpose.....	5
1.	Name	5
2.	Purpose and Objectives	5
2	AUTHORITY AND MEMBERSHIP	5
2.1	Authority	5
2.2	Membership.....	5
2.3	Vacancies	5
3	OFFICERS	5
3.1	Statutory Elective Officers and Term of Office	5
3.2	Qualifications of Persons for Office.....	6
3.3	Method of Electing Officers.....	6
3.4	Method of Appointing Committee Chairmen.....	6
3.5	Removal of Officers	6
3.6	Filling Vacancies	6
3.6.1	County Chairman	6
3.6.2	Executive Committee	6
3.6.3	State Committeeman.....	7
3.7	Duties of Elective Officers	7
3.7.1	County Chairman	7
3.7.2	First Vice-Chairman	7
3.7.3	Second Vice-Chairman.....	7
3.7.4	Secretary	7
3.7.5	Assistant Secretary	8
3.7.6	Treasurer.....	8
3.7.7	Assistant Treasurer	8
3.8	Duties of Committee Chairman.....	8
3.8.1	Credentials Chairman	9
3.8.2	Finance Chairman.....	9
3.8.3	Membership Chairman	9
3.8.4	Voter Registration Chairman.....	9
3.8.5	Education Chairman	9

3.8.6	Volunteer Chairman	9
3.8.7	Bylaws Committee Chairman.....	9
3.8.8	Nominating Committee Chairman.....	9
3.9	Duties of Non-Committee Appointees	10
3.9.1	Chaplain	10
3.9.2	Parliamentarian.....	10
3.9.3	Sergeant at Arms	10
4	PRECINCT AND AREA ORGANIZATION	10
4.1	Precinct Committeemen	10
4.2	Term of Office of PCs	10
4.3	Precinct Captains.....	11
4.4	Removal of Precinct Captains	11
4.5	Areas.....	11
4.6	Area Directors	11
4.7	Removal of Area Directors.....	12
5	MEETINGS	12
5.1	Notice of Meetings.....	12
5.2	Statutory/Organizational Meeting	12
5.3	Mandatory Meeting	12
5.4	Special Meetings	12
5.5	Quorum	13
5.6	Proxies.....	13
5.7	Order of Business	13
5.7.1	Parliamentary Practice.....	13
5.7.2	Order of Business	14
5.8	Resolutions	14
5.8.1	Procedures	14
5.8.2	Voting.....	14
5.8.3	Floor Resolutions	15
5.8.4	Memorials.....	15
6	COMMITTEES.....	15
6.1	Executive Committee.....	15
6.2	Credentials Committee	16
6.3	Finance Committee	16
6.4	Rules Committee	16

6.5	Resolutions Committee	16
6.6	Membership Committee	16
6.7	Voter Registration Committee.....	17
6.8	Education Committee.....	17
6.9	Nominating Committee	17
6.10	Other Committees.....	17
7	NOMINATION and VOTING PROCEDURES.....	17
7.1	Nomination and Election of the Officers of the County Committee	17
7.1.1	Nominating Committee	17
7.1.2	Other Nominations	18
7.1.3	Nominations from the Floor	18
7.1.4	Multiple nominations.....	18
7.1.5	Nominations	18
7.1.6	Voting.....	18
7.2	Nominations and Election of State Committeemen.....	18
7.2.1	Nomination.....	18
7.2.2	Voting.....	19
7.3	Nominations and Election of Delegates to the Quadrennial State Convention	19
7.3.1	Call for Special Meeting.....	19
7.3.2	Who may be a delegate	19
7.3.3	How are delegates elected	19
7.3.4	Floor nominations.....	19
7.3.5	Voting.....	19
8	DURATION AND METHOD OF AMENDMENT	20
8.1	Duration of Bylaws	20
8.2	Method of Amending Bylaws	20
1.	Amendments Proposed at Statutory/Organizational or Mandatory Meetings.....	20
2.	Amendments Proposed at Other Meetings	20
3.	Amendment by Law	20
8.3	Repeal.....	20
8.4	Copies of Bylaws	20
9	EFFECTIVE DATE OF BYLAWS	21

1 NAME AND PURPOSE

1.1 Name and Purpose

1. Name

The name of this organization is the YAVAPAI COUNTY REPUBLICAN COMMITTEE (County Committee or Committee).

2. Purpose and Objectives

1. Promote effective communications to keep members and the general electorate informed on Republican goals, principles, philosophy and platform through political education.
2. Strengthen the party by encouraging development of vibrant complimentary grassroots Republican organizations, clubs and activities across the county.
3. Recruit capable Republican leaders to run for public office.
4. Support training for candidates and workers to conduct, manage and win elections.
5. Train precinct committeeman and volunteers to grow the party, register voters and achieve maximum election turnouts for Republican candidates.
6. Perform appropriate activities, duties and services as necessary to support Republican state and national party organization.
7. Raise funds for political activities and business affairs of the Committee.
8. Recognize individuals and organizations demonstrating exemplary and enduring achievement toward the goals of the Committee.
9. Educate voters regarding Republican: philosophy; goals; and candidates.
10. Nominate qualified Republican candidates for selection by the County Board of Supervisors to fill an open State elected office previously held by a Republican as prescribed by ARS 41-1202

2 AUTHORITY AND MEMBERSHIP

2.1 Authority

1. These bylaws are created by virtue of the Arizona Revised Statutes [ARS 16-821](#).
2. These bylaws shall, when not in conflict with State Law or State Party bylaws, establish a working organization, and prescribe rules for the governance, conduct of meetings and business of the County Committee.

2.2 Membership

1. The County Committee consists of all Republicans registered in Yavapai County who have been elected or appointed Precinct Committeemen (PCs) in accordance with [ARS 16-821](#).

2.3 Vacancies

1. In addition to other provisions of law regarding removal from office, a vacancy shall exist in the office of PC when the PC moves from the precinct from which he/she was elected or appointed.
2. Vacancies in the Executive Committee due to death, resignation, moving from the county or any provision of law shall be filled as provided for herein. (Sec 3.6)
3. Vacancies of State Committeemen due to death, resignation, moving from the county or any provision of law shall be filled as provided for herein. (Sec 7.2.2)

3 OFFICERS

3.1 Statutory Elective Officers and Term of Office

1. There shall be a County Chairman, First Vice-Chairman, Second Vice-Chairman, Secretary, Assistant Secretary, Treasurer and Assistant Treasurer elected for two-year terms at the

Statutory/Organizational Meeting.

3.2 *Qualifications of Persons for Office*

1. An officer shall at the time of his or her election be a member of the County Committee.
2. All officers elected to the County Committee at the Statutory/Organizational Meeting shall be elected PCs.

3.3 *Method of Electing Officers*

1. The Statutory Elective Officers of the County Committee shall be elected at the Statutory/Organizational Meeting. Details of the process are in Sec 7.1 below.
2. Officers and committee chairs shall deliver all records, files and property of the Committee to their successor within ten (10) calendar days of leaving office.

3.4 *Method of Appointing Committee Chairmen*

1. Committee Chairmen shall be appointed by the County Chairman and majority approval of the EC.

3.5 *Removal of Officers*

1. An Executive Committee member may only be removed with a vote by the elected membership of the County Committee, present in person or by proxy (hereinafter present) at any meeting, provided that the total number of such votes cast constitutes a majority of the total elected PCs.
2. An elective officer may not be removed at a Special Meeting (See Sec 5.4 below) unless the proposed removal is set forth in the notice of call of the items of business of such meeting.
3. Committee Chairmen appointed by the County Chairman may be removed by a majority vote of the Executive Committee and notice shall be given to said Committee Chairman ten (10) business days prior to removal.

3.6 *Filling Vacancies*

3.6.1 *County Chairman*

1. In the case of a vacancy of the County Chairman:
 - a. When the vacancy occurs within sixty-days prior to a Mandatory Meeting (Sec 5.3 below) of the County Committee, a successor shall be elected at that meeting and shall hold office for the unexpired term.
 - b. When the vacancy occurs within a sixty-day period prior to a Statutory/Organization Meeting (Sec 5.2 below) of the County Committee, a successor shall be elected at that meeting.
 - c. In other cases, a Special Meeting (Sec 5.4 below) shall be called within 30 days to elect a successor.
 - d. Elected PCs at this meeting shall elect the County Chairman according to the procedure in Sec 7.1 below.

3.6.2 *Executive Committee*

1. In the case of a vacancy of other Executive Committee officers, an interim officer shall be appointed to fill the vacancy by the County Chairman with consent of the Executive Committee at a regularly scheduled meeting of the Executive Committee at which a quorum is present.
2. An interim officer shall serve until the next meeting of the County Committee. At the next meeting, the elected PCs shall elect a successor to serve the unexpired term.

3.6.3 State Committeeman

1. In the case of a vacancy for State Committeeman, the County Chairman shall advise and consent for the State Chairman in accordance with ARS 16-825.01 to fill the vacancy by appointing the person with the most votes received at the Statutory/Organizational meeting who were below the initial cutoff. This process shall continue through the ranking order (See Sec 7.2.2) until the vacancy is filled.
2. In the event that none of the candidates for State Committeeman accept the appointment, the County Chairman shall appoint any elected County PC to fill said vacancy.

3.7 Duties of Elective Officers

3.7.1 County Chairman

1. The County Chairman shall:
 - a. Be the recognized leader of the Party in the County.
 - b. Coordinate the county wide activities of the Party.
 - c. Preside at all meetings of the County Committee and the Executive Committee.
 - d. Appoint all sub-committee Chairmen and shall be an ex officio member of all committees.
 - e. Represent the County Committee in an official capacity.
 - f. Be the official voice for the Yavapai GOP. All official statements and correspondence, i.e., to news organizations, social media sites, etc. will be made by the County Chair or by an individual(s) designated by the County Chair.

3.7.2 First Vice-Chairman

1. The First Vice-Chairman shall:
 - a. In the absence of the County Chairman or in the event of a vacancy in that office, the First Vice-Chairman shall perform the duties of the County Chairman during such absence or vacancy.
 - b. Serve as Events Coordinator
 - c. Work with the Finance Chair in fundraising efforts.
 - d. Assist the County Chairman in the performance of his duties as needed.

3.7.3 Second Vice-Chairman

1. The Second Vice-Chair shall:
 - a. In the absence of both the County Chairman and First Vice-Chairman, the Second Vice-Chairman shall perform the duties of the County Chairman during such absence or vacancy.
 - b. Serve as liaison between the Executive Committee and the recognized Republican Clubs in Yavapai County.
 - c. Assist the Membership Chairman in all PC related operations.
 - d. Assist the County Chairman in the performance of his duties as needed.

3.7.4 Secretary

1. The Secretary shall:
 - a. Keep minutes of all meetings of the County Committee and the Executive Committee.
 - b. Transmit all Calls for County Committee meetings in a timely manner.
 - c. Preserve all permanent records of the County Committee for a period of five (5) years.
 - d. Perform such other functions as may be incidental to the office of Secretary.
 - e. Provide recorded, approved minutes of Executive Committee, statutory, mandatory, or special meetings to any member of YavGOP upon written request. Electronic or traditional mail is acceptable.

3.7.5 Assistant Secretary

1. In the absence of the Secretary, the Assistant Secretary shall perform the duties of the Secretary.
2. In the case of a vacancy the Assistant Secretary shall perform the duties of the Secretary until the next scheduled meeting of the County Committee when an election to fill the position shall take place.

3.7.6 Treasurer

1. The Treasurer shall:
 - a. Comply with and perform the duties set forth in [ARS 16-907.](#)
 - b. Receive and account for all monies provided to the County Committee.
 - c. Be custodian of all the funds received by the County Committee.
 - d. Oversee the handling and recording of all receipts for goods and services.
 - e. Disburse budgeted funds and those approved by the Executive Committee.
 - f. Disbursement to be in the form of an Automatic Payment from our Bank Account, Electronic Payment via the Bank's Bill Payment system, or by a Physical Check signed by the Treasurer or designee.
 - g. Keep the financial records of the County Committee on a calendar year basis.
 - h. Compile and present an annual written report to the County Chairman and the Executive Committee.
 - i. Compile and present a current report at every County Committee meeting.
 - j. Provide a two year budget to the membership and Executive Committee at the first County meeting following the Statutory/Organizational meeting.
 - k. Prepare and file all Secretary of State Campaign Finance Reports in a timely manner in accordance with [ARS 16-926](#) via the Secretary of State's Bulk Filing System.
 - l. Comply with contribution limits and requirements as set forth in [ARS 16-915](#) for City, Town or County office. Note: To ensure compliance with this statute, all contributions to Legislative District and Statewide campaigns are handled by the Arizona Republican Party.
 - m. Provide the financial books for review by a committee of at least three qualified persons, having background and experience in financial bookkeeping, appointed by the County Chairman with the consent of the Executive Committee. This review will be conducted in January of each odd year and at such times as the Executive Committee deem necessary.
 - n. Be bonded or insured by a reputable company qualified to do such business in Arizona, in the amount of \$30,000.00 or more as determined by the Executive Committee. Funds for bonding and/or insurance to be provided by the Yavapai County Republican Committee.

3.7.7 Assistant Treasurer

1. In the absence of the Treasurer, the Assistant Treasurer shall perform the duties of the Treasurer.
2. In the case of a vacancy the Assistant Treasurer shall perform the duties of the Treasurer until the next scheduled meeting of the County Committee when an election to fill the position shall take place.
3. Shall be bonded or insured by a reputable company qualified to do such business in Arizona, in the amount of \$30,000.00 or more as determined by the Executive Committee. Funds for bonding and/or insurance to be provided by the Yavapai County Republican Committee.

3.8 Duties of Committee Chairman

1. Committee Chairmen shall appoint members to their respective committees as required.
2. All Committee Chairmen shall be elected PCs. (except for #3 below)
3. An appointed PC, having served eight (8) months prior to their appointment, may be appointed to Chair a committee only after the position has been publicly posted for three (3) consecutive weeks and no Elected PC has come forward.

3.8.1 Credentials Chairman

1. The Credentials Chairman shall:
 - a. Organize and oversee a committee of not fewer than four (4) members and provide their names to the Secretary prior to the Call to meeting being issued.
 - b. Provide a means for verification of credentials of the PCs and proxies during registration at the County meetings.
 - c. Provide a quorum count of the County Committee to the County Chairman, after registration has been closed, and ensure an accurate count of eligible members.

3.8.2 Finance Chairman

1. The Finance Chairman shall review the proposed budget presented by the Treasurer.
2. The Finance Chairman shall determine fundraising efforts and donor solicitations necessary to accommodate the operations of the County Committee.

3.8.3 Membership Chairman

1. The Membership Chairman shall coordinate the activities of the Membership Committee and strive to fill all authorized PC positions within Yavapai County.

3.8.4 Voter Registration Chairman

1. The Voter Registration Chairman shall develop a countywide voter registration organization, and shall develop and implement programs to maximize Republican voter registration in this county.

3.8.5 Education Chairman

1. The Education Chairman shall develop a plan to educate and inform the voters about the Republican Party's goals and philosophy.
2. The Education Chairman shall provide training materials to ensure all PCs are trained.

3.8.6 Volunteer Chairman

1. The Volunteer Chairman shall coordinate the activities of volunteers at County Headquarters and other authorized venues.
2. The Volunteer Chairman will maintain a list of volunteers and their interests.

3.8.7 Bylaws Committee Chairman

1. The Bylaws Committee Chairman shall oversee the review and identification of ambiguous or conflicting sections within the bylaws that need amending.
2. Remedies shall be suggested and proposed to the County Committee for approval.
3. Words, sentences, and sections to be amended will be identified by strikethrough and suggested changes highlighted by colored font.
4. Upon acceptance by the County Committee of newly proposed bylaws, the Bylaws Committee shall undertake to ensure that all applications, literature and educational materials are in accordance with the Bylaws.

3.8.8 Nominating Committee Chairman

1. The Nominating Committee Chairman shall not be a member of the current Executive Committee.
2. The Nominating Committee Chairman shall conduct at least one meeting prior to the vetting of Candidates to discuss and vote upon questions to be submitted for each particular office.
3. The Nominating Committee Chairman shall oversee all candidate interviews, ensuring that each candidate receives equal and just consideration.

3.9 Duties of Non-Committee Appointees

3.9.1 Chaplain

1. The Chaplain shall invoke Divine guidance, at the opening of all meetings.
2. The Chaplain need not be a member of the County Committee.

3.9.2 Parliamentarian

1. The Parliamentarian shall advise the County Chairman and all subcommittees on all procedural matters and shall act as parliamentarian at all meetings of the County Committee.
2. The Parliamentarian shall not preside over any actions brought before the committee other than to provide clarifications on procedural matters when requested.
3. The Parliamentarian need not be a member of the County Committee.

3.9.3 Sergeant at Arms

1. The Sergeant at Arms shall attend all meetings of the County Committee and will maintain order under the direction of the Chairman.
2. The Sergeant at Arms shall be a PC.

4 PRECINCT AND AREA ORGANIZATION

4.1 Precinct Committeemen

1. Precinct Committeemen shall be registered Republicans who have made application and been approved by the Yavapai County Board of Supervisors.
2. In the event of a vacancy in the office of PC, including the failure to elect at the primary election the number of authorized PCs ([ARS 16-821](#)) such vacancy may be filled by appointment by the County Board of Supervisors. However, no PC appointments shall be made between the certification of the Primary Election and the Statutory/Organizational Meeting. Appointed PCs have limited voting rights as in Sec 5.2 Par 2 below.
3. Precincts with more candidates than vacancies shall be decided by election during the Primary Elections held in August of each even numbered year.
4. The duties of the PC shall include but not be limited to:
 - a. Voting in person or by proxy at each and every county party election.
 - b. Assisting the Republican Party in voter registration.
 - c. Assisting Republican voters to vote on election days.
 - d. Attending all County Committee, Area and Precinct meetings.
 - e. Creating enthusiasm and support for the Republican Party.
 - f. Helping elect Republican candidates.
 - g. Recruiting and training leaders of the Republican Party.
5. The Precinct Committeeman applications, oaths and educational materials shall be in line with these bylaws and are not to purport or impose any further restrictions and/or obligations upon their duties.

4.2 Term of Office of PCs

1. As provided in ARS 16-822, paragraph F, the term of office of a precinct committeeman is two years and begins on October 1 after the primary election at which the precinct committeeman was a candidate and continues until October 1 after the following primary election at which a precinct committeeman is elected.
2. However, this provision shall have no application to the term of office of statutory elective offices of the County Committee. A statutory elected officer's term of office ends with the election of a new officer at the Statutory/Organizational meeting.

4.3 Precinct Captains

1. After the certification of the Primary Election results by the County Board of Supervisors and prior to the Statutory/Organizational Meeting, the PCs of each Precinct shall elect from among their number a Precinct Captain.
2. If the PCs of any precinct fail to elect a Precinct Captain within the time prescribed, said Precinct Captain may be temporarily appointed by the Area Director to serve until such time as those PCs shall elect a Captain.
3. If the Area Director does not make such an appointment within thirty (30) days after the Statutory/Organizational Meeting, the County Chairman may make the temporary appointment.
4. The duties of Precinct Captains shall include but not be limited to:
 - a. Assisting PCs and workers within his/her precinct during elections.
 - b. Organizing registration drives within the precinct.
 - c. Recruiting and training PCs to fill all authorized PC positions.
 - d. Maintaining contact and organization with members of the precinct.
 - e. Recommending replacements for PC vacancies within the precinct.
 - f. Assisting the County Chairman in the performance of his duties as needed and whenever possible.

4.4 Removal of Precinct Captains

1. When a petition requesting the removal of a Precinct Captain, signed by a majority of the PCs within that precinct, is delivered to the Area Director, a special meeting shall be called within that precinct for the purpose of removing the Precinct Captain. At such a meeting, the majority of PCs present may remove the Precinct Captain. Proxies shall be cast as provided in Sec 5.7 below.

4.5 Areas

1. There shall be 5 Areas corresponding to the Yavapai County Supervisor Districts. Each Area shall be presided over by an Area Director.

4.6 Area Directors

1. Following the certification of the Primary Election results by the County Board of Supervisors and prior to the Statutory/Organizational Meeting, the PCs within each Area shall elect an Area Director, who must be a PC residing within the Area.
2. If the PCs of any Area fail to elect an Area Director within thirty (30) days following the Statutory/Organizational Meeting, the County Chairman may appoint an Area Director from among the PCs residing within the Area.
3. The duties of the Area Director shall include but not be limited to:
 - a. Organizing the Area for effective and continuous organizational works on behalf of the Republican Party and its candidates.
 - b. Holding Area meetings as are deemed necessary.
 - c. Assisting the County Chairman in the performance of his duties as needed. -
 - d. Attending all Area Director Meetings called by the County Chairman in person or by proxy. Such proxy shall be carried by a qualified Republican elector in accordance with Sec 5.7 below.
 - e. Keeping a current record of the Area's organization, including the names of all Precinct Captains, PCs and volunteers.
 - f. Assisting in the organization, maintenance and support of Republican clubs within his/her Area when requested.
 - g. Organizing and promoting registration drives within his/her Area.

4.7 Removal of Area Directors

1. Area Directors elected by the Area PCs may only be removed by a vote of the Area PCs. A majority of PCs within an Area may petition the County Chairman to call a special meeting of that Area for the purpose of removing the Area Director. At such a meeting, a majority of committeemen present may remove the Area Director. Proxies at such meetings shall be carried by a registered Republican elector/voter of the precinct where the committeeman resides.

5 MEETINGS

5.1 Notice of Meetings

1. Notice of the time, place and purpose of the meetings shall be delivered by the Secretary to all PCs via electronic or traditional mail not less than 10 days prior to any meeting. This notice is referred to as a Call to Meeting or simply a Call. A proxy form shall accompany the notice of each meeting.
2. Except for Quarterly Meetings or meetings that include the Committee of the Whole, other meetings such as Executive Committee, Subcommittee, Area Directors, and Precinct level meetings may be conducted electronically when in-person meetings are not possible.

5.2 Statutory/Organizational Meeting

1. The Statutory/Organizational Meeting shall convene prior to the State Statutory/Organizational Meeting as provided by [ARS 16-824](#) and [ARS 16-826](#) to elect members of the Executive Committee, elect state committeemen and for the transaction of authorized business.
2. Only PCs elected at the Primary Election prior to the date of the Statutory/Organization Meeting shall be permitted to vote in the election of the Executive Committee and State Committeemen.

5.3 Mandatory Meeting

1. A Mandatory Meeting of the County Committee shall be held prior to the State Mandatory Meeting for the purpose of receiving reports of officers and for the purpose of conducting other authorized business.

5.4 Special Meetings

1. Special Meetings may be held at any time upon:
 - a. A written Call issued by the County Chairman or
 - b. A written Call signed by twenty percent (20%) or more of the membership of the County Committee, provided that at least fifty percent (50%) of the Areas are represented among the signers or
 - c. A written Call signed by at least forty percent (40%) of the voting members of the Executive Committee.
 - d. The Executive Committee shall set the time, date and venue for the Special Meeting within ten (10) days of receipt of a properly executed Call. The date of the meeting shall be within forty (40) days of receipt of a properly executed Call.
2. The Secretary must:
 - a. Verify and validate the Call and
 - b. Verify that any ballot used for a Special Meeting conforms to the wording specified in the Call.

3. All Calls for Special Meetings must:
 - a. Contain the reason, time and place of the Special Meeting and
 - b. Be delivered to the Secretary at least 30 days prior to the date of the meeting and
 - c. Be distributed to the membership 10 days prior to the meeting and...
 - d. Be validated by the Secretary by contacting the signers of the Call within 10 days of receipt of the Call. The signers have 10 days, after contact, to respond for any corrections; otherwise, the call is accepted as written and distributed at least 10 days before the meeting.
4. No business other than that stated in the notice of the call shall be transacted at a Special Meeting.
5. Executive Committee Meetings shall:
 - a) Be open to the County Committee.
 - b) Meeting dates and times shall be posted on the YavGOP website calendar not later than five (5) days prior to the meeting.

5.5 Quorum

1. A quorum for the transaction of the general business of the County Committee shall be thirty- three and one third (33 1/3) percent of the members of the County Committee, appointed and elected, present in person or by proxy and eligible to vote on the questions.
2. The Credentials Committee Chair shall announce the total number for each group of PCs separately: appointed, elected, present in person or by proxy. To be included are the number of rejected proxies.
3. A quorum for the purpose of electing the Executive Committee and State Committeemen at the Statutory/Organizational Meeting shall consist of those elected PCs present in person or by proxy at the time of the vote.
4. A quorum for Committees authorized by these bylaws will be a simple majority of its members present.
5. Registration of members will be extended 30 minutes after scheduled starting time to accommodate those arriving late to meetings. Other non-voting business may be conducted prior to the Credential Committee's report.
6. Once a quorum has been established for a meeting, it shall be deemed established for the entire meeting. No further quorum calls are allowed. No motion to adjourn for lack of a quorum is allowed.

5.6 Proxies

1. At all meetings of the County Committee, members shall be entitled to vote in person or by proxy appointed in the manner provided by [ARS 16-828](#).
2. Proxies may only be carried by qualified Republican electors from the precinct being represented and must be properly notarized or signed by two witnesses.
3. The new form of proxy as contained on Addendum A in these bylaws or the tailored form specific to the meeting included with the meeting notice shall be the official proxy used for all meetings. A photo copy of the required form of proxy is acceptable.
4. In the event that more than one proxy is named by the same person, the proxy bearing the latest date and hour of signing will be honored by the Credentials Committee, provided that the proxy is deemed valid and legal.
5. Any qualified Republican elector is limited to voting a maximum of two (2) proxies at each meeting.

5.7 Order of Business

5.7.1 Parliamentary Practice

1. The latest edition of Robert's Rules of Order shall govern the conduct of all meetings sanctioned by these bylaws when they are not inconsistent with these bylaws.

5.7.2 Order of Business

1. Unless otherwise determined by the Chairman, the order of business for the Statutory/Organizational or Mandatory meeting shall be:
 - a. Call to Order.
 - b. Invocation and Pledge of Allegiance.
 - c. Program (Speakers and committee reports may be adjusted to accommodate schedules).
 - d. Credentials Committee report and declaration of quorum.
 - e. Treasurer's Report.
 - f. Election of statutory officers and State Committeemen, at the Statutory/Organizational Meeting.
 - g. Other business.
 - h. Adjournment.
2. The order of business for Special Meetings shall be:
 - a. Call to Order.
 - b. Invocation and Pledge of Allegiance.
 - c. Proof of proper call of the meeting.
 - d. Credentials Committee report and declaration of quorum.
 - e. Treasurer's Report
 - f. Business as stated in the call.
 - g. Adjournment.

5.8 Resolutions

5.8.1 Procedures

1. The Resolutions Committee shall consider all proposed resolutions prior to any resolutions being submitted to the County Committee.
2. All resolutions submitted to the Committee shall be sponsored by a PC. No outside organizations shall be allowed to submit resolutions without PC sponsorship. The name of the resolution sponsor must be included with the submission of a resolution.
3. All resolutions to be considered by the Resolutions Committee may be no more than 250 words long and must be submitted forty- five days in advance of the scheduled meeting. The Preamble shall precede the Resolution and must be succinct. The Preamble shall not be considered part of the Resolution.
4. The Committee may initiate, recommend, modify or reject any resolution. Reasons for rejecting or modifying a resolution will be delivered in writing to the sponsor of the resolution within 5 days of the Committee's decision. The sponsor will be allowed to make revisions and resubmit said resolution without violating the 45-day rule in paragraph 3 above.
5. Since the Resolution Committee's purpose is to give the full assembly the benefit of its complete debate and judgment, motions to table or to close or limit debate on a resolution brought before this Committee will not be allowed.
6. All resolutions approved by the Resolutions Committee shall be sent to the precinct committeemen with the Call to Meeting.

5.8.2 Voting

1. Unless a written ballot is specified in the call for the meeting, each eligible member of the County Committee present shall have the right to cast his/her individual vote by one of the following in sequence:
 - a. A voice vote or
 - b. A standing vote when a division is called for by any member or
 - c. A roll call vote on the demand of 20% of the members present.
2. No voting by unit rule (i.e. counting the majority vote as unanimous) will be permitted.

5.8.3 Floor Resolutions

1. Any resolution may be brought to the floor if it is sponsored by at least twenty percent (20%) of the members present and who represent at least two (2) of the Areas.
2. Sponsorship Petitions shall be delivered to Resolutions Committee Chairman or in their absence any member of the Executive Committee at the start of the meeting.
3. The Credentials Committee shall validate sponsorship petition signatures and verify the 20% requirement. -
4. Proponents are responsible to submit sufficient copies for all committee members present in person.

5.8.4 Memorials

1. Resolutions memorializing deceased individuals may be submitted to the County Chairman at any time.

6 COMMITTEES

6.1 Executive Committee

1. The Statutory Elected Officers, the County Chairman, First Vice-Chairman, Second Vice-Chairman, Secretary, Assistant Secretary, Treasurer and Assistant Treasurer, shall constitute the voting members of the Executive Committee.
2. Each officer of the Executive Committee will have one vote in all matters brought before the committee and may vote in person or by proxy. Proxy holders must be members of the County Committee.
3. A quorum for the Executive Committee will be a simple majority (4) of its members.
4. The Executive Committee may not adopt or set its own rules of order and must have any proposed changes approved by the Yavapai County Republican Committee membership.
5. The Executive Committee shall evaluate the qualifications, duties and pay of any employees of the Yavapai County Republican Committee and determine the hiring and termination of staff receiving compensation from the Yavapai County Republican Committee.
6. The Executive Committee shall approve all appointments by the Chairman and retain the right to review and override such appointments.
7. The Executive Committee shall develop a two-year program plan, updated by February 15 annually, to address goals and priorities, such as recruiting candidates, educating and training party and campaign workers, registering voters, get out the vote campaigns, and conducting public relations to promote Republican principles.
8. Motions to close or limit debate on matters brought before the Executive Committee shall not be allowed.
9. The Finance Chairman, Parliamentarian, Area Directors, and the immediate past County Chairman shall also be non-voting members of the Executive Committee.
10. The members of said Executive Committee shall serve two years.
11. If a vacancy of an elected member should occur by reason of death or resignation, a special election shall be held in accordance with Sec 3.6.2 above to elect an officer to serve out the unexpired term of said office.
12. If a vacancy should occur in the office of an appointive member, said vacancy shall be filled by the appointment by the County Chairman to serve out the unexpired term.
13. Members of the Executive Committee each shall assist the County Chairman with the specific responsibilities as detailed in Sec 3.7 above and collectively shall advise and guide the County Chairman.
14. The Executive Committee shall be permitted to meet in closed session when deemed necessary by the majority of its voting members.

6.2 Credentials Committee

1. The County Chairman shall appoint a Credentials Committee Chairman prior to all meetings requiring such a committee.
2. The names of the committee members shall be included in the Call to the meeting.
3. The Credentials Committee shall determine the qualifications of those members present at the meeting in person or by proxy.
4. The Credentials Committee shall verify that all proxies presented are in full compliance with Sec 5.6 above.
5. The deadline for delivering proxies shall be the date and time of the meetings as specified in the call.
6. All proxies shall be delivered to any member of the Credentials Committee, the County Chairman, or the Secretary of the County Committee.

6.3 Finance Committee

1. The Finance Committee shall be comprised of not fewer than three (3) members appointed by the Finance Chairman.
2. Members shall assist the Finance Committee Chairman in the raising of funds for Party use.

6.4 Rules Committee

1. The County Chairman shall appoint a Rules Committee Chairman prior to all meetings requiring such a committee.
2. The names of the committee members shall be included in the Call to the meeting.
3. The Rules Committee shall perform such duties as required to guarantee a fair and proper meeting.
4. No member of the Rules Committee shall serve on the Resolutions Committee.

6.5 Resolutions Committee

1. The County Chairman shall appoint a Resolutions Committee Chairman prior to all meetings requiring such a committee.
2. The names of the committee members shall be included in the Call to meeting.
3. The Resolutions Committee shall perform their duties in such a manner as to guarantee all resolutions receive equal and just evaluation without personal prejudice.
4. No member of the Resolutions Committee shall serve on the Rules Committee.

6.6 Membership Committee

1. The Membership Committee shall be comprised of a Membership Chairman appointed by the County Chairman and minimum of two (2) members from no fewer than two (2) different Areas.
2. Duties of the committee shall include soliciting and filling vacancies in the membership.
3. This committee shall receive PC Applications and determine the voter eligibility of the applicants and whether there is a vacancy in the subject precinct. When approved, the application shall be transmitted to the County Chairman for his approval.
4. The Membership Committee submits the list of applicants to the Yavapai County Board of Supervisors for its approval.
5. The Membership Committee shall notify the applicants of their status in a timely manner.
6. The Membership Committee shall give notice to the Area Directors and the Precinct Captains of any change of status of PCs within their precincts.
7. The chairman of the Membership Committee shall maintain a current roster of members and applicants and their status.

6.7 Voter Registration Committee

1. The Voter Registration Committee shall develop a countywide voter registration outreach and shall develop and implement programs to maximize Republican voter registration in this county.
2. The Voter Registration Committee shall be responsible for informing the electorate of the Republican Philosophy and maintaining communications with the public through the development of flyers, door hangers, Social Media and other available means.
3. The Voter Registration Committee shall organize groups of volunteers to call into radio talk shows, post comments on Social Media and write letters to the editor supporting Republican values and ideals.

6.8 Education Committee

1. The Education Committee shall write and maintain a PC training manual.
2. The Education Committee shall maintain the training courses and videos present on the YavGOP website, in order to provide the PCs with easy access to the necessary skills to perform their duties.
3. The Education Committee shall provide PC training classes upon the request of Area Directors and Precinct Captains in convenient locations. The committee shall consist of sufficient members to cover training within most areas of the county.

6.9 Nominating Committee

1. The Nominating Committee shall consist of not fewer than five (5) members and representing at least two (2) of the Areas.
2. The County Chairman shall notify in writing all PCs of the membership of the Nominating Committee as soon as possible after the August primary election.
3. The Committee shall meet at least one time prior to vetting any candidates.

6.10 Other Committees

1. The County Chairman may appoint such other committees as he or she may deem desirable or necessary.

7 NOMINATION and VOTING PROCEDURES

7.1 Nomination and Election of the Officers of the County Committee

7.1.1 Nominating Committee

1. The Nominating Committee shall:
 - a. Nominate candidates for the elective offices of the County Committee as set forth in Sec 3.1 above.
 - b. Actively seek and encourage eligible candidates for the offices from among the elected PCs.
 - c. A PC is ineligible for office if:
 - i. They have not been a registered Republican in the State of Arizona for at least six (6) months prior to the time of application or
 - ii. They have moved from the Precinct in which they were elected or
 - iii. They have publicly supported a candidate from another party during the last election cycle.
 - d. Any elected PC who wishes to be nominated for any of these offices shall so notify the chairman of the Nominating Committee in writing on or before November 1st of each even numbered year.
 - e. Properly vet all candidates by meeting at least once in person to review the nominees' duties as outlined in Sec 3.7 above for the office being sought.
 - f. Submit a list of nominees, which shall include all persons found to be eligible for each office to the Executive Committee on or before December 1st of each even numbered year.

- g. Notify in writing any individual found to be ineligible for an elective office of the reason.
- h. No individual may apply for or be nominated for more than one (1) elective office. This provision shall not prevent an elected PC from running for both an elective office and the position of State Committeeman.

7.1.2 Other Nominations

1. Any elected Precinct Committeeman who is not on the Nominating Committee's slate of nominees but still wishes to stand for election to one of the county elective offices may have his or her name appear on the printed ballot by submitting a nominating petition signed by ten percent (10%) of the elected PCs representing at least three (3) precincts. Such petitions must be presented to the County Chairman at least seven (7) days prior to the meeting date of the Statutory/Organizational Meeting.

7.1.3 Nominations from the Floor

1. Nominations from the floor shall be permitted at any meeting where an election is to be held.
2. Elected PCs nominated from the floor must be present or have submitted a letter stating their willingness to accept the nomination.

7.1.4 Multiple nominations

1. When there is more than one nominee for any of the County Committee elective offices, the Rules Committee shall prescribe a reasonable time for each nominee or his/her representative to make a statement supporting his/her nomination at the County Committee meeting.

7.1.5 Nominations

1. All nominations of the Nominating Committee shall be included in the official Call for the Statutory/Organizational Meeting.

7.1.6 Voting

1. Election of officers shall be determined with a written ballot by more than 50% of the ballots cast by eligible members of the County Committee.
2. If any candidate fails to achieve the necessary ballots, a second election shall be held between the two candidates with the highest vote totals to determine the winner.

7.2 *Nominations and Election of State Committeemen*

7.2.1 Nomination

1. The Nominating Committee shall mail all elected PCs a notice explaining the procedure to request to be elected a State Committeeman. The notice shall include a form to be filled out and submitted to the Nominating Committee by the elected PC indicating their desire to be nominated to the position of State Committeeman.
2. Nothing in this subsection shall preclude nominations from the floor at the Statutory/Organizational Meeting.
3. State Committeemen, as apportioned pursuant to state law and the Arizona Republican Party bylaws, shall be nominated and elected from a preprinted ballot listing in alphabetical order the names of all elected PCs who have notified the County Chairman in writing, no later than 10 days prior to the announced date of the Statutory/Organizational meeting, of their desire to be a State Committeeman.
4. The Term of Office is two (2) years from date of election.

7.2.2 Voting

1. State Committeemen are elected by written ballot at the Statutory/Organizational Meeting. The number of State Committeemen is determined by the ARS 16-825.
2. Each elected PC present is allowed one vote for each State Committeeman to be elected.
3. The votes for all candidates will be tallied and a ranking produced beginning with the highest number of votes and ending with the lowest.
4. To be elected a State Committeeman, a PC must be ranked higher than the number of State Committeemen being elected. For example: 50 State Committeeman seats are open thus the top 50 PCs on the ranking will fill those seats. The number of votes required to fill the 50th seat is called the cutoff point.
5. In the event of a tie vote for the cutoff seat and any seats below the cutoff position, the ranking shall be determined by a random drawing of the names involved in each tie. The first name drawn wins the spot, with each successive name drawn filling the positions below while retaining their vote count.

7.3 *Nominations and Election of Delegates to the Quadrennial State Convention*

7.3.1 Call for Special Meeting

1. After receiving the Call for the State Convention, the County Chairman shall issue a Call for a caucus/meeting of all elected PCs to elect the apportioned number of delegates and alternates to the State Convention.
2. Pursuant to the bylaws of the State Party this Call must be issued at least ten (10) days before the date of that meeting.

7.3.2 Who may be a delegate

1. Delegates and alternates to the State Convention will be chosen by the caucus/meeting from a printed list of all duly qualified Republican electors in the county who have notified the County Chairman in writing at least five (5) days prior to the date of the caucus/meeting of their desire to be a delegate or alternate.
2. Such notice to the County Chairman shall include any candidate or resolution commitments which that person wishes to indicate on the ballot.

7.3.3 How are delegates elected

1. Elections for delegates and alternates shall be held no later than twenty days before the State Convention.
2. Only elected PCs of record (approved by the County Board of Supervisors) as of December 31st immediately preceding the state convention are eligible to vote at the caucus/meeting.
3. Notice shall be mailed to each elected PC at least ten (10) days before such meetings.

7.3.4 Floor nominations

1. If there are an insufficient number of persons who submit their names pursuant to Sec 7.3.1 above, nominations from the floor shall be accepted.

7.3.5 Voting

1. Delegates to the State Nominating Convention are elected by written ballot at a Special Meeting called for that purpose. The number of Delegates to be elected is determined by State bylaws.
2. Each elected PC present is allowed one vote for each Delegate to be elected. The votes for all candidates will be tallied and a ranking produced as in Sec 7.2.2 above.

3. To be elected a Delegate, a PC must be ranked higher than the number of Delegates being elected. PCs ranked below this number are considered Alternate Delegates as no proxies are allowed at the State Convention. In the event of a tie vote for the lowest ranking position, the ranking shall be determined by a random drawing of their names. The first name drawn wins the spot, with each successive name drawn filling the positions below while retaining their vote count.

8 DURATION AND METHOD OF AMENDMENT

8.1 Duration of Bylaws

1. These bylaws shall become effective as provided in Sec 9 below and shall continue in force and effect for the governance of the County Committee and its present and future membership subject to amendment or termination in accordance with Sec 8.2 below and Sec 8.3 below.

8.2 Method of Amending Bylaws

1. Amendments Proposed at Statutory/Organizational or Mandatory Meetings

1. A motion to amend these bylaws may be made at a Statutory/Organizational or Mandatory Meeting. Sufficient copies of the proposed amendment shall be available for distribution to the members of the County Committee, together with a written statement of the purpose to be achieved by the amendment and the reasons in support thereof.
2. A two-thirds vote of the members present shall be necessary for the passage of any motion to amend.

2. Amendments Proposed at Other Meetings

1. An amendment to these bylaws may be proposed at a meeting other than a Statutory/Organizational Meeting or a Mandatory Meeting provided such meeting has been called in accordance with these bylaws. In such case, a copy of the proposed amendment together with a statement explaining the purpose to be achieved by the amendment and the reasons in support thereof shall be mailed, electronically or by traditional mail to each member of the County Committee by the Secretary with the notice of the call for that meeting. The matter of the proposed amendment may then be made the subject of a motion in the regular course of business of said meeting and the vote for adoption shall be determined as in Sec 8.2.1 above.

3. Amendment by Law

1. Any change in Arizona law compelling a change in these bylaws shall automatically amend these bylaws upon the effective date of such change in state law. At the next ensuing Statutory/Organizational or Mandatory meeting, such change shall be explained by the County Chairman or his or her designee.

8.3 Repeal

1. The right to amend includes the right to repeal.

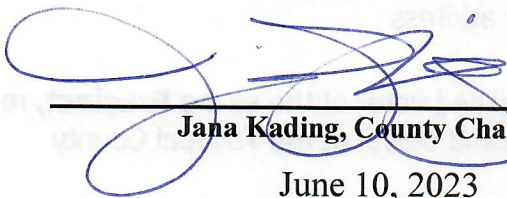
8.4 Copies of Bylaws

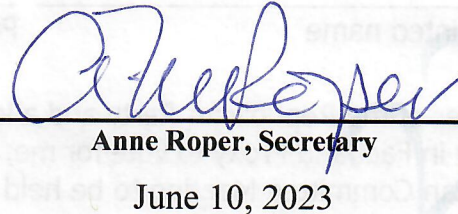
1. Updated copies of the bylaws shall be made available to elected PCs as soon as practicable following their election and to appointed PCs at the time of their appointment.
2. The Secretary shall have at least two copies of the bylaws at every County Committee meeting.

9 EFFECTIVE DATE OF BYLAWS

This is to certify that these BYLAWS of the YAVAPAI COUNTY REPUBLICAN COMMITTEE were approved and adopted by its membership at its meeting in Prescott, Arizona, on June 10, 2023.

Having been thus approved, these bylaws supersede any and all bylaws of the Committee dated prior to the above date.



Jana Kading, County Chairman
June 10, 2023

Anne Roper, Secretary
June 10, 2023



Addendum A

YavGOP Official Proxy Form

I, _____, the undersigned Precinct Committeeman from the
_____ Precinct, Yavapai County, State of Arizona, do hereby constitute and appoint:

Proxy printed name

Proxy mailing address

a member of the Republican Party and a legal and qualified voter of the **same Precinct**, my Attorney in Fact and Proxy to vote for me, in my name and stead, at the Yavapai County Republican Committee Meeting to be held at

at the hour of _____, for the transaction of any and all business that may properly come before the meeting, and I do hereby approve, ratify and confirm all of the acts of my named proxy.

Witness my hand this _____ day of _____, 20____

Precinct Committeeman and Member of the Yavapai County Republican Committee.

Signature of PC

Time of Signing

Signature of Witness

Signature of Witness

Printed name of Witness

Printed name of Witness

State of Arizona)

) ss:

County of Yavapai)

This instrument was acknowledged before me this _____ day of _____ 20____

Notary Public

My commission expires: _____

NOTE: The signature of the PC MUST be witnessed by two signatures other than the Giver or Carrier, **OR** attested to by a Notary Public. This Proxy Form is NOT for use at State Committee Meetings.