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**CONTINUING BYLAWS OF THE ARIZONA LEGISLATIVE DISTRICT 19 REPUBLICAN COMMITTEE**

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July 08, 2023

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## CONTINUING BYLAWS OF THE ARIZONA LEGISLATIVE DISTRICT 19 REPUBLICAN COMMITTEE

### ARTICLE I: NAME MEMBERSHIP, AND DURATION

**Section A** – The name of the organization shall be the “Arizona Legislative District 19 Republican Committee,” hereinafter called the “District.”

**Section B** – The District shall be affiliated with the Arizona Republican Party, and associated with the Republican County Committees of Cochise, Graham, Greenlee, Pima, and Santa Cruz Counties.

**Section C** – These Bylaws are created to govern the District in accordance with the Arizona Revised Statutes, specifically A.R.S. 16-823; which grant the District sovereignty.

**Section D** – The membership of the District shall consist of all duly elected (A.R.S 16-821A) and appointed (A.R.S. 16-821B) Precinct Committeemen (PC) residing within the District.

1. **Term of Office** - The term of office of District PCs is defined by the County Committee Bylaws of the County in which the PC resides. If the Bylaws of the County Committee of a PC's residence are silent on the term of a PC, then the term of the District's PCs begins on the day the Primary Election for State Legislators is canvassed by the County Board of Elections of the County of residence of the PC and runs approximately two years until the following Primary Election is canvassed. (A.R.S. 16-822 F.)
2. **Vacancies** - PC vacancies are created by death, resignation, leaving the Republican Party, or when a PC moves from the precinct from which elected or appointed, A vacancy also occurs when the allowed numbers of PCs are not elected at the Primary Election. (A.R.S. 16-822D)
3. **Filling of Vacancies** - The Board of Supervisors of the PC's county of residence shall determine when a vacancy exists and fill the vacancy with the person nominated by the appropriate County Chairman with the advice of the District Chairman. The District Chairman will, at his or her discretion, provide a written recommendation to the appropriate County Chairman. (A.R.S. 16-821B)
4. **Duties of PCs**
  - a. To attend all Regular or Special meetings of the District in person or by proxy whenever possible.
  - b. To attend all County Statutory, Mandatory, and Special meetings in person or by proxy whenever possible.
  - c. To attend all State Statutory, Mandatory, and Special meetings in person or by proxy, if elected to serve on the State Committee.

**Section E** – These Bylaws shall become effective on the date they are adopted and shall continue in effect for the government of present and future District Committees subject to amendment in accordance with these Bylaws.



## CONTINUING BYLAWS OF THE ARIZONA LEGISLATIVE DISTRICT 19 REPUBLICAN COMMITTEE

### ARTICLE II: MISSION STATEMENT

The Arizona Legislative District 19 Committee's Mission is as follows:

1. To support and elect qualified Republican Candidates at all levels of government.
2. To hold elected Republicans accountable to the principles of the Republican Party.
3. To register electors in the Republican Party and assist them on voting days.
4. To foster loyalty to the Republican Party and promote its philosophy and ideals, briefly stated as a free market economy, low taxes, limited government, and State's rights.
5. To promote an informed electorate through political education.
6. To develop, maintain, and support a permanent Republican District.
7. For the in depth Mission Statement provided to Precinct Committeemen during training, please see Appendix A.

### ARTICLE III: DISTRICT OFFICERS AND APPOINTMENTS

#### Section A – Officers

1. **Composition** - the officers of the District shall be elected per A.R.S 16-821A and A.R.S. 16-823
2. **Qualifications** - Each officer shall be an elected Precinct Committeeman from the District at the time of the Biennial Organizational Election, pursuant to A.R.S. 16-821 A.
3. **Election** - Officers shall be elected no earlier than the 2nd Saturday after the General Election and no later than the 1st Saturday in December of the same General Election year (A.R.S 16-823 C), or as needed to fill vacancies.
4. **Term of Office** - Officers shall serve until the next Organizational Election, provided they are re-elected as a Precinct Committeeman at the preceding Primary Election canvass. The Cochise County Chairman, a member of the Arizona Republican Party Executive Committee, or other neutral party, determined by the District Committee, shall preside at the Organizational Meeting until the new District Chairman is elected

#### Section B – Appointments

1. **Committee Chairmen** - With the exception of duties of Vice-Chairman prescribed in Article V, all Committee Chairmen and Committee Members shall be appointed by the District Chairman, and serve at the pleasure of the District Chairman, and must be District PCs, with the exception of a Nominating Committee Chair. (Article VII Section B)





## CONTINUING BYLAWS OF THE ARIZONA LEGISLATIVE DISTRICT 19 REPUBLICAN COMMITTEE

2. **Parliamentarian** - The District Chairman shall appoint a Parliamentarian, who acts as counsel to the Chairman in matters of Robert's Rules of Order and District Bylaws. The Parliamentarian shall serve at the pleasure of the Chair.
3. **Sergeant-at-Arms** - The District Chairman shall appoint a Sergeant-at-Arms, the duties of which shall be designated by the Chair. The Sergeant-at-Arms shall serve at the pleasure of the Chair.
4. **LD19 Pima Caucus Organizer** - In the event that the District Chairman is not an elected Pima County Precinct Committeeman, the District Chairman shall appoint a chairman pro-tem, who is an elected Pima County Precinct Committeeman and acts as the organizer of a meeting of the Pima County LD PCs, for the sole purpose of electing State Committeeman, or State Party Convention delegates. The chairman pro-tem shall serve at the pleasure of the LD Chair, and shall be appointed at least ten days prior to a meeting in which an election for state convention delegates shall occur.
5. **LD19 Pima County Republican Committee Representative** - The District Chairman shall appoint a representative of the Pima County LD 19 Precinct Committeemen to be seated on the Pima County Republican Committee. The Representative shall be an elected Pima County Precinct Committeemen and serve in this capacity until the next LD organizational meeting, or resigned, deceased or no longer eligible unless recalled by two-thirds of the Pima County Precinct Committeemen present at a Special Meeting of Pima County PC's.

### ARTICLE IV: NOMINATIONS, ELECTIONS, AND VOTING

#### Section A – Elections

1. **Organizational Elections** - At the Organizational Meeting called pursuant to A.R.S. 16-823, only those persons who are elected PCs or who are deemed elected PCs pursuant to A.R.S. 16-822 are eligible to vote for or serve in any elected office of the District.
2. **Vacancy Elections** - At a Vacancy Election, all PCs, elected and appointed are eligible to run for office and to vote.
3. **Redistricting Elections** - Will be held in accordance with the most current Arizona Revised Statute.

#### Section B – Voting and Proxies

1. **Voting** - Voting shall be conducted by secret ballot except when only one nominee is being considered for an office, in which case the election may be made by acclamation. Duly validated proxies may be used in all elections.



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2. **Proxies** - At all meetings of the District, PCs shall be entitled to vote in person or by proxy. Proxies shall be carried by a Republican PC from the same County as the issuer. Each PC is limited to carrying three (3) proxies. Every proxy shall be attested to by a notary public or two witnesses other than the principals. The witnesses must be Republican electors from the same County as the issuer and reside within the District. Proxy harvesting (an unethical process where an individual solicits proxies for someone other than themselves) is prohibited. A proxy shall be in effect for only the meeting for which it is given. The form of the proxy shall be provided to the PCs prior to every meeting.

### Section C – Election Procedure

1. The District Secretary shall certify the total number of eligible electors including proxies presented and validated, as of the Call to Order, to the Chairman who finding no objections, shall file the report.
2. The Nominating Committee shall present its report to the meeting Chairman, who finding no objection to the presentation shall file the report.
3. Upon filing the Nominating Committee's report, the voting shall proceed in the following manner:
  - a. District officers shall be elected in the following sequence: Chairman, First Vice- Chair, Second Vice-Chair, Third Vice-Chair, Fourth Vice-Chair, Secretary, and Treasurer. Nominations from the floor shall be entertained immediately prior to the balloting for each office.
  - b. Each candidate for office shall be allowed a maximum of three (3) minutes total for nominating and seconding speeches.
  - c. The candidate receiving the highest total number of votes, if a majority, shall be declared the winner, otherwise, a runoff election must be held between the two candidates receiving the highest and second highest plurality of votes.

### ARTICLE V: DUTIES OF ELECTED OFFICERS

**Section A** – District Chairman – shall have powers of supervision and management as may pertain to the office of Chairman or shall be assigned by the Executive Committee, and

1. Coordinate with the State Party and all Republican County Committee Chairmen of counties that reside in the District;
2. Be an ex-officio member of the County Committee of the county in which a plurality of the District's voters reside (A.R.S. 16-823 C);





## **CONTINUING BYLAWS OF THE ARIZONA LEGISLATIVE DISTRICT 19 REPUBLICAN COMMITTEE**

3. Establish and dissolve all committees; appoint and remove all committee membership and committee chairs, with the exception of the Nominating Committee Chair; and assign the various duties of all committee chairs and committee members as needed;
4. Be an ex-officio non-voting member of all committees.

### **Section B – First Vice-Chairman - Membership - shall:**

1. Perform duties as assigned by the District Chairman or by the Bylaws of the District;
2. Perform the duties of the District Chairman during an absence of the Chair or in the event of a vacancy until the vacancy is filled;
3. Serve as the District membership coordinator; interact with the County Supervisors and the various Republican County Committees to insure an accurate membership and contact roster;
4. Serve as the Resolutions and Amendments Chairman.

### **Section C – Second Vice-Chairman – shall:**

1. Perform duties as assigned by the District Chairman or by the Bylaws of the District;
2. Perform the duties of the District Chairman during the absence of both the Chair and the First Vice-Chair;
3. Serve as the Election Integrity, Civil Defense and Civic Action Chair;
4. Voter Outreach Director.

### **Section D – Third Vice-Chairman – shall:**

1. Perform duties as assigned by the District Chairman or by the Bylaws of the District;
2. Perform the duties of the District Chairman during the absence of the Chair, the First Vice-Chair, and the Second Vice-Chair;
3. Serve as the PC Recruitment and Training Coordinator;
4. New PC Host/Hostess-Greet welcomes new PC's that attend LD Meetings and provide assistance.

### **Section E – Fourth Vice-Chair – shall:**

1. Perform duties as assigned by the District Chairman or by the Bylaws of the District;
2. Perform the duties of the District Chairman during the absence of the Chair, the First Vice-Chair, the Second Vice-Chair, and the Third Vice-Chair;



## CONTINUING BYLAWS OF THE ARIZONA LEGISLATIVE DISTRICT 19 REPUBLICAN COMMITTEE

3. Coordinate the acquisition of meeting facilities for all District meetings;
4. Serve as the Program Chair for the District.

### Section F – Secretary – shall:

1. Keep minutes of all meetings of the District and the Executive Committee;
2. Transmit all notices, proxy forms, and call for meeting no later than ten (10) days before the meeting date. Email is acceptable provided a PC has specifically opted in to email notification (A.R.S 16-823 H) otherwise; notification shall be made by regular mail;
3. Maintain a current roster of the District Membership, in coordination with the First Vice- Chair, and records of all meeting attendance, establishment of quorum, and verification of credentials.

### Section G – Treasurer – shall:

1. Receive all monies provided for the District and be the custodian of all funds received;
2. Disburse funds as necessary to satisfy legally incurred debts as authorized by either the budget or the Executive Committee;
3. Maintain financial records for all financial transactions of the District;
4. Administer any financial reporting, if required by the State of Arizona, and submit the required reports;
5. Provide detailed financial reports at least twice per year to the membership.

## ARTICLE VI: MEETINGS AND QUORUM

**Section A – Quorum** - A quorum shall exist when ten percent (10%) of the eligible to vote PCs are present in person or by proxy.

**Section B – Meetings** - No fewer than six (6) Regular and Organizational District Meetings shall be held annually. Notice of any membership meeting and a proxy form shall be sent at least ten (10) days prior to such a meeting, in accordance with Article V Section F2.

### Section C – Special Meetings

1. The Chairman may call Special Meetings of the District for multiple issues or purposes, which must be delineated in the Call for the Meeting.
2. The Secretary shall immediately send a notice of a membership demand for a Special Meeting of the District Committee to the Executive Committee upon receiving a written request calling for a Special Meeting from at least one-fourth (1/4) of the District PCs. The Executive Committee must then within five (5) days of receipt of the Secretary's



## CONTINUING BYLAWS OF THE ARIZONA LEGISLATIVE DISTRICT 19 REPUBLICAN COMMITTEE

notification authorize the Secretary to send a Call, including date, time, location, and topic or purpose, to convene a Special Meeting of the Membership. The Executive Committee, upon receiving this notice from the Secretary, must convene this Special Meeting within thirty (30) days of receiving the Secretary's Special Meeting notice.

- a. Special Meetings called by the membership are limited to one topic or purpose. Any request for a second topic or purpose requires another one-fourth (1/4) of the District PCs.
  - b. The topic or purpose supersedes any other provision in these Bylaws - wherein a Special Meeting called by the membership may be used to recall a specific officer, the entire Executive Committee, or a Bylaw change, among other purposes.
  - c. Removal of an officer, the Executive Committee, or a Bylaw change, must achieve an affirmative vote of two-thirds (2/3) of the quorum attending the Special Meeting in person or by proxy.
  - d. Failure of the Executive Committee to convene this Special Meeting as prescribed in these Bylaws will immediately dissolve the Executive Committee and force a Reorganization Meeting of the District within thirty (30) days, to be called by the Chairman of the County Committee sharing the Legislative District with the plurality or majority of the population.
1. The Chair may call a Special Meeting of the Executive Committee by providing ten (10) days' notice before convening the meeting. Email or telephonic notice is acceptable if the individual has opted in to such electronic service.
  2. The Secretary shall call a Special Meeting of the Executive Committee upon receiving written requests from at least three (3) Executive Committee members, within ten (10) days of receiving the requests.

### ARTICLE VII – COMMITTEES

**Section A** – Executive Committee - Shall consist of the elected officers of the District, and the immediate past District Chair, as a non-voting member.

1. The Executive Committee shall provide for and conduct:
  - a. General governance of the District;
  - b. Overall business of the District;
  - c. Approve the annual budget of the District;
  - d. Formulate proposals and programs to be presented to the membership of the District;
  - e. Other duties as provided for in these Bylaws.





## CONTINUING BYLAWS OF THE ARIZONA LEGISLATIVE DISTRICT 19 REPUBLICAN COMMITTEE

2. The Executive Committee shall meet at least quarterly, as called by the District Chair.
3. The Call to the Executive Committee from the District Chair may be by phone, email, or person. Executive Committee meetings may be held in person or by phone, email, or other electronic means. Regardless of the form of the meeting, the Secretary shall prepare and file minutes of that meeting.
4. The Executive Committee shall also convene pursuant to other Articles in these Bylaws.

**Section B** – Nominating Committee - Shall be appointed by the Chair at least sixty (60) days prior to the District Organizational Meeting and at least fifteen (15) day prior to a meeting wherein a vacancy election will take place. Every attempt by the District Chair will be made to select members to the nominating committee from at least three of the counties represented by the District. The duties of the Nominating Committee are:

1. Elect the Nominating Committee Chairman.
2. To canvass the membership for qualified nominees for all District elective offices. To make every effort to recruit candidates from all counties represented by the District.
3. The Nominating Committee Chair shall request by written communication, either handwritten or digital mail, to all County Committee Chairmen within the District to put forward names of qualified candidates for election purposes.
4. To present a written report in the form suitable for use as a ballot at the District Organizational or Vacancy Election Meeting;
5. The Nominating Committee shall be dissolved upon adjournment of the Organizational or Vacancy Election Meeting.

**Section C** – Communications Committee - Notwithstanding Article V Section A3, the Communications Committee shall be a standing committee with the Chairman selecting the Committee Chair and membership. Qualifications should include a good understanding of electronic communications and/or media. The Committee Chairman shall be a member of the Executive Committee and serve as the district webmaster, the duties of which shall be designated by the Chair. The committee shall serve at the pleasure of the chair. In the event that there is no one from the Executive Committee to fill the role of webmaster, the Chairman may authorize the Committee Chairman to delegate the role to a district PC or professional webmaster.



## CONTINUING BYLAWS OF THE ARIZONA LEGISLATIVE DISTRICT 19 REPUBLICAN COMMITTEE

### ARTICLE VIII – VACANCIES

#### Section A – Vacancy of District Chairman

1. In case of a vacancy in the office of District Chair (except when such vacancy occurs during the period between the Primary Election and the biennial organizational meeting),
2. A Special Meeting shall be called by the District Executive Committee to elect a new District Chair. The District Executive Committee shall invite a disinterested person to moderate the election of the new District Chair. The Executive Committee shall direct the Secretary to transmit the Call at least ten (10) days prior to the vacancy election.
3. If a vacancy occurs during the period between the Primary election and the Biennial Organizational Meeting of the District, the vacancy shall be filled by the First Vice-Chair, as Acting District Chair, until the Organizational Meeting.

**Section B – Other District Offices -** In the case of a vacancy in an office (other than District Chairman) of the District Executive Committee, such a vacancy shall be filled by a majority vote of the District at a regularly scheduled meeting at which a quorum is present, in person or by proxy. Notice of such an election and a proxy form shall be sent at least ten (10) days prior to such a meeting.

#### Section C – Removal of District Officers

1. An elected District Officer may be removed by the submission of a petition for a Recall Election submitted to the Resolutions Chair, clearly listing the indictment charges, which is signed by twenty-five percent (25%) of the membership.
  - a. If the charges are against the Resolutions Chair, the highest ranking Chair not involved with the petition and charges, in the order of rank, will fill in for the Resolutions Chair.
  - b. The remaining uncharged members of the Executive Committee will review the petition. If the remaining members of the Executive Committee deem it necessary by vote (a tie is an affirmative vote), the Executive Committee will instruct the highest ranking Chair not involved with the charges to chair a Special Membership Meeting and instruct the Secretary or other choice of the Executive Committee to call a Special Membership Meeting to convene within forty-five (45) days, notwithstanding the Article in these Bylaws covering Special Meetings.
  - c. The charges and indictment of the person or persons charged will be presented at the Special Membership Meeting for a vote to remove the person or persons charged, under separate votes.
  - d. two-thirds (2/3) affirmative vote is necessary to remove a member of the Executive Committee.





## CONTINUING BYLAWS OF THE ARIZONA LEGISLATIVE DISTRICT 19 REPUBLICAN COMMITTEE

1. A vacancy exists if at any time a District officer, pursuant to:
  - a. Articles of these Bylaws;
  - b. The Bylaws of the State Party pertaining to eligibility to be a PC apply;
  - c. The Bylaws of the County Committee of the PC's residence pertaining to eligibility to be a PC apply;
  - d. A.R.S. 16-822 D

**Section D** – Mandatory Resignation - An elected District officer shall resign his or her position upon formal announcement of candidacy or upon filing nomination petitions for any partisan elected position within the District. This requirement does not apply to the election of Precinct Committeeman.

**Section E** – Accountability and Censure -

1. LD19 will hold its members and elected officials accountable to Republican Principles and the norms of professional behavior. Discipline (Censure or other measures) shall be according to the newest version of Robert's Rules of Order.

**ARTICLE IX:** PARLIAMENTARY AUTHORITY - Unless stated herein, these Bylaws and subordinately the current edition of Robert's Rules of Order shall govern proceedings in all cases to which they are applicable.

**ARTICLE X:** CALL AND NOTICES - Notices, proxy forms, and calls for meetings shall be transmitted no later than ten (10) days before the meeting date. Email is acceptable if a PC has specifically opted in to email notification by providing an email address; if not, then notification shall be made by mail. (A.R.S. 16-823 H)

**ARTICLE XI:** AMENDMENT OF BYLAWS

**Section A** – Any Precinct Committeeman may propose an amendment to these Bylaws to the Resolutions Chair. The Resolutions Chair will present the proposed amendment to the District Executive Committee with comment and a recommendation. If approved by a majority vote of the District Executive Committee, the proposed amendment shall then be published and explained to the District membership as soon as practical. All disapproved proposed amendments shall be published to the membership for information only.

**Section B** – The approval of the amendment by the Executive Committee shall be considered a motion for adoption. After any discussion, the amendment shall be put to a vote of the membership, and if adopted by a vote of two-thirds (2/3) of the quorum present in person and by proxy, the amendment shall become effective upon adjournment of the meeting at which it is adopted.





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**ARTICLE XII:** These Bylaws are subordinate to Arizona Revised Statutes. Bylaws adopted by the membership at the monthly meeting of Arizona Legislative District 19 Republican Committee on the 8th day of July, 2023.



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Arizona Legislative District #19 Secretary, Bettie Thompson

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Arizona Legislative District #19 Chairman, Cheryl Caswell



## CONTINUING BYLAWS OF THE ARIZONA LEGISLATIVE DISTRICT 19 REPUBLICAN COMMITTEE

### MISSION STATEMENT

To Deliver the Maximum Number of Republican Votes from Your Precinct

In Arizona, The precinct Committeeman is the most important elected official to our Republican Party — the dedicated men and women who hold this position constitute the foundation of our party in all 15 counties.

A precinct committeeman is a party worker at the grassroots level. Precinct Committeemen are elected by voters in their precinct during general election years. If there is not an elected committeeman, the GOP district or county chairman can appoint a committeeman to fill a vacancy. He or she must still register to run at the next primary election.

