

Bylaws of the Navajo County Republican Committee

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Article I: General

Section 1: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised govern the NCRC 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 NCRC may adopt.

Section 2: Severability

In the event that any of the terms or provisions of these Bylaws are held to be partially or wholly invalid or unenforceable for any reason 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 invalid or unenforceable.

Section 3: Acronyms and Definitions

Acronyms	
A.R.S.	Arizona Revised Statute
C&T	Credentials & Tally
GOTV	Get Out the Vote
NCRC	Navajo County Republican Committee
PC	Republican Precinct Committeeman
RNC	Republican National Committee
RPAZ	Republican Party of Arizona
SC	Republican State Committeeman
Definitions	
Appointed PC	Precinct Committeeman (PC) candidates are appointed when recommended to the position after the previous primary election and before the next primary election. The Navajo County Chair and Precinct Captain, when applicable, refer PC candidates to the Navajo County Board of Supervisors for appointment.
Captain	Precinct Captain
Deemed Elected PC	When Precinct Committeeman (PC) candidates do not exceed the number of PCs allowed in a precinct then a primary election is not required. Navajo County deems the PCs elected in the primary election.
District	Legislative District
Elected PC	When Precinct Committeeman (PC) candidates exceed the number of PCs allowed in a precinct then a primary election is required. Candidate names are placed on the precinct ballots by Navajo County for the precinct residents to elect the Precinct Committeemen.
Good standing	Includes but is not limited to attending meetings regularly, not having outstanding monies owed to the NCRC and not be sanctioned by the NCRC.
He/his	he or she / his or hers
Membership	The total number of elected, deemed elected, and appointed Republican PCs in the County as most recently published by the Navajo County Recorder and residing in the Precinct from which elected or appointed
Written	Paper or email correspondence

Article II: Name

The name of this organization is Navajo County Republican Committee, hereinafter referred to as NCRC. The name, Navajo County Republican Committee, is trademarked and owned by the-NCRC. NCRC firmly supports the Constitutions of the United States of America and Arizona.

Article III: Purpose

The purpose of the NCRC is to protect the unalienable rights endowed to us by our Creator, as further enumerated in the Bill of Rights, and to limit government to its proper role as defined in the Declaration of Independence of the United States and the United States Constitution. In pursuance thereof, the purpose of the NCRC shall further be to:

1. Support and elect Republican candidates who promote Republican ideals; to encourage Republicans who promote Constitutional principles and support them in running for elective office,

2. Promote Republican appointments to commissions, committees and other appointive public offices,
3. Assist in voter registration and promote Republican voter participation in elections,
4. Recruit and educate Precinct Committeemen (PC's), and maintain a permanent Republican precinct organization,
5. Increase the effectiveness of Republican volunteers in the cause of good government through active political participation, and
6. Promote an informed electorate through political education.

Article IV: Committeemen Members

Unless otherwise specified in the Arizona Revised Statutes (A.R.S.), The Republican Party of Arizona, RPAZ, bylaws, and the NCRC bylaws, the membership is subject to the following:

Section 1: Qualifications

The membership of the NCRC consists of the total number of elected, deemed elected, and appointed Republican Precinct Committeemen in the County as most recently published by the Navajo County Recorder and residing in the precinct from which elected, deemed elected or appointed.

Elected, deemed elected and appointed PCs possess all rights of membership, except that only elected or deemed elected PCs may;

1. Vote at Statutory organizational meetings of the county and state,
2. Serve as NCRC Chair, as required by the Republican Party of Arizona, and
3. Serve as State Committeemen (SC).

Section 2: Responsibilities and Duties

In addition to those duties prescribed by the A.R.S., the RPAZ bylaws, and the NCRC bylaws, the responsibilities, and duties of the members of the NCRC include but are not limited to:

1. Support the purpose of the NCRC,
2. Inform and be of service to Republicans in their precincts,
3. Carry nominating petitions and distribute election information and candidate literature,
4. Distribute signs and campaign literature for candidates and take signs down as per current regulations,
5. Participate in Get Out the Vote (GOTV) and Election Day activities,
6. Help develop, and maintain, and support a permanent Republican precinct organization,
7. Regularly attend a minimum of one monthly NCRC meeting of each three (3) consecutive meetings,
8. Help recruit and train new volunteers for the Republican Party,
9. Assist the Republican Party in voter registration, and
10. Refrain from endorsing or otherwise supporting political candidates who oppose the objectives of the NCRC.
11. Must be in good standing with the NCRC. See Article 1: General, Section 3: Acronyms and Definitions.

Section 3: Term of Office

Unless otherwise specified in the A.R.S.

1. The term of office of a PC is two years and begins on October 1 after the Primary Election at which the PC was a candidate, and
2. Continues until September 30 after the following Primary Election at which PCs are elected.
3. A delay in taking the oath of office does not affect the start of the term.

Section 4: Vacancy

1. Definition

Vacancies are created due to events including but not limited to:

- a) Death,
- b) Resignation,
- c) Moving from the Precinct in which elected or appointed, or
- d) Failure to maintain registration as a Republican.

Vacancies in a Precinct also occur when less than a full quota of PCs is elected at the primary election. Or, when the person holding the office ceases to discharge the duties of office for a period of three (3) consecutive months. A.R.S. 38-291.7, 10. A vacancy also occurs at the decision of a competent tribunal declaring void the election or appointment of the person being removed from the office.

2. Filling of Vacancy

Pursuant to the process described in the NCRC bylaws, the NCRC Chair and the Precinct Captain are charged jointly with recommending appointment to fill PC Vacancies.

Section 5: Contact Information

1. Members must provide contact information, including an email address if available, to the NCRC.
2. The NCRC must utilize member email addresses solely for NCRC business. PC's must utilize member email addresses solely for NCRC business.
3. Members who do not maintain a valid email address with the NCRC must request in writing that the NCRC send meeting notices via postal mail.

Article V: Subdivisions

Section 1: Precincts

1. Boundaries

The County is divided into Precincts as specified by the Navajo County Board of Supervisors.

2. Precinct Captain

County Precinct Captains must be selected and governed as follows:

Selection

- a. The newly elected or appointed PCs in every precinct with two or more members must meet on or after the start of the new term to elect a captain from among their number. Any elected or appointed PC may call the meeting to organize a Precinct.
- b. If the PCs of any precinct fail to elect a Precinct Captain, the NCRC Chair must appoint a member from the precinct to serve as Precinct Captain until the PCs from that precinct meet and elect a Precinct Captain.
- c. If there is only one PC elected, deemed elected or appointed, he/she serves as Captain until such time as there are sufficient PCs to hold an election.

Duties

Precinct Captain duties include but are not limited to:

- a) Recruit PCs to fill vacant positions,

- b) Organize PCs within the precinct,
- c) Recruit precinct volunteers,
- d) Coordinate precinct activities, including GOTV activities,
- e) Encourage all precinct workers to attend GOTV activities,
- f) Recruit registered Republicans from the precinct for the purpose of election activities at the precinct polling location (inspector, judge, clerk, marshal, observer, or challenger),
- g) Provide political activity information to precinct members not in attendance at NCRC meetings,
- h) Organize the precinct in the most efficient manner for distribution of campaign; literature, collection of nomination petition signatures, and GOTV activities, and
- i) Recruit and train PCs and recommend replacements for PC vacancies to the NCRC Chair.

Term

The term of office of a Precinct Captain coincides with the term of PC.

Removal

A majority of the PCs of the Precinct may call a meeting for the purpose of removing the Precinct Captain. Attendance of 50% at such a meeting constitutes a quorum.

- a) The County Chair must preside or appoint a presider. The presider must not be a member of the precinct.
- b) The captain of the Precinct may be removed by majority vote and a new captain elected.

Article VI: Officers

Section 1: Elected Officer Requirements

1. Number of officers

The NCRC elective offices are Chair, First Vice Chair, Second Vice Chair, Third Vice Chair, Fourth Vice Chair, Secretary and Treasurer. The elected Committee officers constitute the Executive Committee.

2. Qualifications

- a) The NCRC Chair must be an elected or deemed elected PC residing within Navajo County.
- b) All NCRC elected officers must be PCs continuously residing in Navajo County.
- c) If an Officer moves within the County and is appointed as PC in his new Precinct within sixty (60) calendar days, he shall continue to hold his office.
- d) No member may hold more than one elected office at a time, except the offices of Secretary and Treasurer may be filled by the same person. If one person acts as both Secretary and Treasurer, that person has only one vote, and counts as only one member for purpose of a quorum.

3. Term

- a) Elected Officers assume their duties upon the adjournment of the meeting at which they are elected.
- b) Officers serve (subject to removal and replacement) through the next Statutory NCRC organizational meeting or until their successors are elected.
- c) If an elected officer of the NCRC fails to be re-elected as a PC, a vacancy is created in that officer's position at the end of the PC term of office.

4. Vacancy

Vacancy is caused by reasons including but are not limited to:

- a) Death,
- b) Insanity when judicially determined,
- c) Failure to maintain registration as a Republican,
- d) Resignation,
- e) Removal from office,
- f) Ceasing to be a PC residing in the County,
- g) Absence from the state beyond a period of three consecutive months,
- h) Ceasing to discharge the duties of office for a period of three consecutive months, and
- i) Failure of a person to be elected or appointed to the office.

5. Filling of Vacancy

In the event of any vacancy in an elective office in the NCRC, the Chair shall, with the advice and consent of the Executive Committee, appoint a successor who shall serve until the next meeting of the NCRC, at which time the Voting Members shall elect a successor to hold office for the unexpired term of the office. In the case of vacancy in the office of County Chair, the First Vice-Chair shall call a meeting within thirty (30) calendar days of the vacancy for the purpose of electing a new County Chair.

6. Multiple Vacancies

If an Executive Committee quorum cannot be achieved due to multiple officer vacancies, the NCRC Chair may appoint pro tempore officers from the NCRC membership to fill vacancies for the sole purpose of, and for only such time as necessary, for the NCRC to elect permanent replacements.

7. Removal

- a) An NCRC Officer, State Committeeman or PC, may be removed from office at any meeting of the NCRC by a 2/3 vote of those present or by proxy, provided that a notice of the proposed removal is sent no later than ten (10) calendar days prior to the meeting and an announcement of the proposed removal was made at the previous NCRC meeting.
- b) An Officer, other than the NCRC Chair, who is not present at three or more consecutive Executive Committee meetings during a term, may be removed by a majority vote at an NCRC meeting. The Officer to be removed must be notified in writing no later than ten (10) days calendar prior to the meeting when the vote is to be held.

8. Mandatory Resignation.

The NCRC Chair must resign the officer position upon declaring candidacy for a paid elective office or accepting a compensation 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.

9. Duties of Elected Officers.

County elected officers must perform the duties prescribed by these bylaws and by the adopted parliamentary authority.

Section 2: Officer Responsibilities

1. Chair

- a) Organize the NCRC for effective and continuous work to further the cause of this great Republic.
- b) In cooperation with the First Vice Chair and Secretary, maintain a current record of the NCRC organization, including the names of and available contact information for, Precinct Captains, PCs, and other volunteers.
- c) Appoint non-elective Officers and Committee Chairs and members as otherwise specified in these Bylaws, and be an ex-officio member of all committees, unless excluded by these Bylaws.
- d) Support the organization of Patriotic Clubs within the County.
- e) Direct the organization and promotion of voter registration activities within the County.
- f) Preside at NCRC and Executive Committee meetings.
- g) Represent the County in an official capacity, serve as the recognized leader of the Republican Party in the County, and coordinate the County-wide activities of the Republican Party.
 - i. Exercise the usual powers of supervision and management customary to the office of Chair, subject to approval by the Executive Committee.
 - ii. In cooperation with the NCRC Treasurer, prepare a budget for the calendar year and submit such budget to the Executive Committee for adoption, be an authorized signer on NCRC checks, and final approval on all County expenditures.
 - iii. Furnish a monthly itemized statement of reasonable out-of-pocket expenses required in the performance of duties as Chair, as set forth in the annual budget. Any expense in excess of the amount budgeted is subject to the approval of the Executive Committee.
 - iv. Appoint Precinct Captains when no Captain is elected by the PCs.
 - v. Direct, redistribute, or reassign elected officer duties in cooperation with the Executive Committee.
 - vi. Nominate elected PCs to fill vacant State Committeeman positions.
 - vii. In cooperation with Precinct Captains, fill PC vacancies by nomination for appointment.
 - viii. Recruit Poll Workers & Election Observers.

2. First Vice Chair

- a) Lead membership and recruitment efforts for the County, including overseeing recruitment and training of PCs in collaboration with other elected officers and Precinct Captains.
- b) Perform additional duties as assigned by the County Chair.
- c) In the absence of the Chair, the First Vice Chair must;
 - i. Preside at County and Executive Committee meetings,
 - ii. Substitute for the Chair at State Meetings, and
 - iii. Perform duties of the Chair that cannot wait for the return of the Chair.

3. Second Vice Chair

- a) Coordinate meeting programs, schedule and recruit speakers.
- b) Perform additional duties as assigned by the NRC Chair.
- c) In the absence of the Chair and the First Vice Chair, the Second Vice Chair must;
 - i. Preside at County and Executive Committee meetings,
 - ii. Substitute for the Chair, at State meetings, and
 - iii. Perform the duties of the NCRC Chair that cannot wait for the return of the Chair.

4. Third Vice Chair

- a) Lead and coordinate fundraising efforts and events.
- b) Perform additional duties as assigned by the NCRC Chair:

5. Fourth Vice Chair

- a) Maintain the NCRC website and coordinate NCRC social media efforts.
- b) Perform additional duties as assigned by the NCRC Chair and Executive Committee.

6. Secretary

- a) Take and maintain records of minutes of all meetings of the NCRC, and the Executive Committee.
- b) In cooperation with other elected officers, transmit required official meeting notices and other NCRC correspondence.
- c) In cooperation with the NCRC Chair and First Vice Chair, maintain a current and accurate roster of the NCRC membership, including appointed PCs, officers, committees, and attendance records.
- d) Preserve all permanent NCRC records and transfer these records upon leaving office as specified in the NCRC Standing Rules.
- e) In cooperation with other elected officers and committees, participate in the NCRC social media operations.
- f) The Secretary is the Chair of the Credentials and Tallying Committee.
- g) Perform other duties incidental to the office and as may be assigned by the NCRC Chair.

7. Treasurer

- a) In cooperation with the County Chair and Executive Committee, prepare a budget for each calendar year.
- b) Disburse funds only upon the order of the NCRC Chair, or in the Chair's absence, the appropriate Vice Chair. Sign all checks approved by the County Chair or appropriate Vice Chair.
- c) File all required state and county reports in a timely and accurate manner.
- d) Establish and maintain an NCRC bank account for which the NCRC Chair and the Treasurer must be account signers. The Chair and Treasurer must have an arm's length relationship.
- e) Maintain custody of all funds of the NCRC and pay all bills upon the authorization of the Chair.
- f) Maintain an account of all monies received and disbursed, provide a report at regular meetings, and provide a report as requested by the Chair.
- g) Transfer all records as specified in the NCRC Standing Rules upon leaving office.
- h) In cooperation with the NCRC Chair, conduct an orderly transfer of control of the County's bank account and funds and submit a final report upon leaving office.
- i) Perform other duties incidental to the office and as may be assigned by the NCRC Chair.

Section 3: Executive Committee

1. Composition

The elected Committee officers constitute the Executive Committee.

2. Duties

Convene upon short notice when necessary to conduct urgent Committee business.

3. Meetings

- a) Notice of a meeting of the Executive Committee may be called by the NCRC Chair or any two 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.

- b) Fifty percent of the elected officers constitute a quorum of the Executive Committee. If the number of officers is below six due to vacancies, a minimum of three elected Officers constitute a quorum.
 - c) Minutes of the meeting must be taken and archived.
4. **Closed Session**
Minutes of the meeting must be taken, but proceedings must remain private.

Section 4: Appointed Officers

The NCRC Chair may appoint officers, including but not limited to, Parliamentarian, Chaplain, General Counsel, and Sergeant at Arms. Appointees must be NCRC members, except that the Parliamentarian and General Counsel are not subject to this requirement. Each appointment must be made with the consent of the Executive Committee.

Article VII: Committees

In addition to the committees listed elsewhere in these Bylaws, the Standing and Special Committees of the NCRC are listed below. The NCRC Chair is an ex officio member of all committees except the Nominating Committee, 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: Voter Registration Committee

The NCRC Chair appoints the Chair and members of the Voter Registration Committee. The committee trains all PCs on voter registration laws annually, holds and helps coordinate regular voter registration events in Navajo County.

Section 2: Appeals Committee

1. **Purpose**
The Appeals Committee investigates, deliberates, and reports to the NCRC upon issues of concern regarding alleged violations of NCRC rules and procedures by NCRC Precinct Committeemen.
2. **Composition**
One member appointed by each elected NCRC Officer. The Appeals Committee members elect a committee Chair from among their number. Neither the NCRC Chair nor the principals involved in the issue may serve on the appeals committee.
3. **Duties**
 - a) Convene within fourteen (14) days of receipt of a written and signed letter of concern submitted to any Executive Committee member by one or more NCRC members.
 - b) Research and investigate concerns brought by members.
 - c) During the investigation, provide the defendant(s) with notice of the charge(s) and allow for a defense to be provided.
 - d) Conduct deliberations in Executive Session only.
 - e) Report member concerns and committee recommendations to the NCRC membership for adjudication at a regular meeting once an appeal decision is finalized.
 - f) Committee recommendations may include any one or more of: revocation of member's right to make motions, speak in debate, vote, or hold NCRC Office or removal from the NCRC.

- g) Defendant must be provided with at least a ten (10) calendar day notice of any NCRC meeting at which deliberations may be held, and the Committee recommendations that are being considered.
- h) NCRC deliberations must be held in Executive Session.
- i) The removal of a PC for not attending regular meetings, as defined in Article V, Section 2 number seven (7), is at the discretion of the Appeals Committee and/or Chair.
- j) Any disciplinary action imposed requires a 2/3 vote of the regular or special meetings for adoption.

4. Confidentiality

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 NCRC to charges of libel, shall not be subject to the confidentiality requirements of Executive Session. If the Appeals Committee determines that no action be taken, then the record of proceedings shall be sealed.

Section 3: Special Committees

1. The Chair may establish Special Committees.
2. The scope of each Special Committee is limited to its specific purpose as stated in the resolution or motion establishing the committee.
3. Unless otherwise stated in the resolution or motion establishing the committee:
 - a) The NCRC Chair appoints the chair and members of the committee.
 - b) The special committee chair appoints a committee secretary to take minutes.
 - c) The committee secretary provides the meeting minutes to the NCRC Secretary for retention if necessary.
 - b) The committee must be composed solely of NCRC members.
4. Any special committee automatically dissolves if no meetings are held for three consecutive months, or at the discretion of the Chair.

Article VIII: Meetings

Section 1: Conduct of Meetings

1. Notice of Meeting

The Call to Meeting notice must be issued for any meeting at which business may be conducted. The notice must be sent no sooner than twenty-eight (28) calendar days and:

- a) No later than ten (10) calendar days prior to the meeting if an election is to be held, and
- b) No later than seven (7) calendar days prior to the meeting if no election is to be held.
- c) To PCs as recorded and published by the Navajo County Recorder's Office via:
 - i. Email to all PCs who have provided an email address in writing to the Secretary, or by
 - ii. U.S. Mail to all PCs who have not provided an email address to the Secretary and who have requested in writing that the NCRC send meeting notices via U.S. Mail.

2. Meeting Notice Requirements

The meeting notice must include:

- a) The date, time, and place of the meeting,
- b) The agenda,
- c) Business that requires previous notice, such as proposed Bylaw amendments if any,

- d) For meetings at which elections are held, the additional meeting notice requirements specified in the Elections section of these bylaws, and
- e) For meetings held virtually, the additional meeting notice requirements specified in the NCRC Standing Rules for Virtual Meetings apply.

The above procedures satisfy meeting notice requirements.

3. Quorum

A quorum must be present for the transaction of any business at any meeting.

- a) In quorum calculations, membership is defined as specified in the Definitions section of these bylaws.
- b) The quorum for transaction of business is:
 - i. Statutory/Mandatory Meeting: 25 percent (%)
 - ii. Regular or Special Meetings other than the Statutory/Mandatory Meeting: 20 percent (%)

4. Agenda.

The Chair and the Executive Committee collaborate to develop the agenda for each NCRC meeting. Each meeting agenda must include a "New Business" heading under which members may make motions for consideration by the membership.

5. Virtual Meetings

Virtual Meetings of the NCRC may be conducted by electronic devices or technologies.

- a) When so directed by the Executive Committee.
- b) Conduct of Virtual Meetings must be as specified in the NCRC Standing Rules.

- 6. **Accommodations** - Individuals with disabilities covered under the Americans with Disabilities Act must request special accommodation a reasonable amount of time prior to the start of the meeting.

7. Proxies

Where the NCRC bylaws do require that proxy use be permitted, the following rules must govern their usage unless specified otherwise in the A.R.S.

- a) PCs eligible to vote at a meeting where proxies are allowed may give their Proxy to another Precinct Committeeman living in the same Precinct as the giver. Proxies may not be transferred to a third party.
- b) No proxy carrier may carry more than two proxies.
- c) Proxies are valid solely on the date of the meeting for which they are created.
- d) The proxy must:
 - i. Conform to the specification contained in the bylaws,
 - ii. Be signed by the giver within thirty (30) calendar days of the meeting at which it is to be used, and
 - iii. Be attested to by a notary public or by two witnesses, not including the proxy carrier or the proxy giver.
- e) At any meeting at which proxies are used the C&T Committee must:
 - i. Confirm proxies are submitted at registration only,
 - ii. Have each PC voter sign in opposite their name in a "Present in Person" column, and, for each proxy carried, sign opposite the proxy's name in a "Present by Proxy" column.
 - iii. Issue each PC voter a ballot for himself and for the number of proxies the PC carries,
 - iv. Certify the presence of a quorum before any business may be conducted, and

- v. Count members present by proxy towards the quorum.

Section 2: Statutory & Mandatory Organizational meetings

1. Purpose

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

2. Date

The Navajo County statutory organizational meeting shall convene no earlier than the first Wednesday after the general election day in even numbered years, and no later than the fourth (4th) Saturday in December in the election year unless otherwise required by A.R.S.

3. Notice

The Organizational meeting notice must additionally include:

- a) The list of Executive Committee Officers to be elected,
- b) The number of SCs to be elected,
- c) That any elected PC desiring to run for any office, for SC, or both, must submit his name, and the title of the office or offices sought, in writing, to the chair of the Nominating Committee by the deadline stated in the call,
- d) The name, address, email address and phone number of the Nominating Committee chair, and
- e) A list of announced Executive Committee candidates and State Committeeman candidates seeking election at the meeting.

Section 3: Regular Meeting

1. Number of meetings

Regular meetings must occur at least six times within a year during odd numbered years and at least ten times during even numbered years and must be scheduled as specified in the NCRC Standing Rules.

Section 4: Special Meeting

1. Call to Special Meeting

Special meetings may be called by:

- a) The NCRC Chair,
- b) The Executive Committee, or
- c) Upon the written request of ten percent (10%) of the NCRC membership as specified in the Definitions section of these bylaws.

2. Purpose of Special Meeting.

The purpose of the meeting must be stated in the Call to Meeting notification, which must be sent at least ten (10) calendar days before the meeting. No business other than that stated in the Call to Meeting may be transacted at any Special Meeting.

Article IX: Elections

Section 1: Nominating Committee

1. Selection

- a) A Nominating Committee of three members must be appointed by the Executive Committee.
- b) The NCRC Chair must not be a member of the Nominating Committee.

- c) Appointment to the Nominating Committee does not preclude the right to run for office.

2. Duties

Manage the nomination of Officers, SCs, state convention delegates and any other elections as may occur. In pursuance thereof, the Nominating Committee must:

- a) Recruit qualified candidates for all elective positions,
- b) Verify eligibility of candidates,
- c) Apprise the candidates of the duties of the corresponding office,
- d) Secure a commitment from each candidate to fulfill the obligations of the office if elected,
- e) Nominate all those eligible and desiring to serve,
- f) Submit the name of at least one nominee for each office,
- g) Not nominate a PC for more than one office simultaneously unless it is the secretary and treasurer, and
- h) Present the nominations received in written form suitable for use as a ballot.

The Nominating Committee may arrange for debates among candidates.

3. 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 Committee appointment.

Section 2: Credentials and Tally Committee

1. Selection

The Credentials and Tally Committee (C&T Committee) must be appointed by the NCRC Chair from PCs who have not been nominated for any elective position, if possible. The Secretary is the Chair of the C&T Committee.

- a) If additional C&T Committee members are required to expedite an election related task due to the number of ballots to be processed, the Secretary may select supplementary members at the time of the election.
- b) C&T members must not be close relatives of any candidates in the election.
- c) In any election, each candidate may designate one person as an observer at the time the ballots are counted.

2. Duties

- a) Duplicate or otherwise prepare the ballots for an NCRC election,
- b) Prepare an alphabetical list of all valid electors for the meetings,
- c) Conduct the verification and sign-in of eligible PCs,
- d) Distribute corresponding credential tags if used,
- e) Certify the number of eligible votes at the close of registration,
- f) Handle ballot distribution and pickup during voting,
- g) Tally by hand, certify the results; and
- h) Report the voting results to the NCRC Chair for announcement.

Section 3: Conduct of Elections

1. General Election

a) Notice

In addition to other meeting notice requirements specified in these bylaws, the meeting notice for any meeting at which an election may be held must include:

- i. A list of all elective positions available for nomination and election at that meeting,

- ii. 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

- i. Eligible PCs must present a photo ID with an address that matches the NCRC roll as published by the Navajo County Recorder's Office. In the event the address on the Photo ID does not match the rolls, a Photo ID presented with two forms of identification indicating the residence address (such as utility bills) may be accepted.
- ii. The C&T Committee certifies the number of eligible votes as of the call to order and determines the presence of a quorum. It must present its report for adoption by the membership.

d) Nominations

- i. All PCs who have notified the Nominating Committee, by the deadline stated in the Call to Meeting of their intent to run, and who are qualified to serve, must appear on the ballot.
- ii. Nominations for all elective offices may be made from the floor at all meetings where elections are held.
- iii. Floor nominees 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 posting wall signs (if not prohibited by the facility, then being used), and distributing campaign literature.

f) Ballots

- i. Voting for elective offices are made by ballot except where only one nominee is being considered for an office, in which case election may be by acclamation.
- ii. Multiple elections may be combined onto a single ballot at the discretion of the C&T Committee.
- iii. The ballot for all elections must contain, in alphabetical order for each office, the names of all qualified and announced candidates.
- iv. The ballot must include space for floor-nominated candidates and write-ins.

g) Voting

- a. Those in line with completed ballots must be allowed to vote.
- b. The C&T Committee must count the ballots.
- c. In a contested election each candidate may designate one person as an observer at the time the ballots are counted.
- d. Electronic voting is prohibited except during virtual meetings.
- e. When allowed, the procedures for electronic voting in the Standing Rules must be followed.

g) Announcement of results

Results must be announced as soon as they are available, but in any event before the meeting is adjourned.

h) Records Retention

At the close of elections all ballots (both used and spare) must be processed in accordance with Standing Rules.

j) Election certification

Election results must be certified and signed by the Chair of the C&T Committee. Itemized recording of the vote tally must be entered into the minutes of the meeting.

2. Election of Officers

- a) A PC may be nominated for no more than one Office at a time.
- b) If the NCRC Chair is running for re-election in a contested election, a chair pro tempore must be appointed to conduct the election.
- c) Each candidate for elective Office may have nominating and seconding speeches not to exceed three minutes in total.
- d) Officers must be elected by majority vote, utilizing the exhaustive ballot method. In accordance with the exhaustive ballot method:
 - i. If a candidate receives a majority of the votes cast in a round of balloting, that candidate is elected.
 - ii. 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.
 - iii. 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.
 - iv. If two or 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 the tied candidates. If no agreement can be reached, the eliminated candidate must be determined by lot.
 - v. Candidates may withdraw after any round of balloting prior to the next round of balloting.
 - vi. 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.
- e) Recount - If the vote count differs by 1%, or less, the losing candidate may ask for a recount of the ballots cast.

e.g., if 101 votes are cast, and the result is 51 to 50, the losing candidate may ask for and receive a ballot recount; if 300 votes are cast and the result is 151 to 149, the losing candidate may ask for and receive a ballot recount.
- f) Newly elected officers take office at the adjournment of the meeting at which elected.
- g) Reporting - The newly elected NCRC Chair must certify the election results to the RPAZ Chair within seven (7) calendar days following the elections.

3. State Committeemen (SC) Election

a) Nominations

- i. SCs are elected from a ballot alphabetically listing the names of all elected PCs who have submitted, in writing, their desire to serve as SCs by the deadline specified in the meeting call.
- ii. SC candidates nominated through the Nominations Committee need not be present but those desiring to be nominated from the floor must be present in person.
- iii. SCs must be in good standing with the NCRC. See Article IV Committeemen Members, Section 2 Responsibilities and Duties item eleven (11).

b) Speeches

Nominating and seconding speeches are not allowed for the office of SC;

c) Election

Unless otherwise specified in the A.R.S:

- i. The NCRC may elect one SC for every three PCs elected in the immediately preceding Primary Election.

- ii. If the number of SC candidates is less than the quota, then all SC candidates may be elected by acclamation.
 - iii. Election is determined by the candidates receiving the largest number of votes until the quota is filled, and an equal number of alternates are elected.
 - iv. If there is a tie vote for the last SC or Alternate positions, the tie shall be broken by a method that would provide a random result.
- d) **Vacancy**
 In case of vacancy in a SC position, the Chair must advise appointment of alternates in order starting with the alternate with the highest number of votes, and not consent to any appointment out of this order.
- e) **Reporting**
- a. A list of SCs and alternates, in the order of number of votes received, ~~will be~~ is announced to the NCRC 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.
 - b. The NCRC Chair must certify the election results of State Convention Delegates and Alternates to the Chair of the RPAZ at least ten (10) calendar days after the NCRC Statutory organizational meeting.

Article X: Funds

1. Expenditures

- a) The Chair may authorize any expenditures up to the limit specified in the Standing Rules for routine expenses such as printing, copying, and postage.
- b) 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 Executive Committee.
- c) Expenditures are to be reimbursed upon presentation of a receipt to the Treasurer.

2. Account

All funds obtained by must be deposited in the NCRC account within seven (7) business days of receipt.

3. Contributions

Before making any contribution from the NCRC, regardless of the amount, the contribution must be authorized by the NCRC. Such contribution must be only to a candidate, committee, or organization endorsed by the NCRC pursuant to these bylaws.

4. Audit

a) Committee

The Chair must appoint an Audit Committee upon a change in incumbency in the office of Treasurer. The Committee must consist of at least three NCRC members who did not serve on the Committee during the previous 12 months.

b) Audit

The Audit Committee must conduct an audit of the financial records of the NCRC upon a change in incumbency of the Treasurer, and at such time as the Executive Committee or Chair requests. The Audit Committee must report their findings to the NCRC membership at the subsequent meeting for approval.

Article XI: Other Activities

Section 1: Endorsements

1. Primary Elections.

- a) Endorsement by Officers: In a contested Republican primary election, no elected Officer of the NCRC may claim to speak on behalf of the Executive Committee, or the NCRC in support of a candidate in the Republican Primary Election unless authorized to do so by a 2/3 vote at a regular meeting.
- b) Endorsements by the NCRC: Any position the NCRC may take regarding candidates in any Republican primary election requires a 2/3 vote.
- c) Any restriction concerning endorsements of candidates in Republican primary elections shall not apply to individual PCs. But individual PC's must not refer to the NCRC when endorsing their candidate.

2. General Elections

The NCRC may not provide financial support or declare public support, approval, or endorsement for a non-Republican candidate in any election in which there is a Republican candidate for that office, unless that Republican candidate has been censured by the NCRC or the RPAZ.

Article XII: Amendment of Bylaws

These bylaws may be amended at any Regular or Special Meeting of the NCRC by a two-thirds vote of the members present, provided that the amendment is submitted to the members by mail or electronic mail no later than ten (10) calendar days prior to the meeting at which the amendment is to be voted upon. Any bylaw amendment achieving ratification becomes effective upon adjournment of the meeting at which ratification occurs.

Article XIII Effective Date

These bylaws shall become effective on the day and date of their adoption by the Membership of the Navajo County Republican Committee.

Lisa Green 5/18/2023

Lisa Green
County Chairwoman, NCRC

Shannon Ayers Fisk 5/18/2023

Shannon D Ayers Fisk
Secretary, NCRC

APPROVED BY THE MEMBERSHIP OF THE NAVAJO COUNTY REPUBLICAN COMMITTEE
THIS 18TH DAY OF MAY 2023

Bylaws Committee, 2023-2024

Don Meyers, Chair

Mike Montandon

Jim Vance

Shannon Ayers Fisk

Appendices

Special Rules of Order

1. May be suspended at any meeting by a 2/3 vote.
2. May be amended by a 2/3 vote when previous notice is given.

Section 1: Debate

1. A maximum of five speakers are allowed for the affirmative and negative side of the debate for a debatable pending question.
2. No member may speak on any pending question longer than one minute.
3. After a voting member has spoken once on a pending question, he may not speak again on the pending question until everyone else has had the opportunity to speak upon such question.
4. If a member speaks a second time on the pending question, he must be limited to one minute.
5. No member may speak more than twice on any pending question.

Standing Rules

1. May be adopted or suspended at any meeting by a majority vote.
2. May be amended at any meeting with a 2/3 vote.
3. If previous notice was given, only a majority vote is needed to amend.

Section 1: Regular Meeting Schedule

1. Regular NCRC meetings must be held on the week and day as determined by plurality vote of the NCRC.
2. In the event that a meeting location cannot be retained at reasonable cost for the week and day selected by the NCRC, the Executive Committee may designate an alternate day for the subsequent meeting.
3. The Chair must designate the time of the meeting in consultation with the Executive Committee.

Section 2: Funds

The expenditure limit for routine expenses is \$150. Expenditures approved by the board cannot exceed the annual budgeted amount or \$1,000.00 (one thousand dollars) whichever is greater, without membership approval.

Section 3: Records Retention

1. All NCRC 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 officers to a member designated by the Chair within seven (7) business days of leaving office.
2. If the office of the Chair is vacant and no other officer assumes the duties of the Chair pursuant to these Bylaws, the vacating officer must transfer the records to the NCRC Chair or designee within fourteen (14) business days.

- a) Paper election ballots for NCRC statutory meeting must be retained for 24 months. Paper ballots must be preserved electronically in perpetuity. Paper and electronic voting data must be made available for audit upon request of five PCs or the Executive Committee. Any audit must be conducted at an Executive Committee meeting and be open to all PCs.

Section 4: Property Retention

All NCRC Officers, elected and appointed, who are custodians of any NCRC property, both tangible and intangible, shall transfer all such property to their successor upon leaving office or such other person designated by the Chair.

Section 5: References

The following documents and the references thereto relate to NCRC proceedings. They are subject to change by their respective organizations. Only the current versions of the below referenced documents have effect.

Rules of the Republican National Committee

Rule 16 (e)(6): Election of delegates to the national convention.

Continuing Bylaws of the Arizona Republican Party

Art. II Sec. C: Filling of Vacancies of State Committee

Art.VI Sec. C: Election of Delegates and Alternates to State Convention

Arizona Revised Statutes

16-821	County committee; vacancy in office of precinct committeeman
16-822	Precinct committeemen; eligibility; vacancy; duties; term
16-823	Legislative district committee; organization; boundary change; reorganization
16-825	State committee
16-825.01	State committee; vacancy; filling of vacancy
16-828	Proxies
38-291.7, 10	Vacancy defined
41-1202	Vacancy in legislature; precinct committeemen; appointment; definition

Section 6: Virtual Meetings

1. General.

In extreme cases when the NCRC cannot physically meet to hold a Regular or Special meeting, and except as otherwise provided in these bylaws, meetings of the NCRC, may be conducted by electronic means designated by the Chair, or those calling the meeting.

2. Rules for Meeting via Electronic Means

a) Login Information

The membership of the particular group to be meeting (NCRC, Committees, etc.), shall be sent, at least 24 hours before the meeting, the time of the meeting, the URL and codes necessary to connect via electronic means, and, as an alternative and backup to the audio connection included within the electronic means, the phone number and access code(s) the member needs to participate aurally by telephone. A copy of, or a link to, these rules must be included. The chairman shall facilitate the call to the meeting and provide the login information.

b) Login Time

- The meeting presider shall schedule electronic means availability to begin at least 15 minutes before the start of each meeting.
- c) **Sign in/Sign out**
Members shall identify themselves as required to sign in via the electronic means, and shall maintain access throughout the meeting whenever present, shall mute their microphone when not speaking and shall sign out upon any departure before adjournment.
 - d) **Quorum**
The presence of a quorum shall be established by audible roll call at the beginning of the meeting. The NCRC Organizational meeting or other meeting where an election is to take place, the presence of credentialed delegates verified at the time of login as provided via electronic means may be used to determine the presence of a quorum. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members, unless any member demands a quorum count by audible roll call. Such a demand may be made following any vote for which the announced totals add to less than a quorum.
 - e) **Technical Requirements and Malfunctions**
Each member is responsible for his connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
 - f) **Forced Disconnections**
The Chair may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The Chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.
 - g) **Assignment of the Floor**
To seek recognition by the Chair, a member shall signal the Chair using the designated feature appropriate via the electronic means being used. Upon assigning the floor to a member, the Chair must signal the facilitator to clear the online queue of members who had been seeking recognition. To claim preference in recognition, another member who had been seeking recognition may promptly seek recognition again, and the Chair shall recognize the member for the limited purpose of determining whether that member is entitled to preference in recognition.
 - h) **Interrupting A Member**
A member who intends to make a motion or request that under the rules may interrupt a speaker shall use the designated feature for recognition and shall thereafter wait a reasonable time for the Chair's instructions before attempting to interrupt the speaker by voice.
 - i) **Motions Submitted in Writing**
A member intending to make a main motion, to offer an amendment, or to propose instructions to a committee, shall, before or after being recognized, post the motion in writing to the online area designated by the presider or designee for this purpose, preceded by the member's name and a number corresponding to how many written motions the member has so far posted during the meeting (e.g., Mary M #1, Mary M #2).
 - j) **Motions**
The Secretary, or meeting facilitator, shall designate an online area exclusively for the display of the immediately pending question and other relevant pending questions (such as the main motion, or the pertinent part of the main motion, when an amendment to it is immediately pending); and, to the extent feasible, the presider or designee shall cause such questions, or any other documents that are currently before the meeting for action or information, to be displayed therein until disposed of.
 - k) **Voting**
 - i. Permissible methods of voting include electronic roll call, and audible roll call or Text.

- ii. If proxies are allowed, members casting votes by proxy may communicate the vote of each proxy in a manner specified by the Credential & Tally Chair of the meeting.
- iii. The Chair's announcement of the voting result shall include the number of members voting in person (and by proxy, if proxies are allowed) on each side of the question, and the number, if any, who explicitly respond to acknowledge their presence without casting a vote. Business may also be conducted by unanimous consent.

l) **Video Display**

If the number of participants is too large for all to be displayed simultaneously, the presider or designee shall cause a video of the presider to be displayed throughout the meeting and shall also cause display of the video of the member currently recognized to speak or report.

3. **Voting by Text Message During a Meeting**

- a) The Credentials & Tallying committee receives the votes submitted via text message, tally the votes, and report the results to the presiding officer who shall announce the results, including the number of votes cast and the number in favor of and opposed to the question.
- b) If proxies are allowed, members casting votes by proxy may be required to text the vote of each proxy in a manner specified by the Chair of the Credentials & Tallying committee.
- b) The presiding officer shall announce the time text voting begins and when it ends.
- c) The Chair shall state the motion clearly before calling for the text message vote.
- d) Voting time shall be announced by the Chair or Presiding Officer when text message voting is allowed to be used.
- e) The Chair or another member may request a text message vote be taken after debate on a motion.

NCRC Bylaws Amendment and Recommendation Log

DATE	Motion Member	Bylaws amendment	Date approved
2022-08-18	Shannon Ayers Fisk	Change Article IV Members to Article IV Committee Members, verbiage change only 10/14/22 made approve changes SDAF	2022-08-18
2022-08-18	Lou Carlassara	Change Article IV Members Section 2 Duties item 4 – requested to add “take signs down as per current regulation 10/14/22 made approved changes SDAF	2022-08-18
2022-08-18	Lou Carlassara	Change Article VI Officers, Section G Remove item 1 – to change to 2/3 of present or by proxy; 10/14/22 Article VI Section 7 a) is amended	2022-08-18
2022-08-18	Sandee McKinley	Change article VI Officers Section 6 Secretary, item c add PC as a party.	2022-08-18
2022-08-18	Discussion	Article VI Officers, section 7 Treasurer, item h was discussed regarding timing for transfer of the bank account and funds after an election. A motion was not made or carried. 10/14/22 Article VI Section 2 Officer Responsibilities number 7 h), no amendment approved	2023-05-18
2022-10-14	Shannon Ayers Fisk; Jim Vance	by-laws dated 10/14/22 are formatted for consistency. Other minor changes not noted include grammatical and tense changes. Other recommended changes are highlighted in yellow and green for your review.	2023-05-18
2022-10-22	Sylvia Allen	Motion from floor to change wording in bylaws for statutory meeting having 1 Saturday between meetings & changing to AZ GOP language. Article VIII Meetings Section 2 Statutory & Mandatory Organizational meetings number 2 Date change to <i>The Navajo County</i> statutory organizational meeting shall convene no earlier than the first Wednesday after the general election day in even numbered years, and no later than the fourth (4 th) Saturday in December in the election year unless otherwise required by A.R.S.	2022-10-22
2023-02-27	Shannon Ayers Fisk	Article I: General, Section 3: Definitions – changed title to Acronyms and Definitions. Created table, split acronyms, and definitions; listed in alphabetical order; added definitions for Appointed PC, Deemed Elected PC, Elected PC and Good Standing.	2023-05-18

2022-12-14	Shannon Ayers Fisk	<p>Change Article IV: Committeemen Members; Section 2: Duties - rename to Responsibilities and Duties, add “responsibilities, and” to 1st sentence;</p> <p>7. update to read - <i>Regularly attend a minimum of one monthly NCRC meeting of each three (3) consecutive meetings,</i></p> <p>Add 11 Must be in good standing with the NCRC. See Article 1: General, Section 3: Acronyms and Definitions.</p> <p>Section 4: Vacancy -updated to read -<i>Vacancies are created due to events including but not limited to:</i></p> <p>Added a)Death,;</p> <p>Updated statement - <i>A vacancy also occurs at the decision of a competent tribunal declaring void the election or appointment of the person being removed from the office.</i></p>	2023-05-18
2022-12-14	Shannon Ayers Fisk	<p>Article VI: Officers; Section 2 Officer Responsibilities; 7. Treasurer; d) add The Chair and Treasurer must have an arm’s length relationship.</p> <p>Section 4: Appointed Officers - updated to include The NCRC Chair may appoint officers, including but not limited to,</p>	2023-05-18
2022-12-14	Shannon Ayers Fisk	<p>Article VII: Committees; Section 2 Appeals Committee; 3. Duties; e) add- Report member concerns and committee recommendations to the NCRC membership for adjudication at a regular meeting once an appeal decision is finalized</p> <p>j) add Any disciplinary action imposed requires a 2/3 vote of the regular or special meeting for adoption.</p> <p>Section 3: Special Committees; 3. - add – b)The special committee chair appoints a committee secretary to take minutes. c)The committee secretary provides the meeting minutes to the NCRC Secretary for retention if necessary.</p>	2023-05-18
2022-12-14		<p>Article IX: Elections; 2. Duties; g) change to Not nominate a PC for more than one office simultaneously unless it is the secretary and treasurer, and</p> <p>Section 3: Conduct of Elections; 1. General Election; h) Change Preservation of records to Records Retention</p>	2023-05-18

		3. State Committeemen (SC) Election; a)Nominations; add - <i>iii. SCs must be in good standing with the NCRC. See Article IV Committeemen Members, Section 2 Responsibilities and Duties item eleven (11).</i>	
2023-02-27	Shannon Ayers Fisk	Article XII: Amendment of Bylaws; correct to read - <i>These bylaws may be amended at any Regular or Special Meeting of the NCRC by a two-thirds vote of the members present, provided</i>	2023-05-18
2022-12-14	Shannon Ayers Fisk	Article XIII Effective Date - Updated Secretary name to Shannon D Ayers Fisk; updated committee dates and members	No vote required
2022-12-15	Shannon Ayers Fisk	Appendices; Standing Rules; Section 2: Funds – update to read - <i>The expenditure limit for routine expenses is \$150. Expenditures approved by the board cannot exceed the annual budgeted amount or \$1,000.00 (one thousand dollars) whichever is greater, without membership approval.</i> Section 3 Records Retention, 2. a) to include - <i>Paper election ballots for NCRC statutory meeting must be retained for 24 months. Paper ballots must be preserved electronically in perpetuity. Paper and electronic voting data must be made available for audit....</i>	2023-05-18
2023-01-03	Sandee McKinley	Proposed change - Add a Technology & Communications Committee to bylaws and develop role/responsibility. Final member vote to approve addition.	Requires member vote to add
2023-02-27	Shannon Ayers Fisk	Proposed change - Election of officers to be staggered so the entire board cannot turn over every two years. Add Statutory Elective Officers, Chair, Secretary & Treasurer: two-year terms beginning and ending at the statutory organizational meeting – even numbered years. Appointed positions – Sargent at Arms, Appeals Committee – beginning and ending of statutory organization meeting – even numbered years Add mandatory meeting category to elect Non-Statutory Elective Officers, 1 st , 2 nd , 3 rd and 4 th Chairs; two-year terms beginning and ending at the mandatory meeting – odd numbered years	Refer to Board for Discussion

