

BYLAWS OF THE COCONINO COUNTY REPUBLICAN COMMITTEE

The objective of the Coconino County Committee of the Republican Party of Arizona, hereinafter referred to as CCRC (Coconino County Republican Committee) is to uphold the principles and policies as set forth in the Declaration of Independence, The U.S. Constitution, and the Republican Party Platform. We will promote the political education of all Republican Party workers and loyalty to the Republican Party Platform. We will also support the election of our party candidates who uphold the principles and policies as set forth in the Declaration of Independence, the U.S. Constitution, and the Republican Party Platform.

ARTICLE I: AUTHORITY

These Bylaws are created for the government of the CCRC, existing under and by virtue of the Sections 16-821 through 16-828, Arizona Revised Statutes, 1956, as amended. These Bylaws shall establish a working organization, and prescribe rules for the government, conduct meetings and the business of the CCRC, its officers and committees. These Bylaws shall not be in conflict with the State law and shall not conflict with the continuing Bylaws of the Arizona Republican Party.

ARTICLE II: MEMBERSHIP

Voting Members include Precinct Committeemen (PC) who have been duly elected at a primary election or deemed elected or appointed by Coconino County Board of Supervisors, pursuant to ARS 16-821, referred to herein to Voting Members. The working organization of the CCRC shall consist of a County Chairman, Elective Officers and Appointed Officers as described in Section VI, a Precinct Captain for each precinct, one or more Precinct Committeemen and area precinct workers working under the jurisdiction of the Precinct Committeemen. Precinct Committeemen shall serve for a two-year term.

Non-Voting Members include registered Republican voters from Coconino County who wish to be members of the Coconino County Republicans but either do not want to be Appointed PCs or cannot be appointed due to lack of any available PC openings.

Section 1: Precinct Committeemen and Workers

In each election precinct, there will be one Precinct Committeeman plus one additional Precinct Committeeman for each 125 vote or major fraction thereof cast at the last preceding election as provided for in Section ARS 16-821. Each of said Precinct Committeemen shall be in charge of a designated geographical area within his/her precinct and will be responsible for the appointment and supervision of precinct workers within the precinct area.

a. Precinct Captain

Precinct Committeemen may elect one of their PCs to be Precinct Captain, to help organize and direct the PCs in their Precinct.

b. Duties of the Precinct Captain and Committeeman shall include but not be limited to:

1. Canvassing and campaigning in their precinct on behalf of all Republican candidates.
2. Arrange for organized registration campaigns and at all times offering assistance to those who wish to register.
3. On election days, to organize and assist their workers within their area in turning out a maximum Republican vote.
4. To hold block and neighborhood meetings with his/her area periodically to discuss campaign strategy and organization problems.
5. To attend all precinct and county committee meetings.
6. To help develop, maintain and support Republican precinct organization.

Section 2: Filling of Vacancies

In the event of a vacancy in the office of Precinct Committeeman, such vacancy may be filled by appointment by the County Board of Supervisors upon the recommendation of the County Chairman.

ARTICLE III: DURATION AND METHOD OF AMENDMENT TO BYLAWS

These Bylaws shall become effective immediately upon acceptance and shall continue in force and effect for the government of the CCRC and its present and future membership, subject to amendment or termination, if amended or terminated in accordance with this Article.

Section 1: Method of Amending Bylaws

a. Proposed bylaws amendments may be submitted to the bylaws committee for review up to 15 days prior to any regular CCRC meeting or a Special meeting called for the specific purpose of amending the bylaws, by any PC, elected or appointed. (See duties of bylaw committee-Article VI. Bylaws Committee Section). Bylaws amendments will not be considered at a Mandatory meeting or a Statutory Organizational meeting. It shall be accompanied by a written statement of the purpose to be achieved by making the amendment and a list of reasons in support thereof. The bylaws committee will review the proposed amendment(s) and submit for consideration at the next scheduled Precinct Committee meeting or Special Meeting appropriate for such consideration. The bylaws will also be provided to all members with a copy of proposed amendments 15 days prior to the meeting for consideration. A quorum of Members, either in person or by proxy, is required to consider an amendment. Two-thirds vote of the members

present, either in person or by proxy, in favor of the proposed amendment is necessary for the passage of any motion to amend.

b. Bylaws should be reviewed every odd number year by elected members.

c. Repeal

The right to amend includes the right to repeal.

ARTICLE IV: MEETINGS

Section 1: Statutory Organization Meeting

Meeting to elect CCRC Officers and State Committeemen will be held no earlier than 10 days following the primary election and no later than the second Saturday in January of the year following the general election. Note that only elected Precinct Committee members may vote for State Committeemen. The County Chairman shall designate the date, time and location of the meeting.

Section 2: Mandatory Meeting

Meeting held by the CCRC prior to the State mandatory meeting (which is held in each even numbered year), to receive reports of officers and for the purpose of conducting such other business as may properly come before the meeting. The date, time and location of the meeting shall be designated by the County Chairman.

Section 3: Agenda for Mandatory and Statutory Meetings (as applicable)

1. Call to order
2. Invocation
3. The Pledge of Allegiance to the Flag of the United States of America
4. Welcome and Introductions
5. Speeches
6. Credentials Committee Report and declaration of quorum
7. Rules Committee Report
8. Nominating Committee Report
9. Treasurer's Report
10. Election of Officers
11. Report of Bylaws Committee
12. Report of Resolution Committee
13. Unfinished Business
14. New Business
15. Announcements
16. Adjournment

Section 4-County Committee Meetings

a. County Meetings will be held on a regular schedule as established by the County Chairman in January of each year, but must be held no less than once a quarter. The agenda in Section 3, above can be revised by the County Chairman for County Committee meetings.

b. A regularly scheduled meeting can be cancelled by a majority vote of the County Committee only.

Section 5 –Rules for Special Meetings

In order to hold a special meeting, the following rules must be observed:

a. A written call issued by the regularly elected County Chairman, or a written call signed by twenty percent (20%) or more of the membership of the CCRC, provided that at least fifty percent (50%) of the Precincts represented are among the signers, or a written call signed by at least two thirds of the voting members of the Executive Committee.

b. A written notice of the call containing the information herein will be sent via U.S. mail or electronic mail to every member of the CCRC by the Chairman, Secretary or designee at least ten days prior to the date of the meeting. CCRC Members providing an email address or fax number to the CCRC shall constitute agreement to receive notices electronically. Electronic transmission of an official publication containing such notice shall be deemed to comply with this requirement provided it is transmitted in its entirety.

c. The call and notice must contain the time and place of the Special Meeting together with the specific subject(s) to be discussed.

d. Proper Proxy forms shall be included with the call.

e. No business other than that stated in the notice of the call shall be transacted at a special meeting.

f. Meeting will follow the rules of a regular meeting.

Section 6: Quorum

A quorum for the transaction of any business of the CCRC shall be at least one third (1/3) of the Voting Members, in person or by proxy. If a quorum shall fail to attend in person or by proxy at the time and place fixed for any meeting, a majority present in person or by proxy may adjourn the meeting from time to time without notice other than announcement at the meeting to reconvene until a quorum shall be present, at which time any business may be transacted at the original meeting.

Section 7: Proxies

Voting members of the CCRC shall be entitled to vote at any CCRC meeting in person or by proxy given to a qualified voting Member of the CCRC. Proxies are limited to no more than two (2) proxies per any one voting member and such proxies must be given to a voting member in Coconino County where the voting member giving the proxy resides. Every proxy shall be attested by a notary public or two (2) witnesses. The duration of any proxy so given shall extend only for the length of the meeting for which it is given. A proxy, in substantially the same form as attached as “Appendix A.”

Section 8: Manner of Voting

In balloting on any motion or election, the counting of votes shall be on an individual basis. Each member of the CCRC present in person or by proxy has the right to cast his/her individual vote. Voting shall be viva voce (voice) or a standing vote when a member calls for a division, by written secret ballot, or by roll call. A roll call shall be taken on demand

of 10% of the members present in person or by proxy. Any election can require paper ballots.

Section 9: Order of business

These bylaws take precedence over *Robert's Rules of Order Newly Revised* being used for the conduct of meetings. For matters not addressed by these bylaws, *Robert's Rules of Order Newly Revised* are to be the guide as long as they do not conflict with Arizona Constitution and Revised Statutes.

ARTICLE V: OFFICERS

Section 1: Statutory Elective Officers and Term of Office.

There shall be a County Chairman, First Vice-Chairman, Second Vice-Chairman, and optional Third Vice Chairman, Secretary, and Treasurer elected for a two-year term at the Statutory Organizational Meeting. The two-year term begins and ends at the Statutory Organizational Meeting every second year. Immediately upon taking office, the Chairman of CCRC shall notify the Arizona Secretary of State of the names of the Chairman and Treasurer. This duty shall not be delegated. The Chairman shall also appoint an Administrator for the Committee, preferably the Treasurer. The Administrator shall immediately notify the Arizona Secretary of State of any address changes of the Chairman, Treasurer or Administrator. The Administrator shall immediately notify the Secretary of State of any officer changes in the position of Chairman or Treasurer. All income and expense items shall be recorded by the Treasurer in the Committee's campaign finance report with the Arizona Secretary of State as they occur. The balance shown in the ongoing report shall be the same as the balance of the Committee's checking account.

Section 2: Qualifications of Persons for Office

An officer shall at the same time of his or her election be an elected Precinct Committeeman and shall be a voting member. In the choice of persons for office, there shall not be discrimination because of sex, creed, color, age or national origin.

Section 3: Method of Electing Officers

The Statutory Elective Officers of the County Committee shall be elected at any County Statutory Organizational Meeting.

Section 4: Election of Officers

Election shall be determined by the majority of votes cast by the members of the County Committee, present or by proxy, who have been approved by the Credentials Committee.

Section 5: Removal of Officers

Any elective officer of the County Committee may be removed at any time by two-thirds (2/3) vote to that effect by the membership of the County Committee, present or by proxy, at any meeting, provided that the total number of such votes cast constitutes a majority of the total membership of the County Committee. Where needed, the Chairman may appoint an elected or appointed PC to the vacant office until the next regular meeting when a replacement can be elected (see Section 6: Filling Vacancies).

Section 6: Filling Vacancies

In the case of any vacancy in an elective office in the Coconino County Republicans through death, resignation, removal, or other cause, the County Chairman shall, with the advice and consent of the Executive Committee Board, appoint a successor who shall serve until the next meeting of the CCRC or until such time the voting members can elect a successor to hold office for the unexpired term of the office. In the case of a vacancy in the office of the County chairman, the First Vice Chair shall call a meeting within (30) days of the vacancy for the purpose of electing a new County Chair.

Section 7: Duties of Elective Officers

a. Chairman The County Chairman shall be the recognized leader of the Party in the County and shall coordinate the countywide activities of the Committee. The Chairman shall preside at all meetings of the County Committee unless he/she shall designate a member to preside in his/her stead. The Chairman shall appoint all subcommittees and shall be an ex-officio member of all committees, shall represent the County Committee in an official capacity and shall have such usual powers of supervision and management as may pertain to the office of County Chairman or shall be assigned to him/her by the County Committee. The County Chairman shall be reimbursed for reasonable out-of-pocket expenses in the performance of his/her duties as Chairman as set forth in the annual budget.

b. First Vice-Chairman, Second Vice-Chairman, and Third Vice-Chairman The First Vice-Chairman, Second Vice-Chairman and Third Vice-Chairman shall perform duties as may be assigned by the County Chairman and should the occasion arise, duties in the absence of the County Chairman. The Vice Chairmen shall be reimbursed for reasonable out-of-pocket expenses in the performance of his/her duties as set forth in the annual budget. The Third Vice-Chairman is an optional position.

c. Secretary The duties of the Secretary shall be to keep minutes of all meetings of the County Committee, to transmit all calls for meetings, to ascertain, compile and transmit the agenda for the meeting, to keep roll of membership and to perform such other functions as may be incidental to the office, or may be assigned to him/her by the County Committee. The Secretary shall preserve all permanent records of the CCRC and shall relinquish them to his successor at the expiration of his/her tenure of office. The Secretary shall be reimbursed for reasonable out-of-pocket expenses in the performance of his duties as set forth in the annual budget. Any expense in excess of the amount budgeted shall be subject to the approval of the County Committee.

d. Treasurer The duties of the Treasurer shall be to receive all monies provided for CCRC, to act as custodian of the funds received, and to disburse same only upon order of the Chairman, or in the Chairman's absence, upon order of the Chairman's designated agent. All checks are to be signed by the treasurer or the County Chairman. The Treasurer shall present an annual report to the CCRC and is responsible for filing required reports under state law to be filled in proper format and timely manner.

The Treasurer or designee shall report to CCRC at every meeting, and present the books, at the expiration of his/her term of office, or other special circumstance defined by the CCRC Chairman for audit by a person or persons designated by the County Chairman. In addition, Treasurer will issue and retain copies of receipts for all "cash" received by CCRC and will ensure that all donations have written notation as to what the donation was for.

Section 8: Duties of Appointed Officers (Serve at the discretion of the County Chairman)

Appointed Officers are non-voting members unless they are also elected officers entitled to vote by virtue of the office held.

- a. Chaplain** The duties shall be to invoke Divine guidance on the proceedings.
- b. Sergeant at Arms** The duties of the Sergeant at Arms shall be to attend all county committee meeting and maintain order under the Chairman's direction.
- c. Parliamentarian** The duties of the parliamentarian is to advise the presiding officer and all county committee members on matters of parliamentary procedure.

Section 9: Budget

An annual budget will be prepared by a committee appointed by the County Chairman and submitted to the CCR Board for review and approval or denial. If a budget has not been approved, there shall be no reimbursement for any expenses. If no budget is approved, line item may be approved by unanimous approval of the CCRC Board.

ARTICLE VI: COMMITTEES

a. Executive Committee (Board): The Executive Committee (CCRC Board) is comprised of the County Chairman, First Vice Chairman, Second Vice Chairman, Third Vice Chairman (optional), Secretary and Treasurer. The duties of the Executive Committee include preparation of the proposed annual CCRC budget and to raise funds for the CCRC. The Chairman is the Chair of the Executive Committee and must meet at least quarterly. Others duties include the organization of meetings for Precinct Committeemen and other members.

b. Bylaws Committee

The bylaws committee shall be composed of a chairman appointed by the CCRC chairman, and up to five members of the County Committee. The Bylaws Committee

shall review all amendments submitted by PCs and edit for form and composition and shall have the right to originate amendments.

c. Credentials Committee

The duty of the Credentials Committee is to verify and determine whether the number of elected Precinct Committeemen (voting members) present in person or by proxy is sufficient in order to determine a quorum. Members of the Credentials Committee, including the Credentials Committee Chairman, must be elected Precinct Committeemen and are appointed by and serve at the discretion of the County Chairman. All proxies shall be delivered to the designated member of the Credentials Committee. 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 Credential Committee, provided that the proxy is deemed valid and legal. All proxies shall be delivered prior to the final closing of registration.

d. Nominating Committee

Prior To the Statutory and Mandatory Meetings, the County Chairman shall appoint a Nominating Committee and Chairman thereof to recruit candidate for the CCRC offices of the Executive Committee (Board).

e. Other Committees

The CCRC Chairman may appoint such other committee as deemed necessary.

ARTICLE VII: NOMINATIONS

Section 1: Nominations of State committeemen

State Committeemen shall be chosen pursuant to the provisions of A.R.S. 16-825. It is the responsibility of the county Chairman to insure that the provisions are distributed to the PCs 10 days in advance of any election of state committeemen.

Section 2: Nomination for Other Elective Offices

Nominations for all elective offices other than that of State Committeemen, including the nomination of delegates and alternates to the National Convention, to be elected by the State Committee, shall be made by a committee appointed by the County Chairman.

Section 3: Nominations from the Floor

Additional nominations for all elective offices may be made from the floor at all meetings of the County Committee at which elections are held.

ARTICLE VIII: ENDORSEMENTS

Section 1: Non-Partisan Elections

At the discretion of the County Chairman, the County Committee may make endorsements in a non-partisan election.

Section 2: Partisan Primary Elections

The County Committee may make endorsements of candidates only after a primary election when there is more than one Republican candidate.

ARTICLE IX: STATE CONVENTION

The election of delegates to the State Convention of the Party will be held in accordance with the rules of the Statutory Meeting of the Arizona State Republican Party.

ARTICLE X: EFFECTIVE DATE

The bylaws shall become effective on the day and date of their adoption by the Voting Membership of the Coconino County Republican Committee.

County Chairman

Secretary

APPROVED ON JANUARY 10, 1997
AMENDED: June 1, 2012
AMENDED: March 15, 2014
AMENDED: July 19, 2014
AMENDED September 20, 2014
AMENDED August 13, 2022

Exhibit A

COCONINO COUNTY REPUBLICAN COMMITTEE PROXY

KNOW ALL MEN BY THESE PRESENT,

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

x _____
(Print Name of Person Carrying Proxy) – NOT YOUR NAME

x _____
(Address of Person Carrying Proxy) – NOT YOUR ADDRESS

a member of the Republican Party and a legal and qualified Precinct Committeeman of Coconino County, my Attorney in fact and Proxy to vote for me, in my name and stead, at the to be held in Flagstaff, Arizona on _____, at the hour of _____ for the transaction of any and all business that may properly come before or during the meeting, and I do hereby approve, ratify and confirm all of the acts of my named Proxy.

Witness my hand this _____ day of _____ **2022** at the hour of _____ o'clock.

Signature of Precinct Committeeman: x _____

NOTE: The signature of the Precinct Committeeman MUST be witnessed by two signatures, OR attested by a Notary Public. The witness cannot also be the proxy holder.

Signature of Witness: x _____

Signature of Witness: x _____

OR

This instrument was attested to be the proxy of the Precinct Committeeman, who is its signatory before me, and was acknowledged before me this _____ day of _____ **2022**, by _____ Notary Public.

My commission expires: _____ . Signature of Credentials

Committee member of the Coconino County Republican Committee to be signed on day of meeting when proxy is presented to credentials committee.

x _____