

# **Kootenai County Republican Central Committee Bylaws**

## **Article I NAME**

1.1 The name of the organization shall be the Kootenai County Republican Central Committee, which may hereinafter be referred to as the KCRCC.

## **Article II AUTHORITY AND PURPOSE**

2.1 The KCRCC is formed in accordance with Idaho Code 34-502 and 34-505 and the rules of the Republican Party of the State of Idaho. The KCRCC shall have all the powers and duties prescribed by state law and regulations adopted by the State Party Conventions or the State Central Committee.

2.2 The KCRCC shall be the governing body for the Republican Party of Kootenai County and as such shall establish all policies and functions of the Republican Party on the county level, as long as they are not inconsistent with the rules and regulations of the Idaho Republican Party and Idaho Statutes. The following articles of these bylaws shall constitute the rules of conduct of the Kootenai County Republican Central Committee, and shall supersede all previous bylaws and rules of order.

## **Article III MEMBERS**

3.1 Composition: The KCRCC shall consist of the Precinct Committeemen elected at the State Primary Election and the officers duly elected by the Precinct Committeemen. The officers are the Chairman, Vice Chairman, State Committeeman, State Committeewoman, State Youth Committee Person, Secretary, Treasurer, Legislative District Chairmen, and such other officers as elected by the KCRCC members.

3.2 The Precinct Committeemen shall elect all officers of the KCRCC at the biennial organization meeting in accordance with Section 5.1 of these bylaws. Term of office for officers shall be for two years or until their successors are elected.

3.3 Qualifications: All members of the KCRCC shall be affiliated with the Republican Party and be qualified electors of the Kootenai County precinct in which they reside.

3.4 Selection of Precinct Committeemen: Precinct Committeemen shall be elected at the State Primary Election, or appointed by the KCRCC according to Idaho Code 34-502 and Section 6.1 of these bylaws.

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### 3.5 Voting Members

- a. Voting members of the KCRCC shall consist of all Precinct Committeemen, Elected officers of the KCRCC, and Chairmen of the Legislative Districts having precincts within the county.
- b. Voting privileges shall comply with these Bylaws, Idaho Republican Party State Rules and Idaho Code.
- c. A KCRCC member who holds more than one position shall have only one vote.

## **Article IV OFFICERS AND THEIR DUTIES**

4.1 The officers of the KCRCC shall be composed of a Chairman, Vice Chairman, State Committeeman, State Committeewoman, State Youth Committeeperson, Secretary, and a Treasurer, none of whom are required to be Precinct Committeemen.

- a. **CHAIRMAN:** The Chairman shall call to order and preside at KCRCC meetings. The Chairman shall be responsible for conducting all KCRCC meetings in accordance with these bylaws. The Chairman shall see that order is maintained at KCRCC meetings. The Chairman shall oversee officers and Precinct Committeemen pertaining to KCRCC business and perform such other duties as are determined and granted by the KCRCC and these bylaws. The Chairman is an ex-officio member of all standing committees.
- b. **VICE CHAIRMAN:** The Vice Chairman shall assist the Chairman; carry out assigned responsibilities; preside in the Chairman's absence at any meeting of the KCRCC, Executive Committee, or any other meeting to which the Chairman would be authorized to attend, and shall perform other duties as assigned by the Chairman.
- c. **SECRETARY:** The Secretary shall record and maintain the minutes of meetings of the KCRCC and the Executive Committee; publish the agenda for each meeting; call the roll; notify the members of each meeting; maintain a list of names, addresses, and contact information for members of the KCRCC; maintain a record of attendance and of proxies; handle all correspondence pertaining to KCRCC business; and shall perform other duties as assigned by the Chairman.
- d. **TREASURER:** The Treasurer shall have charge of all funds of the KCRCC and furnish a written treasurer's report to the Chairman at each KCRCC regular meeting. The Treasurer shall annually furnish a written treasurer's report to the members of the KCRCC at the January regular meeting; file such reports as required by State and Federal Law and provide copies of such reports to the members of KCRCC if requested; and shall perform other duties as assigned by the Chairman.

The Treasurer's report shall include but not be limited to: actual income and expenditures, with a reconciliation of the actual income and expenditures by comparison to the annual budget. The Treasurer shall be a member of the Budget Committee.

e. STATE COMMITTEEMAN and STATE COMMITTEEWOMAN: These officers shall serve as KCRCC liaison to the State Central Committee.

f. STATE YOUTH COMMITTEEPERSON: This officer shall serve as KCRCC liaison to the State Central Committee and shall be between the ages of 18 and 40 at the time of his or her election, and shall also perform other such duties as prescribed by the Chairman.

## **Article V MEETINGS**

5.1 Biennial Organization Meeting: The biennial organization meeting is held to elect officers of the KCRCC and delegates to the state convention. The meeting shall be held in Coeur d'Alene on the Wednesday, Thursday or Friday of the week following each primary election. The incumbent Chairman shall notify the newly elected Precinct Committeemen as reported on the County Clerk's election results posting, and shall give them at least seven (7) days notice of the date, time and place of the meeting.

5.2 Regular meetings: Regular meetings shall be held at 7 p.m. on the fourth Tuesday of each month. The Secretary shall notify the members of the time and place of all regular meetings at least seven (7) days prior to the meeting. Any single regular meeting can be changed by a majority vote or on an emergency basis by the Chairman. All notification criteria herein still apply.

5.3 Special meetings: Special meetings may be called by the Chairman, or by ten (10) members of the KCRCC duly qualified to vote, petitioning the Secretary for notice as herein provided. Proper notification shall consist of at least a 72-hour notice. Notice shall include the purpose for the meeting and the business to be conducted. The meeting shall be limited to the purpose stated in the notice.

5.4 Executive Session: An executive session consists of only Executive Committee members and members of the KCRCC. An executive session may be called by any member of the KCRCC at any KCRCC meeting.

5.5 The Agenda: A proposed agenda shall be published not less than five (5) days prior to each meeting and be made available to the members of KCRCC upon request to the Secretary. A printed agenda shall be provided for each member at each KCRCC meeting. Items to be included on the agenda must be submitted to the Chairman or the Secretary, not less than seven (7) days prior to the meeting at which the agenda is to be used. The agenda shall follow the format prescribed by the KCRCC Special Rules.

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5.6 Quorum: A quorum shall consist of one-third (1/3) of the duly elected KCRCC members. Proxies cannot be used to establish a quorum.

5.7 Proxies: A proxy statement must include the following information: the name and signature of the person issuing the proxy, the KCRCC member to whom the proxy is assigned, and the date of the meeting at which the proxy is to be used. A proxy shall not be valid at more than one meeting.

5.8 Proper Method of Notification of Meetings: Proper notification shall be by email. If any member wishes to be notified by any other means (postal mail, fax, etc.), the member must give written instructions of his preference to the Secretary.

5.9 Emergency meetings of the Executive Committee may be called by the Chairman at any time.

## **Article VI VACANCIES**

6.1 KCRCC vacancies: When a vacancy occurs in the KCRCC a notification of vacancy shall be given to each member of the KCRCC at least fourteen (14) days prior to a KCRCC regular meeting where nominations may be held. Notification may also be given in person at any regular meeting prior to a subsequent meeting at which nominations would be made. The KCRCC shall fill such vacancies by nomination. Only a voting member of the KCRCC may make such nominations. All nominees shall be voted on by written ballot at the next regular meeting of the KCRCC. All nominees must be present to be voted on. If no nominee is present for a particular position, nominations shall be reopened provided that nothing shall prevent the original nominee from being renominated. Any KCRCC member chosen according to the provisions of this article shall be considered duly elected.

a. A notification of vacancy shall be given by the chairman when any committee member resigns from their position; dies; moves their primary residence from their precinct; changes their party affiliation from Republican; ceases to be a qualified elector; or without excuse acceptable to the KCRCC, fails to attend four (4) consecutive regular meetings of the KCRCC.

6.2 Certification of Election: If the vacant office filled is that of a Precinct Committeeman, the Chairman shall certify to the County Clerk, before the next regular meeting, the name and address of the elected member.

## **Article VII COMMITTEES**

7.1 The KCRCC shall have the following standing committees: Executive, Budget, Recruitment, Rating & Vetting, Campaign, Legislative, Parades & Events, Fair, and Lincoln Day. Other non-standing committees may be created by a majority vote of the KCRCC. All committees created by the KCRCC shall be established by a letter of appointment, drafted by the Chairman, defining the authority, purpose and duration of the committee. All non-standing committees shall terminate with the submission and acceptance by the Chairman of their final report.

7.2 Quorum: A quorum shall consist of one-third (1/3) of the members of the committee, except that no quorum can be established with less than three members. Proxies cannot be used to establish a quorum.

### 7.3 Executive Committee

- a. Composition: The Executive Committee shall consist of the Chairman, Vice Chairman, Secretary, Treasurer, State Committeeman, State Committeewoman, Youth Committee Person, and the Chairmen of Legislative Districts 2, 3, 4, and 5.
- b. The Executive Committee shall have the authority to act on behalf of the KCRCC between regular meetings and at the discretion of the Chairman. All proper action taken by the Executive Committee shall be ratified by a majority vote at the next regular meeting, except that any non-budgeted financial dealings less than \$500 shall not require ratification.
- c. The Executive Committee shall develop policies to address data security. These policies shall specify what data is to be considered proprietary and requiring security, how that data is to be secured, who is responsible for collecting and maintaining the data, who shall have access to the data, and what are the consequences for violating data policies.
- d. Removal of an Executive Committee member shall be accomplished in the following manner.
  1. Call for removal shall be made by a majority vote at a KCRCC meeting.
  2. Notice of the call shall be sent by the Secretary via registered mail to the member in question within three (3) business days after the meeting at which the call for removal had been made.
  3. Removal of the Executive Committee member shall require a two-thirds (2/3) vote at the next regular meeting.

7.4 Budget Committee: The Budget Committee shall be comprised of the chairmen of the various standing committees and shall be chaired by the Central Committee chairman. The Budget Committee shall develop funding allocation for each of the standing

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committees. The budget shall be presented to the KCRCC at the July meeting of each year and approved by a majority vote. Each of the standing committees shall approve any spending of their allocated funds by a majority vote. At any regular meeting, a standing committee chairman may request the KCRCC allocate additional funds to their committee. Approval of additional funds requires a majority vote of the Central Committee.

**7.5 Recruitment Committee:** The Recruitment Committee shall be responsible for identifying and recruiting qualified candidates for public office.

**7.6 Rating & Vetting Committee:** The Rating & Vetting (R&V) Committee shall be responsible for collecting information about candidates and potential candidates for public office. The R&V Committee may utilize questionnaires, interviews, forums, background checks, social media reviews and other means of investigation into the suitability of a candidate for office. The R&V Committee chairman shall present a report to the Central Committee during the Special Meeting to rank the candidates prior to an election.

**7.7 Campaign Committee:** The Campaign Committee shall be responsible for candidate training and general marketing of the KCRCC and KCRCC recommended candidates.

**7.8 Legislative Committee:** The Legislative Committee shall be responsible for:

- a. Tracking legislation or policy proposals through the State Legislature
- b. Tracking legislation or policy proposals through local governing authorities
- c. Reporting on the status of legislation to the KCRCC
- d. Making recommendations concerning the legislation to the KCRCC
- e. Recommending resolutions concerning legislation
- f. Setting up town hall meetings
- g. Acting as a liaison between the KCRCC and our elected officials
- h. Review and provide recommendations on submitted resolutions

**7.9 Parades & Events Committee:** The Parades & Events Committee shall plan and coordinate participation in parades and community events in each community throughout the entire county.

**7.10 Fair Committee:** The Fair Committee shall plan and coordinate participation in the Kootenai County Fair.

**7.11 Lincoln Day Committee:** The Lincoln Day Committee shall plan and coordinate the annual Lincoln Day Dinner.

**Article VIII  
RULES OF PROCEDURE**

8.1 Robert's Rules of Order Newly Revised, latest edition, shall be the parliamentary authority for the conduct of business and meetings of the KCRCC and committees for all matters not specifically covered by these bylaws, insofar as they are not inconsistent with Idaho Code Title 34 and the Rules of the Idaho Republican Party.

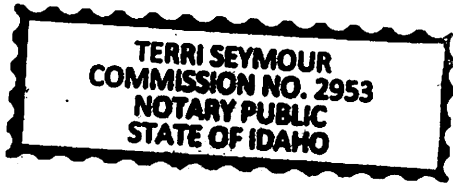
8.2 These bylaws may be amended at a regular or special meeting by a two-thirds (2/3) vote. Notice of this action and a copy of the proposed changes must be given to all members thirty (30) days in advance.

  
Chairman

  
Secretary

Date Amended September 24, 2024

  
Notary Public



## **SPECIAL RULES OF ORDER - ORDER OF BUSINESS**

a. The order of business at duly called meetings of the Kootenai County Republican Central Committee (KCRCC) must include and be limited to the following:

1. Call to order
2. Invocation
3. Pledge of Allegiance
4. Programs and/or Special Guests
5. Roll Call and Determination of a Quorum
6. Reading and Approval of Minutes
7. Treasurer's Report
8. Committee Reports
9. Unfinished Business
10. New Business
11. Announcements
12. Adjournment

b. Amendments to these Special Rules of Order may be made at any regular meeting of the KCRCC by a two-thirds (2/3) vote without notice and by a majority vote with prior notice of the change by it being an item properly placed on the agenda as specified under Article V, Section 5.5 of the KCRCC bylaws.

c. Items not on the printed agenda under New Business must be passed by a two-thirds (2/3) vote to be introduced for debate on the floor. The motion shall be read before the vote is taken.

d. Special Rules and their amendments shall be attached to the bylaws as part of the government of this committee.