



Legislative District 23

Republican Central Committee

LEGISLATIVE DISTRICT 23 REPUBLICAN CENTRAL COMMITTEE
BYLAWS, RULES OF ORDER, & FINANCIAL CONTROL POLICY
September 20, 2023

BYLAWS

ARTICLE I. NAME

ARTICLE II. MISSION

ARTICLE III. GOVERNING BODY AND DOCUMENTS

ARTICLE IV. MEMBERSHIP

Section 1. Voting.

Section 2. Proxy Voting

Section 3. Quorum

Section 4. Alternate Precinct Committeemen

ARTICLE V. MEETINGS

Section 1. Organization Meeting

Section 2. Nominations for State Legislature

Section 3. Regular Meetings

Section 4. Special Meetings

Section 5. Petition for Meeting

ARTICLE VI. OFFICERS

Section 1. Election of Officers

Section 2. Duties of Officers

Section 3. Vacancy in Officer Positions

Section 4. Removal of Officers

ARTICLE VII. COMMITTEES

Section 1. Appointment of Committees

Section 2. Duties of Committees

ARTICLE VIII. PLATFORM, RESOLUTIONS, AND RULES OF THE IDAHO REPUBLICAN PARTY

ARTICLE IX. PARLIAMENTARY AUTHORITY

ARTICLE X. BYLAW AMENDMENTS

Section 1. Proposed Bylaw amendments

Section 2. Notice of Amendment

Section 3. Prior Notice of Amendment

Section 4. Conflicts

Section 5. Effective Date

ARTICLE XI. SAFE KEEPING

Section 1. Official Copy Of Bylaws

Section 2. Receive Bylaws

Section 3. Responsibility

Section 4. Integrity

RULES OF ORDER

FINANCIAL CONTROL POLICY



BYLAWS

LEGISLATIVE DISTRICT 23 REPUBLICAN CENTRAL COMMITTEE

ARTICLE I. NAME The name of this organization shall be Legislative District 23 Republican Central Committee, hereinafter referred to as the District Committee.

ARTICLE II. MISSION The mission of the Legislative District 23 Republican Central Committee is to promote the Republican philosophy, build and strengthen the Republican Party from the grassroots up, and elect Republican candidates.

ARTICLE III. GOVERNING BODY AND DOCUMENTS Legislative District 23 Central Committee shall be the governing body of the organization; and these Bylaws, Rules of Order, and the Financial Control Policy of the District Committee, shall be the governing documents of the organization. The Bylaws, Rules of Order, and Financial Control Policy shall be in compliance with the Idaho Republican Party Rules and the Election Laws of the State of Idaho.

ARTICLE IV. MEMBERSHIP The District Committee is composed of Precinct Committeemen of precincts within District 23, elected at the State Primary Election or duly elected at a County Central Committee meeting, the legislative district chairman, vice chairman, secretary, and such other officers of the District as are elected by the qualified electors of the District Committee, and must have Republican Party affiliation.

Section 1. Voting. Only duly elected precinct committeemen from precincts within the legislative district may vote at regular and special meetings of the District Committee. Officers who are precinct committeemen shall have one vote.

Section 2. Proxy Voting. Proxy Voting shall be allowed except as limited by State Party Rules, and when voting for officers, delegates, alternates, nominees for filling legislative vacancies, and bylaw amendments. Proxy votes shall be in writing, signed by the precinct committeeman assigning the proxy, and carried by a voting member of the District Committee.

Section 3. Quorum. Thirty percent (30%) of the duly elected precinct committeemen and officers who are precinct committeemen shall constitute a quorum at meetings of the District Committee.

Section 4. Alternate Precinct Committeemen. Alternate Precinct Committeemen may vote only in the absence of the Precinct Committeemen, except for the election of the District Central Committee officers, election of delegates and alternates to the State Convention, and nominations to fill legislative vacancies.

ARTICLE V. MEETINGS

Section 1. Organization Meeting. The District Committee shall meet biennially at the organization meeting for the purpose of election of officers and election of voting delegates and alternates to the Idaho Republican Convention. The organization meeting shall be called by the District Committee Chairman to be held upon seven (7) days notice and within eleven (11) days after each Primary Election at a location within the legislative district or within an adjacent Legislative District.

Section 2. Nominations for State Legislature. The District Committee shall meet for the purpose of nominating candidates to fill vacancies in the State Legislature.

a. The Chairman of the Legislative District in which such vacancy occurs shall call a meeting of the District Committee within ten (10) days of occurrence of the vacancy and after giving forty-eight (48) hours notice, stating the purpose of the meeting, which is recommending to the Governor three (3) nominees to fill said vacancy.

b. At the meeting of the District Committee for the purpose of recommending to the Governor three (3) nominees to fill a vacancy in the Legislature, only precinct committeemen shall be entitled to nominate candidates and vote. All nominees must reside within the Legislative District. Precinct committeemen may vote for three candidates in preferential order.

c. The Legislative District Chairman shall submit the names of the three (3) nominees to the Governor within two (2) days of their selection by the District Committee. Said nominees shall be listed in order of preference.

d. The Governor shall fill the vacancy by appointment from the list of three (3) nominees to the Governor within fifteen (15) days. If no appointment has been made within fifteen (15) days, the Legislative District Committee shall designate one (1) of the three nominees to fill the vacancy.

Section 3. Regular Meetings. Regular Meetings shall be held at a time and place to be designated by the Committee. Notice of meetings shall be given at least four (4) days in advance of the date of the meeting.

Section 4. Special Meetings. A Special Meeting may be called at the discretion of the Legislative District Chairman when deemed necessary by the Chairman to consider urgent business concerning the Committee. Notice of special meetings of the District Committee shall be given not less than four (4) days in advance of the meeting.

Section 5. Petition for Meeting. Upon receipt of a written petition signed by one-third (1/3) of the voting members of the District Committee requesting a special meeting, the Legislative District Chairman shall, within ten (10) days, and upon not less than four (4) days notice, call a meeting of the District Committee as requested by the petition.

ARTICLE VI. OFFICERS. The officers of the District Committee shall consist of the Chairman, the Vice Chairman, and the Secretary, and the Treasurer and such other officers of the District as are elected by the qualified electors of the District Committee.

Section 1. Election of Officers

a. All officers of the District Committee shall be elected by the precinct committeemen at an organization meeting called by the incumbent Chairman to be held within eleven (11) days after the Primary Election and upon seven (7) days notice at a location within the legislative district. Only precinct committeemen elected in the May Primary Election may vote.

b. Nominations - At the organizational meeting, all nominations for the election of officers shall come from the floor and only precinct committeemen shall be eligible to move such nominations.

c. Nominees - Any qualified resident of the District who is a qualified elector of Legislative District 23, and who is a bona-fide and recognized member of the Republican Party is eligible for nomination and election.

d. Balloting - When more than one candidate is nominated for an office, election to that office shall be by secret ballot.

Section 2. Duties of Officers

a. Chairman - In addition to the duties specifically provided for by the laws of the State of Idaho, the Chairman shall preside at all the District Committee meetings, and shall serve as Chairman of the Executive Committee, if any, and serve as exofficio member of all standing and special committees of the District Committee.

b. Vice Chairman - In the absence of the Chairman, the Vice Chairman shall preside at meetings of the District Committee and assume those functions of the Chairman in the conduct of normal business. He shall perform such other duties that may be delegated to him by the Chairman.

c. Secretary - The Secretary shall maintain a permanent record of all regular, special, and executive meetings of the District Committee; shall take minutes of all District Committee meetings, maintain a permanent record of the minutes, and mail or electronically mail the minutes of District Committee meetings to all members and attendees of the meetings. The Secretary shall keep an official copy of these bylaws as provided in Article XI. The Secretary shall perform such other duties that may be delegated to him by the Chairman.

d. Treasurer - The Treasurer shall have charge of all funds of the District Committee; shall furnish a financial report to the District Committee no less than quarterly or at the request of the Chairman; furnish a written financial statement to the members of the District Central annually; file such reports as required by State law and perform other duties as requested by the Chairman.

Section 3. Vacancy in Officer Positions

a. Should a vacancy arise in the office of Legislative District Chairman, the Vice Chairman of the District shall call a meeting for the purpose of electing a new District Chairman. This meeting shall be called within thirty (30) days following the occurrence of the vacancy and upon giving seven (7) days notice.

b. Should a vacancy arise in the office of Vice Chairman or Secretary or other elected officer position of the District Committee, the Legislative District Chairman shall within thirty (30) days following the occurrence of the vacancy and upon giving seven (7) days notice, call a Legislative District Committee meeting for the purpose of filling such a vacancy.

Section 4. Removal of Officers; Officer's serve at the pleasure of the Committee. They shall serve until their successors are elected pursuant to the laws of the State of Idaho. Any officer deemed unwilling to perform the duties required by these Bylaws and by the Rules of the Idaho Republican Party may be removed from office by a vote of two-thirds (2/3) of the duly elected Precinct Committeemen called for the purpose of considering the removal of officer(s). Proxies shall not be allowed for a vote on removal of an officer. No officer shall continue to serve if no longer a resident of the Legislative District.

ARTICLE VII. COMMITTEES

Section 1. Appointment of Committees. Special and standing committees may be appointed by the Chairman as may be necessary to the administration of the business of the District Committee.

Section 2. Duties of Committees. The duties of all committees shall be designated by the Chairman and subject to the review of said Chairman.

ARTICLE VIII. PLATFORM, RESOLUTIONS, AND RULES OF THE IDAHO REPUBLICAN PARTY The District Committee may meet to consider or develop proposed Platform planks, Resolutions, and/or Rules for the Idaho Republican Party. The proposed Platform changes/ additions, Resolutions, and Rules shall be submitted to the District Committee members at least ten (10) days prior to the date of the meeting at which the proposals will be voted upon. The Platform, Resolutions, and Rules shall be adopted by a majority vote of the Committee and submitted to the Idaho Republican Party and received by the state party at least forty-five (45) days prior to the convening of the State Convention.

ARTICLE IX. PARLIAMENTARY AUTHORITY The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the proceedings of the District Committee in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, state statute, or State Party Rule.

ARTICLE X. BYLAW AMENDMENTS The Bylaws of the Legislative District 23 Republican Central Committee may be amended, providing a quorum exists, by an affirmative vote of two-thirds (2/3) of the precinct committeemen in attendance at any regular or special meeting of the District Committee, called for the purpose of considering amendments to these Bylaws.

Section 1. Proposed Bylaw amendments. Only qualified and duly elected precinct committeemen may vote on proposed Bylaw amendments.

Section 2. Notice of Amendment. Proposed amendments to the Bylaws shall be presented, in writing, to members of the District Committee at least ten (10) days prior to the vote on the amendment(s).

Section 3. Prior Notice of Amendment. All voting members shall be notified at least seven (7) days prior to the meeting at which the amendment(s) will be voted upon.

Section 4. Conflicts. Should changes occur in the laws of the State of Idaho or the rules or Bylaws of the Idaho Republican Party, which changes create conflicts with these Bylaws, the Legislative District Chairman shall call a meeting of the Committee to review those changes and to make appropriate amendments to conform with the laws of the State of Idaho and the Rules of the Idaho Republican Party. The provisions for amendment of these Bylaws shall apply to the above amending process, except that the notice specified in Article VII, Section 2, shall not be required.

Section 5. Effective Date. All amendments shall become effective immediately upon approval, unless otherwise specified.

ARTICLE XI. SAFE KEEPING

Section 1. Official Copy Of Bylaws. The official copy of these bylaws shall be kept safe by the Secretary. Additionally, for the safety and integrity of this document through the years as it is amended, it is the Secretary's duty to make sure that these bylaws are kept on file with the Ada County Recorder's Office

when it becomes amended. This duty first falls to the Secretary and then to any member of the Republican Party residing in District 23 that the District Chairman sees fit to delegate that duty to.

Section 2. Receive Bylaws. When new Secretaries are duly-elected by the District Committee, it becomes the responsibility of both the new Secretary and the previous to make sure that the new Secretary receives a complete, correct, and current copy of these bylaws from the previous Secretary for the purposes and safe keeping.

Section 3. Responsibility It is the responsibility of the District Chairman to ensure Section 2 is carried out.

Section 4. Integrity. Officially, it is the duty of all elected officers to ensure these bylaws are never lost nor their integrity compromised.

I HEREBY CERTIFY THAT THESE BYLAWS, AS AMENDED, WERE ADOPTED BY THE VOTING MEMBERS OF DISTRICT 23 REPUBLICAN CENTRAL COMMITTEE on **Wednesday, September 20, 2023.**

 Legislative District Chairman

Attest: _____ Secretary



RULES OF ORDER

LEGISLATIVE DISTRICT 23 REPUBLICAN CENTRAL COMMITTEE

The order of business at duly called meetings of Legislative District 23 Central Committee may include but not be limited to:

1. Invocation
2. Pledge of Allegiance
3. Call to Order
4. Roll Call
5. Quorum Report
6. Minutes of Previous Meeting(s)
7. Financial Report
8. Committee Reports
9. Old Business
10. New Business
11. Announcements
12. Adjournment

Amendments to the Rules of Order may be made at any regular meetings of the Legislative District 23 Central Committee by a two-thirds (2/3) vote without notice and a majority vote with notice. All amendments become effective immediately, unless otherwise specified.

FINANCIAL CONTROL POLICY

LEGISLATIVE DISTRICT 23 REPUBLICAN CENTRAL COMMITTEE



Legislative District 23 will abide by the following financial principles:

- Only the duly elected District Chairman, District Vice Chairman and District Treasurer shall have access to the District funds, including the bank account, checkbook, and debit card.
- Each year, the Treasurer will prepare an annual budget for the fiscal year (calendar year). The budget will be presented at a District meeting no later than the first regular District meeting of the budget year.
- The budget must be adopted by a majority of the PCs at a District Meeting.
- Any expenditure \$20 or more or 10% above the budgeted amount (whichever is greater) will need approval of the majority of PCs at a District meeting before being incurred.
- At every regular district meeting, the Treasurer will present a financial report, including any expenditures since the last report as well as the current bank balance.
- Every month by the 15th of the month, the Treasurer will prepare a monthly financial report (including a bank reconciliation) and produce it to the Chairman and Vice Chairman for review. They will review it within 5 days of receipt.
- The District shall not go into debt.
- The District will use cash accounting not accrual accounting / Generally Accepted Accounting Principles (GAAP).
- Any reimbursement will require a reimbursement form and appropriate receipt(s). All reimbursement forms must be reviewed and approved by the Chairman before reimbursement is issued. In the event the Chairman is seeking reimbursement, the Vice Chairman must be review and approve the form and receipts.
- The Treasurer shall maintain all receipts, reimbursement forms, and records for the period of the current year and the prior 2 years, or the time period required by law, whichever is greater.
- Tax filings (including sales tax filings if applicable) will be completed by the Treasurer as needed in a timely manner.
- Sunshine reports or other government reports as required by law shall be completed by the Treasurer in a timely manner.
- Any person handling merchandise sales or receipt of funds will be trained in the proper handling of and recording of such items. See 2020 Ada County Central Committee policy on this matter for best practices.
- Any receipt of donations, funds, cash, or sales will be deposited into the bank account as soon as reasonable but no later than 2 banking days following the receipt. Remittance advice will be sent to the Treasurer. The Treasurer will establish the deposit policy. The appropriate government filing will be made if applicable. All necessary identifying information of the donor will be collected at the time the donation is made.
- If an accounting software is used, the Chairman, Vice Chairman and Treasurer shall all have access to it.