

BYLAWS of the HOUSE DISTRICT 21
REPUBLICAN CENTRAL COMMITTEE
(A Single County District)

ARTICLE I. NAME

The name of this organization shall be the State of Colorado House District 21 Republican Central Committee (hereinafter the Committee).

The Committee is organized as an unincorporated political organization within the meaning of and pursuant to Section 527 of the Internal Revenue Code of 1954 (or under corresponding provisions of any future United States Internal Revenue Law) and C.R.S. 1992, 1-3-103 (6)(b)-Representative (or under corresponding provisions of any future Colorado Election Law) in accordance with applicable Federal and State election laws and the general guidelines, rules, and regulations of the Colorado Republican State Central Committee (hereinafter the CRC).

ARTICLE II. PURPOSE

Section 1.

The Committee shall function primarily for the purposes of the selection, nomination, election, and appointment of qualified individuals to the Colorado General Assembly from House District 21 ("the District"). When there is a vacancy in this office, to select a qualified individual to serve the remainder of the current term.

Section 2.

The secondary purpose of the Committee is to promote the election of Republican Candidates to local, state, and national office.

ARTICLE III. POLICY

Any county central committee may adopt its own rules and regulations in conformance with those of the state central committee. In the absence of county rules pertaining to specific items, the party's state central committee's guidelines, rules, and regulations shall apply. [Source: section 1-3-103 (9), Colo Rev Statutes]

ARTICLE IV. MEMBERSHIP

Section 1. Members

The membership of the Committee shall consist of the elected officers of the Committee, Precinct Leaders, Division Leaders, the elected Republican State Representative, along with any resident of the District who serves as an elected Republican State Senator, an elected County Official, or County Central Committee officer. Any County Central Committee officer who does not reside in the District shall be a non-voting member of the District.

Section 2. Membership Qualifications

In addition to District and precinct residency, all voting members must be registered to vote as Republicans throughout the period of their membership.

Section 3. Filling Vacancies in Membership

Any vacancy in the membership of the Committee among the Precinct Leaders, Division Leaders, or County Central Committee Officers shall be filled in the manner as provided in the Bylaws of the County Central Committee. Any vacancy in the office of state representative or in the elected offices of the Committee shall be filled in accordance with these Bylaws.

ARTICLE V. OFFICERS OF THE COMMITTEE

Section 1. Qualifications and Term of Officers

The elected officers of the Committee shall be a Chairman, Vice-Chairman, and Secretary/Treasurer. They shall satisfy the qualifications of a Committee member as defined in Article IV, Section 2 of these Bylaws. The elected officers of the Committee shall be full voting members of the Committee during their term of office. They will assume their duties at the conclusion of the Organizational Meeting, or at such subsequent meeting that may be called to fill a vacancy, and shall serve for a term of two years or until their qualified successors are elected or appointed and qualified to serve.

Section 2. Duties of Officers

- A. Chairman. The Chairman, as the chief executive officer of the Committee, shall perform such duties and have such powers as are incident to the office of Chairman. In addition, the Chairman shall:
 1. Observe and enforce these Bylaws and rules of the Committee.
 2. Preside at all meetings of the Committee and of the County Assembly. Refer to Article X.
 3. Call meetings of the House District 21 Vacancy Committee as warranted. Refer to Article VII. Ensure the Secretary provides the County Chairman with the results of this meeting.
 4. Call meetings of a Division's Vacancy Committee whenever a division leader vacancy exists. Preside over the division vacancy committee meeting. Refer to Article VI.
 5. When Committee voting is required, appoint Credentials sub-committee to verify that only those eligible to vote receive a ballot.
 6. Appoint a Teller sub-committee to count ballots cast at any Committee meeting where voting by ballot is conducted.
 7. Appoint other sub-committees as required.
 8. Serve as Chairman of the District Assembly.
 9. Serve as a voting member of the County Central Committee and County Executive Committee [County Bylaws Section 7.01B]
 10. Immediately following the organizational meeting, or any Vacancy committee meeting of the District committee, ensure the Secretary provides the County Chairman a list of the elected District officers and Division Leaders with their postal addresses, including zip codes, telephone numbers and email addresses. [County Bylaws 6.02A(8)]

11. Serve as an ex-officio member of all committees of the Committee and of the District Assembly.
 12. Shall ensure that a copy of the approved District bylaws are filed with the County Republican Officers and in turn with the CRC.
 13. Perform such other duties as the Committee or Vacancy committee may necessitate, and as may be required by law.
- B. Vice-Chairman. The Vice-Chairman shall assist the Chairman in the execution of his or her duties. In addition, the Vice-Chairman shall:
1. Exercise the powers and assume the duties of the Chairman in the absence or inability to perform of the Chairman, except that the Vice-Chairman shall not have the power to make any appointments.
 2. Perform such other duties as the Committee or Chairman may assign.
- C. Secretary/Treasurer. The Secretary shall perform such duties and have such powers as are incident to the office of Secretary, including the duty and power to give written notice of all Committee, District Assembly and Vacancy Committee meetings, to attend all such meetings and keep a written record of the proceedings, and to be custodian of the records of the Committee, District Assembly and Vacancy Committee. The Secretary shall also maintain a current list of all members and officers of the Committee. In addition the Secretary shall:
1. Provide to the Chairman, at least three days prior to the convening of a District Assembly, a temporary roll of the delegates and alternates entitled to participate in such Assembly.
 2. Serve as Secretary at all Committee, District Assembly and Vacancy Committee meetings.
 3. Keep and be responsible for all funds and financial records of the Committee and District Assembly.
 4. Prepare and verify credentials for District Vacancy Committee meetings.
 5. Verify Certificates of Designation (proxies) at all meetings of the Committee where proxies are permitted.
 6. Immediately following the District organizational meeting, or any Vacancy Committee meeting, provide the District Chairman, County Chairman and in turn the CRC Chairman and Secretary of State a list of the elected District officers and Vacancy Committee members with their postal addresses, including zip codes, telephone numbers and email addresses.
 7. Perform such other duties as the Committee, Vacancy Committee or Chairman may assign or that may be required by law.

Section 3. Nomination of Officers

- A. *Method of Nomination.* Candidates for any elected office of the Committee shall be nominated from the floor at the biennial organizational meeting, or at a special meeting called to fill a vacancy.

- B. *Persons Who May Make Nomination.* Nominations for any elected officer of the Committee may be made by any member of the District Central Committee who is present at the biennial organizational meeting, or at a special meeting called to fill a vacancy.

Section 4. Election of Officers

- A. *Secret Ballot.* All elections of the Committee shall be conducted by secret ballot unless there is only one nominee for the office.
- B. *Proxies.* Voting by proxy is permitted in accordance with Article IX, Section 2.
- C. *Voting Procedure.* Officers of the Committee shall be elected by a majority (not plurality) vote. If more than two persons are nominated for an elected office of the Committee, and if no nominee has received the required majority vote after two ballots, the nominee receiving the fewest votes on the preceding ballot shall be dropped from all subsequent ballots unless one or more nominee shall have withdrawn during or following this ballot. The nominee receiving the fewest votes on each ballot thereafter shall also be dropped from all subsequent ballots unless one or more nominees shall have withdrawn during or following such ballot. Balloting shall continue in this manner until a majority vote is cast for one nominee.

Section 5. Vacancies and Removal of Elected Officers

- A. *Vacancy Conditions.* A vacancy in office shall exist in the event of an officer's ineligibility to hold office, resignation, removal, permanent absence, permanent disability, or death. The committee shall decide by majority vote whether sufficient evidence exists of permanent absence, or permanent disability, or for removal at any regular or special meeting of the Committee, if such removal is noticed as an agenda item on the call for such meeting. The Vice-Chairman shall issue the call (as defined in Article VIII, Section 2(D)), for a meeting to all members of the Committee within ten days of the vacancy in the office of Chairman, and this meeting shall be held within thirty days of the call. The Chairman shall issue the call if the vacancy occurs in the office of Vice-Chairman or Secretary/Treasurer.
- B. *Declaration by State Chairman of Vacancy.* If an officer vacancy is declared to exist and the appropriate committee does not provide a chairman thereof, the State Chairman may personally or by nominee preside at the meeting so noticed.

ARTICLE VI. DIVISION LEADERS

Section 1. Duties

- A. Assist the District Chairman and serve as a liaison between the County Chairman and the Precinct Leaders. The County Chairman shall designate the precincts for which each Division Leader has liaison responsibilities.
- B. Preside over the post-caucus Division meeting. Refer to Article XI.
- C. Perform such other duties as the County Chairman may assign.

Section 2. Eligibility

Candidates for Division Leader must meet the same requirements as the Committee officers. A Division Leader must reside within their Division. A person need not be an officer of their House District Central Committee or a Precinct Leader in order to serve as a Division Leader.

Section 3. Election

Division Leaders shall be elected at the Central Committee Organizational meeting or at a Division Vacancy Committee meeting. Proxy votes are permitted in accordance with Article IX, Section 2. Division Leaders shall be elected by a majority of those Precinct Leaders in each division who are present and voting at the Central Committee organizational meeting. In the event of a tie, the election will be determined by lot.

Section 4. Term

Once elected, Division Leaders shall continue to serve until the next Organizational Meeting of the House District Central Committee, or until they resign or are removed as provided in Section 5 of this article.

Section 5. Vacancy and Replacement

- A. The Vacancy Committee, for the purpose of filling a Division Leader vacancy, shall consist of the Precinct Leaders residing within the division.
- B. After it has been determined that a vacancy exists, the House District Chairman shall issue a call and preside over a meeting of committee people within that division who shall elect a new Division Leader to serve the unexpired term. The call shall be sent within thirty (30) days after the vacancy. An election is held no earlier than ten (10) days or no later than thirty (30) days after the call.
- C. Removal. If, in the judgment of the County Chairman following consultation with the appropriate House District Chairman, a Division Leader is not performing his functions and duties or has moved out of the division, the County Chairman shall present a recommendation to the County Executive Committee for the removal of such Division Leader. By a majority vote of those present, the Executive committee may remove any Division Leader from office. [Refer also to County Bylaws, Sections 10.04 and 10.05.]

ARTICLE VII. DISTRICT VACANCY COMMITTEE

Section 1. Purpose.

The purpose of this committee is to fill vacancies in District and General Assembly offices held by members of the political party.

Section 2. Membership.

The Committee, acting as the committee of the whole, shall constitute the Vacancy Committee. The Vacancy Committee for this purpose will be the Membership as defined in Article IV, Section 1.

Section 3. Vacancy in District Elected Officer.

The procedures of Article V, Section 5 shall be followed.

Section 4. Vacancy in the General Assembly.

When a vacancy occurs in the office of a Republican Registered State Representative from the District, the Vacancy Committee shall elect a person by a majority vote to fill the vacancy until the next general election. The Vacancy Committee shall make such selection within ten days from the date on which the vacancy occurs, as required by State Election Laws.

- A. *Notice of Vacancy Committee Meeting.* Notice of any meeting of the Vacancy Committee shall be personally delivered or mailed to each member of the Vacancy Committee at least six days before such meeting. Such notice shall state the date, time, place and purpose of the meeting. If mailed, written notice shall be deemed delivered upon the deposit of the notice in the United States mail, first class postage prepaid, directed to the Vacancy Committee member at his or her address as it appears on the official Committee records, as maintained by the Secretary. Personal contact shall also be attempted in a timely manner.
- B. *Quorum.* The vacancy committee quorum shall be one-half (1/2) of the eligible members when meeting to fill a vacancy in the office of State Representative. No proxies shall be permitted. If a quorum is not present at any Vacancy Committee meeting, the Vacancy Committee may adjourn the meeting to a future date, time, and specified location, within the ten-day selection period, after reissuing notice of the meeting.
- C. *Nominations.* A Nomination to fill a vacancy in the office of State Representative from the District may be made only by a member of the Vacancy Committee at a meeting of the Vacancy Committee that was called for the express purpose of filling the vacancy.
- D. *Method of Voting.* All elections of the Vacancy Committee shall be conducted by a secret ballot unless there is only one nominee to fill a vacancy.
- E. *Declaration by State (CRC) Chairman.* If the District Vacancy Committee fails to convene in accordance with these Bylaws, or if no district officer is available to issue the necessary call, then the CRC Chairman may issue such a call or notice. If the appropriate vacancy committee does not provide a chairman thereof, the CRC Chairman may personally or by nominee preside at the meeting so noticed.

ARTICLE VIII. MEETINGS OF THE COMMITTEE

Section 1. Organizational Meeting

- A. The biennial organizational meeting of the Committee shall be held in the odd-numbered years in conjunction with the County Central Committee Organizational Meeting. This meeting is for the purpose of:
 - 1. Electing a District Chairman, Vice Chairman, and Secretary.
 - 2. Electing Division Leaders.

3. Conducting such other business as may properly come before the Committee.
- B. Proxy voting is permitted at organizational meetings of the Committee. Any proxy must be submitted in writing via mail, fax, or hand delivery to the Chairman or acting chair prior to the meeting. Refer to Article IX, Section 2 for proxy eligibility.
- C. Notice of Call. The County Chairman will include the call for the District Organizational Meeting along with that for the County Central Committee Organizational Meeting, at the request of the District Chairman. Failure of the meeting to be properly noticed shall not invalidate a District Organizational Meeting held on the same date and proximate to the County Organizational Meeting in both time and location provided that the District meeting is announced during the County Organizational Meeting and before the District meeting is called to order.
- D. Failure to schedule District Organizational Meeting. If no meeting is held within the appropriate timeframe for the biennial District Organizational Meeting, the Colorado Republican State Central Committee (CRC) Chairman may issue such a call or notice and he may personally or by nominee preside at the meeting so noticed if the District fails to provide a chairman.

Section 2. Special Meetings

Special meetings of the Committee may be called at any time by the Chairman or upon the written requests of at least one-third (1/3) of the members. If the chairman fails to act on the request within ten days, then any voting member may issue the call at the committee's expense. Special meetings shall be held within twenty-one (21) days of the call at the time, date, and place as designated by the person calling the meeting.

- A. *Forms of Notice.* All members of the Committee shall be notified in writing of the organizational meeting of the Committee. All members of the Committee shall be notified personally (by telephone communication or in writing) of each special meeting of the Committee, unless such notice provision is waived in the manner provided by Subsection E of this Section.
- B. *Date of Notice.* Notice of the organizational meeting of the Committee shall be delivered no fewer than ten days before the date of the meeting. Notice of a special meeting of the Committee shall be delivered no fewer than six days before the date of the meeting.
- C. *Contents of Notice.* Notice of a Committee meeting shall state the time, date, and place of the meeting and, to the fullest extent possible, the business to be conducted at the meeting.
- D. *Delivery of Written Notice.* Written notice of any meeting of the Committee shall be deemed delivered upon the hand delivery or deposit of the notice in the United States mail, first class postage prepaid, directed to the member at his or her address as it appears on the official Committee records, as maintained by the secretary.

- E. *Waiver of Notice of Special Meetings.* If a majority of the membership of the Committee waive notice of the call of a special meeting of the committee, a special meeting of the Committee may be held without prior notice to elect an officer of the Committee. No person may be elected at a special meeting of the Committee to an elected office of the Committee unless such person receives a majority of the votes of the membership of the Committee.
- F. Telephone conference call shall be an acceptable form of meeting in all cases except meetings with contested officer elections.
- G. Proxy voting is permitted at Special Meetings of the Committee unless otherwise specified in these Bylaws. Any proxy must be in writing via mail, fax, or hand delivery to the Chairman or acting Chair prior to the meeting. Refer to Article IX, Section 2 for proxy eligibility.

ARTICLE IX. VOTING AT MEETINGS OF THE COMMITTEES

Section 1. Method of Voting

- A. *Single Vote.* A person holding multiple offices shall not be entitled to more than one vote, excluding proxies.
- B. *Cumulative Voting.* Cumulative voting, which allows an elector to give more than one vote to a single candidate, shall not be allowed at any meeting of the Committee or the Vacancy Committee.

Section 2. Proxies

- A. Any member of the Central Committee who desires to attend any meeting of the Committee by proxy shall designate his proxy on a written form which shall be dated, signed, witnessed and submitted to the Chairman of the Central Committee not later than the convening of the meeting to which the proxy applies.
- B. The proxy shall apply only to a single meeting.
The individual designated by proxy shall be a Republican elector; shall reside in the same constituency as the principal represents, and may vote only if the principal is absent at the time of the vote. For example, a Republican elector can carry for a Precinct Leader living in their precinct; a Republican elector can carry for the Division Leader living in their Division; a Republican elector living in the House District can carry for the Officers of the Committee and any elected officials residing in that House District.
- C. The proxy of a member absent at roll call shall be submitted before the meeting is called to order. This requirement may be waived by the District Committee in special circumstances.
- D. The proxy of a member present at roll call who subsequently leaves the meeting may be submitted at any time during the meeting, but the proxy may be voted on a particular ballot only if submitted before the voting commences on that ballot.
- E. Any member of the District Committee shall have the right to examine the proxies prior to any particular vote.

- F. At the discretion of the credentials committee, check-in procedures may be substituted for the roll calls required by this section.

Section 3. Quorum Requirements

Except for the District Vacancy committee, a quorum for any meeting of the Committee shall be those members of the Committee present or represented by proxy.

ARTICLE X. STATE REPRESENTATIVE DISTRICT ASSEMBLY

Section 1. District Assembly

- A. *Date and Location.* The District Assembly shall be held on the same date as the County Assembly in which the District lies, in those years in which the office of state representative is designated for election.
- B. *Call of the District Assembly.* The call of the District Assembly shall include a statement of the time, place, and purpose of Assembly. The call of the District Assembly shall, at the request of the District Chairman, be included in the call of the County Assembly. Failure to properly call the district assembly shall not invalidate the proceedings if it is announced during the county assembly before the district assembly is called to order.

Section 2. Qualifications of Delegates and Alternates

The delegates and alternates to the District Assembly must be a delegate or alternate to the County Assembly and reside within the district. District Officers are the officers of the Assembly and may vote only if they are also a delegate or alternate entitled to vote.

Section 3. Voting in the District Assembly

- A. *Proxies.* No proxies shall be allowed or recognized in the District Assembly.
- B. *Vacancies.* Any vacancy in a delegate place shall be filled only from among the alternates in attendance at the District Assembly from the precinct for which there is a vacancy. Alternates shall be seated as delegates in the order designated by their precinct caucuses. Alternates must yield to delegates when they are present.
- C. *Unit Rule Voting.* For purposes of the Bylaws, unit rule voting refers to the practice by which the entire vote of a delegation is cast according to the majority vote within the delegation. Unit rule voting shall not be enforced nor adhered to.
- D. *Requirements for Nominees.* No person shall be eligible for designation by the District Assembly as candidate for nomination at any primary election unless such person has been registered to vote as a Republican for at least two months prior to the caucus immediately preceding the District Assembly, as shown by the voter registration list of the County Clerk and Recorder.

- E. *Designation of Nominee(s)*. The assembly shall take no more than two ballots for each office to be designated. Every candidate receiving thirty percent or more of the votes of all duly accredited assembly delegates who are present and voting on that office shall be certified by affidavit of the presiding officer and secretary of the assembly. If no candidate receives thirty percent or more of the votes of all duly accredited assembly delegates who are present and voting, a second ballot shall be cast on all the candidates for that office. If on the second ballot no candidate receives thirty percent or more of the votes cast, the two candidates receiving the highest number of votes shall be certified as candidates for the office by the assembly. The certificate of designation shall indicate the order of the vote received at the assembly by the candidates for each office; but no assembly shall declare that any one candidate has received the nomination of the assembly. If two or more candidates receiving designation have received an equal number of votes, the order of certification of designation shall be determined by lot by the candidates.

Section 4. Credentials.

The Credentials Committee for the District Assembly shall consist of members appointed by the Chairman of the Assembly from among the uncontested delegates to the District Assembly.

ARTICLE XI. DIVISION MEETINGS

During the date range set by the County Chairman, all Precinct Leaders in each election division shall meet at a time and place determined by the Division Leader, or in the absence of a Division Leader, as determined by the District Chairman. The County Chairman issues the call for Division meetings in conjunction with the holding of precinct caucuses. Purpose of the post-caucus Division meeting is to select additional delegates and alternates to the state, congressional and judicial assemblies and/or conventions. The selection of the delegates and alternates as well as the ranking of the alternates shall be as outlined in the County GOP Standing Rule. No proxies will be allowed. Each Division Leader will certify the delegate and alternate selections to the County Chairman within 48 hours following the division meeting. [County Bylaws Section 9.01A]

ARTICLE XII. AMENDMENT OF BYLAWS

Section 1. Amending Procedure

The bylaws may be amended at any meeting of the Committee by the affirmative vote of two-thirds of those members present and voting, provided that the proposed amendment was submitted in writing to the Committee officers for review, hand delivered or mailed no fewer than thirty days before the meeting, and reference was made to the proposed amendment in the written notice of the meeting.

Section 2. Waiver of Notice

If previous notice of a proposed amendment was not given in the meeting, unanimous consent of the members of the Committee who are present at the meeting must be obtained before such amendment may be offered for consideration or adoption at a Committee meeting.

ARTICLE XIII. MISCELLANEOUS

Section 1. Voting by a Presiding officer

No presiding officer shall be entitled to vote at any meeting at which a vote is taken except in the case of a tie.

Section 2. Parliamentary Authority

Robert's Rules of Order (Newly Revised) shall govern the meetings of the Committee, Credentials Committee, special committees, District Assembly, and Vacancy Committees, whenever they are applicable and not inconsistent with these Bylaws, CRC Bylaws, and applicable law.

ADOPTED at the February 29, 2012 meeting of the House District 21 Republican Central Committee, as amended.

Signed:



Chairman of Committee



Secretary of the Committee

