

**BYLAWS OF THE  
EL PASO COUNTY COMMISSIONER  
DISTRICT 3**

**REPUBLICAN CENTRAL COMMITTEE  
El Paso County, Colorado**

**ARTICLE I. NAME**

The name of this organization shall be the El Paso County Commissioner District 3 Republican Central Committee (hereinafter the 3<sup>rd</sup> CCD).

**ARTICLE II. OBJECTIVES**

Section 1. Organizational Structure

The 3<sup>rd</sup> CCD 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).

Section 2. Purpose

To provide for the designation of a Republican to the El Paso County Board of Commissioners from the 3<sup>rd</sup> CCD, to provide for the appointment of a Republican to fill an unexpired term of the Commissioner to the El Paso County Board of Commissioners from the 3<sup>rd</sup> CCD, and to elect the Republican nominee for this office.

Section 3. Policy

No candidate for designation or nomination shall be endorsed, supported or opposed by the 3<sup>rd</sup> CCD as an entity, by its elected officers as an entity or by an officer using his title.

**ARTICLE III. MEMBERSHIP**

Section 1. Members of the 3<sup>rd</sup> CCD

- A. All elected or appointed precinct committee persons from precincts in the District;
- B. The chairperson and vice-chairperson and secretary of the 3<sup>rd</sup> CCD;
- C. All Republican State Senators, State Representatives, and the District Attorney who reside within the District.

Section 2. Membership Requirements and Qualifications

- A. All voting members must reside within the boundaries of the District.
- B. All members must be registered to vote as Republicans throughout the period of membership.

Section 3. Vacancies in Membership

- A. Any vacancy in the membership of the 3<sup>rd</sup> CCD among the precinct committee persons or County Central Committee Officers shall be filled in the manner provided by the bylaws of the County Central Committee.
- B. Any vacancy in the elected officers of the 3<sup>rd</sup> CCD shall be filled in accordance with Article IV, Section 2.
- C. Any vacancy in the office of County Commissioner shall be filled in accordance with Article VII.

**ARTICLE IV. OFFICERS**

Section 1. Elected Officers

- A. The elected officers of the 3<sup>rd</sup> CCD shall be Chairman, Vice-Chairman and a Secretary/Treasurer.
- B. Officers shall be elected from among all Republicans who reside within the District who meet requirements for membership in the 3<sup>rd</sup> CCD as defined in Article III, Section 2.

Section 2. Nominations, Election, Terms of Office, Vacancies in Office

A. Nominations:

- 1. Candidates for any elected office of the 3<sup>rd</sup> CCD shall be nominated individually from the floor at the biennial organizational meeting or the special meeting of the 3<sup>rd</sup> CCD called to fill a vacancy in the 3<sup>rd</sup> CCD office.
- 2. Nominations may only be made by a member of the 3<sup>rd</sup> CCD who is present in person.

B. Election:

- 1. Method of Voting: Officers shall be elected by majority vote of the members present and voting in person or by proxy, taken by a secret ballot, unless there is only one candidate for office, in which case a vote of acclamation must be taken.
- 2. Voting Procedure for Multiple Candidates: If more than two persons are nominated for an elected office of the 3<sup>rd</sup> CCD, and if no nominee has received the required majority vote of ballots cast after two ballots, the nominee receiving the fewest votes on the preceding ballot shall be dropped from all subsequent ballots unless one or more nominees 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 a ballot. Balloting shall continue in this manner until a majority vote is cast for one nominee. The outcome of a tie vote shall be

determined by lot, the lots being drawn by the candidates or their personally-chosen designees.

C. Terms:

1. Officers shall serve for two years or until their successors are elected.
2. Officers' terms shall begin at the close of the organizational meeting or at the close of the special committee meeting at which they were elected.

D. Vacancy in Elected Officers:

1. A vacancy in office shall exist in the event of an officer's ineligibility to hold office, death, resignation, removal, permanent absence or permanent disability.
2. Chairman: The vice-chairman shall automatically secede to the powers and duties of the chairman and shall serve until the next organizational meeting.
3. Vice Chairman and Secretary: The chairman shall appoint a vice-chairman or secretary to act until the next meeting of the 3<sup>rd</sup> CCD, when the vacancy shall be filled by the 3<sup>rd</sup> CCD. Notice of such election/elections shall be in the call of such meetings if other than an organizational meeting.
4. In the event the secretary is elected vice-chairman, as per para 3. of this Article, a new secretary may be elected during same such meeting without notice having been given in the call.
5. If a vacancy is declared in the office of Chairman, which is not filled by the Vice-Chairman, the 3<sup>rd</sup> CCD shall elect a Chairman Pro Tem to preside at the special meeting.

Section 3. Duties of Officers

A. The Chairman shall:

1. Issue the call and preside at all meetings of the 3<sup>rd</sup> CCD, the District Assembly, the special meetings of the 3<sup>rd</sup> CCD, and the Vacancy Committee to fill an unexpired term for County Commissioner in the 3<sup>rd</sup> CCD, unless the Chairman is a candidate for filling the unexpired term of County Commissioner, in which case the Vice-Chairman shall preside.
2. Appoint necessary committees to fulfill the objectives of the 3<sup>rd</sup> CCD and be an ex-officio member of such committees.
3. Perform any other duties incident to the office of Chairman as defined in the Parliamentary Authority or as required by law.

B. The Vice-Chairman shall:

1. Exercise the powers of the Chairman, with the exception of the power to appoint committees, and assume the duties of the Chairman in the temporary absence or temporary inability of the Chairman to act.
2. Assume the Chairmanship of the 3<sup>rd</sup> CCD in the case of permanent absence, permanent inability or removal of the Chairman until the next organizational meeting.
3. Perform such other duties as the Chairman or the 3<sup>rd</sup> CCD requests.

C. The Secretary shall:

1. Mail to the membership written notices of the call of the Vacancy Committee or special 3<sup>rd</sup> CCD meetings. The Secretary shall not mail written notices of any District organizational meeting or District Assembly if the call for the District organizational meeting or District Assembly is included in the call to the County organizational meeting or County Assembly.
2. Serve as Secretary for all such meetings, keep written record of the proceedings of such meetings and be custodian of all such records.
3. Keep and be responsible for all funds and financial records of the 3<sup>rd</sup> CCD and District Assembly.
4. Maintain a current list at all times of all members and officers of the 3<sup>rd</sup> CCD.
5. Provide 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 the District Assembly.
6. Verify all credentials for delegates and alternates at meetings of the 3<sup>rd</sup> CCD.
7. Prepare and verify certificates showing designations made by the District Assembly.
8. Perform such other duties as the 3<sup>rd</sup> CCD, Vacancy Committees or Chairman may request and any other duties incident to the office of Secretary as defined in the Parliamentary Authority or as required by Colorado Revised Statutes.

## **ARTICLE V. MEETINGS OF THE 3<sup>rd</sup> CCD**

### Section 1. Organizational Meeting

A. Date, Location and Call: The biennial organizational meeting of the 3<sup>rd</sup> CCD shall be held concurrently with the County Central Committee Organizational Meeting in the odd-numbered years. It shall be called by the District Chairman and the call shall be included at the request of the District Chairman in the call for the County organizational meeting.

B. Purpose:

1. Electing a Chairman, Vice-Chairman and Secretary.
2. Announcing the Article IV, 1, D bylaw provisions for the special 3<sup>rd</sup> CCD meeting for filling a vacancy in a 3<sup>rd</sup> CCD office and the Article VII bylaw provision for filling a vacancy in County Commissioner District 3.
3. Conducting such other business as may properly come before the Committee.

C. Failure of District Officer to Call a District Organizational Meeting: If no meeting is called within the appropriate time frame for the biennial organizational meeting, the County Chairman may issue the call.

### Section 2. Special Meetings

A. Circumstances for Special Meetings:

1. Special meetings of the 3<sup>rd</sup> CCD may be called at any time by the Chairman on the Chairman's own initiative, or upon the written request of at least one-third of the members.
2. If the Chairman fails to issue a call within ten days of a request by at least one-third of the

members, then any voting member may issue the call at the 3<sup>rd</sup> CCD's expense.

- B. Time Frame: Special meetings shall be held within fifteen days of the notification of the call at the time, date, and place designated by the person calling the meeting. Notice of a special meeting shall be delivered no fewer than six days before the date of the meeting.

### Section 3. Forms of Call

- A. Forms of Notice: All members of the 3<sup>rd</sup> CCD shall be notified in writing by the USPS or by electronic mail. If electronic mail is used and an undeliverable notice is returned, these members shall be subsequently notified in writing by postal mail.
- B. Contents of Notice: The call of a 3<sup>rd</sup> CCD meeting shall state the time, date, place of the meeting and the purpose of the meeting.
- C. Delivery of Notice: Notice of any meeting of the 3<sup>rd</sup> CCD shall be deemed delivered upon transmission of electronic mail where an undelivered notice is not received. The email address used shall be the one listed in the official 3<sup>rd</sup> CCD records, as maintained by the Secretary. In the case of delivery in writing, the notice shall be deemed delivered upon the deposit of the notice of the call in the United States mail, first class postage prepaid, directed to the member's address as it appears on the official 3<sup>rd</sup> CCD records, as maintained by the Secretary.

### Section 4. Voting at Meetings of the 3<sup>rd</sup> CCD

A. Methods of Voting:

1. Single Vote: A person holding multiple offices shall not be entitled to more than one vote, excluding proxies.
2. Cumulative Voting: Cumulative voting (which allows a member to give more than one vote to a single candidate) shall not be allowed at any meeting of the 3<sup>rd</sup> CCD.

B. Proxies

1. Designation: Any voting member who wants to vote by proxy at a meeting of the 3<sup>rd</sup> CCD shall designate the member's proxy on a written form which shall be dated, witnessed and submitted to the credentials committee no later than the convening of the meeting to which the proxy applies.
  - a. All proxies shall apply to a single meeting of the 3<sup>rd</sup> CCD.
  - b. An individual designated to cast a proxy vote shall be a qualified Republican elector residing within the precinct represented by the principal; or if the proxy is given by an elected official, the individual designated must be a Republican elector residing in the 3<sup>rd</sup> CCD.
  - c. A person who is not a member of the 3<sup>rd</sup> CCD, pursuant to Article III, Section 1, who is a designated proxy to cast a vote for a member, may not make motions or enter into debate.

2. Absence from Meeting: A person designated to cast a vote by proxy may vote only if the principal is absent from the meeting at the time of credentialing prior to such vote.
- C. Quorum Requirements: A quorum for any meeting of the 3rd CCD shall be those voting members of the 3rd CCD present or represented by proxy. Once the presence of a quorum has been established, the departure of members shall not be cause for adjournment for lack of quorum.
- D. Teller Committee: The Chairman shall appoint a teller committee consisting of a chairman and three other members. Secret ballots shall be received by the teller committee in a ballot box or similar instrument. After ballots are counted, the teller committee chairman shall read the tellers' report without declaring the result. The Chairman then declares the result(s), which shall be entered in the minutes.

## **ARTICLE VI. 3<sup>rd</sup> CCD ASSEMBLY**

### Section 1. Date, Location, Call and Qualifications of Delegates and Alternates

- 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 3th CCD 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 the 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 issue a call for the District Assembly shall not invalidate the District Assembly, provided that the District Assembly is announced during the County Assembly and before the District Assembly meets.
- C. Qualifications of Delegates and Alternates: The delegates and alternates to the District Assembly shall be delegates and alternates to the County Assembly and shall reside within the district. District Officers are the officers of the Assembly, but they may not vote unless they are also delegates or alternates entitled to vote.

Section 2. Quorum of the Assembly: The quorum of the Assembly shall consist of those delegates present.

### 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. Designation: The Assembly shall take no more than two ballots. 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 designation 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.

- E. Requirements for Designees: No person shall be eligible for designation by the District Assembly as a candidate for nomination at any primary election unless such person had 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.

Section 4. Credentials: The Credentials Committee for the 3rd CCD Assembly shall consist of members appointed by the Chairman of the 3rd CCD from among the uncontested delegates to the County Assembly.

Section 5. Assembly Vacancy Committee: The District Assembly Vacancy Committee shall consist of the entire 3rd CCD and shall fill any vacancy which occurs in the Republican designation or nomination of a candidate for the office of Commissioner of the 3rd CCD. This Vacancy Committee shall act in the manner as provided in Article VII, Section 1, C-E, Section 2, and Section 3 of these bylaws.

## **ARTICLE VII. VACANCY IN THE OFFICE OF REPUBLICAN COUNTY COMMISSIONER DISTRICT 3**

### Section 1. Purpose, Membership, Time Frame and Call

- A. Purpose: The purpose of this section is to identify how a Vacancy Committee will fill a vacancy in the office of County Commissioner District 3 on the El Paso County Board of County Commissioners until the next general election.
- B. Membership: The members of the Vacancy Committee shall be selected at the organizational meeting of the CCD and unless otherwise determined by majority vote at such meeting shall be voting members of the 3<sup>rd</sup> CCD.
- C. Time Frame: The Vacancy Committee shall elect a qualified Republican by majority vote of the members present within ten days from the date on which the vacancy occurs, as required by State Election Laws.
- D. Written Notice of the Call: Notice of the call of any meeting of the Vacancy Committee shall be mailed to each member of the Vacancy Committee at least six days before such a meeting. Such notice shall state the date, time, place and purpose of the meeting. 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's address as it appears on the official 3<sup>rd</sup> CCD records, as maintained by the Secretary. In addition, electronic notification and personal contact shall also be attempted in a timely manner.

- E. Failure of District Officer to Call Vacancy Committee Meeting: If no district officer is available to issue the necessary call, the County Chairman may issue the call to the Vacancy Committee, and, in the absence of the District Chairman, a County Chairman may preside at the meeting so called, if the Vacancy Committee fails to elect a Chairman Pro Tem.

Section 2. Quorum: The Vacancy Committee quorum shall be no less than one-half of the members of the 3rd CCD. No proxies shall be permitted. In the absence of a quorum, the Vacancy Committee may adjourn the meeting to a future date, time and place certain, within the ten-day selection period without requirement of written call of the meeting.

### Section 3. Nominating and Voting Procedures

- A. Nominations: Nominations shall be made from the floor by members of the Vacancy Committee.
- B. Method of Voting: All elections of the Vacancy Committee shall be conducted by secret ballot unless there is only one nominee to fill a vacancy, in which case a vote of acclamation must be taken.
- C. Voting Procedure for Multiple Candidates: If more than two persons are nominated to fill the vacancy, and if no nominee has received the required majority vote of the ballots after two ballots, balloting shall follow the election procedures for officers as defined in Article IV, Section 2B except that proxies shall not be permitted.

## **ARTICLE VIII. PARLIAMENTARY AUTHORITY**

Robert's Rules of Order Newly Revised shall govern the 3<sup>rd</sup> CCD, special committees, District Assembly, and Vacancy Committees, whenever they are applicable and not inconsistent with these bylaws, CRC bylaws, and applicable Colorado Revised Statutes.

## **ARTICLE IX. AMENDMENT OF BYLAWS**

- A. Amending Procedure: These bylaws may be amended at any meeting of the 3<sup>rd</sup> CCD by the affirmative vote of two-thirds of those members present and voting, provided that the proposed amendment was submitted in writing to the elected officers or a bylaws committee for review, mailed no fewer than thirty days before the meeting, and the proposed amendment was included in the written call of the meeting.
- B. Amendment Without Previous Notice: If previous notice of a proposed amendment was not given, unanimous consent of the members of the 3<sup>rd</sup> CCD who are present at the meeting must be obtained before such amendment may be offered for consideration.



ADOPTED at the \_\_\_\_\_, Meeting of the El Paso County Commissioner  
District 3 Republican Central Committee, as amended.

Signed: \_\_\_\_\_  
Chairman of the Committee

Signed: \_\_\_\_\_  
Secretary of the Committee