

**BYLAWS
of the**

**COLORADO 18TH REPRESENTATIVE DISTRICT
REPUBLICAN CENTRAL COMMITTEE**

Revised June 5, 2021
Amended June 5, 2021

ARTICLE I. NAME, ORGANIZATIONAL STRUCTURE

Section 1. Name:

The name of this organization shall be the Colorado 18th Representative District Republican Central Committee, also known as House District 18 Central Committee, hereinafter referred to as the Committee.

Section 2. Organizational Structure:

The Committee is organized as an unincorporated nonprofit association, political organization, and local political party committee within the meaning of and pursuant to applicable Federal and State laws, the rules and bylaws of the Colorado Republican State Central Committee, and the rules and bylaws of the County Republican Central Committee of El Paso County.

ARTICLE II. PURPOSE

The primary purpose of this organization shall be for the selection, nomination, designation, election and appointment of qualified Republicans to the Colorado State House of Representatives from the 18th District.

ARTICLE III. POLICY

Section 1. Colorado Statutes:

In the event of a conflict between Colorado State Statutes, Colorado Republican State Central Committee bylaws, El Paso County Republican Central Committee bylaws and these bylaws, the State Statutes and higher level bylaws shall prevail.

Section 2. Pre-Primary Neutrality:

No candidate for any designation or nomination for public office shall be endorsed, supported, or opposed by the Committee, acting as a whole, or its elected officers, or committees, acting as a whole, unless such candidate is unopposed in the primary.

Section 3. Gender:

All references to male includes the female, and the masculine pronoun includes the feminine.

ARTICLE IV. MEMBERSHIP

Section 1. Membership Defined:

Membership of the Committee, all of whom are voting members, shall be comprised of:

1. The Chairman, Vice-Chairman and Secretary of the Committee.
2. The elected or

appointed Republican precinct leaders of House District 18.

3. The elected House District 18 division leaders.
4. All duly elected Republican national, state and county officials residing in House District 18.
5. All current national, state and county Republican Party officers residing in House District 18.
6. All currently elected state Bonus Members residing in House District 18.

Section 2. Membership Qualifications:

All members of the committee shall be affiliated as Republican as shown on the registration books of the County Clerk and Recorder for a period not less than two months. Members must reside within the boundaries of the District during their terms as members of the Committee.

Section 3. Multiple Offices or Positions:

Multiple offices or positions shall not entitle a person to more than one vote, excluding

proxies. **ARTICLE V: OFFICERS**

Section 1. Officers Defined:

1. The elected officers shall be a Chairman, Vice-Chairman and Secretary. 2. The officers of the Committee must be registered Republican electors residing in House District 18. Officers need not be precinct leaders.
3. The elected officers of the Committee shall serve a two year term following the Organizational Meeting or until their successors are duly elected, or complete the remainder of a vacant term until the next organizational meeting.

Section 2. Duties:

A. The Chairman shall:

1. Be the chief executive officer of the Committee.
 1. Issue the call and preside at all meetings of the Committee.
 2. Observe and enforce the bylaws and rules of the Committee. 3. Be custodian of all funds, books, papers, records and proceedings of the Committee and report to the Committee when and as the Committee requires. 4. Appoint all standing and special committees. Be a member ex officio of all committees.
 5. With the assistance of the Committee Secretary, provide a list of Committee officers elected and the membership of the Vacancy Committee selected (with their post office addresses, zip codes, telephone numbers and e-mail addresses) immediately following the Committee Organizational Meeting to the Secretary of the El Paso County Republican Central Committee.
 6. Along with the Committee Secretary, certify by affidavit the names of every qualified candidate (in accordance with Article IX, Section 6) for the designation to the Republican Primary Ballot for House District 18, to the Secretary of the El Paso County Republican Central Committee following the District Assembly.

7. File Committee bylaws and rules with the Secretary of the El Paso Republican Central Committee for the Secretary of State no later than the first Monday in February of each even-numbered year.

B. The Vice-Chairman shall:

1. Assist the Chairman as requested and preside in the absence of the Chairman.
2. Assume the office of the Chairman upon the death or written resignation of the Chairman.
3. Perform other duties as the Chairman may prescribe.

C. The Secretary shall:

1. Be the chief clerical officer of the Committee and record all Committee proceedings.
2. Have ready for the convening of each District Assembly a temporary roll of delegates entitled to participate. The roll shall be prepared from the credentials of uncontested delegates filed with the Secretary of the El Paso County Republican Central Committee.
3. Along with the Chairman, provide a list of Committee officers elected and the membership of the Vacancy Committee selected (with their post office addresses, zip codes, telephone numbers and e-mail addresses) immediately following the Committee Organizational Meeting to the Secretary of the El Paso County Republican Central Committee.
4. Along with the Chairman, certify by affidavit the names of every qualified candidate (in accordance with Article IX, Section 6) for the designation to the Republican Primary Ballot for House District 18, to the Secretary of the El Paso County Republican Central Committee following the District Assembly.
5. Perform other duties as the Chairman may prescribe.

Section 3. Nominations:

- A. Candidates for Chairman, Vice-Chairman and Secretary shall be nominated from the floor at the Organizational Meeting or at a specially called vacancy meeting. B. Nominations for any office shall be made by members of the Committee in person or by a person holding a proxy.

Section 4. Elections:

- A. Officers shall be elected by majority vote using a secret ballot unless there is only one nominee for office. In that case the nominee is elected by acclamation.
- B. If more than two persons are nominated for an office, and after three ballots no nominee has received the required majority vote, then (unless one or more nominees have withdrawn during or following this balloting) the nominee receiving the least votes shall be dropped from all subsequent ballots. The nominee receiving the least number of votes on each subsequent ballot shall also be dropped from subsequent ballots, unless one or more other nominees withdraw following such ballot. Balloting shall continue in this manner until a majority vote is cast for one nominee.

Section 5. Removal:

- A. Any officer of the Committee may be removed from office at any time for whatever

cause the Committee may deem sufficient by a vote of two-thirds of those present and voting (in accordance with Article IV, Section 1 of these bylaws) at a meeting called for that purpose.

B. Written notice (giving the time, place and purpose of this meeting) shall be mailed or emailed to each member at least 15 days before the meeting.

C. The action of the Committee shall be final.

Section 6. Officer Vacancies:

A. A vacancy in an office shall exist if: an officer becomes ineligible to hold office, if he moves from the District, is no longer registered as a Republican, or upon his death, resignation, removal, permanent absence or personal disability.

B. A vacancy in any elected office shall be filled by the Central Committee at a meeting called for that purpose.

1. Upon the vacancy of the Chairman, the Vice-Chairman assumes the office of Chairman and shall mail or email the call for a meeting to all members of the Committee within ten days to fill the vacancy in the office of Vice-Chairman. This meeting shall be held no fewer than fifteen days from the date of the call.

2. The Chairman shall mail or email the call (as provided above) if a vacancy occurs in the office of the Vice-Chairman or Secretary.

ARTICLE VI: MEETINGS

Section 1. Organizational Meeting:

The Organizational Meeting of the Committee shall be held in conjunction with the Republican Central Committee of El Paso County at a time and location specified in the official call by the County Chairman between the first and fifteenth days of February of the odd-numbered years or as specified by law. The official call shall state the purposes of the meeting: the election of officers and division leaders, the appointment of a Vacancy Committee, and such other business as may properly come before the Committee.

Section 2. Special Meetings:

A. Other meetings shall be held at such time and place as may be designated by the Committee, or by the call of the Chairman, or in event of his absence or ability to act, upon the call of the Vice-Chairman.

B. The Chairman, upon the written request of one-third of the Committee membership, shall issue a call for a special meeting. The call shall be issued within ten days of the request and the meeting shall be held no fewer than fifteen days after the call.

C. In the event that a meeting cannot be held in a specified location, the meeting may be held by electronic means as long as there is opportunity for simultaneous aural and/or visual communication among all members.

D. If the meeting will be held electronically, the call will include adequate instructions as to how to connect to and participate in the meeting.

Section 3. Calls:

A. Official calls of the Committee shall be in writing and mailed or emailed to the last known address of each Committee member.

B. The mailings shall be made no fewer than fifteen days before the date of the meeting.

When the meeting involves amendments to the bylaws the call shall include a copy of the proposed changes.

C. The call shall state the time and place of the meeting and the business to be conducted, provided that the business shall not be limited to matters stated in the call. If the call is for a special meeting, business shall be limited to that which is stated in the call.

Section 4. Quorum: A quorum for any meeting of the Committee shall be those members present or represented by proxy.

ARTICLE VII: VOTING AND PROXIES

Section 1. Voting at Meetings:

Voting at meetings of the Committee, with the exception of the election of officers (Article V, Section 4) shall be by voice, by show of hands, or by rising (at the discretion of the presiding officer), unless a roll call vote is requested by a Committee member. If the meeting is held by electronic means, voting may be by voice, show of hands, roll call or by ballot using voting software. Proxies will not be allowed.

Section 2. No Multiple Votes:

A person holding multiple offices shall not be entitled to more than one vote, excluding proxies.

Section 3. Proxies:

A. Any member of the Committee, who desires to vote by proxy at an in-person Committee meeting, shall designate his proxy on a written form that shall specify the meeting and be dated, signed, and witnessed.

B. The proxy shall apply to only a single meeting.

C. The individual designated as a proxy shall be a Republican elector, shall reside in the same constituency as the principle represents, and may vote only if the principle is absent at the time of the vote.

D. The proxy of a member present at credentialing who subsequently leaves the meeting may be submitted at any time during the meeting. The proxy can vote on a particular ballot only if the proxy form is submitted before the voting begins on that ballot. If the member returns to the meeting, he must cast his own vote and his proxy is cancelled. E. No individual shall be permitted to vote more than one proxy at a meeting.

F. Any member of the Committee shall have the right to examine the proxies prior to any particular vote.

ARTICLE VIII: COMMITTEES

Section 1. Standing Committees:

A. **Executive Committee.** Shall be composed of the Committee officers and all House District 18 Division Leaders. The Committee shall meet at times and places designated by the Chairman to discuss matters related to the efficient and orderly operation of the Committee and Republican issues in House District 18. B. **Bylaws Committee.** Shall be composed of the Committee officers and no less than three members appointed by the Committee Chairman. The committee shall meet at times and places designated by the Chairman at his discretion or upon a request of a Committee member. The committee shall report its recommendations to the membership at the next scheduled

meeting or a special meeting if called by the Chairman. If the meeting involves amendments to the bylaws, the call shall be mailed or emailed no fewer than fifteen days before the meeting and shall include a copy of the proposed changes.

C. Vacancy Committee.

1. Shall consist of the entire Committee membership.
2. Shall be convened if a vacancy occurs due to:
 - a. Failure to designate a candidate at the District Assembly.
 - b. A designated candidate resigns or is no longer eligible to run.
 - c. A vacancy in the office of the elected House District 18 Representative in the General Assembly.
3. The committee must be called within ten days of the vacancy and must meet no fewer than fifteen days from the date of the call.

D. **Additional committees.** Shall be appointed by the Chairman as deemed necessary or by the request of the Executive Committee or the Committee as a whole.

E. **Committee quorum.** The quorum for any standing or special committee shall consist of those members present.

F. In the event that a standing or special committee meeting cannot be held in a specified location, the committee may meet by electronic means as long as there is opportunity for simultaneous aural and visual communication among members.

ARTICLE IX: DISTRICT ASSEMBLIES

Section 1. District Assembly Call:

The 18th House District Assembly shall be held concurrently with the El Paso County Republican Assembly in even numbered years, at a time and location designated by the County Chairman in his official call to all delegates and alternates. The District Assembly shall meet for the express purpose of designating qualified Republican candidates to appear on the Republican primary ballot.

Section 2. Delegates and Alternates to Assemblies:

- A. Precinct caucuses within House District 18 shall elect the number of delegates and alternate delegates to the County Assembly in accordance with Colorado State Statutes and the number of allocations authorized by the Republican Central Committee of El Paso County. These delegates and alternates will also be designated delegates and alternates to the House District 18 Assembly. Delegates elected in their precinct caucuses shall be voting members at the Assemblies. B. An alternate that is present shall fill any delegate vacancy. He shall be selected from the alternate list by numerical order, beginning with the first alternate.
- C. A delegate or alternate who moves from the district shall become ineligible to serve as a delegate or alternate to the assembly.

Section 3. Assembly Quorum:

The quorum at the Assembly shall consist of those delegates present.

Section 4. Voting at Assemblies:

- A. No proxies shall be allowed or recognized at the Assembly.
- B. What is commonly known as the "unit rule" by which the entire vote of a delegation is cast according to the majority within the delegation, shall not be enforced or

adhered to.

C. Cumulative voting, which allows a delegate to give more than one vote to a single candidate, shall not be permitted.

D. When ten percent or more of the Assembly delegation makes the demand, a roll call vote must be taken.

Section 5. Party Registration:

Affiliation as a Republican shall be shown on the registration books of the County Clerk and Recorder. No candidate shall be designated by the Assembly for the Republican primary election unless he has been affiliated as a Republican for at least two months preceding the date of the caucus.

Section 6. Candidate(s) Designation to the Republican Primary Ballot: A. The Assembly shall take no more than two ballots for candidates to be designated for the Republican primary ballot. Every candidate receiving thirty percent or more of the votes of all duly accredited Assembly delegates, who are present and voting on the 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 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, but the Assembly shall not declare that 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 shall be determined by lot by the candidates. B. Each candidate designated by the Assembly shall file his written acceptance with the officers of the Republican Central Committee of El Paso County within four days after the adjournment of the Assembly. If the acceptance is filed digitally then the original must also be filed and postmarked no later than ten days after the adjournment of the Assembly. If an acceptance is not filed within the specified time the candidate shall be deemed to have declined the designation.

ARTICLE X: PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised shall govern the Committee whenever they are applicable and not inconsistent with Colorado State Statutes, Colorado Republican State Central Committee bylaws, El Paso County Republican Central Committee bylaws, or these bylaws.

ARTICLE XI: AMENDMENT OF BYLAWS

Section 1. Amendments:

These bylaws may be amended at any Committee meeting by a two-thirds vote of those present and voting provided the proposed amendment(s) was submitted to the Bylaws Committee and included in the official call mailed or emailed no fewer than fifteen days before the meeting.

Section 2. Effect of Inadequate Notice:

If previous notice was not given with the call, unanimous consent of all Committee members Present (in person or by proxy) must be obtained before an amendment(s) may be offered.