

Bylaws of the El Paso County House District 16 Republican Central Committee

A Single County District Political Party Committee

Adopted: 4/22/23

ARTICLE I. NAME, ORGANIZATIONAL STRUCTURE, PURPOSES

Section 1. Name:

The name of this organization shall be the "El Paso County House District 16 Republican Central Committee", hereinafter referred to as "HD #16".

Section 2. Organizational Structure:

HD #16 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 El Paso County Republican Central Committee.

Section 3. Primary Purpose:

The principal purpose of the District Central Committee is the selection, designation, nomination, election, and appointment of qualified persons to the Elective Office of State Representative for HD #16 District.

Section 4. Pre-Primary Neutrality:

No candidate for any designation or nomination for the Elective Office of this District shall be endorsed, supported or opposed by HD #16, acting as an entity, or by its officers or committees, before the Primary Election, unless such candidate is unopposed in the Primary Election.

ARTICLE II. MEMBERSHIP

Section 1. Membership:

A. The membership of HD #16 shall consist of the following registered Republican electors and officials who reside within the County and within the territory included in the limits of the District:

1. The Chairman, Vice-Chairman and Secretary of this HD #16.
2. The elected or appointed Republican precinct committee persons who reside in HD #16
3. The elected or appointed Republican State Representative of HD #16.
4. The elected or appointed Republican State Senators who reside in HD #16.
5. The chairman, vice-chairman, and secretary of the County Republican Central Committee who reside in HD #16.
6. Such other registered Republican electors who reside within the territory included in the limits of the District as may be required by the laws of the State of Colorado or the bylaws or rules of the Colorado Republican State Central Committee.

B. Only registered Republican electors who reside within the territory included in the limits of the District shall be eligible to be voting members of the District Central Committee, and each member holding multiple offices shall be entitled to only one vote on any question. Any officer of the County Central Committee of which this District is comprised in whole or in part who does not reside within the territory included in the limits of the District shall be a non-voting member of the District Central Committee and shall possess all the privileges, rights and duties of members except that of voting. Nor shall each such non-voting member be entitled to designate a voting replacement.

Section 2. Vacancies in Membership:

A vacancy in membership shall exist in the event of a member's ineligibility, death, resignation, removal, or inability to serve. Any vacancy in the officers of this District Central Committee shall be filled in accordance with Article IV, Section 2. of these Bylaws. Any vacancy in any precinct committee person or of any officer of the County Republican Central Committee shall be filled in the manner provided by the bylaws of the County Republican Central Committee. Any vacancy in any elected or appointed Elected Office shall be filled in the manner provided in Article IV, Section 4., of these Bylaws.

ARTICLE III. OFFICERS, POWERS OF THE COMMITTEE

Section 1. Officers. Term and Qualifications:

A. Officers: The officers of the District Central Committee shall be a Chairman, Vice-Chairman, and Secretary.

B. Officer Qualifications: The officers shall each be registered Republican electors who reside within the territory included in the limits of the District. Persons elected to such officer positions may but do not need to otherwise qualify as members of the District Central Committee.

C. Officer Voting Membership: The officers of the District Central Committee shall be voting members of the District Central Committee during their term of office.

D. Term of Office: The officers of the District Central Committee shall assume their duties at the conclusion of the biennial Organizational Meeting, or at the conclusion of a meeting that may be called to fill a vacancy, and shall hold office for a term of two years or until their successors are elected or appointed.

Section 2. Duties of Officers:

A. Chairman: The Chairman shall perform such duties and have powers as are incident to the offices of Chairman. In addition, the Chairman shall:

1. Preside at all meetings of the HD #16 and any of its committees, and shall serve as Chair of the District Assembly and as the Chair of each Vacancy Committee.
2. Serve as an ex-officio voting member of all committees of HD #16.
3. Issue the Call and Notice of all meetings of HD #16 and for all meetings of any Vacancy Committee.
4. Perform such other duties as HD #16 or Vacancy Committee may assign or 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 in the 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 HD #16 or the Chairman may assign.

C. Secretary:

1. 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 District Central Committee, District Assembly, Vacancy and Special Committee meetings, to attend all such meetings and keep a written record of the proceedings, and to be custodian of the records of HD #16.
2. The Secretary shall also maintain a current list at all times of all members and officers of the Committee.
3. Provide to the Chair, 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.
4. Keep and be responsible for all funds, financial records, and reporting requirements, if any, of HD #16 and District Assembly.
5. Prepare and verify all credentials for delegates and alternates, and serve as the Chair of the Credentials Committee of the District Assembly.
6. Shall file with the Colorado Secretary of State and with the Colorado Republican State Central Committee a list of names, addresses, telephone numbers and e-mail addresses of each District Central Committee officer and member of the Vacancy Committee not later than thirty (30) days after the organizational meeting, within thirty (30) days after any change to the same, or as otherwise required by law.
7. Ensure that the Republican County Chairman, the State Chairman, and the Secretary of State have a current copy of the HD #16 Bylaws and are notified of any amendments thereto.
8. Prepare and verify certificates showing designations made by the District Assembly and selections made by the Vacancy Committee.
9. Perform such other duties as the District Central Committee, Vacancy Committees or the Chairman may assign or may be required by law.
10. In the event of any emergency and in the absence of the Chairman and Vice-Chairman, may call a meeting of the HD #16 and shall preside until the election of the Chairman Pro-Tem which shall take place immediately.

Section 3. Election of Officers:

A. Election of Officers: Officers of HD #16 shall be elected at the biennial Organizational Meeting.

B. Persons Who May Nominate Officers: Nominations for any officer of HD #16 may be made only by a member of the Committee who is present at the biennial Organizational Meeting. No second to any nomination is required, however any person, including nonmembers, may be recognized to second a nomination or indicate endorsement.

C. Voting Procedure: The officers of HD #16 shall be elected by a majority vote of those members of HD #16 present and voting. The election of District Central Committee officers shall be conducted by secret ballot or by show of hands unless there is only one nominee for the office, in which case the election may be by voice vote.

ARTICLE IV. DISTRICT VACANCY COMMITTEES

Section 1. Vacancy Committees Created and Empowered:

Vacancy Committees shall fill vacancies in District Central Committee officers, in the designation and nomination of Republican candidates for the General Assembly for the District, and the Republican Elected Official of HD #16, in accordance with relevant provisions of Colorado law.

Section 2. District Officer Vacancy – District Vacancy Committee:

Any vacancy in the office of Chairman, Vice-Chairman or Secretary of HD #16 shall be filled by the District Central Committee Vacancy Committee consisting of the members listed in ARTICLE II. Section 1.

- A. Vacancy Conditions: A vacancy shall exist in the event of an officer's ineligibility to hold office, death, resignation, removal, permanent absence, or permanent disability.
- B. The District Vacancy Committee shall meet at the call of the Chairman, or Vice-Chairman in case of a vacancy in the office of the Chairman, within thirty (30) days of the effective date of the vacancy, according to Section 5.
 - 1. A vacancy of Chairman: The Vice-Chairman shall automatically succeed to the powers and duties of the Chairman and shall serve until the next Organizational Meeting
 - 2. A vacancy of Vice-Chairman or Secretary: The Chairman shall appoint a Vice-Chairman or Secretary to act until the District Vacancy Committee fills the vacancy.
 - 3. In the event the Secretary is appointed Vice-Chairman, a new Secretary may be appointed to act until the District Vacancy Committee fills the vacancy.
- C. The District Vacancy Committee shall decide by a majority vote of those present and voting whether sufficient evidence exists of the ineligibility, permanent absence, or permanent disability of any officer.
- D. Removal: Officers may be removed from office for cause by the membership by a majority vote if the regular or special meeting notice states that as a purpose of the meeting, or by a 2/3 affirmative vote without notice, as provided in the parliamentary authority.
- E. Declaration of Vacancy by State Chairman: If a vacancy is declared or deemed to exist in an officer position for more than thirty (30) days and no meeting of the District Vacancy Committee is pending pursuant to a call or notice to fill such a vacancy, the Chairman of the Colorado Republican State Central Committee (CRC) may issue such a call or notice of a meeting of the District Vacancy Committee to fill the vacancy in an officer position, or upon failure of this process, then the CRC Chair may appoint an eligible person to fill the vacancy.

Section 3. Vacancy in Designation or Nomination – District Assembly Vacancy Committee:

A vacancy caused by the situations listed below shall be filled by a District Assembly Vacancy Committee consisting of the members listed in ARTICLE II Section 1.A., of these bylaws.

1. The failure to designate a candidate at the District Assembly. (Procedure is outlined in CRS 1-4-1002.)
2. The declination, death, disqualification, resignation, or withdrawal of the person previously designated by the District Assembly. (Procedure is outlined in CRS 1-4-1002, and 1-4-1003.)
3. The declination, death, disqualification, resignation, or withdrawal of the person nominated at the Republican primary election. (Procedure is outlined in CRS 1-4-1005.)
4. The declination, death, disqualification, or withdrawal of a candidate for elective office after a primary at which a nomination could have been made for the office had the vacancy then existed. (Procedure is outlined in CRS 1-4-1005 and 1-4-1006.)

No person is eligible for appointment to fill a vacancy in party designation or nomination unless the person would have met all the qualifications of eligibility to be designated to the primary election ballot as enumerated in Article VIII, Section 3. D., at the time of the District Assembly. The Assembly Vacancy Committee shall certify the results of its selection to the Colorado Secretary of State in accordance with law.

Section 4. Vacancy in the Republican Elected Official – Elective Office Vacancy Committee:

When a vacancy occurs in the office of a Republican Elective Official caused by the situations listed below, the vacancy shall be filled by the Elective Office Vacancy Committee, consisting of the members listed in ARTICLE II. Section 1.A., of these bylaws. The procedure outlined in CRS 1-12-203 will be followed.

1. The death or resignation of a person who has been sworn into office.
2. The death or resignation of a person who has been elected to a seat but who has not yet been sworn into office.
3. A vacancy in a party nomination occurring less than eighteen days before the general election that is caused by the declination, death, disqualification, or withdrawal of any person nominated at the primary election.
4. A person not taking the oath of office within the time period required by law.

The vacancy shall be filled until the next regularly scheduled general election. The Elective Office Vacancy Committee shall certify the selection of the person who meets the qualifications for Elective Office to the Colorado Secretary of State within thirty (30) days from the date the vacancy occurs.

Section 5. Notice of Vacancy Committee Meeting:

Notice of any meeting of any Vacancy Committee shall be emailed or sent by first-class mail to each member of the committee at least ten (10) days prior to such meeting, or in accordance with the notice provisions required by Colorado Revised Statute, whichever is a shorter time period. Such

notice shall clearly state the date, time, place, and purpose of the meeting.

Section 6. Vacancy Committee Quorum:

The quorum for any Vacancy Committee meeting shall be one half (1/2) of the members listed in ARTICLE II. Section 1. A.. Proxies are permitted for District Officer Vacancy Committee meetings. Proxies are not permitted for any other vacancy committee meeting or any electronic meeting. If a quorum is not present at any Vacancy Committee meeting, the committee shall adjourn the meeting to a future date, time and place, within the period required under law to fill the vacancy, without republishing notice of the new meeting.

Section 7. 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. The person to fill the vacancy shall be elected by a majority vote of those members present and voting. Balloting shall be repeated until a majority vote is cast for one nominee, and no nominee shall be removed from any subsequent ballot unless such nominee voluntarily withdraws.

ARTICLE V. OTHER COMMITTEES

Section 1. Executive Committee:

The Executive Committee, comprised of the HD #16 elected officers, shall meet at times and places designated by the Chairman to discuss matters related to the efficient and orderly operation of the District.

Section 2. Bylaws Committee:

The Bylaws Committee shall be appointed by the Chairman of HD #16 to review all proposed amendments and make recommendations of bylaw amendments to the District Central Committee, and to notify members of the District of mandatory changes in Colorado election laws or the Bylaws of the Colorado Republican State Central Committee.

Section 3. Credentials Committee:

The Credentials Committee, appointed by the Chairman of HD #16, shall meet before the District Assembly to hear and determine any questions concerning the qualifications of elected delegates and alternates.

Section 4. Special Committees:

The Chairman shall appoint special committees as necessary.

Section 5. Quorum of Committee Meetings:

The quorum for committee meetings shall be those members present.

Section 6. Electronic Meetings:

Committee meetings may be held by telephone conference call or by some other form of electronic communication that permits all participants to hear one another.

ARTICLE VI. MEETINGS OF THE DISTRICT CENTRAL COMMITTEE

Section 1. Organizational Meeting:

A. The biennial Organizational Meeting of the District Central Committee shall be held on the same day and in the same location, or in a location proximate to, the Organizational Meeting of the County Republican Central Committee of which HD #16 is comprised in whole. The Organizational Meeting shall be held between February 1 and February 15 of each odd-numbered year, or within such time period as may otherwise be required by law. The purpose of the Organizational Meeting is:

1. to elect a Chairman, Vice-Chairman and Secretary of the District Central Committee;
2. to ratify the District Vacancy Committees in accordance with these bylaws;
3. to conduct such other business as may properly come before the District Central Committee.

B. Meeting Notice:

Notice of the Organizational Meeting of the District Central Committee shall be distributed in accordance with Section 3 of this Article no fewer than ten (10) days before the date of the meeting. The notice shall clearly state the time, date, and place of the meeting, and, to the fullest extent possible, the business to be conducted at the meeting.

C. Failure to Properly Notice:

The Chairman of the County Central Committee may include notice of the District Organizational Meeting with the call for the County 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 meeting in both time and location, provided that the meeting is announced during the County Organizational Meeting and before the District Organizational Meeting.

D. If no meeting is held within the appropriate time frame for the biennial Organizational Meeting, the County Party chairman or Chairman of the Colorado Republican State Central Committee may issue such a call or notice and she or he may personally or by nominee preside at the meeting so noticed if the District fails to provide a Chair.

Section 2. Special Meetings:

A. Special Meetings of the Committee may be called at any time by the Chairman on his own initiative or upon the written request of at least twenty-five percent of the members. If the Chairman fails to act on the request within ten (10) days, then any voting member may issue the call at the Committee's expense. Special Meetings shall be held no sooner than ten (10) days from the date the call is sent with the time, date, and place designated by the person calling the meeting.

B. Special Meeting Notice: Notice of the Special Meeting of the District shall be emailed or sent by first class mail in accordance with Section 3 of this Article no fewer than ten (10) days before the date of the meeting to members of the District. The Notice shall clearly state the time, date, and place of the meeting, and the business to be conducted at the meeting.

Section 3. Notice of all Meetings:

Unless otherwise specified, members shall be notified of any Regular or Special Meetings of the District Central Committee, Vacancy Committee, or other committee by written notice emailed or sent by first class mail. All notices shall be directed to the District member at her or his address(es) as it appears on the official District records as maintained by the Secretary.

Section 4. Electronic Meetings:

Except for the biennial Organizational Meeting and District Assembly, any meetings where changes to these bylaws are considered, or any meeting of a Vacancy Committee, such meetings may be held by telephone conference call or by some other form of electronic communication that permits all participants to hear one another. The Special Rules of Order for Electronic Meetings should be observed.

ARTICLE VII. VOTING AT MEETINGS OF THE COMMITTEE

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, Unit Rule: Cumulative voting (which permits an elector to give more than one vote to a single candidate) or Unit Rule shall not be allowed at any meeting of the District Central Committee, Vacancy Committees, or District Assembly.

Section 2. Proxies:

A. Any voting member who wishes to vote by proxy at meetings where proxies are permitted shall designate her or his proxy in writing or on a provided form which shall be dated, witnessed, and signed and submitted to the Chairman or Credentials Committee prior to the start of the meeting.

B. All proxies shall apply to a single meeting.

C. An individual designated to cast a proxy vote shall be a qualified Republican elector within the same precinct or constituency represented by the principal, and the person designated to cast a proxy may vote only if the principal is absent from the meeting at the time of the vote.

D. No individual shall be permitted to vote more than two proxies at a meeting.

Section 3. Quorum:

Members of HD #16 who are present in person or by proxy shall constitute a quorum, so long as due notice has been given or the meeting is held in accordance with these bylaws and the rules of the Colorado Republican State Central Committee unless otherwise defined in these bylaws.

ARTICLE VIII. 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 is comprised, in those years in which a candidate for the Elective Office of the District is designated for election.

B. Call of the Assembly: The call of the District Assembly shall include the time, place, and purpose of the Assembly. The call shall, at the request of the District Chair, be included by the Chairman of the County Central Committee in the call of the County Assembly. Failure to properly call the District Assembly shall not invalidate a District Assembly held on the same date and proximate to the County Assembly in both time and location, provided that the Assembly is announced during the County Assembly and before the District Assembly is called to order.

Section 2. Qualifications of Delegates and Alternates:

Delegates and alternates to the District Assembly shall be those delegates and alternates to the County Assembly of the El Paso County Republican Party.

Section 3. Voting in the District Assembly:

A. Proxies: No proxies shall be permitted in the District Assembly.

B. One candidate: If there is only one candidate nominated for an office, the election may be by voice vote.

C. Vacancies: Any vacancy in a delegate place shall be filled only from among the alternates in attendance at the 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.

Section 4. Requirements for Nominees:

- A. To be eligible for designation by the District Assembly to the Republican primary election ballot, a candidate shall have continuously affiliated as a Republican for at least thirty (30) days preceding the District Assembly, as shown by the voter registration rolls maintained by the El Paso County Clerk and Recorder. (CRS ARTICLE XIII, Section 1.)
- B. A nominee shall be a U.S. citizen, a resident of Colorado for one (1) year, a resident of HD#16 for twelve (12) months, and at least 25 years old. (Colorado Constitution, ARTICLE V, Section 4.)

Section 5. Designation:

A. The District Assembly shall take no more than two ballots for each office to be designated.

B. Every candidate receiving thirty (30%) percent or more of the votes of all accredited District Assembly delegates, who are present and voting for that office, shall be certified by affidavit of the presiding officer and secretary of the District.

C. If no candidate receives 30% or more of the votes on the first ballot, a second ballot shall be cast for all the candidates for that office.

D. If, on the second ballot, no candidate receives 30% or more of the votes cast, the District Assembly shall certify the two candidates receiving the highest numbers of votes as candidates for the office. The certificate of designation shall indicate the order of the vote received by the candidates, but the Assembly shall not declare that one candidate has received the nomination of the District Assembly.

E. 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 6. District Assembly Vacancy Committee:

The District Assembly Vacancy Committee shall fill any vacancy that occurs in the Republican designation or nomination of a candidate for Elective Office, in accordance with Article IV, Section 3 of these bylaws, the bylaws, and rules of the Colorado Republican State Central Committee, and the applicable laws of the State of Colorado.

ARTICLE IX. CONTROVERSIES

In the event any controversy arises in HD #16 which cannot be resolved, the controversy shall be determined by the County Central Committee or the County Executive Committee. In the event the controversy is determined by the County Executive Committee, any party to the controversy may appeal the decision to the County Central Committee.

ARTICLE X. PARLIAMENTARY AUTHORITY

The current edition of *Robert's Rules of Order, Newly Revised*, shall govern all meetings of the District and any of its committees whenever they are applicable and not inconsistent with these bylaws, the bylaws and rules of the County Party Central Committee, the bylaws and rules of the Colorado Republican State Central Committee, and Colorado Revised Statutes.

ARTICLE XI. AMENDMENT OF BYLAWS

Section 1. Amending Procedure:

A. The bylaws may be amended at any meeting of the District by the affirmative vote of two-thirds of those members present and voting, provided that the proposed amendment was first submitted in writing to the elected officers or a Bylaws Committee for review. The proposed amendment shall be included with the call of the meeting, which shall be emailed or sent by first-class mail to members no fewer than fifteen (15) days before the meeting.

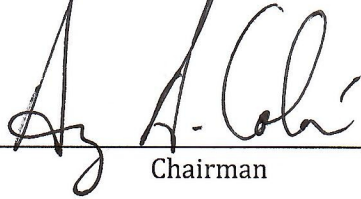
B. Correction of Errors in the Bylaws: The Secretary of the District is authorized to correct bylaws article and section designations, spelling errors and to make conforming changes as may be necessary. Other errors shall be corrected by following the amendment process in A. of this section 1.

Section 2. Amendment Without Previous Notice:

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

Adopted at the 4.22.23 Special Meeting of El Paso County HD #16.

Signed


Chairman

Signed


Secretary

HD #16 Special Rules of Order for Electronic Meetings

1. Login information. The Secretary shall send by e-mail with the Call the time of the meeting, the URL and codes necessary to connect to the Internet meeting service, and, as an alternative and backup to the audio connection included within the Internet service, the phone number and access code(s) the member needs to participate aurally by telephone.
2. Login time. The Secretary shall schedule Internet meeting service availability to begin at least 5 minutes before the start of each meeting.
3. Signing in and out. Members shall identify themselves as required to sign in to the Internet meeting service, and shall maintain Internet and audio access throughout the meeting whenever present, but shall sign out upon any departure before adjournment.
4. Quorum calls. The presence of a quorum shall be established by at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members, unless any member demands a quorum count by audible roll call. Such a demand may be made following any vote for which the announced totals add to less than a quorum.
5. Technical requirements and malfunctions. Each member is responsible for his or her audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
6. Forced disconnections. The chair may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.
7. Assignment of the floor. To seek recognition by the chair, a member shall address the Chair and state their name. To claim preference in recognition, another member who had been seeking recognition may promptly seek recognition again, and the chair shall recognize the member for the limited purpose of determining whether that member is entitled to preference in recognition. Members may use the raise hand feature to seek recognition.
8. Interrupting a member. A member who intends to make a motion or request that under the rules may interrupt a speaker shall use seek recognition as described in Rule 7, and shall thereafter wait a reasonable time for the chair's instructions before attempting to interrupt the speaker by voice.
9. Motions submitted in writing. A member intending to make a main motion, to offer an amendment, or to propose instructions to a committee, shall, before or after being recognized, post the motion in writing to the online area designated by the Secretary for this purpose, preceded by the member's name.
10. Display of motions. At the request of a member or of the Chair, the Secretary shall designate an online area exclusively for the display of the immediately pending question and other relevant pending questions (such as the main motion, or the pertinent part of the main motion, when an amendment to it is immediately pending); and, to the extent feasible, the Secretary, or any assistants appointed by him or her for this purpose, shall cause such questions, or any other documents that are currently before the meeting for action or information, to be displayed therein until disposed of.

11. Voting. All voting shall be by roll call, except in the case of a District Vacancy Committee meeting where the chair shall provide additional voting methods in the call.