

**EL PASO COUNTY HOUSE DISTRICT 22**  
**REPUBLICAN CENTRAL COMMITTEE BYLAWS**

**ARTICLE I. ORGANIZATION**

**Section 1. Name.** The name of this organization shall be the El Paso County House District 22 Republican Central Committee (hereinafter referred to as HD22CC).

**Section 2. Organizational Structure.** HD22CC is organized as an unincorporated non-fiscal association 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 (hereinafter referred to as the State CC), and the rules and bylaws of the El Paso County Republican Central Committee (hereinafter referred to as the County CC), in which District 22 (hereinafter referred to as the District) is wholly located.

**Section 3. Purpose.**

**A. Principles.** The purpose of HD22CC shall be to apply the fundamental principles of the Republican Party, as reflected in the Colorado and United States Constitutions and the state and national Republican platforms. A healthy organization is always growing through apprenticing, mentorship, recruiting, succession, and expansion. Therefore, it is the organization's intent that members utilize these tools to develop a stronger and more effective HD22CC.

**B. Elective State Representative Office.** The primary purpose of HD22CC is to nominate, designate, elect, or appoint qualified persons to the elective office of this District. This is accomplished by organizing and energizing the constituency through the electoral process; from the Precinct Caucus, to the District Assembly, and on to the Primary and General Elections.

**C. Post-Primary.** After the Primary Election, HD22CC works to support the Republican candidate by activating members of District precincts under Precinct and Division Leaders, establishing and utilizing block captains to organize their neighbors and contact potential voters, helping motivate them to vote for the District's Republican candidate, as well as other Republicans.

**Section 4. Pre-Primary Neutrality.** No candidate for the elective office of this District, either for designation or nomination, shall be endorsed, supported, or opposed by HD22CC, acting as an entity, or by its elected officers or committees, acting in their official capacity, before the Primary Election, unless such candidate is unopposed in the Primary Election.

**Section 5. Communications.** Communications are to be sent with personally identifiable information concealed, including the use of Blind Copy (BCC), unless prior authorization has been given by a member.

Communications shall be via email unless otherwise specified.

**Section 6. Gender Interpretation.** All references to male include the female. The masculine pronoun includes the feminine.

## **ARTICLE II. OFFICERS**

**Section 1. Officers.** The officers of HD22CC shall be a Chairman, Vice Chairman, and Secretary.

**Section 2. Qualifications.** The officers shall meet HD22CC Membership requirements 1 - 4, as shown in Article V, Section 2.

**Section 3. Election of Officers.** The Officers of HD22CC shall be elected at the biennial Organizational Meeting, the Restructuring Organizational Meeting, or at a meeting called to fill a vacancy. See ARTICLE V, Section 2, B. of these Bylaws for additional information.

**Section 4. Term of Office.** The officers of HD22CC shall assume their duties at the conclusion of the Meeting at which they were elected. Officers shall serve until their successors are duly elected, typically for two (2) years.

### **Section 5. Duties.**

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

1. **Call:** Issue the Official Call for regular, standing, and special committee meetings with the assistance of the Secretary.

2. **Meetings:** Preside at all meetings of HD22CC and any of its committees including the District Assembly and each Vacancy Committee; except for the Credentials Committee, which is the duty of the Secretary.

3. **Appointments:** Appoint members to all standing and special committees; except for the Credentials Committee, which is the duty of the Secretary.

4. **Voting Member:** Serve, by virtue of his official position, as a voting member of all committees.

5. **Other Duties:** Perform such other duties as the County CC or Vacancy Committee may assign, or as may be required by law. The Chairman may cause operational Rules to be written further clarifying points as established within these Bylaws.

6. **Delegation:** Delegate the duties of Chairman.

7. **Compliance:** Observe and enforce these bylaws and any HD22CC rules.

8. **Roll:** Ensure the HD22CC Secretary provides, to the County CC Secretary, a list of elected Committee officers and members of Vacancy Committees, including names, positions, full mailing addresses, telephone numbers, and email addresses, within thirty (30) days following HD22CC Organizational Meeting.

9. **Certification:** Assist the Secretary with, and ensure that, the official certificate form(s), showing Representative candidate designations to the Primary Ballot made by the District Assembly, as well as any Representative selections made by a Vacancy Committee, are mailed to the Secretary of State and emailed to the County CC.

**B. Vice Chairman.** The Vice Chairman shall assist the Chairman in the execution of duties. In addition, the Vice Chairman shall:

1. **Assumption of Duties:** Exercise the functions and assume the duties of the Chairman, in his absence or inability to perform, or at the Chairman's request, unless otherwise delegated by the Chairman. However, the Vice Chairman shall not make appointments.

2. **Assigned Duties:** Perform such other duties as the Chairman may assign.

**C. Secretary.** The Secretary shall perform such duties and have powers as are incident to the office of Secretary. In addition, the Secretary shall:

1. **Call:** Assist the Chairman in issuing the Official Call to all meetings.

2. **Attend Meetings:** Serve as Secretary at meetings, and any of its committees, including the District Assembly and Vacancy Committees.

3. **Records:** Record, retain, and be custodian of all HD22CC records, including meeting agendas and minutes, Assembly proceedings, bylaws, rules, the fully updated Roll, and any HD22CC online presence. These are to be passed on to each subsequent Secretary within fifteen (15) days of a change in office. See Appendix B - Sample Templates for Agenda and Minutes

4. **Membership Roll:**

a. **Maintenance:** Maintain, and keep updated, a list of names, positions, residential and mailing addresses, telephone numbers, and email addresses of each HD22CC Member. Coordinate with the County CC Secretary to provide and receive updates to the roll.

b. **Update:** Immediately following the election of officers or Division Leaders, provide the updated Roll to the County CC Secretary.

5. **Credentialing:** The HD22CC Secretary shall preside as Chairman for all Credentials Committees, including for the District Assembly. Once finalized, present the Credentials Report to the meeting.

a. **District Assembly:** Coordinate with the County CC Secretary to receive credentials for Delegates and Alternates and verify the list against copies of the documentation of results from Caucus and Division Meetings. The Roll shall be prepared from the credentials of uncontested Delegates and Alternates filed with the County CC Secretary.

Have ready for the convening of the District Assembly a temporary Roll of Delegates and Alternates entitled to participate.

b. **Verification:** The Secretary shall perform credentialing duties at all meetings where verification is required for voting.

#### 6. **Certification:**

a. **Prepare and verify** the official certificate form, with the assistance of the Chairman, showing Representative candidate designation(s) to the Primary Ballot made by the District Assembly, as well as any Representative selection(s) made by a Vacancy Committee. The form may be found on the Secretary of State website.

b. **Email** certificate form to the County CC Secretary within four (4) days after the District Assembly or Vacancy Committee Meeting.

c. **Deliver:** Complete, sign, and mail or hand deliver the original form to the Colorado Secretary of State no later than four (4) days after adjournment of the District Assembly or within thirty (30) days from the date a vacancy occurs.

**7. Other Duties:** Perform such other duties as HD22CC, a Vacancy Committee, or the Chairman may assign, or may be required by law. Duties of the Secretary may be delegated, including to another officer, at the discretion of the Secretary. To involve additional volunteers and aid in the efficiency of HD22CC, apprenticing, mentoring, and sharing of duties should be utilized.

### **Section 6. Removal of Officers.**

A. **Cause.** Causes for removal of an officer include, but are not limited to, the following:

1. Does not meet the qualification for membership of HD22CC,
2. Has a condition that prohibits them from fulfilling their duties,
3. Frequent absence from meetings,
4. Not fulfilling their duties,
5. Public support for any candidate opposing the Republican nominee in a general election while acting in their official capacity,
6. Holding an unauthorized meeting or fraudulently reporting actions of a meeting,
7. Malfeasance or misfeasance on the part of the Officer, or
8. Reasons stated in State Election Laws.

B. **Quorum.** Quorum for this Meeting shall be half (50%) of the HD22CC voting members.

C. **Removal.** HD22CC may remove any HD22CC Officer for cause and declare a vacancy by the affirmative vote of two-thirds (2/3) of this quorum at a regular or special meeting of HD22CC.

D. **Officer Vacancy Committee.** The HD22CC Officer Vacancy Committee shall convene immediately upon adjournment of this meeting.

E. **Finality:** The action of HD22CC at this meeting shall be final. [Source: CRC Bylaws]

### **ARTICLE III: DIVISION LEADERS**

**Section 1. Purpose.** The position of Division Leader was instituted in El Paso County for the purpose of acting as a liaison between the County CC Chairman, the house district Chairman, and precinct leaders. HD22CC officers coordinate Division Leaders who in turn work to coordinate their Precinct Leaders.

A. **Establishment.** After each Census, the state reapportions the following political districts: U.S. congressional, judicial, county commissioner, senate, house, and precinct. During restructuring, the House District Chairman determines the Division regions in coordination with the County CC Chairman.

B. **Functions.** HD22CC Officers, in consultation with the County CC Chairman, prepare a description of the functions and duties of Division Leaders.

**Section 2. Qualifications.** A person must have the qualifications to be a member of HD22CC to be eligible to serve as a Division Leader.

**Section 3. Elections.** Division Leaders shall be elected at the HD22CC Organization Meeting or a meeting to fill a vacancy. They shall be elected by a majority (over 50%) of those Precinct Leaders in their division who are present and voting. In the event of a tie, a re-vote will be held. Vacancies shall be filled as provided in the County CC Bylaws.

**Section 4. Term.** Once elected, Division Leaders continue to serve until they are replaced, typically at the next Organization Meeting of HD22CC, or until they resign or are removed, as provided for in the County CC Bylaws. The Term begins following the meeting at which they were elected.

**Section 5. Duties.** In coordination with the HD22CC Chairman, Division Leader duties include:

A. **Caucus Process.** Complete the Caucus Process by (1) preparing for Precinct Caucus with their Division's Precinct Leaders, (2) holding Division Meetings, and ensuring accurate results get to the Assemblies, including:

1. **Provide** the County CC with date, time, and location of his Division Meeting, prior to preparation of Caucus packets, which are compiled by the County, so that information can be included in the packets.
2. **Preside** over his Division Meeting to elevate Alternates to Delegate status. This meeting is held after the Precinct Caucus and before the District Assembly.
3. **Certify** results of this meeting and provide them to the HD22CC Chairman.

See also Appendix A - Example of Division Leader Duties.

B. **Meetings.** Hold other Division meetings as needed.

C. **Get Out the Vote.** Energize voters within your Division through GOTV initiatives.

D. **Assist.** Perform such other duties as assigned by the HD22CC Chairman or as may be required by law.

E. **Review** the County CC Bylaws for a detailed description on Division Leaders, Precinct Leaders, and Assemblies.

## **Section 6. Caucus System and Assemblies**

A. **Timing.** At least one (1) month prior to precinct caucuses, the County CC sets a date range for Division meetings, which shall be held no later than seven (7) days prior to the County Assembly. The Division Leaders then set the date, time, and place for their respective Division Meetings within the date range set by the County Chairman.

B. **Post-Caucus.** At the post-caucus Division Meetings, Precinct Leaders within each Division shall elevate, from among those Delegates and Alternates chosen at the Caucus, any additional Delegate and Alternate slots allotted to the Division for the higher assemblies. They shall also rank the Alternates to those same assemblies or conventions. No proxies shall be allowed.

C. **Certification.** Each Division Leader will certify Delegate and Alternate selections and rank to the HD22CC Chairman immediately following the Division Meeting.

**Section 7. Vacancy and Removal.** Vacancies are handled as covered herein under Vacancies. Removal of Division Leaders is covered in the County CC Bylaws.

## ARTICLE IV: PRECINCT LEADERS

**Section 1. Establishment.** A Precinct Leader, in El Paso County, Colorado, is the same as a precinct committee person (or precinct committee people), as defined in state law and the State CC Bylaws.

**Section 2. Qualifications.** A person must have the qualifications to be a member of HD22CC to be eligible to serve as a Precinct Leader.

**Section 3. Election.** Precinct Caucuses shall be held on the date established by law at a private place in each precinct or at a public place in or proximate to each precinct, as determined by the County CC Chairman and posted as required by Colorado Revised Statutes.

**Section 4. Term.** The Term begins once elected at the Precinct Caucus. Precinct Leaders shall continue to serve until they are replaced, typically in two (2) years, at the following Precinct Caucus or until they resign or are removed, as provided for in the County CC Bylaws.

### **Section 5. Duties.**

A. **Get out the Vote.** Energize voters within the Precinct through a variety of means.

B. **Meeting.** Attend the Biennial Organizational Meeting or find a proxy to attend.

C. **Caucus.** Begin the Precinct Caucus and ensure the completed Caucus packet is returned to the Division Leader.

D. **Additional.** To the degree you are able to, these are extra duties of Precinct Leaders:

1. **Training:** Learn the Caucus system and how the Republican party operates.

2. **Meetings:** Attend Caucus, the post-Caucus Division Meeting, plus other Division, House District, and other County CC meetings.

3. **Caucus:** Prepare for Caucus, including attending caucus trainings and receiving Caucus packet. Begin the Caucus and ensure a Chairman and Secretary are elected for this meeting. Complete the paperwork from the Caucus packet and ensure it is returned to their Division Leader. The Precinct Caucus procedures are found within the County CC Bylaws.

4. **Assist:** Perform such other duties as assigned by their Division Leader, the HD22CC Chairman, the County CC Chairman, or as may be required by law.

**Section 6. Removal and Vacancy.** Removal of Precinct Leaders is covered in the County CC Bylaws. Vacancies are handled as covered herein under Vacancies.

## **ARTICLE V: DISTRICT COMMITTEES**

**Section 1. Meeting Particulars.** Unless otherwise stated, Venue, Call, Proxy, Quorum, and Voting are as covered in this Section.

### **A. Meeting Venues.**

1. **Types:** Meetings may be held in person, through an electronic format, or in a hybrid format at the discretion of the Chairman.

2. **Electronic Means:** In the event that a meeting cannot be held in person, it may be held by electronic means, given there is opportunity and allowance for simultaneous audio communication among all members, given that the Chairman shall recognize all members who wish to speak. Visual communication among all members is recommended.

If the meeting will be held electronically, the Call shall include instructions as to how to connect to and participate in the meeting.

a. **Voting** may be by voice, show of hands, or roll call, at the discretion of the Chairman.

b. **Proxies** are not allowed during a meeting held in an electronic or hybrid format.

### **B. Call.**

1. **Notice of Meetings**, referred to as the Call, shall be sent by the Chairman, with assistance from the Secretary, to properly provide notice for meetings.

The Call is sent to the last known email address as it appears on the official HD22CC records, as maintained by the HD22CC Secretary.

The Call shall be sent at least ten (10) days prior to the meeting.

2. **Authority to Call:** A meeting may be called at any time by the Chairman, on his own initiative, or upon the written request of at least twenty-five percent (25%) of the members, emailed to all HD22CC Officers.

A requested Call for a meeting shall be issued within ten (10) days of the request and the meeting shall be held no fewer than ten (10) days after the call.

3. **Failure to Act:** If a meeting is requested by twenty-five percent (25%) of members, and is not held within twenty (20) days of the request, any HD22CC Officer may issue the Call.



If a meeting is requested by twenty-five percent (25%) of members, and is not held within thirty (30) days of the request, any voting member may issue the Call.

4. **Particulars:** The Call states the time, date, place, and agenda of the meeting.

5. **Waiver of Call of Meetings:** A meeting may be held if two-thirds (2/3rds) of the membership of a committee waive notice of a meeting. Consent from members not present must be in writing, to the Chairman, via email or notarized.

6. **County Call for Concurrent Meeting:** The County CC Chairman may include notice of an HD22CC meeting with the call for a County CC meeting. If the HD22CC Chairman wishes to not have the County CC issue a concurrent Call for a meeting, timely notice should be sent to the County CC.

Failure of an HD22CC meeting to be properly called shall not invalidate it, if held on the same date and proximate to the County CC's biennial Organizational Meeting, in both time and location, provided that the HD22CC meeting is announced during the County CC Meeting and before the HD22CC meeting.

7. **Failure to Meet:** If no meeting is held within the appropriate time frame for a meeting, the County CC Chairman, or State CC Chairman, may issue such Call and that person may personally, or by nominee, preside at the meeting so noticed if HD22CC fails to provide a Chairman. In such a case, the meeting must allow for an election for Chairman for the meeting.

### C. Proxies.

1. **Designation:** Any voting member who wishes to vote by proxy, at an in-person meeting and where proxies are allowed, shall designate his proxy:

- a. In writing, either on a provided written form or otherwise;
- b. With the date the proxy was created;
- c. Including the specific date, time, location, and name of the applicable meeting;
- d. Notarized; and
- e. Submitted to the HD22CC Secretary prior to the start of the meeting.

Directed proxies, which specify how the carrier of a proxy must vote or conduct themselves, are not allowed in any HD22CC meeting.

2. **Single Meeting:** All proxies shall apply to a single meeting and any subsequent adjournments thereof.

3. **Proxy Qualification:** The designated proxy must be qualified to be elected to the position held by the proxy designator.

4. **Member Present at Meeting:** A proxy holder may vote only if the designator is absent from the meeting at the time of the vote.

5. **One Proxy Allowed:** No individual shall be permitted to vote more than one proxy at a meeting.

6. **Examination:** Any member of a committee shall have the right to examine the proxies of a given meeting at the discretion of the Chairman.

7. **Vacancy Committee:** No member of any Vacancy Committee may vote or otherwise participate in any meeting or any selection or designation by proxy.

8. **Forbidden:** In the event a meeting is held in an electronic or hybrid format, proxies shall not be allowed.

**D. Quorum.** Those members present and voting at a committee meeting shall constitute a quorum given proper notice has been provided, unless otherwise required by these Bylaws or higher authority.

#### **E. Voting.**

1. **Nominations:** Nominations may be made from the floor by a member who is present at an Organizational Meeting. No second to any nomination is required. However one person, including nonmembers, may be recognized to indicate endorsement. Nominations, by a HD22CC member, may also be provided to an HD22CC officer, prior to the meeting, and must be included in the vote.

Votes cast for an officer or candidate not nominated shall be considered invalid, with those ballots cast considered spoiled.

2. **Method:** Voting shall be by voice vote, raise of hands, rising vote, paper ballot, or acclamation, at the discretion of the Chairman, unless otherwise provided for by the affirmative majority (over 50%) vote of the members present and voting. No electronic voting is allowed.

Election or removal of an officer, or designation of candidacy or appointment of a Representative, shall be by paper ballot or acclamation.

3. **Majority Vote:** Officers and Division Leaders shall be elected by a majority (over 50%) vote of those members present and voting.

Issues, such as adopting bylaws, and other motions shall be approved by a majority (over 50%) vote.

4. **Cumulative Voting and Unit Rule:** Cumulative voting, which permits an elector to give more than one vote to a single candidate, shall not be allowed at any HD22CC meeting.

What is commonly known as the “Unit Rule,” by which the entire vote is cast according to the majority within the electors, shall not be allowed or adhered to at any HD22CC meeting.

**5. Multiple Offices:** Members, including those who hold multiple offices, are each entitled to only one vote.

**Section 2. HD22CC.** This is the El Paso County House District 22 Republican Central Committee, referred to as HD22CC in these Bylaws.

As a standing committee, HD22CC shall meet for various reasons and at times and places, as required or as designated by the Chairman, to conduct business related to the efficient and orderly operation of HD22CC and related Republican issues.

**A. Membership.** The membership requirements of HD22CC shall consist of the following: (1) affiliated as Republican, (2) residing within the District, and (3) both for not less than 22 days (Source: Colorado Revised Statutes), and (4) as currently shown on the voter rolls maintained by the El Paso County Clerk and Recorder. In addition, the members (5) shall be elected to at least one of these positions:

1. The Chairman, Vice Chairman, and Secretary of HD22CC;
2. Division Leaders;
3. Precinct Leaders;
4. The State Representative;
5. State Senators; and
6. The Chairman, Vice Chairman, and Secretary of the County CC.

## **B. Organization Meeting.**

**1. Purpose:** The purpose of the Organization Meeting is to:

- a. Elect an HD22CC Chairman, Vice Chairman, and Secretary;
- b. Recess to allow for Division meetings where Division Leaders are elected by the Precinct Leaders within their Division;
- c. For the understanding of the body, convey the standing membership structure of each Vacancy Committee. Vacancy committees address vacancies in the offices of the Elected District Representative, an HD22CC Officer, or a Division Leader.
- d. Address any proposed Bylaw amendments; and
- e. Conduct such other business as may properly come before HD22CC.

## 2. Location and date:

a. **Concurrent meeting:** The HD22CC Organization Meeting shall be held on the same date and in the same location, or in a location proximate to, the Organization Meeting of the County CC of which this District is comprised. This meeting is called by the County CC.

b. **Biennial:** This HD22CC Organization Meeting is required to 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.

c. **Restructuring Organization Meeting:** Statewide political district reapportionment follows the U.S. Census, which is conducted every ten years. The County CC, in consultation with HD22CC officers, must then redraw Division boundaries.

HD22CC meets to restructure and elect any officers or Division Leaders where reapportionment has altered boundaries.

Bylaws may be written, revised, adopted, or ratified at this meeting.

**Section 3. Executive Committee.** This standing committee shall be composed of HD22CC Officers and Division Leaders. The Executive Committee shall meet at times and places, as designated by the HD22CC Chairman, to discuss matters related to the efficient and orderly operation of HD22CC as well as Republican issues in relation to the District.

## **Section 4. Division Committees.**

A. **Membership.** These standing committees shall each be composed of the District Division Leader, for each Division, and the Precinct Leaders of that Division.

HD22CC Officers may attend and assist but shall not be authorized to vote unless they reside in the pertinent Division, which allows them voting privileges.

B. **Purpose.** The purpose of this committee is to facilitate the Caucus / Assembly system through a smooth flow of information, where it is needed, including Caucus packages getting to Precinct Leaders and the results from Caucus meetings getting to HD22CC and County CC Secretary. In addition, Division Committees facilitate post-Caucus Alternate and Delegate elevation requirements.

Division Leaders may organize and encourage their Precinct Leaders to engage and energize communities in their areas.

C. **Duties.** Make copies of the paperwork from Precinct Caucus for the HD22CC Chairman. HD22CC requires names and contact information of those elected to Delegate and Alternate positions in addition to the votes each received.

Three to Five (3-5) days Post-caucus, hold a Division Meeting to elevate Alternates to vacant Delegate positions.

**Section 5. Credentials Committee.** This ad hoc committee shall be chaired by the HD22CC Secretary. Additional members may be assigned by the HD22CC Secretary. This committee organizes and conducts credentialing whenever required for voting purposes.

**Section 6. Bylaws Committee.** This standing committee shall be composed of HD22CC Officers and, as appointed by the HD22CC Chairman, no less than two (2) additional HD22CC members.

This committee considers and proposes changes to the Bylaws, which are then presented to HD22CC for approval.

**Section 7. Vacancy Committees.** See ARTICLE VI. VACANCIES.

**Section 8. Special Committees and Meetings.** The membership, purpose, and venue of additional Standing and ad hoc committee meetings shall be structured as deemed appropriate by the HD22CC Chairman.

## **ARTICLE VI - VACANCIES**

### **Section 1. Vacancy Conditions.**

**A. Conditions.** A vacancy of any HD22CC position or the elected official shall exist in the event of ineligibility, disqualification, declination of a nomination, withdrawal of a candidate, death, resignation, removal, or inability to serve.

A Primary Election vacancy exists if no candidate has successfully petitioned onto the ballot and no candidate has:

1. Been designated through the District Assembly, and
2. Been certified through the application process, and
3. Accepted the nomination.

**B. Timing.** Vacancies for the office of the House Representative may occur:

1. At or after the District 22 Assembly and prior to the Primary Election,
2. After the Primary Election and prior to the General Election,
3. After the General Election and prior to the Representative-Elect being installed into Office,
4. After being installed into Office,
5. As a result of a recall election, or
6. After having been designated by a Vacancy Committee.

### **Section 2. Remedying Vacancies.**

A. **Three (3) types** of standing committees are hereby formed for vacancies. Precinct Leader vacancies are covered within the County CC Bylaws.

B. **Reporting.** Members need not be reported to the Secretary of State as membership is covered in these Bylaws.

C. **The Call** for each meeting of these committees shall be issued, by the Chairman, within ten (10) days of the meeting and the meeting held no fewer than fifteen (15) days and no longer than thirty (30) days from the date of the Call.

D. **Results** from vacancy meetings are forwarded within five (5) days of the meeting to the County CC Secretary, who forwards the results to the Secretary of State and the State CC.

**Section 3. HD22CC Officer Vacancy Committee.** Membership consists of the remaining Officers and the elected Republican State Representative. If they reside in the District, the elected Republican State Senator and any County CC officers shall also be members of this committee.

A. **Proxies.** A member of this committee may designate a proxy to be carried by another HD22CC member who is eligible to be elected into that person's position.

B. **Quorum.** A Quorum for a meeting of this committee is three (3) and shall include at least one of the remaining officers.

If this quorum cannot be met, membership shall be the Executive Committee plus the Republican State Representative and the new quorum shall then be a majority (over 50%) of the Executive Committee.

**Section 4. The HD22 Division Leader Vacancy Committee.** Membership consists of the Precinct Leaders within the Division.

A. **Proxies.** Proxies are not allowed at this meeting.

B. **Quorum.** Those present and voting.

**Section 5. Vacancy Committee of the Colorado House District 22 Representative.**

Membership consists of all eligible voting members of HD22CC at the time the Committee meets.

A. **Proxies.** Proxies are not allowed at this meeting.

B. **Quorum.** The quorum shall be a majority (over 50%) of the members.

If a quorum is not present at the meeting, the Committee may fix a time to which to adjourn the meeting to a future date, time, and place within the period required under law to fill the vacancy, without publishing a Call for the new meeting.

C. **Eligibility.** Nominees must meet all the qualifications of eligibility to be designated to the Primary Election ballot at the time of the most recent District 22 Assembly.

D. **Voting** shall be conducted by a secret ballot unless there is only one nominee to fill a vacancy, in which case the vote shall be by acclamation.

The person to fill the vacancy shall be designated (if between the District Assembly and certification of the Primary Election) or elected (if after the Primary is certified) by a majority (over 50%) vote. If a majority is not attained, see the District Assembly procedure.

E. **Recall Election.** In the event of a recall election for a Colorado Republican House District 22 Representative, the Vacancy Committee of the HD22 Representative is to name a preferred candidate to replace the office holder subject to being recalled.

F. **Certification.** The committee secretary shall certify, using the official form, the selection to the County CC, State CC, and Colorado Secretary of State within thirty (30) days of the date the vacancy occurs.

However, a vacancy in the party designation that occurs after the District Assembly, and no later than sixty-eight (68) days before the Primary Election, is to be filled by this Vacancy Committee, in accordance with Colorado Revised Statutes. In this case, this Committee shall certify the designation and acceptance within three (3) days after the committee meets or as otherwise required by law.

G. **Replacement Term of Office:** The committee's appointment serves until the installation following the General Election.

## **ARTICLE VII. DISTRICT ASSEMBLY**

### **Section 1. General.**

A. **Purpose.** The District Assembly shall meet to designate qualified Republican candidate(s) to appear on the Republican Primary Ballot and vote on Platform Resolutions from Precinct Caucuses.

B. **Date and Location.** In those years in which a candidate for the Elective Office of the District is designated for election, generally held during even-numbered years, the District Assembly is generally held, on the same day and at the same venue, following the El Paso County Assembly.

C. **Call.** The Call of the District Assembly includes the date, place, and purpose of the District Assembly. The Call of the District Assembly, at the request of the HD22CC Chairman, may be included with the Call of the El Paso County Assembly.

**D. Failure to Call.** Failure to properly call the District 22 Assembly shall not invalidate a District Assembly held on the same date and proximate to the El Paso County Assembly in both time and location, provided that the District Assembly is announced during the El Paso County Assembly and before the District Assembly is called to order.

## **Section 2. Delegates and Alternates.**

**A. Procedure.** Precinct Caucuses, within the District, elect Delegates and Alternate delegates to the El Paso County Assembly, in accordance with Colorado State Statutes and the number of allocations authorized by the County CC. The County Delegates and Alternates are also designated as Delegates and Alternates to the District 22 Assembly.

Delegates elected in their Precinct Caucuses shall be voting members at the Assemblies to which they were elected, including this District Assembly. Alternates may attend Assemblies, if opened to them, but are not members of Assemblies and may not vote unless elevated to the status of Delegate.

**B. Documentation.** Copies of documentation from Precinct Caucus meetings should be kept by the HD22CC Secretary, including lists of names, contact information, and Delegate and Alternate lists with the number of votes received, which is needed for properly elevating Alternates to Delegate status. These are part of HD22CC records and will be needed at the Division Meeting following Caucuses and at the District Assembly.

**C. Credentials Committee.** This committee is chaired by the HD22CC Secretary and composed of no less than three (3) additional members appointed by the Credentials Committee Chairman.

The Credentials Committee Chairman organizes the process of elevating Alternates to Delegate status as he deems appropriate and in accordance with the County CC Bylaws.

**D. Registration.** A time will be established by the Credentials Committee Chairman when registration of Delegates is to be completed and no additional Delegates may attend the District Assembly as voting members. Late registration may be considered by a vote of the Assembly.

**E. Ineligibility.** A Delegate or Alternate who changes from Republican affiliation or moves from the Precinct shall be ineligible to serve as a Delegate or Alternate to the District Assembly. Addresses and party affiliation, as reported in the voter rolls, must be verified for each Delegate and for each Alternate elevated to Delegate.

**F. Final Alternate Elevations.** Once Delegate credentialing has closed, Alternates shall be elevated to Delegates in the order designated by their Precinct Caucuses, as documented at the Division Meeting.

Alternates may only be elevated into the Division for which there is a vacancy.



Elevating Alternates is to be completed in time for the District Assembly to meet and conduct business.

**G. Credentials Report.** The Credentials Committee Chairman shall report to the District Assembly with the total number of Delegates in attendance, including the number of Alternates that were elevated. This report shall be documented and retained in HD22CC records.

### **Section 3. Voting in the District Assembly.**

A. **Quorum:** A quorum of the District Assembly shall be those Delegates present.

B. **Proxies:** No proxies shall be allowed at the District Assembly.

C. **Qualifications for Nominees:** To be eligible for nomination at the District Assembly, a nominee must meet the constitutional and statutory qualifications for such Elective Office. For not less than thirty (30) days preceding the District Assembly, as shown by the voter rolls, a nominee shall have:

1. Been continuously affiliated as a Republican and
2. Resided within the District.

D. **Balloting.** The District Assembly shall take no more than two ballots to designate candidates for the Office of House District 22 Representative on the Republican Primary ballot.

A second ballot may be cast if no candidate receives at least thirty percent (30%) of the votes on the first ballot. If, on the second ballot, no candidate receives thirty percent (30%) or more of the votes cast, the District Assembly shall certify the two (2) candidates receiving the highest numbers of votes as candidates for the office. If two (2) or more nominees seeking designation have received an equal number of votes, the order of certification of designation shall be determined by lot by the candidates.

E. **Petitioning.** Individuals who petition onto the ballot while also utilizing the caucus process require a minimum of ten percent (10%) of the District Assembly's delegate votes to secure a position on the primary ballot.

**Section 4. Certificate of Designation by Assembly.** The Certificate of Designation shall list designees by the rank order of votes and percentage achieved. In certifying the designations as candidates for the Primary Election, the District Assembly shall not conclusively declare that the list consists of the only candidate(s) as there may be additional candidates who successfully petition onto the ballot.

**Section 5. Acceptance.** Each candidate designated by the District Assembly shall file his written acceptance with the officers of the County CC and to the Secretary of State within four (4) days of the adjournment of the District Assembly.

If the acceptance is filed electronically, the original must also be mailed with a postmark no later than ten (10) days after the adjournment of the District Assembly. If an acceptance is not filed within the specified time, the candidate shall be deemed to have declined the designation.

## **ARTICLE VIII. AMENDMENT OF THESE BYLAWS**

**Section 1. Submission.** These Bylaws may be amended after submission by either of these two methods:

A. **The Bylaws Committee** proposes a Bylaws amendment that is submitted to the HD22CC Chairman or

B. **One or more members** propose an amendment that is emailed, as an attachment, to the HD22CC Chairman, Vice Chairman, and Secretary. An amendment proposal, properly received, is to be acknowledged by return email to the sender by the Chairman.

1. The HD22CC Bylaws Committee, within ten (10) days, reviews the submission for compliance with state law and state and county bylaws.

2. Reasons for declining are sent to the submitter when the Bylaws Committee decides to not pass a proposal on to HD22CC members for consideration.

**Section 2. Notice of Bylaws Amendment.** A proposed amendment that has passed the Bylaws committee is emailed to HD22CC members at least fifteen (15) days prior to the meeting.

A Bylaws proposal may be considered if two-thirds (2/3rds) of the membership of HD22CC waive notice. Consent from members not present must be in writing, to the Chairman, via email or notarized.

**Section 3. Approval.** Bylaws may be amended at any Regular or Special Meeting of HD22CC.

An amended set of Bylaws becomes effective at the close of the meeting at which they have been approved.


## **ARTICLE IX. PARLIAMENTARY AUTHORITY**


The current edition of *Roberts Rules of Order, Newly Revised* shall govern all regular or special meetings of HD22CC, the District Assembly, and any of its committees, including any Vacancy Committee, whenever they are applicable and not inconsistent with these Bylaws, the Bylaws and Rules of the County CC, the Bylaws and rules of the State CC, and applicable law.

**ARTICLE X. HIGHER AUTHORITY**

In the event of a substantial conflict between Colorado State Statutes and these Bylaws, State Statutes shall prevail. In the event of a substantial conflict, between the State CC or the County CC bylaws and these bylaws, higher level bylaws may prevail.

These Bylaws are hereby amended as Adopted: August 5, 2023, by:

Chairman:   
Laurel Anne Flahive

Secretary:   
Ann E. Easton

Previous Bylaws of the House District 22 Central Committee

February 5, 2022: Adopted Appendix B-2 from the State CC Bylaws

August 5, 2023: Revised Bylaws Adopted

**EL PASO COUNTY HOUSE DISTRICT 22**  
**REPUBLICAN CENTRAL COMMITTEE BYLAWS**

Appendix A - Example of Division Leader Duties

**Caucus Process.** The Caucus and Assembly process requires Division Leaders to be responsible for numerous tasks in a short period of time. This is an example and used only to show all of the duties needed.

1. **Timing.** At least one (1) month prior to precinct caucuses, the County CC sets a date range for Division meetings, which are held no later than seven (7) days prior to the County Assembly.
2. **Set a date** for your post-Caucus, pre-District Assembly Division Meeting, within the date range set by the County CC, to elevate Alternates to Delegate status (see 9. below this). You may choose to coordinate with HD22CC on this.
3. **Provide** the County CC with the date, time, and location, prior to preparation of Precinct Caucus packets by the County, so that information on your Division Meeting can be included.
4. **Ensure** that your Precinct Leaders:
  - a. are prepared for their caucuses with training or find Precinct members to fulfill this,
  - b. have received and reviewed their Caucus packets, and
  - c. know to complete their Caucus paperwork immediately after the meeting and deliver it to you prior to leaving.
5. **Attend** your Precinct Caucus.
6. **Gather**, that day, all paperwork from your precincts, including Delegate and Alternate payments collected, as soon as Precincts have completed their work.
7. **Meet** the next day with HD22CC Officers to provide the necessary information to assist in ensuring that Alternates are properly elevated to Delegate positions.
8. **Deliver** completed Precinct Caucus paperwork and funds to the County CC the day after Precinct Caucuses are held. Assist in the county compilation process if you are able.

9. **Preside** over your Division Meeting (post-caucus, pre-District Assembly) to elevate Alternates to Delegate status with your Precinct Leaders. Within each Division, fill any open Delegate and Alternate slots for County, District, and higher assemblies, based on the number allotted for each precinct. Only elected Alternates, from within your Division, are eligible to fill open slots. Alternates are also ranked, for each assembly, based on the number of votes each received. No proxies are allowed for this meeting.
10. **Certification.** Provide certification of Delegates as well as ranking of Alternates, within your Division, to the HD22CC Chairman and County Chairman immediately following the Division Meeting.
11. **Attend** the County and District Assemblies.

This process is an important part of our freedom as Americans, providing opportunities for our input in the election process. Failing to be responsible in this process is, in part, how corruption flourishes in politics.

**EL PASO COUNTY HOUSE DISTRICT 22  
REPUBLICAN CENTRAL COMMITTEE BYLAWS**

Appendix B - Sample Templates for Agenda and Minutes

**EL PASO COUNTY HOUSE DISTRICT 22  
REPUBLICAN CENTRAL COMMITTEE BYLAWS COMMITTEE**

**Month DATE, YEAR – 10 AM/PM**

**COMMITTEE Meeting - Agenda**

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- I. Call to Order – \_\_\_\_\_ AM/PM
- II. Determination of Quorum
- III. Approval of Month DATE, YEAR, Meeting Minutes
- IV. Chairman's Report
  - A. Review/discuss proposed amendment \_\_\_\_\_
  - B. Discuss Rules & Regulations to clarify \_\_\_\_\_
- V. Business to address
  - A. Review/discuss proposed amendment \_\_\_\_\_
  - B. Discuss Rules & Regulations to clarify \_\_\_\_\_
- VI. Business to address
  - A. Review/discuss proposed amendment \_\_\_\_\_
  - B. Discuss Rules & Regulations to clarify \_\_\_\_\_
- VII.
- VIII. New Business
- IX. Open Forum

**Adjournment** ( \_\_\_\_\_ AM/PM)

**EL PASO COUNTY HOUSE DISTRICT 22**  
**REPUBLICAN CENTRAL COMMITTEE BYLAWS COMMITTEE**

**Month DATE, YEAR – 10 AM/PM**

**COMMITTEE Meeting - Minutes**

- I. **Call to Order – 10:10 AM**
  
- II. **Quorum met** with these members present:  
Position - NAME  
Position - NAME  
Position - NAME
  
- III. **2023 \_\_\_\_\_ Committee Meeting Minutes** (minutes from prior meeting)  
Approved **DB/RR** with **J/K** abstaining
  
- IV. **Chairman's Report – Review of 2023**
  
- V. **Business Addressed**
  - A.
  - B.
  
- VI. **Election of Officers**  
  
**NAME** has agreed to serve another 2-year term  
  
**NAME** was willing to continue serving  
  
**NAME** was not willing/able to continue serving  
  
**NAME** was willing/able to serve for a 2-year term  
  
**NAME**, **NAME**, and **NAME** were elected, by **acclamation** / **unanimous** /  
by a majority.
  
- VII. **Needed rules**
  - A. **Division Leader rules** - (text on this). **Vote?**
  - B. **Precinct Leader rules** - (text on this). **Vote?**
  - C. **Other rules** - (text on this). **Vote?**

**VIII. New Business**

- A. XX - (text on this). Vote?
- B. XX - (text on this). Vote?
- C. XX - (text on this). Vote?

**IX. Open Forum - XX - (text on this). Vote?**

**Adjournment 11:17 AM/PM**