

# **COLORADO FOURTH CONGRESSIONAL DISTRICT REPUBLICAN CENTRAL COMMITTEE BYLAWS**

## **ARTICLE I: NAME**

The name of this organization shall be the Colorado Fourth Congressional District Republican Central Committee, hereinafter referred to as 4th RCC.

## **ARTICLE II: PURPOSE**

- Section 2.01** To perform the functions set forth in the Colorado Election laws for Congressional Central Committee, the Congressional Assemblies/Conventions, and the Colorado Republican State Bylaws. To exert every effort to achieve the objectives of the Republican Party as reflected in the Republican State Platform, the 4th Congressional District Platform and in the Platform adopted by the Republican National Convention.
- Section 2.02** To provide an organization for the election of Republicans from the 4th Congressional District to the following:
1. A Representative to the United States Congress
  2. A member to the State Board of Education
  3. A member to the Board of Regents of the University of Colorado

## **ARTICLE III: POLICY**

- Section 3.01** All applicable provisions of the statutes of the State of Colorado and the Colorado Republican Bylaws shall be considered a part of these bylaws, and shall supersede any provision of these bylaws which are in conflict.
- Section 3.02** All reference to male includes the female, and the masculine pronoun includes the feminine
- Section 3.03** No Republican candidate for any designation or nomination for public office shall be endorsed, supported, or opposed by the 4th RCC as an entity, or by its officers, before the primary election, unless such candidate is unopposed in the primary.

## **ARTICLE IV: MEMBERSHIP**

- Section 4.01** Membership of the organization shall be:
1. Chair, Vice Chair, and Secretary of the 4th RCC
  2. Chair, Vice Chair, and Secretary of the individual county central committees;
    - A. If said members do not live within the 4th Congressional District each county is allowed to fill those membership spots according to their county By-laws
  3. The 4th Congressional District Congressman
  4. The 4th Congressional member of the State Board of Education
  5. The 4th Congressional member of the University of Colorado Board of Regents
  6. The Republican State Senators and Representatives who reside within the 4th Congressional District.

7. Two (2) “bonus members” from each county that polled ten thousand votes at the last preceding general election for Republican Governor of Colorado, or the Republican candidate for President of the United States; two (2) additional “bonus members” for each additional ten thousand votes or major portion thereof so cast in such county.
  - B. The bonus members shall be elected by the County Central Committee at its organization meeting.
  - C. Bonus member vacancies shall be filled by the County entitled to make the original selection, in accordance with that County’s bylaws.
  - D. Bonus member must reside within the 4th Congressional District
8. No County shall increase its voting strength by electing multiple officers. For example, counties with more than one Vice Chair must determine which one is the voting member of the 4th RCC
9. A person holding multiple offices shall not be entitled to more than one vote.

Section 4.02

All members of the 4th RCC shall reside within the 4th Congressional District, the county they represent, and be registered as Republicans, all as shown on the registration records of their County Clerk and Recorder.

## ARTICLE V: OFFICERS

Section 5.01

The elected officers of the 4th RCC shall be a Chair, three (3) regional Vice-Chairs and a secretary

1. They shall be registered Republicans at least one year immediately prior to their election as shown by their registration records, and shall have resided within the district at least one year immediately prior to their election, except in such cases where redistricting results in changes to District lines, such as the year following a United States Census.
2. They shall serve for a two (2) year term following the organization meeting and/or until their eligible successors are elected.
3. A regional Vice Chair shall be selected from each of the three regions as described below:
  - A. Region 1: Douglas
  - B. Region 2: Adams, Arapahoe, Larimer, Logan, Morgan, Phillips, Sedgwick, Washington, Weld, Yuma
  - C. Region 3: Baca, Bent, Cheyenne, Crowley, El Paso, Elbert, Kiowa, Kit Carson, Lincoln, Prowers

Section 5.02

The Representative from the Fourth Congressional District to the Republican State Executive Committee may nominated and elected, so long as they are a registered Republican who resides within the District. The Representative shall serve for a two (2) year term following the organizational meeting and/or until an eligible successor is elected (as per Article IV).

Section 5.03

If any of the above elected persons are elected but found to be ineligible, a vacancy has occurred.

Section 5.04

The Chair may appoint a treasurer who shall be a registered Republican and who shall serve at the pleasure of the Chair.

Section 5.05

Duties of Elected Officers:

1. The Chair shall:
  - A. Be the chief executive officer of the 4th RCC,
  - B. Issue the call and preside at all meetings of the 4th RCC, the executive committee, and the 4th Congressional Assembly/Convention.
  - C. Observe and enforce the bylaws of the 4th RCC.

- D. Appoint necessary staff members and all standing and special committees.
  - E. Be a member of all committees.
  - F. Instruct the secretary to provide the State Chair and the Colorado Secretary of State a list of officers elected to the 4th RCC, together with their mailing address, and telephone numbers immediately following the organization meeting.
  - G. See that the Republican State Chair has a current copy of the 4th RCC bylaws, and is notified of amendments thereto.
  - H. Notify the State Chair and Secretary of State the composition of vacancy committee.
  - I. Be responsible for seeing that arrangements are made for the 4th Congressional Assembly/Convention.
2. Vice Chair shall:
- A. Exercise the functions of the Chair in his absence or inability to perform, or at the Chair's request. At the organizational meeting of the 4th RCC, a vote shall be taken designating the order in which the three Vice Chairs will serve as acting Chair of the 4th RCC in the absence or inability of the Chair to perform.
  - B. Perform such other duties as may be prescribed by the Chair.
3. Secretary shall:
- A. Be the chief clerical officer of the 4th RCC, and shall make a complete record of all proceedings of said 4th RCC and of the executive committee.
  - B. At the discretion of the Chair, will be custodian of all funds, books, papers, records, and proceedings of the 4th Congressional Assemblies/Conventions, and report to the executive committee when and as the committee requires.
  - C. Perform such other duties as may be prescribed by the Chair.
  - D. Prepare and have in readiness upon the convening of any Congressional Assembly/Convention, a temporary roll of the delegates (and alternates) filed with him, and from the credentials of contested delegates (and alternates) place upon the temporary roll by the 4th RCC.
  - E. Serve as secretary at the 4th Congressional District Assembly/Convention.
  - F. Prepare and verify all credentials for delegates (and alternates) and certificates of designation that shall be made by the 4th Congressional Assembly/Conventions.
  - G. Send a list of names, addresses and telephone numbers of new officers to the Republican State Headquarters and Secretary of State.
  - H. in the event of any emergency and in the absence of the Chair and Vice Chair, he may call a meeting of the 4th RCC and shall preside until the election of a Chair pro tem, which shall take place immediately.
  - I. In the absence of a Treasurer the Secretary will fulfill the duties of that office.
4. Treasure shall:
- A. Perform such duties as are prescribed by the Chair
  - B. At the discretion of the Chair, will be custodian of all funds and books of the 4th Congressional Assemblies/Conventions, and financial reports to the executive committee when and as the committee requires.
  - C. File with the appropriate authorities all statements and reports required by both the state and Federal Law.
  - D. Comply with all other applicable State and Federal Laws.

#### Section 5.06

Nominations for candidates for Chair, Vice Chairs, secretary, and the 4th RCC representative to the State Executive Committee shall come from the floor, and be made only by members of the 4th RCC in person.

## Election/Removal of Officers

- Section 5.07 Election of the Chair, Vice Chair, Secretary, and the 4th RCC Representative to State Executive Committee shall be by secret ballot. Where there is only one nominee for a position, election may be by acclamation.
- Section 5.08 These persons shall be elected individually and by a majority of the votes cast by those members present and voting in person or by proxy.
1. If more than two (2) persons are nominated for a position, and after two (2) ballots have been taken, no nominee has received the required majority vote, then, ballot shall be dropped from all subsequent ballots. The nominee receiving the least votes on each ballot thereafter shall also be dropped from subsequent ballots. Balloting shall continue in such a manner until a majority vote is cast for one nominee.
- Section 5.09 Removal of an elected officer or Representative to State Executive Committee may occur at any time for whatever cause the 4th RCC may deem sufficient by a 75% vote of eligible members in attendance of the of the 4th RCC at a meeting called for that purpose.
1. This meeting shall be a requested meeting and shall meet all the requirements as stated in Article VI; Section 6.03
  2. The person to be removed shall have at least ten (10) days notice in writing of the date, time, place, and purpose thereof before any such meeting is held
  3. Electronic mail is deemed a sufficient form of notice
  4. The action of the 4th RCC shall be final
  5. A vacancy shall be declared when a person is removed from office

## ARTICLE VI: MEETINGS

- Section 6.01 Organizational meeting shall be held between February 15, and April 1 of the odd-numbered years for the purpose of electing Chair, 3 Regional Vice Chairs, Secretary, the 4th RCC Representative to the State Executive Committee, and the 4th RCC Vacancy Committee.
- Section 6.02 The 4th Congressional District Assembly should be held every two years in concurrence with the Colorado Republican State Assembly
1. Any candidates that are interested in speaking to the Assembly must sign an affidavit stating that they are seeking the nomination for office by going through the appropriate assembly.
  2. Any Candidate nominated and seconded for the office of Congressman, CU Regent, and School Board from the 4th Congressional District must accept the nomination before speaking to the assembly via affidavit.
- Section 6.03 Other meetings shall be held at such times and place as may be designated by the 4th RCC, the Executive Committee; or upon the call of the Chair; or in the event of an emergency and in the absence of both of the above, upon the call of the Secretary. Meetings may be held in person, in an electronic format, or in a hybrid format at the discretion of the Chairman. In the event a meeting is held in an electronic or hybrid format, proxies shall be forbidden at that meeting.
- Section 6.04 Requested meetings of the 4th RCC shall be called upon the written request, signed by one-third (1/3) or more of the 4th RCC or upon written request of a majority of the members of the Executive Committee. The Notice of Such Meeting shall be in writing and electronically mailed to each member of the 4th RCC within ten (10) days after receipt of the request. The meeting shall be held no less than fifteen (15) nor more than thirty (30) days after such notice is mailed. The purpose of such meeting shall be clearly stated in the call.

- Section 6.05 The official call shall be in writing electronically mailed to the last known email address of each member on file with the secretary of the 4th RCC
1. The electronic mailing shall be made at least ten (10) days prior to the date of the meeting. It shall state the time, date, place of the meeting, the business to be conducted provided that the call shall not limit the business to those items, except for the “requested meetings”
  2. When amendments to the bylaws are to be proposed, the call shall be electronically mailed no fewer than thirty (30) days prior to the meeting. All Members shall receive a copy of amendments in the call.
- Section 6.06 A quorum for any meeting (except a Vacancy and Executive Committee Meeting) shall be those persons present or represented by proxy, but not less than at least one (1) voting member from a minimum of ten (10) of the CD4 counties present.

## ARTICLE VII: VOTING AND PROXIES

- Section 7.01 Voting with the exception of the election of officers (Article V, See 5.07, shall be by voice vote or electronic ballot (at the discretion of the Chair), unless a roll call vote or secret ballot is requested by a motion properly made and passed by one-third (1/3) or more of those members present, in which case roll shall be made or ballots distributed when each member or his proxy’s name is called. Secret balloting may be done by an electronic ballot.
- Section 7.02 Any person who is a multiple office holder shall have no more than one vote, excluding proxies.
- Section 7.03 Any member who desires to vote by proxy shall:
1. A proxy of a member absent at roll call shall be designated on a written form which shall be signed by member, dated, witnessed and delivered to the secretary before the meeting is called to order. (This requirement may be waived by the 4th RCC in special circumstances, subject to approval of the membership.) A proxy need not be an original written document to be recognized; a Photocopy, printed copy of an electronic transmittal of a proxy (e.g., a fax or pdf file), or digitally presented copy is acceptable so long as the writing shows the names of the parties involved and the signatures of the grantor and the witness.
  2. A proxy of a member present at roll call who subsequently leaves the meeting may be submitted on a written form which shall be signed by the member, dated, witnessed and delivered to the secretary for recording at any time during the meeting, but shall be eligible to be voted on that particular ballot.
  3. A proxy shall apply only to a single meeting.
  4. The individual designated as proxy shall be a Republican elector and reside within the 4th Congressional District and within the same county as the individual he represents. The proxy may vote only if the individual is absent at the time of the vote.
  5. Any member of the 4th RCC shall have the right to examine the proxies prior to the taking of any vote.
- Section 7.04 Before each meeting of the 4th RCC, the Chair shall appoint a Teller Committee consisting of a Chair and four (4) other members. Secret Ballots shall be received by the committee in a ballot box. After the ballots are counted, the Teller Committee Chair shall read the tellers report to the 4th RCC without declaring the results. The 4th RCC Chair then declares the results, which will be entered with the tellers report in the minutes.
- Section 7.05 The 4th CRC shall retain the ballots, electronic and paper records of votes cast, and teller reports for one year after the date of any election.

## ARTICLE VIII: EXECUTIVE COMMITTEE

- Section 8.01 The Executive Committee shall be composed of:
- Section 8.02 The duties of the Executive Committee shall be to:
1. Serve the Chair as an advisory committee
  2. Decide by majority vote if sufficient evidence exists of permanent disability of an elected person to declare a vacancy.
  3. The Executive Committee is empowered to meet at its discretion independently of the 4th RCC to consider such matters of concern to the 4th Congressional District that require decision or direction before the next subsequent meeting of the 4th RCC. The Executive Committee's authority to take action on any matter is not specifically limited except that the Executive Committee shall not perform any functions delegated elsewhere in the bylaws to the 4th RCC. The Executive Committee shall be subject to the general direction, approval, and control of the 4th RCC.
- Section 8.03 The Executive Committee shall be governed by the same bylaws as the 4th RCC. Proxy voting is permitted. A quorum of the committee shall be one half (1/2) of its members.
- Section 8.04 The call of the Executive Committee shall be made in the same manner as the official call of the 4th RCC (Article VI; Sec. 6.04(a)). In case of emergency only five (5) days shall be required.

## ARTICLE IX: STANDING COMMITTEES

- Section 9.01 The Bylaw Committee, Appointed by the Chair, shall review all proposed amendments and make recommendations to the 4th RCC, and shall notify members of mandatory changes due to changes in the election laws of Colorado or the bylaws of the Republican State Central Committee
- Section 9.02 The Audit Committee, appointed by the Chair, shall audit the books of the 4th RCC preceding the organizational meeting and shall report at such meeting. It shall audit the books at such other times as requested by the Executive Committee.
- Section 9.03 Additional standing or special committees shall be appointed by the Chair at the request of the Executive Committee or the 4th RCC
- Section 9.04 The quorum for a standing committee or special committee shall consist of those members present provided that notice has been given to all members no fewer than seven (7) days prior to the meeting. No proxy voting will be permitted at these meetings.

## ARTICLE X: ASSEMBLIES AND CONVENTIONS

- Section 10.01 The Fourth Congressional District Assembly/Convention shall be held not later than seventy-three (73) days or such other period as provided by state law before the primary election date, and shall be held no earlier than fourteen (14) days before the State Assembly.
- Section 10.02 The call for the assembly and/or convention shall be issued by the Chair no later than the first day of March each even-numbered year. The call shall notify the Chair of each county within the 4th Congressional District of the time, place, and purpose of the assembly and/or convention and of the number of delegates allotted to their counties.

Section 10.03 The number of delegates shall be uniform so that each county lying in whole or in part of the 4th Congressional District shall be entitled to aslant one delegate-at-large and additional delegates based upon the vote cast within the portion of the county included in the district for the Republican candidate for governor or President at the last preceding general election. Each county or portion thereof shall be entitle to elect alternates equal in number to its delegates.

Section 10.04 Voting in assemblies and conventions:

1. No proxies shall be allowed or recognized in the assembly or convention. Any vacancy shall be filled by an alternate present, selected from the list of alternates in their numerical order, beginning with the first alternate.
2. What is commonly known as the “unit rule”, by which the entire vote of the delegation is cast according to the majority vote within the delegation, shall not be enforced nor adhered to. Cumulative voting shall not be permitted.
3. Any delegate shall have the right to demand and have entered a roll call of his county’s delegation upon any disputed vote.

Section 10.05 The quorum at any assembly and or convention shall consist of those delegates present.

Section 10.06 The assembly shall designate a District Assembly Vacancy Committee who shall be responsible for filling any vacancy occurring in the designation prior to fifty-five (55) days or such other period as provided by state law before the primary election and any vacancy occurring thereafter in the nomination, up to fifty-five (55) days before a general or special election.

1. If the assembly fails to designate this vacancy committee, the District Assembly vacancy Committee shall automatically consist of the 4th RCC Chair, Regional Vice Chair, Secretary, Representative to the State Republican Executive Committee, Republican 4th Congressional District Congressman, Republican 4th Congressional District Representative-to the State Board of Education, and the Republican 4th Congressional District Representative to the University of Colorado Board of Regents.

## ARTICLE XI: VACANCY/UNEXPIRED TERM OF OFFICE

Section 11.01 Should a vacancy occur in the 4th Congressional District in the office of Congressman or the office of State Board of Education Member:

1. A committee composed of the Chair and Vice Chair of the Colorado Republican State Central Committee; unless they live outside of the 4th Congressional District and the 4th RCC are hereby designated to convey a convention for the purpose of electing a replacement for the vacated seat of Congressman or State Board of Education Member.

Section 11.02 If a vacancy should occur in the 4th Congressional District office of the University of Colorado Board of Regents, Colorado Revised Statute 23-20-105 states that the sitting Governor will appoint an individual to fulfill the remainder of the term.

## ARTICLE XII: CONTROVERSIES

In the event any controversy arises in the 4th RCC which cannot be resolved, the controversy shall be reconciled by the Colorado Republican State Central Committee (CRC) or its Executive Committee. In the event the controversy is determined by the Executive Committee of the CRC, any party to the controversy may appeal the decision of the CRC. The determination of the CRD shall be final.

## ARTICLE XIII: PARLIAMENTARY AUTHORITY

Roberts Rules of Order Newly Revised shall govern the 4th RCC in all cases to which cases they are applicable and in which they are not inconsistent with these bylaws, the Colorado Election Laws, or the State Republican Bylaws.

## ARTICLE XIV: AMENDMENT OF THE BYLAWS

Section 14.01 These bylaws may be amended at a meeting by two-thirds (2/3) vote of those present, provided that the proposed amendment was submitted to the bylaws committee and included in the official call mailed no fewer than thirty (30) days prior to that meeting.

Section 14.02 If previous notice has not been given in the call, unanimous consent of all members of the 4th CDRC, present in person or by proxy, must be obtained before an amendment may be offered.

Revised 01/27/2022

Tom Wiens

Tom Wiens  
Chair

Gisele Jefferson

Gisele Jefferson  
Secretary