

BYLAWS of the Arizona Legislative District 4 Republican Committee

Article I: Name	3
Article II: Object	3
Article III: Members	3
Section 1. Qualifications	3
Section 2. Duties	3
Section 3. Term of Office	4
Section 4. Vacancy	4
Section 5. Contact Information	4
Article IV: Subdivisions	4
Section 1. Precincts	4
Article V: Officers	5
Section 1. Elected Officers	5
Section 2. Executive Committee	7
Section 3. Appointed Officers	8
Section 4. Board	8
Article VI: Committees	8
Section 1. Voter Registration Committee	8
Section 2. Appeals Committee	9
Section 3. Special Committees	10
Article VII: District Meetings	10
Section 1. Regular Meetings	10
Section 2. Organizational Meetings	11
Section 3. Special Meetings	11
Article VIII: Elections	11
Section 1. Nominating Committee	11
Section 2. C&T Committee	12
Section 3. Conduct of Elections	12
Article IX: Funds	14
Article X: Other Activities	15
Section 1. Endorsements	15
Article XI: General	15
Section 1. Parliamentary Authority	15
Section 2. Severability	15
Section 3. Definitions	15
Article XII: Amendment of Bylaws	16

— Appendices —

Special Rules Of Order

Section 1: Debate

17
17

Standing Rules

Section 1. Regular Meeting Schedule

Section 2. Funds

Section 3. Records Retention

Section 4. References

Section 5. Virtual Meetings

17
17
17
18
18

ARTICLE I: NAME

The name of this organization shall be the Arizona Legislative District 4 Republican Committee, hereinafter referred to as the District. The District is affiliated with the Republican Party of Arizona, LLC (AZGOP) and the Maricopa County Republican Committee (MCRC).

ARTICLE II: OBJECT

The object of the District is to protect the inalienable rights endowed to us by our Creator as enumerated in the Declaration of Independence, and to limit government to its proper role as defined in the United States Constitution and Bill of Rights. In pursuance thereof, the object of the District shall further be to:

- A. Support and elect Republican candidates who promote Republican ideals.
- B. Encourage Republicans who promote Republican ideals to run for elective office.
- C. Promote Republican appointments to commissions, committees, and other appointive public offices.
- D. Assist in voter registration and promote Republican voter participation in elections.
- E. Recruit and educate precinct committeemen (PCs) and maintain a permanent Republican precinct organization.
- F. Increase the effectiveness of Republican volunteers in the cause of good government through active political participation.
- G. Promote an informed electorate through political education.

ARTICLE III: MEMBERS

Unless otherwise specified in the Arizona Revised Statutes (A.R.S), the AZGOP Bylaws, or the MCRC Bylaws, the Membership of the District is subject to the following rules.

SECTION 1. QUALIFICATIONS

The Membership of the District consists of the total number of elected and appointed Republican Precinct Committeemen in the District as most recently published by the Maricopa County Recorder and residing in the Precinct from which elected or appointed.

Elected and appointed PCs possess all rights of Membership, except that only elected PCs may:

- A. Vote at District Statutory Organizational Meetings.
- B. Serve as District Chair.
- C. Serve as State Committeemen (SCs).
- D. Vote for nominees to fill vacancies in the State Legislature.

SECTION 2. DUTIES

In addition to those duties prescribed by the A.R.S., the AZGOP bylaws, and the MCRC bylaws, the duties of the members of the District shall be to:

- A. Support the Object of the District.
- B. Inform and serve registered Republicans in their precincts.
- C. Campaign on behalf of Republican candidates.
- D. Carry nominating petitions and distribute election information and candidate literature.
- E. Distribute signs and campaign literature for candidates.
- F. Participate in Get Out The Vote (GOTV) and Election Day activities.
- G. Help develop, maintain, and support a permanent Republican precinct organization.
- H. Regularly attend meetings of the District and the County Party.
- I. Help recruit and train new volunteers for the Republican Party.

- J. Assist the Republican Party in voter registration.
- K. Refrain from endorsing or otherwise supporting political candidates who oppose the Object of the District.

SECTION 3. TERM OF OFFICE

Unless otherwise specified by law, the term of office of a PC is two years and begins on October 1 after the primary election at which the PC was a candidate and continues until October 1 after the following primary election at which PCs are elected. A delay in taking the oath of the office does not affect the start of the term.

SECTION 4. VACANCY

- A. **Definition.** Vacancies in the ranks of PCs are created by:
 - 1. Death.
 - 2. Insanity, when judicially determined.
 - 3. Failure to maintain registration as a Republican.
 - 4. Resignation.
 - 5. Removal from office.
 - 6. Ceasing to be a PC residing in the District.
 - 7. Absence from the state beyond a period of three consecutive months.
 - 8. Ceasing to discharge the duties of office for a period of three consecutive months.
 - 9. Failure of a person to be elected or appointed to the office.
 - 10. When less than a full quota of PCs elected at the primary election.
- B. **Filling of Vacancy.** Pursuant to the process described in the MCRC bylaws, the District Chair and the Precinct Captain are charged jointly with recommending appointments to fill PC vacancies.

SECTION 5. CONTACT INFORMATION

- A. Members must provide contact information, including a telephone number and an email address, if available, to the District.
- B. The District shall utilize member telephone numbers and email addresses solely for District business.
- C. A list of the members in a precinct, including telephone numbers and email addresses, shall be provided to any member of that precinct, within seven days of a written request. This information shall be used for District business only.
- D. Upon written request, the telephone numbers and email addresses of members who do not permit the release of their information shall be excluded from the list provided in the previous paragraph.
- E. Members who do not maintain a valid email address with the District can obtain notices of regular District meetings at the following web address: www.AZLD4GOP.org. This constitutes notice to those members and will be the only notice provided.

ARTICLE IV: SUBDIVISIONS

SECTION 1. PRECINCTS

- A. **Boundaries.** The District is divided into precincts as specified by the Maricopa County Board of Supervisors.
- B. **Precinct Captain.** Unless otherwise specified in the MCRC bylaws, District Precinct Captains shall be selected and perform duties as follows:
 - 1. **Selection.**
 - a. The newly elected PCs in each Precinct with two or more members shall elect a PC Captain.
 - b. If the PCs of any precinct fail to elect a Precinct Captain, the District Chair shall appoint a member from that precinct to serve until the members from that precinct elect a Precinct Captain.
 - c. If there is only one PC elected or appointed, he will serve as Captain until such time as there are sufficient PCs to hold an election.

2. Duties.

- d. Recruit PCs to fill vacant positions.
- e. Organize PCs within the precinct.
- f. Recruit precinct volunteers.
- g. Coordinate precinct activities, including GOTV activities.
- h. Encourage all precinct workers to attend District meetings.
- i. Encourage Republican electors from the precinct to participate in election activities at the polling location as an inspector, judge, clerk, marshal, observer, or challenger.
- j. Provide political activity information to precinct members not in attendance at District meetings.
- k. Organize the precinct in the most efficient manner for distribution of campaign literature, collection of nomination petition signatures, and GOTV activity.
- l. Recruit and train PCs and recommend replacements for PC vacancies to the District Chair.

3. Term. The term of office of a Precinct Captain coincides with the term of a PC.

4. Removal. A minimum of 50% of the PCs of the Precinct may call a meeting for the purpose of removing the Precinct Captain. The quorum is 50% of the number of PCs in the Precinct at such meeting.

- a. The District Chair must preside or appoint a presider. The presider must not be a member of that precinct.
- b. The Precinct Captain may be removed by majority vote and a new Captain may be elected by majority vote.

ARTICLE V: OFFICERS

SECTION 1. ELECTED OFFICERS

A. Number. The District elective offices are Chair, First Vice Chair, Second Vice Chair, Secretary, and Treasurer.

B. Qualifications.

- 1. The District Chair must be an elected PC residing within the District.
- 2. All District elected officers must be PCs of the District continuously residing in the District.
- 3. If an officer moves within the District and is appointed a PC in his new precinct within 60 days, he shall continue to hold his District office.
- 4. No member may hold more than one elected office at a time, except that the offices of Secretary and Treasurer may be filled by the same person. If one person acts both as Secretary and Treasurer, that person has only one vote, and counts as only one member for the purpose of quorum.

C. Term.

- 1. Elected Officers assume their duties upon the adjournment of the meeting at which they are elected or immediately following their swearing in, whichever occurs first.
- 2. Officers serve (subject to removal and replacement) through the next statutory District organizational meeting or until their successors are elected.
- 3. If an officer of the District fails to be re-elected as a PC, a vacancy is created in that officer's position at the end of the PC term of office.

D. Vacancy. Vacancy in a District office is caused by:

- 1. Death.
- 2. Insanity, when judicially determined.
- 3. Failure to maintain registration as a Republican.
- 4. Resignation.
- 5. Removal from office.
- 6. Ceasing to be a PC residing in the District.
- 7. Absence from the state beyond a period of three consecutive months.
- 8. Ceasing to discharge the duties of office for a period of three consecutive months.
- 9. Failure of a person to be elected or appointed to the office.

E. Filling of Vacancies. Vacancy in any elective District office is handled pursuant to the MCRC bylaws. All officer vacancies are filled by votes of the District's Precinct Committeemen, in accordance with the following MCRC bylaws:

- 1. For District Chairman, Article II, Section 4, Paragraph C.
- 2. For all other District Officers, Article II, Section 5.

F. Multiple Vacancies.

If the Executive Committee quorum cannot be achieved due to multiple officer vacancies, the remaining officers may appoint pro tem officers from the District Membership to fill the vacancies for the sole purpose of, and for, only

such time as necessary, for the District to elect permanent replacements pursuant to the District bylaws. If vacancies occur in all Executive Committee offices, the MCRC Chair may appoint one facilitator for the sole purpose of, and for only such time as necessary, for the District to elect permanent replacements pursuant to the District bylaws.

G. MCRC EGC Representation.

1. In the absence of the District Chair, the First Vice Chair or Second Vice Chair, in that order, must represent the District at an MCRC EGC meeting.
2. In the absence of both the First Vice Chair and the Second Vice Chair, the District Chair may give his proxy to any other District PC to represent the District at an MCRC EGC meeting.

H. Removal.

1. The District Chair may be removed in accordance with Article II, Section 4, Paragraph D the MCRC Bylaws.
2. A District officer or SC, other than the District Chair, may be removed from office at any meeting of the District by a 2/3 vote, provided that a notice of the proposed removal is sent no later than ten days prior to the meeting and an announcement of the proposed removal was made at the previous District meeting.
3. An Officer, other than the District Chair, who is not present at three or more consecutive Board meetings during a term may be removed by a majority vote at a District meeting. The Officer to be removed must be notified in writing no later than ten days prior to the meeting at which the vote will be held.

I. Mandatory Resignation.

1. A District officer must resign his officer position upon:
 - a. Declaring candidacy for a paid elective office.
 - b. Accepting a compensated position for a campaign committee for a paid elected office.
 - c. Accepting a compensated position for a political action committee.
 - d. Accepting a compensated position for an independent expenditure committee.
2. Establishment of an exploratory committee shall not trigger this requirement.

J. Duties of Elected Officers. District elected officers must perform the duties prescribed by these bylaws, the bylaws of the MCRC, and by the adopted parliamentary authority.

1. Chair

- a. Organize the District for effective and continuous work on behalf of the Republican Party and its candidates.
- b. Cooperate with the MCRC chair and attend all Executive Guidance Committee meetings or send a designee pursuant to these bylaws.
- c. In cooperation with the First Vice Chair and Secretary, maintain a current record of the District organization, including the names of and available contact information for, Precinct Captains, PCs, SCs, and other volunteers.
- d. Provide member contact information as provided for elsewhere in these bylaws.
- e. Appoint non-elective Officers and Committee chairs and members as otherwise specified in these Bylaws, and be an ex-officio member of all committees, unless excluded by these Bylaws.
- f. Assist and support the organization of Republican clubs within the District.
- g. Direct the organization and promotion of voter registration activities within the District.
- h. Preside at District, Executive Committee, and Board meetings.
- i. Represent the District in an official capacity, serve as the recognized leader of the Republican Party in the District, and coordinate the District-wide activities of the Republican Party.
- j. Exercise the usual powers of supervision and management customary to the office of chair or as may be assigned by the Board and implement policies for the efficient and responsible operation of the District, subject to approval by the Executive Committee.
- k. In cooperation with the District Treasurer, prepare a budget for the calendar year and submit such budget to the Board for adoption, be an authorized signer on District checks, and have final approval on all District expenditures.
- l. Furnish a monthly itemized statement of reasonable out-of-pocket expenses required in the performance of duties as Chair, as set forth in the annual budget. Any expense in excess of the amount budgeted is subject to the approval of the Board.
- m. Appoint Precinct Captains when no Captain is elected by the PCs.
- n. Direct, redistribute, or reassign elected officer duties in cooperation with the Executive Committee.
- o. In cooperation with the County chair, nominate elected PCs to fill vacant SC positions.
- p. In cooperation with Precinct Captains, fill PC vacancies by nomination for appointment.

2. First Vice Chair

- a. Lead membership and recruitment efforts for the District, including overseeing recruitment and training of PCs in collaboration with other elected officers and Precinct Captains.
- b. Perform additional duties as assigned by the District Chair and the Board.
- c. In the absence of the Chair, the First Vice Chair must:
 1. Preside at District, Executive Committee, and Board meetings.
 2. Substitute for the Chair at County meetings, including EGC meetings.
 3. Perform duties of the Chair that cannot wait for the return of the Chair.

3. Second Vice Chair

- a. Coordinate meeting programs, schedule, and recruit speakers.
- b. Perform additional duties as assigned by the District Chair and Board.
- c. In the absence of the Chair and the First Vice Chair, the Second Vice Chair must:
 1. Preside at District, Executive Committee, and Board meetings.
 2. Substitute for the Chair at County meetings, including EGC meetings.
 3. Perform the duties of the District Chair that cannot wait for the return of the Chair.

4. Secretary

- a. Take and maintain records of minutes of all meetings of the District, the Board, and the Executive Committee.
- b. In cooperation with other elected officers, transmit required official meeting notices and other District correspondence.
- c. In cooperation with the District Chair and First Vice Chair, maintain a current and accurate roster of the District Membership, including appointed officers, committees, and attendance records.
- d. Preserve all permanent District records and transfer these records upon leaving office as specified in the District Standing Rules.
- e. In cooperation with other elected officers and committees, participate in the District's social media operations.
- f. Perform other duties incidental to the office and as may be assigned by the District Chair or Board.

5. Treasurer

- a. In cooperation with the District Chair and Board, prepare a budget for each calendar year.
- b. Disburse funds only upon the order of the District Chair, or in the Chair's absence, the appropriate Vice Chair. Sign all checks approved by the District Chair or appropriate Vice Chair.
- c. File all required state and county reports in a timely and accurate manner.
- d. Establish and maintain a District bank account for which the District Chair and the Treasurer must be account signers.
- e. Maintain custody of all funds of the District and pay all bills upon the authorization of the Chair.
- f. Maintain an account of all monies received and disbursed and provide a report at regular meetings, and as requested by the Chair;
- g. Transfer all records as specified in the District Standing Rules upon leaving office.
- h. In cooperation with the District Chair, conduct an orderly transfer of control of the District's bank account and funds and submit a final report upon leaving office.
- i. Perform other duties incidental to the office and as may be assigned by the District Chair or Board.

SECTION 2. EXECUTIVE COMMITTEE

A. **Composition.** The elected District officers constitute the Executive Committee.

B. **Duties.** Convene upon short notice when necessary to conduct urgent Board or District business.

C. Meetings.

1. A meeting of the Executive Committee may be called by the District Chair or any two Executive Committee members. Notice must be given to all members of the Executive Committee by electronic means at least 24 hours in advance of the meeting, but this requirement may be waived by unanimous consent of all members of the Executive Committee.
2. Fifty percent of the elected District officers constitute a quorum of the Executive Committee. If the number of District officers is below six due to vacancies, a minimum of three elected District officers constitutes a quorum.
3. Minutes of the meeting must be taken, and these minutes must be distributed at the next District meeting or with the notice of the next District meeting.
4. The presider of any Executive Committee meeting must give a report at the next District meeting.

SECTION 3. APPOINTED OFFICERS

The District Chair may appoint officers including but not limited to a Parliamentarian, Chaplain, General Counsel, and Sergeant at Arms.

Appointees must be District members, except that the Parliamentarian and General Counsel are not subject to this requirement. Each appointment must be made with the consent of the Board.

SECTION 4. BOARD

A. Composition.

1. The elected District officers, appointed officers and standing committee chairs, constitute the Board. The elected District officers are the only voting members of the Board.
2. Any appointed member of the Board missing three consecutive Board meetings may be removed and replaced by a majority vote of the Board.

B. Quorum.

1. Five total members of the Board, including 50% (but not less than three) of the elected officers constitute a quorum.

C. If one person acts as Secretary and Treasurer, that person counts as only one voting member for the purpose of quorum.

D. Duties.

1. The Board supervises the affairs of the District between regular District meetings, fixes the place of District meetings, makes recommendations to the District, and performs such other duties as are specified in these bylaws, including but not limited to:
 - a. Planning District meetings and activities.
 - b. Coordinating the work of committees.
 - c. Preparing the District budget.
2. In the event that any elected or appointed member of the Board neglects any duty of the office, the Board may, by majority vote, assign that duty to another District member and provide that member with the resources needed to fulfill that duty.

E. Meetings.

The Board meets upon the call of the Chair or upon the call of three voting Board members:

1. At least three times in odd numbered years.
2. At least five times in even numbered years.
3. No member of the Board may be excluded from any Board meeting

ARTICLE VI: COMMITTEES

In addition to the committees listed elsewhere in these Bylaws, the standing and special committees of the District are listed in this section. The District Chair is ex officio a member of all committees except the Nominating Committee, the Appeals Committee, and any disciplinary committees which may be formed. No member of any committee may be excluded from a meeting of that committee.

SECTION 1. VOTER REGISTRATION COMMITTEE

The District Chair appoints the chair and members of this committee. The committee trains all PCs on voter registration laws annually and holds regular voter registration events in the District.

SECTION 2. APPEALS COMMITTEE

- A. **Object.** The Appeals Committee investigates, deliberates, and reports to the Executive Committee upon alleged violations of District bylaws, rules and procedures.
- B. **Composition.** Each elected District officer shall appoint one District member to act as a member of the Appeals Committee. These committee members shall elect a committee chair from among their number. District officers may not serve on the Appeals Committee. Appeals Committee members may be removed with or without cause by a majority vote of the Executive Committee. If that occurs, the District officer who originally appointed the person removed shall appoint a replacement.
- C. **Disqualification.** If any member of the Appeals Committee becomes subject to investigation by the committee or becomes a witness before the committee, that member shall be disqualified from participation in that particular investigation. In that case, the District Chair shall appoint a District member to serve in place of the disqualified member for purposes of that particular investigation only.
- D. **Initiation of an Investigation.** One or more District members may initiate an investigation by the Appeals Committee by submitting a written and signed letter of concern to any Executive Committee member, alleging one or more violations of District rules or procedures. The Executive Committee member shall promptly transmit the letter of concern to both the District Chair and the Appeals Committee chair.
- E. **Duties.** The Appeals Committee shall:
1. Convene within 14 days of receipt of a written and signed letter of concern from one or more District members alleging one or more violations of District rules or procedures.
 2. Provide the defendant with written notice of the charge(s) and information relied upon during the investigation – including, but not limited to, evidence and witness statements – at least ten days prior to the scheduled defense, allowing adequate time to prepare a response.
 - a. The defendant may be accompanied by a fellow District member or advisor to assist in presenting their defense.
 - b. The defendant shall be allowed to present relevant witnesses and evidence in support of their defense.
 3. Conduct deliberations in executive session only and maintain strict confidentiality with respect to those deliberations.
 4. Within 10 days of the conclusion of the investigation, report the committee's findings and recommendations in writing to the Defendant and Executive Committee.
 5. Within 10 days of receiving the committee's findings and recommendations, the Defendant may submit a written request for reconsideration to the Executive Committee. New evidence or witnesses, not previously available, may be presented.
 6. Appeals Committee recommendations may include one or more of the following (1) revocation of a District member's right to make motions, to speak in debate, to vote, or to hold District office, or (2) an order directing a District member to immediately comply with any District rule or procedure.
- F. **Probable Cause Determination.** In its sole discretion and authority, the Executive Committee shall determine whether probable cause exists to believe (1) that one or more District members has violated District rules or procedures, and (2) that the alleged violation is significant enough to warrant an adjudication by District members. Any Executive Committee member who is a subject of the investigation is disqualified from participating in the probable cause determination and shall be replaced by the chair of the Appeals Committee or by a member of the Appeals Committee appointed by the chair. The probable cause determination shall be reported to District members.
- G. **Adjudication.** If the Executive Committee determines that probable cause exists to find a violation and that the violation warrants an adjudication, the matter shall be set for adjudication by District members following adjournment of a regular District meeting.
1. The Executive Committee may adopt rules that will govern the adjudication.
 2. Defendant shall be provided with at least 10 days prior written notice of the adjudication and shall be allowed to present a defense.
 3. Deliberations by District members during any adjudication shall be held in executive session and shall remain strictly confidential.
 4. Any disciplinary action imposed during an adjudication requires a 2/3 vote for adoption.
- H. **Anonymous Allegations.** Any allegations submitted anonymously to the Appeals Committee shall not be considered by the committee.

- I. **Disclosure and Confidentiality.** The disciplinary action taken as the result of an adjudication, e.g., revocation of a member's rights or an order directing a member to immediately comply with District rules or procedures, may be disclosed to the public and shall not be subject to confidentiality, except to the extent the Executive Committee determines that disclosure may subject the District to potential civil liability. All other facts, evidence, allegations, and deliberations relating to any investigation, report, probable cause determination, and adjudication shall remain strictly confidential.

SECTION 3. SPECIAL COMMITTEES

- A. The Board may establish special committees.
- B. The scope of each special committee is limited to its specific purpose as stated in the resolution or motion establishing the committee.
- C. Unless otherwise stated in the resolution or motion establishing the committee:
 1. The District Chair appoints the chair and members of the committee.
 2. The committee must be composed solely of District members.

ARTICLE VII: DISTRICT MEETINGS

SECTION 1. REGULAR MEETINGS

A. Notice.

1. Meeting notice must be issued for any District meeting at which business may be conducted.
2. The meeting notice must be sent:
 - a. At least ten calendar days prior to the meeting.
 - b. To District PCs as recorded and published by the Maricopa County Recorder's Office:
 - i. Via email to all District PCs who have provided an email address in writing to the District Secretary.
 - ii. Members who do not maintain a valid email address with the District can obtain meeting notices at the following web address: www.AZLD4GOP.org. This constitutes notice to those members and will be the only notice provided.
3. The meeting notice must include:
 - a. The date, time, and place of the meeting.
 - b. The agenda.
 - c. Business that requires previous notice, such as proposed Bylaw amendments, if any.
 - d. For meetings at which elections will be held, the additional meeting notice requirements specified in the Elections section of these bylaws.
 - e. For meetings which will be held virtually, the additional meeting notice requirements specified in the District Standing Rules for Virtual Meetings.

B. Quorum.

1. A quorum must be present for the transaction of any business at any District meeting.
2. In quorum calculations, District Membership is defined as specified in the Definitions section of these bylaws.
3. The quorum for transaction of business is:
 - a. Organizational Meeting: 25% of all PCs.
 - b. Regular or special meeting other than the Organizational Meeting: 15% of all PCs.
 - c. Meetings at which bylaws are amended: 25% of all PCs.
4. For State Legislature nominee election meetings, the quorum is 50% of elected PCs only, pursuant to Arizona state law (currently ARS 41-1202).

- C. **Agenda.** The Chair and the Executive Committee shall collaboratively develop and approve the agenda for each District meeting. District members who desire to propose items for the agenda must submit them to the District Chair and Secretary in writing at least 20 calendar days prior to the date of the meeting.

- D. **Virtual Meetings.** Meetings of the District may be conducted by electronic means when so directed by the Executive Committee. Conduct of Virtual Meetings must be as specified in the District Standing Rules.

- E. **Accommodations.** Individuals with disabilities covered under the Americans with Disabilities Act must request special accommodation a reasonable amount of time prior to the start of the meeting.

- F. **Number.** Regular District meetings must occur at least eight times in odd numbered years and at least ten times during even numbered years and must be scheduled as specified in the District standing rules.

- G. Proxies.** At District meetings requiring credentialing and tally, members must vote in person. No proxies are allowed.

SECTION 2. ORGANIZATIONAL MEETINGS

- A. **Object.** District members must convene in an organizational meeting for the purpose of electing officers and SCs. Other business may be conducted.
- B. **Date.** Unless otherwise required by the A.R.S, this meeting must be held no earlier than the second Saturday following the general election and no later than the first Saturday of the following December.
- C. **Notice.** The Organizational meeting notice must additionally include:
1. The list of offices to be elected.
 2. The number of SCs to be elected.
 3. The following notice: Any elected PC desiring to run for any District office, for SC, or both, must submit his/her name, and the title of the office or offices sought, in writing, to the chair of the Nominating Committee by the deadline stated in the notice.
 4. The name, email address, and phone number of the Nominating Committee chair.
 5. A list of announced District officer and SC candidates seeking election at the meeting.

SECTION 3. SPECIAL MEETINGS

- A. **Call.** Special meetings may be called by
1. The District Chair,
 2. The Board, or
 3. Upon the written request of ten percent (10%) of the District Membership as specified in the Definitions section of these bylaws.
- B. **Purpose.** The purpose of the meeting must be stated in the Notice, which must be sent at least 10 days before the meeting. No business other than that stated in the Notice may be transacted at any special meeting.

ARTICLE VIII: ELECTIONS

SECTION 1. NOMINATING COMMITTEE

- A. **Selection.**
1. A Nominating Committee of three members will be appointed by the District Chair at the regular meeting two months preceding the organizational meeting.
 2. The District Chair must not be a member of the Nominating Committee.
 3. Service on the Nominating Committee precludes the right to run for office.
- B. **Duties.** Manage the nomination of officers, SCs, state convention delegates and any other elections as may occur. In pursuance thereof, the Nominating Committee must:
1. Recruit qualified candidates for all elective positions.
 2. Verify eligibility of candidates.
 3. Apprise the candidates of the duties of the corresponding office.
 4. Secure a commitment from each candidate to fulfill the obligations of the office if elected.
 5. Nominate all those eligible and desiring to serve.
 6. Submit the name of at least one nominee for each office.
 7. Not nominate a PC for more than one office simultaneously.
 8. Present the nominations received in written form suitable for use as a ballot.
 9. The Nominating Committee may arrange for debates among candidates.

SECTION 2. C&T COMMITTEE

A. Selection.

1. The Credentials and Tally Committees must be appointed by the Board from PCs who have not been nominated for any elective position. The committee members must select one of their number as chair.
2. If additional C&T Committee members are required to expedite an election related task due to the number of ballots to be processed, the Board may select supplementary members at the time of the election.
3. C&T members must not be close relatives of any candidates in the election.
4. In any election, each candidate may designate one person as an observer at the time the ballots are counted.

B. Duties.

1. Duplicate or otherwise prepare the ballots.
2. Prepare an alphabetical list of all valid electors for the meeting, to include name and address.
3. Conduct the verification and sign-in of eligible PCs.
4. Distribute corresponding credential tags if used.
5. Certify the number of eligible votes at the close of registration.
6. Handle ballot distribution and pickup during voting.
7. Tally by hand or machine count, certify the results.
8. Report the voting results to the District Chair for announcement.
9. Seal the ballots for preservation.

SECTION 3. CONDUCT OF ELECTIONS

A. Conduct of Elections: General.

1. **Notice and Timing.** Any meeting notice where an election will be held must be sent at least 10 days prior to the meeting and must include:
 - a. A list of all elective positions available,
 - b. A complete list of all qualified candidates who have announced their intention to run for any position as of the notice date.
 - c. Any additional requirements specified elsewhere in these bylaws.
2. **Agenda.** At meetings in which an election is to be held, the election takes precedence over all other business.
3. **Credentialing.**
 - a. Eligible PCs must present a valid photo ID with an address that matches the District roll as published by the Maricopa County Recorder's Office. In the event the address on the Photo ID does not match the rolls, a Photo ID presented with two forms of identification indicating the residence address (such as utility bills) may be accepted.
 - b. The C&T Committee will certify the number of eligible votes as of the call to order and determine the presence of a quorum. It must present its report for adoption by the Membership.
4. **Nominations.**
 - a. All PCs who have notified the Nominating Committee of their intent to run, by the deadline stated in the meeting notice, and who are qualified to serve, must appear on the ballot.
 - b. Nominations for all elective offices may be made from the floor at all meetings where elections are held.
 - c. Floor nominees must be present in person and express their eligibility and willingness to serve in the office for which they are nominated.
5. **Campaigning.** All candidates for election may conduct campaign activities including distributing campaign literature outside the venue.
6. **Ballots.**
 - a. Voting for elective offices will be made by ballot except where only one nominee is being considered for an office, in which case election may be by acclamation.
 - b. Multiple elections may be combined onto a single ballot at the discretion of the C&T Committee.
 - c. The ballot for all elections must contain, in alphabetical order for each office, the names of all qualified and announced candidates.
 - d. The ballot must include space for floor-nominated candidates.

7. Voting.

- a. Those in line with completed ballots at the close of polls must be allowed to vote.
 - b. The C&T Committee must count the ballots at the close of the polls.
 - c. In a contested election each candidate may designate one person as an observer at the time the ballots are counted.
 - d. Electronic voting is prohibited except during virtual meetings.
 - e. When allowed the procedures for electronic voting in the District Standing Rules must be followed.
8. **Announcement of Results.** Final results must be announced as soon as they are available, but in any event before the meeting is adjourned.
9. **Preservation of Records.** At the close of elections all ballots (both used and spare) must be processed in accordance with District Standing Rules.
10. **Election Certification:** Election results must be certified and signed by the chair of the C&T Committee. An itemized recording of the vote tally and security seal number must be entered into the minutes of the meeting.

B. District Officers.

1. A PC may be nominated for no more than one District office at a time.
2. If the District Chair is running for re- election in a contested election, a chair pro tempore must be appointed to conduct the election.
3. Each candidate for elective District office may have nominating and seconding speeches not to exceed three minutes in total.
4. District officers must be elected by majority vote.
 - a. If a candidate receives a majority of the votes cast in a round of balloting, that candidate is elected.
 - b. If no candidate receives a majority of the votes cast, the two candidates receiving the most votes shall proceed to round two.
 - c. In round two, the candidate receiving the most votes is the winner.
 - d. If the two candidates are tied after round two, the winner will be determined by lot.
 - e. Candidates may withdraw after any round of balloting prior to the next round of balloting.
5. Recount. If the vote count differs by 1%, or less, the losing candidate may ask for a recount of the ballots cast (e.g., if 101 votes are cast, and the result is 51 to 50, the losing candidate may ask for and receive a ballot recount; if 300 votes are cast and the result is 151 to 149, the losing candidate may ask for and receive a ballot recount).
6. Newly elected officers take office immediately following their swearing in.
7. Reporting. The newly elected District Chair must certify all election results to the chair of the MCRC within seven days following the elections. The results shall be posted on www.AZLD4GOP.org.

C. State Committeemen

1. Nomination
 - a. SCs are elected from a ballot alphabetically listing the names of all elected District PCs who have submitted, in writing, their desire to serve as SCs by the deadline specified in the meeting call.
 - b. SC candidates nominated through the Nominations Committee need not be present but those desiring to be nominated from the floor must be present in person.
2. Speeches. Nominating and seconding speeches are not allowed for the office of SC.
3. Election. Unless otherwise specified in the A.R.S:
 - a. The District may elect one SC for every three PCs elected in the immediately preceding Primary Election.
 - b. If the number of SC candidates is less than the quota, then all SC candidates may be elected by acclamation.
 - c. Election is determined by the candidates receiving the largest number of votes until the District quota is filled, and an equal number of alternates are elected.
 - d. If there is a tie vote for the last SC or Alternate positions, the tie shall be broken by a method that would provide a random result.
4. Vacancy. In case of vacancy in a SC position, the District Chair must advise appointment of alternates in order starting with the alternate with the highest number of votes and not consent to any appointment out of this order.
5. Reporting
 - a. A list of SCs and alternates, in the order of number of votes received, will be announced to the District Membership no later than the adjournment of the meeting at which the election was held, and must be included in the meeting minutes along with the vote tally.
 - b. The District Chair must certify the election results of State Committeemen and Alternates to the chair of the AZGOP and to the chair of the MCRC at least ten days prior to the MCRC statutory organizational meeting. The results shall be posted on www.AZLD4GOP.org.

- D. **State Legislator Nominees** If a vacancy occurs in the State Legislature and the seat was held by a Republican Party member of the District, the District must recommend candidates to fill the vacancy in accordance with Arizona State Law (currently ARS 41-1202).

ARTICLE IX: FUNDS

A. Expenditures

1. The District Chair may authorize any expenditure up to the limit specified in the Standing Rules for routine expenses such as printing, copying, and postage.
2. Disbursement of funds for expenses other than routine, or that exceed the limit for routine expenses specified in the Standing Rules, requires approval of the Executive Committee.
3. Expenditures are to be reimbursed upon presentation of a receipt to the Treasurer.

- B. **Account.** All funds obtained by the District must be deposited in the District account within seven business days of receipt.

- C. **Contributions.** Before making any contribution from the District, regardless of the amount, the contribution must be authorized by the Executive Committee. Such contribution must be only to a candidate, committee, or organization that has been endorsed pursuant to these bylaws.

D. Audit

1. **Committee.** The District Chair must appoint an Audit Committee upon a change in incumbency in the office of Treasurer. The Committee shall consist of at least three District members who did not serve on the Board during the previous 12 months.
2. **Audit.** The Audit Committee must conduct an audit of the financial records of the District upon a change in incumbency of the Treasurer, and at such times as the Board or District Chair requests. The Audit Committee must report their findings to the District Membership at the subsequent meeting for approval.

ARTICLE X: OTHER ACTIVITIES

SECTION 1. ENDORSEMENTS

A. Primary Elections.

1. **Endorsement by Officers:** No elected Officer of the District may claim to speak on behalf of the Executive Committee, Board, or the District in support of a candidate in a contested Republican Primary Election unless authorized to do so by a 2/3 vote at a regular District meeting.
2. **Endorsements by the District:** Any position the District may take regarding candidates in any Republican primary election requires a 2/3 vote.
3. Any restriction concerning endorsements of candidates in Republican primary elections shall not apply to individual PCs.

- B. **General Elections.** No member of the District may provide financial support or declare public support, approval, or endorsement for a non- Republican candidate in any election in which there is a Republican candidate for that office, unless that Republican candidate has been censured by this District, the MCRC, or the AZGOP.

ARTICLE XI: GENERAL

SECTION 1. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised govern the District in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the District may adopt.

SECTION 2. SEVERABILITY

In the event that any of the terms or provisions of these Bylaws are held to be partially or wholly invalid or unenforceable for any reason whatsoever, such holding shall not affect, alter, modify, or impair any of the other terms or provisions of such documents or the remaining portions of any terms or provisions held to be partially invalid or unenforceable.

SECTION 3. DEFINITIONS

A.R.S.	Arizona Revised Statutes
AZGOP	Republican Party of Arizona, LLC
Board	The Executive Committee and the appointed District Officers
C&T	Credentials & Tally
Captain	Precinct Captain
District	The Legislative District 4 Republican Committee
EGC	MCRC Executive Guidance Committee
GOTV	Get Out The Vote
he/his	he or she / his or hers
MCRC	Maricopa County Republican Committee.
Membership	The total number of elected and appointed Republican PCs in the District as most recently published by the Maricopa County Recorder and residing in the Precinct from which elected or appointed.
PC	Republican Precinct Committeeman
RNC	Republican National Committee
SC	Republican State Committeeman
written	paper or email

ARTICLE XII: AMENDMENT OF BYLAWS

These bylaws may be amended at any regular meeting of the District by a two-thirds vote, provided that the amendment has been submitted to the members in writing at the previous regular meeting and has been included in the meeting notice, or otherwise sent by mail or electronic mail no later than ten (10) days prior to the meeting at which the amendment is to be voted upon. Any bylaw amendment achieving ratification will become effective upon adjournment of the meeting at which ratification occurs.

APPENDICES

SPECIAL RULES OF ORDER

- A. May be suspended at any meeting by a 2/3 vote.
- B. May be amended by a 2/3 vote when previous notice is given.

SECTION 1. DEBATE

- A. A maximum of five speakers are allowed for the affirmative and negative side of the debate for a debatable pending question.
- B. No member may speak on any pending question longer than one minute, unless the Chair at its discretion adopts a longer time limit.
- C. After a voting member has spoken once on a pending question, he may not speak again on the pending question until everyone else wishing to speak has had the opportunity to speak upon such question.

STANDING RULES

- A. May be adopted or suspended at any meeting by a majority vote.
- B. May be amended at any meeting with a 2/3 vote.
- C. If previous notice has been given, only a majority vote is needed to amend.

SECTION 1. REGULAR MEETING SCHEDULE

- A. Regular District meetings must be held on the week and day as determined by the Executive Committee.
- B. In the event that a meeting location cannot be retained at reasonable cost for the week and day selected by the District, the Executive Committee may designate an alternate day for the subsequent meeting.
- C. The District Chair must designate the time of the meeting in consultation with the Board or the Executive Committee.

SECTION 2. FUNDS

The expenditure limit for routine expenses is \$150.

SECTION 3. RECORDS RETENTION

- A. All District officers, elected and appointed, must retain records specific to their activities in their office. Officers must transfer these records, as well as any records which may have been transferred from prior officers to a District member designated by the District Chair within seven days of leaving office.
- B. If the office of the Chair is vacant and no other officer has assumed the duties of the Chair pursuant to these Bylaws, the vacating officer must transfer the records to the MCRC chair or designee within 14 days.
- C. Election ballots and raw electronic voting data must be preserved for a period of no less than 14 days and made available for audit upon written request of five District PCs or the Executive Committee.
- D. The audit results will be made available to District PCs upon written request.

SECTION 4. REFERENCES

The following documents and the references thereto relate to District proceedings. They are subject to change by their respective organizations. Only the current versions of the below referenced documents have effect.

Continuing Bylaws of the Arizona Republican Party

Art. II Sec. C: Filling of Vacancies of State Committee

Art. VI Sec. C: Election of Delegates and Alternates to State Convention

Continuing Bylaws of the Maricopa County Republican Committee

Art. I Sec. 2 Interpretation of LD bylaws.

Art. II Sec. 2 Precinct Committeemen

Art. II Sec. 3 Precinct Captains

Art. II Sec. 4 District Chair

Art. II Sec. 5 Other Elected District Offices

Art. IV Sec. 1 Election of State Committeemen

Art. VI Sec. 5 Elections Neutrality

Art. IX Sec. 2 Legislative District Proceedings

Arizona Revised Statutes

16-821 County committee; vacancy in office of precinct committeeman

16-822 Precinct committeemen; eligibility; vacancy; duties; term

16-823 Legislative District committee; organization; boundary change; reorganization

16-825 State committee

16-825.01 State committee; vacancy; filling of vacancy

16-828 Proxies

41-1202 Vacancy in legislature; precinct committeemen; appointment; definition.

SECTION 5. VIRTUAL MEETINGS

A. General.

1. Except as otherwise provided in these bylaws, meetings of the District, District Executive Committee, Board, and committees may be conducted by electronic means designated by the Chair or those calling the meeting that support anonymous voting and support visible displays identifying those participating, identifying those seeking recognition to speak, showing (or permitting the retrieval of) the text of pending motions, and showing the results of votes.
2. An anonymous vote conducted through the designated electronic means shall be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot.

B. Rules for Meeting via Electronic Means.

1. **Login Information.** The Membership of the particular group to be meeting (District, Board, Committees, etc.), shall be sent, at least 24 hours before the meeting, the time of the meeting, the URL and codes necessary to connect via electronic means, and, as an alternative and backup to the audio connection included within the electronic means, the phone number and access code(s) the member needs to participate aurally by telephone. A copy of, or a link to, these rules must be included. For committee meetings the committee chair shall facilitate the call to the meeting and provide the login information.
2. **Login Time.** The meeting presider or designee shall schedule electronic means availability to begin at least 15 minutes before the start of each meeting.
3. **Sign in/Sign out.** Members shall identify themselves as required to sign in via the electronic means, and shall maintain access throughout the meeting whenever present, shall mute their microphone when not speaking and shall sign out upon any departure before adjournment.

4. **Quorum.** The presence of a quorum shall be established at the beginning of the meeting. In the event of a virtual District Organizational meeting or other meeting where an election is to take place, the presence of credentialed delegates verified at the time of login as provided via electronic means may be used to determine the presence of a quorum.
 5. **Technical Requirements and Malfunctions.** Each member is responsible for his 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. The Chair shall not use the power granted by this section to silence opposition or the opinion of a member.
 7. **Assignment of the Floor.** To seek recognition by the chair, a member shall signal the chair using the designated feature appropriate via the electronic means being used. Upon assigning the floor to a member, the chair will signal the facilitator to clear the online queue of members who had been seeking recognition. 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.
 8. **Interrupting A Member.** A member who intends to make a motion or request that under the rules may interrupt a speaker shall use the designated feature for recognition 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 presider or designee for this purpose, preceded by the member's name and a number corresponding to how many written motions the member has so far posted during the meeting (e.g. Mary M #1, Mary M #2).
 10. **Motions.** The Secretary or meeting facilitator 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 presider or designee 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.** Permissible methods of voting include electronic roll call, and audible roll call. Anonymous votes shall be taken by the anonymous voting feature of the electronic meeting service, unless a different method is ordered by the Board or required by the rules.
 12. **Video Display.** If the number of participants is too large for all to be displayed simultaneously, the presider or designee shall cause a video of the presider to be displayed throughout the meeting and shall also cause display of the video of the member currently recognized to speak or report.
- C. Voting by Text Message During a Meeting**
1. Text messaging may be used to vote during a convened meeting when the vote requires a ballot, is requested by the group, or requested by the presiding officer.
 2. For this purpose, the presiding officer shall appoint a Teller's committee to receive the votes submitted via text message, tally the votes, and report the results to the presiding officer who shall announce the results, including the number of votes cast and the number in favor of and opposed to the question.
 3. The presiding officer shall announce the time text voting will begin and when it will end.
 4. The chair shall state the motion clearly before calling for the text message vote.
 5. Voting time shall be announced by the president or presiding officer when text message voting is used during an in- person meeting or when some members are present and others are in attendance by phone.
 6. The chair or another member may request a text message vote be taken after debate on a motion.