

# BY-LAWS OF THE LINN COUNTY REPUBLICAN CENTRAL COMMITTEE

Amended January 15, 2019, effective January 15, 2019

## I. VACANCIES

Vacancies in the County Central Committee may be filled by a majority of those members of the Committee present and voting.

## II. ELECTION OF PRECINCT COMMITTEE PERSONS

Each precinct shall elect two members to the Linn County Central Committee. Precincts shall elect additional precinct committee members in proportion to the Republican vote cast at the preceding general election for President of the United States or for the Governor of Iowa, as follows:

Candidate Votes	Additional Precinct Members
0-400	0
401-800	1
801 or more	2

In a year following redistricting each precinct would be limited to two members.

## III. REMOVAL OF COMMITTEE PERSONS

The criteria for removal of members is defined by Section IV of the Linn County Republican Constitution. The term in the Constitution, "inattention to duty" shall include the following considerations for revocation of membership:

- Revocation of membership is immediate if a member submits a notice of resignation, and the Chair or a designee of the Chair accepts the resignation.
- Revocation of membership is immediate if a member is no longer registered in Linn County as a Republican.
- Revocation of membership is immediate in the case of the death of a member.

Removal for any other reason shall not be effected until the member is given an opportunity to be heard at the next meeting after which his or her removal is introduced.

## IV. ASSOCIATE MEMBERS

The Linn County Central Committee may elect Associate Members. Persons of the age 14 or older who are residents of a Linn County precinct are eligible. Persons satisfying the requirements in Section IV of the Linn County Republican Constitution but not elected at a Caucus are eligible. Associate Members may be heard but may not vote in the Central Committee.

## V. OFFICERS

The officers of the Central Committee shall consist of a Chair, Co-Chair, Secretary and Treasurer whose terms shall be for a period of two (2) years and the same shall be elected immediately following each general election, but no later than the following April 1. The Central Committee shall elect either from its' membership or otherwise a chair, co-chair, secretary, treasurer and other officers as it may determine. After notification of an election, any vacancies in said offices shall be filled by the County Central Committee.

## A. DUTIES

1. The Chair shall be the Executive Officer and conduct all meetings of the Central Committee and assist in the formulation of policies for the conduct of the affairs of the Republican Party and such other matters as may be assigned.
2. The Co-Chair shall conduct all meetings in the absence of the Chair and assist in formulating policies matters

as may be assigned.

3. The duties of the Secretary are to keep the minutes of the meetings and read them at the following meeting, unless waived.

4. The duties of the Treasurer are to keep records of all receipts and disbursements. All checks shall be signed by the Treasurer and countersigned by the Chair or Co-Chair. Checks in excess of \$500.00 and not previously budgeted shall have the approval of the County Central Committee. The Treasurer shall prepare a two-year budget for approval of the County Central Committee and the same shall be presented at the first meeting of the non-elective calendar year.

#### B. REMOVAL OF OFFICERS

Any officer of the Central Committee may be removed by the vote of sixty percent (60%) of the whole membership of the Committee (elected membership not authorized membership). Upon written application of thirty percent (30%) or more of the duly elected and serving members of the Central Committee, the Secretary shall, within ten (10) days of the receipt of said application, call a meeting of the Central Committee for the stated purpose of considering the removal of an officer or officers of the Central Committee.

#### VI. EXECUTIVE COMMITTEE

The Executive Committee shall consist of the officers of the Central Committee. The Executive Committee shall transact the routine business of the Central Committee during the interim of the meetings of the Central Committee. Any business transacted or action taken shall be reported to the Central Committee at the next regularly scheduled meeting.

#### VII. ADVISORY COMMITTEE

The Advisory Committee shall be organized after the election of officers to assist in planning activities, to aid in establishing principles and policies, and to cooperate in all elections in support of the Republican Party. The Advisory Committee shall include, but not be limited to:

- A. The members of the Executive Committee
- B. The additional elected members to the First. District Central Committee from Linn County
- C. The President of the Linn County Young Republicans
- D. The President of the Linn County Republican Women's Club
- E. A member from each State House District elected by the Central Committee persons from that House District. Membership of the persons on the Advisory Committee who are elected in section E may be affected by redistricting whenever House District line are redrawn. They may or may not be members of the Central Committee.

#### VIII. STANDING COMMITTEES

No later than the date of the regular monthly meeting in the second month following the election of officers, the Chair shall appoint a temporary chair for each of the standing committees. Each committee as a body shall elect its permanent chair, subject to majority approval of the LCRCC body. Each Standing Committee shall consist of a minimum of three (3) voting members. Committee members need not be voting members of the Central Committee, but must be registered Republicans. The Standing Committee heads shall be reappointed following each Executive Committee election. Standing Committee chairs may be removed by a two-thirds (2/3) vote of the body.

The Standing Committees of the Linn County Republican Central Committee and their duties shall be as follows:

- A. Audit Committee. The Audit Committee shall execute a complete audit of the Treasurer's records and the financial activities of the Central Committee, including all filings made with the State of Iowa, for the prior calendar year no later than April 30 of each year. The Treasurer shall provide all records and reports necessary for a complete audit no later than March 1 of each year.
- B. Caucus Committee. The Caucus Committee shall be responsible for organizing and executing the biennial precinct caucuses in accordance with Iowa law and the rules of the Republican Party of Iowa.

- C. Convention Committee. The Convention Committee shall be responsible for organizing and executing the biennial County Convention and any special nominating conventions required in accordance with Iowa law and the rules of the Republican Party of Iowa.
- D. Communications Committee. The Communications Committee is responsible for all communications with the Central Committee, including but not limited to the e-mail listserv, website, social media, and mailing lists. The Communications Committee shall keep a list of all members who opt-in to receiving official communications from the Central Committee by e-mail rather than via USPS.
- E. Fundraising Committee. The Fundraising Committee shall be responsible for developing the funds necessary to support the activities of the Central Committee, including, but not limited to, regular meetings, biennial caucuses and conventions, candidate recruitment and support, and such other activities as necessary to fulfill the Purpose of the Republican Party of Linn County as articulated in its Constitution. The Fundraising Committee shall host a minimum of two (2) events each year, specifically a Lincoln Dinner and a Reagan Breakfast.
- F. Membership Committee. The Membership Committee is responsible for maintaining all membership records (in cooperation with the Secretary), handling check-in and verifying quorum at regular meetings, and verifying voter registrations.
- G. Office Committee. The Office Committee shall maintain any office space rented by the Central Committee, including but not limited to regulating access, storage of records including but not limited to all reports and records of the Central Committee and its Standing Committees, and maintaining equipment and supplies.
- H. Public Relations Committee. The Public Relations committee shall be responsible for promoting the activities and reputation of the Central Committee within the community. They shall be responsible for public events including but not limited to parades, fairs, and other community events.

The County Central Committee may employ such administrative personnel as it may determine and shall organize its operation to obtain the objectives of the Republican Party.

#### IX. RULES OF ORDER

Robert's Rules of Order Revised shall prevail unless modified by these by-laws.

#### X. AMENDMENTS

These by-laws may be amended by majority vote of those present at any called meeting of the Central Committee. Written notice of the proposed amendment must be forwarded to the members of the Committee with a notice calling the meeting, and be postmarked at least ten (10) days prior to the meeting at which said amendment is to be presented for consideration and vote.

#### XI. QUORUM

Twenty (20) members of the County Central Committee shall constitute a quorum for conducting business.