

**Pierce County Republican Party (PCRP) Bylaws  
As Adopted October 2025 with Standing Rules Addendum**

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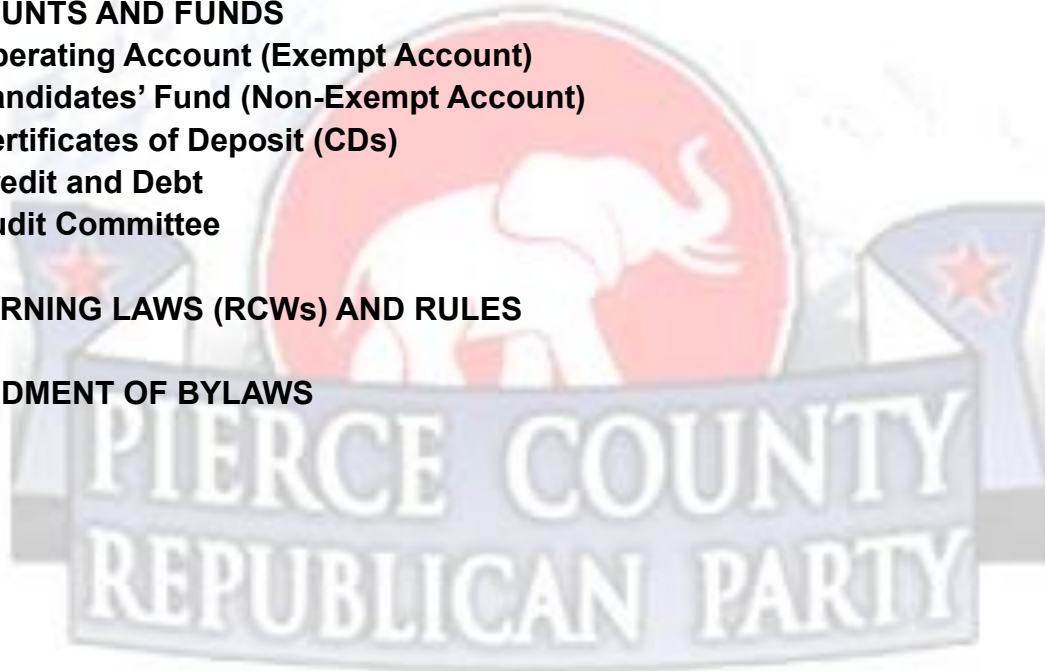
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## **BYLAWS**

### **1. GENERAL**

#### **1.1. Preamble**

The Bylaws of the Pierce County Republican Party (PCRP), as adopted by the Republican Central Committee of Pierce County (hereinafter referred to as the "Central Committee"), provide the basis for conducting party activities in Pierce County and the limits on what that activity can include and how it may be conducted. These Bylaws are therefore our "constitution", or "charter." They may be supplemented by PCRP Standing Rules; Process Guides; Position Descriptions; Organizational Charts; Convention and Caucus Rules (adopted at the latest Biennial Convention); or other appropriately approved publications. Bylaws may, by reference, highlight pertinent laws, Revised Code of Washington (RCWs), rules and regulations [Washington Administrative Codes (WACs), Washington State Republican Party (WSRP) and Republican National Convention (RNC) Bylaws], and Court Rulings that may apply to or impact the PCRP. Meetings shall be governed by the latest version of Robert's Rules of Order, Newly Revised, when they do not conflict with these Bylaws.

#### **1.2. General Organization**

The Central Committee (CC) is the governing body of the PCRP and consists of those Members who are elected or appointed Precinct Committee Officers (PCOs) in good standing and those who are elected Central Committee Officers. The PCRP includes the PCOs and CC Officers and includes those who have chosen to identify with Republican ideals and have joined the PCRP as dues-paying Members. The CC does business as the PCRP. [Compare Bylaws 1.4 & 2

#### **1.3. Mission and Vision**

The mission of the PCRP is to provide a Pierce County organization and infrastructure for the orderly, efficient, and effective promotion of Republican Party platforms and principles and Republican or Republican-endorsed candidates. Our political vision is to provide the county, state and nation with Republican candidates and office holders that merit majority voter support by championing freedom, prosperity, and a more limited government while governing in accordance with the U.S. and Washington State Constitutions and guided by the principles outlined in the Declaration of Independence and the County, State, and National Republican Party Platforms.

#### **1.4. Membership**

Membership in the PCRP shall be open to all who: are both U.S. Citizens and Pierce County residents; pay dues described in the Standing Rules Addendum; declare themselves Republicans; do not belong to any other political party; support Republican

values and platform objectives; are a registered voter; honor the PCRCP and the WSRP; refrain from behavior damaging to the party; and faithfully participate in party activities. A member in good standing is in compliance with all of the above. Associate Membership in the PCRCP may be granted to Republicans who meet the above criteria who are not Pierce County residents, examples of which may include officials who are elected or appointed to serve Pierce County residents but who live in another county.

## **2. PRECINCT COMMITTEE OFFICERS (PCOs)**

### **2.1. Elected Precinct Committee Officers**

An elected PCO is one who fulfills the requirements of RCW 29A.80 and is thereby elected at the even-numbered year primary election. This includes, equally, those who showed up on the ballot and won by majority in a contested race and those who did not show up on the ballot and were declared elected by the Auditor because they had no opponent. Elected PCOs' terms of office begin on 1 December of an even-numbered year and continue for two (2) years through 30 November of the next even-numbered year. The elected PCOs shall comprise the CC for the Biennial Organization Meeting (see Bylaw 4.1)

### **2.2. Appointed Precinct Committee Officers**

- 2.2.1.** Should any PCO vacancy occur by reason of death, resignation, or disqualification (e.g. moved out of the precinct, joined another political party), or because of failure to elect (no one filed for election in that precinct), the CC Chair (hereinafter referred to as "PCRCP Chair") is empowered to fill such vacancy by appointment; PROVIDED
- A.** That the person so appointed shall be a PCRCP member in good standing and have the same qualifications as candidates when filing for election as PCO for such Precinct (Bylaw 2.1); and
  - B.** That when a vacancy in the office of Precinct Committee Officer exists because of failure to elect, after Primary Election certification, such vacancy may not be filled until after the Biennial Organization Meeting and by the newly elected PCRCP Chair; and,
  - C.** That such appointment is done considering the Advice and Consent of the appropriate Legislative District Caucus Chair (hereinafter referred to as "District Chair"), after proper vetting; and,
  - D.** Such appointed PCOs shall have no voting rights in the district, nor in the Central Committee until 60 (sixty) days after said appointment.

### **2.3. Duties of Precinct Committee Officers**

The position of PCO has both executive- and legislative-type duties. The legislative function is performed: at Meetings of the CC; and for those so elected, at meetings of the Executive Board; and PCRCP Committees of the CC. In their legislative role, PCOs are

required to attend and participate in Party Meetings. They also provide advice, consent, and approval/disapproval to PCRPP CC policies, budgets, expenditures, and rules. Executive responsibilities include: reporting on precinct and district activities; tracking changes within the precinct; and providing contacts and support for Republican candidates and campaigns within their precinct. PCOs receive Party guidance, instruction, and applicable data through their Legislative District Caucus Chair and/or directly from CC Officers or the WSRP. All PCOs shall provide their current contact information (to include at a minimum: email, phone number(s), and address) in a timely manner to their Legislative District Caucus Chair.

#### **2.4. Precinct Captains**

When there is a PCO vacancy or the elected PCO is inactive and no precinct voter is willing to be appointed PCO, the District Chair, with the advice and consent of the PCRPP Chair after proper vetting, may appoint a non-precinct resident who is a current PCRPP Member in Good Standing as Precinct Captain to perform PCO Duties. Precinct Captains may attend and participate in Central Committee Meetings but may not vote and do not count for quorum requirements.

#### **2.5. Conduct of Precinct Committee Officers**

A PCO is a publicly identified representative of the Republican Party. Therefore, a PCO's public acts should not, by their nature, advance the cause or the candidates of another party nor promote the political success of publicly known activists or officials of another political party in partisan campaigns. Examples of such displays could include endorsements in writing or supporting speeches at public events.

#### **2.6. Inactivity of Precinct Committee Officers**

A PCO will be considered inactive based on the decision of the District Chair. District Chairs will consider the following when determining the voting status of their PCOs: Health issues, family emergencies, work requirements and other commitments. Inactive PCOs are not able to vote, nor are they counted as part of quorum. They may be reactivated through a request to the District Chair and attending two consecutive Meetings.

### **3. CENTRAL COMMITTEE**

#### **3.1. Authority of the Central Committee**

The Central Committee (CC) is the governing body of the PCRPP. The CC may revoke by a majority of its quorum any action of the Executive Board and may perform any action that could be performed by the Executive Board. The CC shall perform any function expressly assigned herein to another body or individual, if such body does not exist or such office is vacant. If an incumbent Officer or body is unable to function on a matter requiring timely

action necessary to prevent a significantly adverse consequence to the PCRCP, the CC shall act on the matter.

### **3.2. Members of the Central Committee**

Pursuant to RCW 29A.80, members of the CC consist of the PCOs and the CC Officers elected at the Biennial Organization Meeting. Every two (2) years, all PCOs who are duly elected form a new CC. While all PCOs and elected CC Officers are expected to participate in all meetings of the CC, voting is done by PCOs and CC and Legislative District Caucus Officers who are also PCRCP Members in Good Standing.

### **3.3. Liability**

These Bylaws neither establish nor affirm that Members of the CC may be held legally liable for any debts incurred as a result of action taken by the CC. However, because of the potential for individual PCO and Officer responsibility for debt incurred by the PCRCP, the CC should be prudent when committing to expend the funds of the PCRCP and should consider fiduciary as well as liability insurance in its Annual Budget considerations.

## **4. MEETINGS OF THE CENTRAL COMMITTEE**

### **4.1. Biennial Organization Meeting**

**4.1.1.** The Biennial Organization Meeting of the Central Committee shall be called pursuant to RCW 29A.80, by a Meeting notice mailed or e-mailed to each newly elected PCO at least ten (10) days before the scheduled date of the Meeting. The incumbent PCRCP CC Chair shall open the Meeting and serve as temporary chair. An appropriate Officer shall swear in the elected PCOs after they repeat their affirmation that they are Republicans, do not belong to any other political party eligible to nominate candidates for elective office, and that their PCRCP activities shall be governed by the PCRCP's duly enacted Bylaws and Standing Rules. CC Officers shall then be elected in accordance with Bylaw 5.1. Committee Officers shall then be elected in accordance with Bylaw 5.1. Those Officers elected must be and continue to be PCRCP Members in Good Standing.

**4.1.2.** The Biennial Organization Meeting, after having elected its CC Officers, the CC shall separate into Legislative District Caucuses consisting of only those elected PCOs in good standing in each Legislative District. During this Meeting they shall elect, by majority vote, a Legislative District Caucus Chair (also called a District Chair), a District Vice Chair, a District Treasurer, a District Secretary and a Sergeant-at-Arms. Balloting shall be by paper ballot except in uncontested races. When there are three (3) or more candidates for an office, if any candidate fails to receive a majority of the votes cast on the first ballot, the two (2) with the highest number of votes shall advance to a second ballot. Proxies and virtual presence

voting shall not be allowed. Each Caucus will adjourn their district meeting and the final Caucus will Adjourn the Biennial Organization Meeting.

#### **4.2. Regular Central Committee Meetings**

In addition to the Biennial Organization Meeting, the CC shall meet at least three (3) times each calendar year. Notice of a Meeting's time and place shall be mailed or emailed to members at least ten (10) days prior to the scheduled Meeting date. The Meeting Notice shall include the planned Agenda and shall include Minutes of the previous Meeting and a proposed PCRCP Treasurer's Report. Legislative District Caucuses may be held at any meeting of the CC.

#### **4.3. Special Central Committee Meetings**

Special Meetings of the Central Committee may be called by:

- A.** The PCRCP Chair; or,
- B.** Any two (2) other CC Officers; or,
- C.** As directed by the Executive Board; or,
- D.** By the PCRCP Chair upon receipt of a petition signed by at least twenty percent (20%) of the CC Members eligible to vote, in which case the Special Meeting shall be called for by the PCRCP Chair within twenty (20) days of receipt of the petition.

In all cases, notice of a Special Meeting's time and place shall be mailed or emailed to members at least ten (10) days prior to its scheduled date, and shall state the purpose of the Special Meeting. Once a Special Meeting is opened with appropriate quorum, all business that can properly come before the CC (or attendant Legislative District Caucus) is available for discussion and disposition after having disposed of the business that generated the Special Meeting.

#### **4.4. Quorum**

- 4.4.1.** Forty-five percent (45%) of the Members authorized to vote at any meeting of the CC (or at a Legislative District Caucus) shall constitute a quorum unless otherwise specified in these Bylaws. A majority of the voting Members of any Committee of the CC shall constitute a quorum unless otherwise stated by these Bylaws. When determining a quorum for any Meeting, the "Members authorized to vote" shall exclude from the number required, those Members not present at that meeting who also missed the previous two (2) meetings of the same body. This rule applies solely for the purposes of determining a quorum and does not affect future voting rights of any Member.
- 4.4.2.** If a meeting lacks a quorum, the PCRCP Chair may adjourn or, if business cannot await the next scheduled meeting, continue that meeting to a date certain for which at least a ten (10) day notice shall be given. In any event, if a meeting lacks a quorum, those present may continue to meet to hear speakers, to hear reports and discuss

matters that require no action, to receive training, and otherwise proceed without taking any action that would commit the PCRCP or its members to any future action or to the support of anything.

#### **4.5. Voting**

When not specifically required or allowed otherwise by these Bylaws, voting at a CC Meeting may be by a show of hands, voting cards, standing, or voice vote. Proxy voting may only be allowed once during a term of office, provided: the PCO has not missed any (excused or not) previous district or CC meetings, and the proxy is announced to the PCRCP Secretary prior to the beginning of the meeting. Virtual presence voting is not allowed.

#### **4.6. Disciplinary Procedures**

Any Disciplinary process not set forth in these bylaws shall be dealt with in accordance with Robert's Rules of Order Newly Revised, 12<sup>th</sup> Edition, Sections 61-63.

#### **4.7. Digital Check-In (Attendance Registration)**

**4.7.1.** Authorization on-site: In addition to traditional paper sign-in, Members may utilize an authorized digital check-in system to register attendance at Meetings of the Central Committee and attendant Legislative District Caucuses.

**4.7.2.** Definition: "Digital check-in" means the use of an electronic platform that (a) verifies the identity and eligibility of attendees; (b) records time of arrival; and (c) produces an auditable attendance record equivalent to a physical sign-in sheet.

**4.7.3.** Administration:

- A.** The PCRCP Secretary (or designee) administers the digital check-in system and maintains attendance records.
- B.** The Sergeant-at-Arms (or designees) shall control access to voting materials and the floor, using the digital attendance list to ensure only those eligible may vote.
- C.** The Executive Board shall approve the platform and written procedures (including authentication steps) and may revise them as needed.

**4.7.4.** Procedure:

- A.** Members shall provide verification as specified in the approved procedures (e.g., name, precinct, and reasonable authentication).
- B.** The check-in window opens upon the venue opening and remains available through the Chair's declaration of quorum, or as otherwise ordered by the Chair.
- C.** Digital check-in may be used alongside paper sign-in; both are official.

**4.7.5. Quorum & Voting**

- A.** Persons successfully checked in digitally are counted toward quorum under §4.4 and retain full rights of debate and vote as though signed in on paper.

B. Digital attendance records are the official roll for the meeting, equal to physical sign-in sheets.

**4.7.6.** Contingency: If the digital system is unavailable or materially impaired, the Chair shall direct use of paper sign-in, which shall prevail.

**4.7.7.** Limitations (No Remote Voting Created): Digital check-in is a registration method only and does not authorize virtual presence or remote voting. All limitations in §4.5 (including the prohibition on virtual presence voting and the existing proxy rule) remain in full force.

**4.7.8.** Records and Privacy: Digital attendance records shall be retained by the Secretary consistent with PCRPP records practices and made available to the Chair and Sergeant-at-Arms for meeting purposes. Member information shall be safeguarded in accordance with PCRPP policies.

## **5. OFFICERS OF THE CENTRAL COMMITTEE (and of the PCRPP)**

### **5.1. Elected Central Committee Officers**

**5.1.1.** In addition to the PCRPP Chair and Vice Chair (who must be of opposite sexes), a State Committeeman, a State Committeewoman, a Treasurer, a Secretary and a Sergeant-at-Arms of the Central Committee (PCRPP) will be elected – all by majority vote. The election of officers shall be by secret paper ballot except in uncontested races. When there are three (3) or more candidates for an office, if no candidate receives a majority of the votes cast on the first ballot, the two (2) with the highest number of votes shall advance to a second ballot. Proxies and virtual presence voting shall not be allowed.

**5.1.2.** Persons eligible to be elected officers must be registered voters of Pierce County and PCRPP members in good standing. Elected officers serve during the period of time between their election and the next Biennial Organizational Meeting.

**5.1.3.** No elected CC Officer shall publicly, in their titled, official capacity: endorse a candidate of another political party in a partisan race. Nor may they endorse a Republican candidate prior to their nomination and endorsement by a Republican Convention; or PCRPP CC endorsement; though without penalty they may state their current Presidential preferences on forms provided by the WSRP or at Caucus or Convention activities during a Presidential election year. Any CC Officer who publicly endorses a candidate for any partisan public office who is not the legally designated Republican candidate chosen via a CC Meeting or Nominating Convention, shall forfeit their membership in the PCRPP and on the CC.

Forfeiture of membership shall result in the removal of that individual from all rights and privileges granted in these Bylaws to PCRPP Officers. The CC Officer shall further be banned from participating in any CC or PCRPP activities for a period of not more than two (2) years from date of forfeiture or end of the current term whichever occurs

earlier. The above restrictions do not preclude CC Officers from non-public endorsement and monetary, moral, and/or leadership support for pre-primary Republican candidates as private citizens in races where there is no Republican Party endorsed candidate.

## **5.2. Removal of Elected Central Committee Officers**

Removal of an elected CC Officer may be for any cause that the CC shall deem sufficient. A quorum of fifty percent (50%) of the Members eligible to vote shall be required with a two-thirds (2/3) super majority vote to remove. The action may be taken at any scheduled CC Meeting, or a Special Meeting of the CC for such purpose may be called through procedures provided in these Bylaws. If the PCRCP Chair is the officer being removed, the PCRCP Vice Chair shall preside at the meeting. The officer to be removed shall be given full and fair opportunity to present evidence, witnesses, and arguments on his/her behalf. If more than one CC Officer is to be removed, each shall be the subject of a separate hearing, starting with the highest office.

**5.2.1.** Cause for such removal shall include, without limitation, the failure or refusal to support the policies and objectives of the PCRCP, as stated in these By-laws, or any act of commission or omission intended to cause or having the effect of causing, damage to the PCRCP or its reputation and/or financial stability. Without limiting the generality of the foregoing, the initiation or threatening in writing of litigation, or any other adversarial proceeding against the PCRCP, or in which the PCRCP or any of its Officers is named as a defendant or respondent, from any actions taken in reference to PCRCP business, shall constitute cause for removal. The PCRCP shall be entitled to recover from such removed Member, Officer, or Appointee its attorney's fees and other costs and expenses relating to any such litigation or proceeding against the PCRCP. {{See PILLOUD v. KING COUNTY REPUBLICAN CENTRAL COMMITTEE, 2017}}

## **5.3. Vacancy of Elected Central Committee Officers**

**5.3.1.** If an elected CC Officer shall die, resign, be unable to perform his/her duties for ninety (90) days, or cease to: be a registered voter, reside in Pierce County; or, in a calendar year miss three (3) consecutive unexcused CC and/or Executive Board Meetings at which he/she has a vote, his/her Office shall be declared vacant. If the office of PCRCP Chair is vacant, the PCRCP Vice Chair shall act as and fulfill all duties of the PCRCP Chair until the office is filled by election in accordance with Bylaws 5.3.2 through 5.3.5 hereof. If an elected CC Officer runs for public office they, their paid staff, or their family members, may not serve on the Endorsements Committee and must recuse themselves from all votes for allocation of money regarding their campaign and/or the campaign of any other candidate running for that same public office.

**5.3.2.** While the replacement process is underway, the PCRP Chair/acting Chair may appoint an individual to fill the vacancy pending election of the new officer, and, in any case, shall assure that essential functions of the office are performed. If the vacancy occurs within sixty (60) days prior to the Biennial Organizational Meeting, or after it could be scheduled for the last regular CC Meeting scheduled for the biennium year, there need be no election and the appointee may serve until replaced at the Biennial Organizational Meeting.

**5.3.3.** A Nominating Committee to interview and recommend candidates to fill the vacancy will consist of the remaining elected CC Officers, and the Legislative District Caucus Chairs. The Nominating Committee shall elect its chair. Subject to Bylaw 5.3.2, the Nominating Committee shall organize and begin its task within one (1) week after the vacancy occurs or as soon as it can be scheduled to assure a quorum, (fifty percent (50%)).

Subject to Bylaw 5.3.2, not more than twenty (20) days following the occurrence of the vacancy, the PCRP Chair/acting Chair shall cause to be mailed or e-mailed to each member of the CC a notice fixing the time and date for a meeting of the CC to fill the vacancy. Meeting notice shall be provided not less than ten (10) days, nor more than thirty (30) days from the scheduled date of the meeting. The PCRP Chair/acting Chair may provide for a later vote to be held at a later CC Meeting if the delay is Moved and Approved by the Executive Board, or if it is scheduled to be held at a CC Meeting that may be occurring too soon for a Nominating Committee report. After the Report of the Nominating Committee, nominations may be made from the floor. The CC shall elect one (1) of these nominees, by majority vote, to fill the officer vacancy and the newly elected officer's duties shall commence immediately upon their election.

#### **5.4. Duties of Elected Central Committee Officers**

##### **5.4.1. PCRP Chair**

The PCRP Chair shall preside over meetings of the CC and Executive Board and assure that each begins with an invocation and flag salute. The Chair shall assure coordination of multi-district activities among District Chairs for the day-to-day activities of the PCRP; assure maintenance of appropriate relations with community, business, professional, media (to include social media), local government agencies, and elected officials. The Chair shall have responsibility for selection and recommending the hiring of any paid staff and, shall apportion money within the budget and approve a related expenditure allocation plan for the PCRP Treasurer. When a Staff position or capital expenditure is not appropriated within an approved budget, the PCRP Chair, prior to any recommendation to hire said staff or to procure the capital expenditure, shall provide a written recommendation containing the employment terms (if applicable) and budget impact to the Executive Board for

approval. All employment agreements shall contain a "non-appropriation" clause. The PCRP Chair is the President of the PCRP for banking and other purposes and shall be an ex-officio Member of all Standing and Special Committees of the CC unless otherwise stated in these Bylaws.

- A. The PCRP Chair, with input from District Chairs, may appoint from among the Republican residents of Pierce County, persons to serve on Committees (see Bylaw 7) created in these Bylaws and such other Committees of the CC as needed. Except those appointments requiring CC ratification, such as the Budget Committee, the PCRP Chair shall have the authority to cancel any appointments. In making and cancelling appointments, the PCRP Chair shall consult with the PCRP Vice Chair.
- B. The PCRP Chair shall include and be responsible for assuring Meeting Notices are sent to members of the CC, Executive Board and other meetings called by the PCRP Chair. Meeting Notices shall include an Agenda that to the extent practicable identifies specific items of business to be considered. Responsibility for the process of drafting and sending such notices is assigned to the PCRP Secretary.
- C. The PCRP Chair is also a Member of the WSRP CC and will represent the PCRP CC.

#### **5.4.2. PCRP Vice Chair**

The PCRP Vice Chair shall assist and advise the PCRP Chair on appointments and the day-to-day activities of the PCRP. The Vice Chair shall assure coordination of multi-district activities with District Chairs; shall assure conduct of a training program for District Chairs, PCOs and other PCRP personnel. The Vice Chair shall assure District organizations are appropriately supported; and may be identified as the Vice President of the PCRP for banking and other purposes. In the absence of the PCRP Chair, the PCRP Vice Chair shall be the Acting Chair and have the authority and responsibilities of the PCRP Chair until the PCRP Chair is available to act. The PCRP Vice Chair may propose or accept further duties as reasonably assigned by the PCRP Chair.

#### **5.4.3. PCRP State Committeeman, State Committeewoman**

The State Committeeman and State Committeewoman shall represent the PCRP on the WSRP CC and participate in those duties and activities as part of the governing body of the WSRP in accordance with its Bylaws and implementing policies. Either or both may serve on subcommittees of the State Committee as appropriate and both will represent the PCRP's CC as members of the Washington State Republican Party Executive Board. They will report WSRP known actions upcoming, actions taken, decisions made, and resources available to the PCRP Chair, to the Executive Board, and to the CC. The State Committeeman and State Committeewoman may propose or accept further duties as reasonably assigned by the PCRP Chair that do not

detract from their primary duties as Members of the State Committee, State Executive Board, or WSRP subcommittees.

**5.4.4. PCRP Treasurer**

The PCRP Treasurer, who shall be required to attend PDC training within 60 days of election during which time the outgoing Treasurer will transfer bank account access and documentation, shall be the custodian of all funds of the CC and the PCRP. The PCRP Treasurer shall keep records of receipts and disbursements and shall provide monthly financial reports, including PCRP PDC reports. The PCRP Treasurer shall disburse funds only within available funds and the CC approved budget and the expenditure allocation plan approved by the PCRP Chair. In the event of a funding shortage or need for budget departure, the PCRP Chair, the Executive Board, or CC shall take appropriate action to assure the PCRP Treasurer can comply with an expenditure plan within disbursement constraints. The PCRP Treasurer shall comply with all state and federal reporting requirements regarding the receipt and disbursement of funds. The PCRP Treasurer may appoint volunteers to share the duties of the office but remains accountable for their fulfillment. The PCRP Treasurer is the Chief Financial Officer of the PCRP. In the absence of the PCRP Chair and Vice-Chair, the PCRP Treasurer shall become the Acting Chair and have the authority and responsibilities of the PCRP Chair until the PCRP Chair is available to act.

**5.4.5. PCRP Secretary**

The PCRP Secretary is responsible for membership records, receiving monthly Pierce County LD attendance records, taking roll call, dues solicitation and dues payment records, relay of dues received to the PCRP Treasurer, and the process of drafting and sending meeting notices. References to roll call and sign-in include administration and retention of digital check-in records approved under §4.7. The PCRP Secretary shall oversee general records retention functions for the CC that are not within the duties of other Officers. The PCRP Secretary may appoint volunteers to share the duties of the office, including a Recording Secretary for recording and reporting the minutes of all Meetings of the CC and Executive Board, but remains accountable for their fulfillment. The office may propose or accept further duties as reasonably assigned by the PCRP Chair and Vice Chair. In the absence of the PCRP Chair, Vice Chair and Treasurer, the PCRP Secretary shall become the Acting Chair and have the authority and responsibilities of the PCRP Chair until a higher officer is available to act.

**5.4.6. PCRP Sergeant-at-Arms**

At all meetings of the CC and Executive Board, the PCRP Sergeant-at-Arms shall keep order and decorum, assure the presence of a U.S. flag, lead the flag salute, (if requested), observance of proper flag etiquette, and make reasonable efforts to assure the safety and security of the meeting place and attendees. Using lists

provided by the PCRП Secretary, the PCRП Sergeant- at- Arms shall ensure roll call is taken at all Meetings of the CC and Executive Board, shall inform the Meeting chair as a quorum is achieved, and shall establish and enforce procedures to ensure that only those persons eligible to vote may do so. Eligibility enforcement may rely on the digital attendance list produced under §4.7. The PCRП Sergeant-at-Arms shall appoint assistants as needed. The PCRП Sergeant-at-Arms may propose or accept further duties as reasonably assigned by the PCRП Chair or Vice Chair.

## **5.5. Appointed Central Committee Officers**

### **Qualifications of Appointees**

The PCRП Chair may (and is encouraged to) appoint people to the following positions. Persons eligible to be appointed and keep that appointment must be registered voters and residents of Pierce County and shall be PCRП Members in Good Standing. Appointees serve at the pleasure of the PCRП Chair and are nonvoting members of the CC unless otherwise qualified.

#### **5.5.1. Parliamentarian**

The Parliamentarian shall advise the PCRП Chair on questions of parliamentary rules, compliance with these Bylaws, Standing Rules and any rules of order the CC may adopt.

#### **5.5.2. Legal Counsel**

Legal Counsel shall advise the PCRП Chair on questions of law relating to the political activities of parties. Legal Counsel shall serve without compensation unless expressly provided by the CC or Executive Board. Legal Counsel for other than political questions may be separately retained as determined by the PCRП Chair, and two-thirds (2/3) affirmative vote of the CC or Executive Board

#### **5.5.3. Fund-Raising Director and Committee**

Fund-raising Director shall assist the PCRП Chair in soliciting funds for the PCRП Operating Account and Candidates' Fund and lead the Fund-Raising Committee in devising and conducting fund raising activities. The Fund-Raising Committee Members shall be appointed by the PCRП Chair and the Fund-Raising Director and assist in soliciting funds. The PCRП Chair and PCRП Treasurer shall serve as Members of the Funding Committee.

#### **5.5.4. Candidates' Director and Committee**

Candidates' Director shall identify and help recruit candidates for state, county and local offices – elected and appointed. The Candidates' Director shall be the leader of the Candidates' Committee, which shall include all District Chairs plus others appointed by the Candidates' Director. Those appointed may include PCOs, normally one from each Legislative District, including PCOs, as proposed by the District Chairs; other members of the PCRП; community or business leaders; and elected Republicans. All Members of the Candidates' Committee should be PCRП

Members in Good Standing.

#### **5.5.5. Communications Director and Committee**

The Communications Director shall be elected by the PCRCP Central Committee. Under the direction of the PCRCP Chair and/or Vice Chair, the Communications Director shall identify and maintain contact with formal and social media outlets to facilitate timely news releases and responses. The Communications Director, with their Committee, will also manage and maintain the PCRCP website and social media accounts as well as provide website/media account traffic statistics and outreach data at CC Meetings.

#### **5.6. Executive Director**

The PCRCP may hire or find a volunteer for the position of Executive Director (ED) provided the CC has approved a budget for, and the Executive Board has approved a position description for an ED. The ED's employment agreement shall contain a non-appropriation clause. The PCRCP Chair is accountable for the performance of the ED. The PCRCP Chair may assign the ED any of the PCRCP Chair's duties except: chairing meetings; Budget Approval; appointing Officers, appointing committee chairs, and/or event leaders; or any Bylaw-directed duties of other PCRCP-elected Officers.

##### **5.6.1. Approval of Executive Director**

The CC shall approve the ED at its first meeting after the decision of who is to be hired to the position. The Executive Board shall approve any volunteer to the ED position.

#### **5.7. Legislative District Caucus Officers**

Legislative District Caucus Officers, referred to in these Bylaws as District Officers, serve during the time between their election and the next Biennial Organizational Meeting, or until replaced (Bylaw 5.8) or the office becomes vacant (Bylaw 5.9). No elected District Officer or member shall publicly in their titled, official capacity: endorse a candidate of another political party in a partisan race. Nor may they endorse a Republican candidate prior to their nomination and endorsement by a Republican Convention or Caucus; PCRCP Central Committee endorsement; though without penalty they may state their current Presidential preferences on forms provided by the WSRP or at Caucus or Convention activities during a Presidential election year. The above restrictions do not preclude District Officers from non-public endorsement and monetary, moral, and/or leadership support for pre-primary Republican candidates as private citizens in races where there is no Republican Party endorsed candidate.

**5.7.1.** If an elected Legislative District Officer runs for any public office, they or any of their family members, may not serve on the Endorsements Committee and must recuse themselves from all endorsement votes and votes for allocation of money regarding their campaign and/or the campaign of any other candidate running for

that same public office. The District Chair, District Vice Chair and District Secretary shall serve as District representatives on the Executive Board. The District Chair, District Vice Chair and District Treasurer shall act as the District's Legislative District Committee (LDC)—which is a "PAC"/Political Action Committee-like entity coordinating the District's candidate fund-raising and fund-allocating processes, as specifically defined in state law—or in the case of cross-county Districts, as the three Pierce County Legislative District's voting members on the combined multi-county LDC.

#### **5.7.2. Duties – Legislative District Caucus Chairs**

Legislative District Caucus Chairs (hereinafter District Chairs) shall coordinate Republican Party activities in their Legislative District; shall assist in identifying and recruiting candidates for partisan, non-partisan, or appointive office in their Legislative District; and shall assist the PCRPP Chair in identifying persons for appointment as Precinct Committee Officers (PCOs) in their Legislative District. District Chairs shall preside at all District Caucuses. However, District Chairs may share some duties with the District Vice Chair and may appoint other assistants, including Area Leaders, as needed. The District Chair shall chair the Legislative District Committee except in those Districts where the LDC is split between other county Republican parties (2<sup>nd</sup> LD, 26<sup>th</sup> LD, 31<sup>st</sup> LD), in which case the PCRPP and the appropriate Thurston, King or Kitsap County Republican Party Members shall elect their respective LDC Chairs.

#### **5.7.3. Removal of District Officers**

Removal of a District Officer may be for any cause that the District's voting PCOs shall deem sufficient. A quorum of fifty percent (50%) of the elected PCOs (not appointed) shall be required with a two-thirds (2/3) majority vote to remove required. A District Caucus for such purpose may be an agenda item after any CC Meeting and shall be called by the PCRPP Chair upon petition by twenty percent (20%) of the PCOs eligible to vote and held within thirty (30) days after receipt of the petition. Such meeting shall be chaired by the PCRPP Chair or his designee from another district. {{{**NOTE WELL-** RCW 29A.80.061 (paragraph 2) states: "The legislative district chair may be removed only by the majority vote of the elected precinct committee officers in the chair's district"}}}

### **5.8. Vacancy of a Legislative District Officer**

**5.8.1.** If a District Officer shall: die; resign; be unable to perform his/her duties for ninety (90) days; or cease to be a registered voter; cease to be a resident of the legislative district, or in a calendar year miss three (3) consecutive unexcused CC and/or Executive Board Meetings at which he/she has a vote, his/her office shall be declared vacant.

**5.8.2.** Not more than twenty (20) days following the occurrence of the vacancy, the highest ranking officer of the district shall mail or email each affected district PCO a Meeting Notice fixing the time, date, and place of a District Caucus to fill the vacancy. Not less than ten (10) days nor more than thirty (30) days' notice shall be provided except the District Caucus election may be conducted in conjunction with the next CC Meeting if such occurs within thirty (30) days after the vacancy and if the election is announced in the CC Meeting Notice. Such meeting shall be chaired by the highest-ranking officer of the district. The person presiding over the District Caucus shall prepare a Report on the results within one (1) day to the PCRCP Secretary and District Secretary, who shall arrange for its early email distribution, to PCRCP Officers, District Chairs, Club Presidents, the WSRP, and all District PCO's within the affected Legislative District.

## **6. EXECUTIVE BOARD**

### **6.1. Membership, Authority, Liability**

**6.1.1.** Voting Members of the Executive Board are the elected CC Officers (or duly appointed interim Officers), Legislative District Chairs, District Vice Chairs, and the District Secretaries, all of whom must remain PCRCP Members in Good Standing.

**6.1.2.** Nonvoting members of the Executive Boards shall be the appointed officers of the Central Committee, the President of each Pierce County Republican Club, and all elected or appointed Republicans in Pierce County holding partisan elective office. All of the above who remain PCRCP Members in Good Standing shall have full rights of debate including the ability to introduce motions, amendments, and resolutions.

**6.1.3.** The Executive Board shall act on behalf of the CC during those months when the CC does not meet but may not remove or elect CC Officers. The elected and duly appointed interim Officers of the CC shall serve as the Officers of the Executive Board.

### **6.2. Duties of the Executive Board**

The Executive Board shall receive reports from the ED, if any, and from the elected and appointees of the CC and may ratify their decisions upon request. The Executive Board may act on resolutions and may propose and approve the conduct of CC sponsored events that do not exceed budget constraints. Other duties may be assigned by the Standing Rules.

### **6.3. Regular Meetings**

Regular Meetings of the Executive Board should be held monthly. Notice of a Meeting's time and place shall be mailed or emailed to members at least ten (10) days prior to the scheduled meeting date. To the extent practicable, Meeting Notices shall include an Agenda.

#### **6.4. Special Meetings**

Special Meetings of the Executive Board may be called at any time by the PCRP Chair, by two members of the Executive Board or by the PCRP Chair upon receipt of a petition signed by at least twenty percent (20%) of the voting Members. A petition-based Meeting shall be held within thirty (30) days after receipt of the petition. A Special Meeting Notice, to include the purpose of the Meeting, must be mailed or emailed to members at least ten (10) days prior to the scheduled meeting date. Such meetings shall not be scheduled on the night of any regularly scheduled District PCO meeting.

#### **6.5. Quorum**

Forty-five percent (45%) of the Members authorized to vote at any Meeting of the Executive Board shall constitute a quorum. The "Members authorized to vote" at a Meeting of the Executive Board, shall exclude those persons not present at the current Meeting who also missed the previous two (2) Meetings of the same body. The personally signed or initialed records of attendance at each Meeting shall be preserved to serve as the basis for validating previous absences.

#### **6.6. Voting**

When not specifically addressed in these Bylaws, voting at an Executive Board Meeting may be by a show of hands, voting cards, by standing, or by voice vote and with a simple majority generally required to prevail unless otherwise outlined in these Bylaws or Roberts Rules of Order, Newly Revised. Neither proxies nor virtual presence voting are allowed. The issue and use of voting cards is encouraged when there are many guests interspersed with Members or otherwise seems wise to the Chair to speed accurate vote counts.

### **7. COMMITTEES**

PCR "Committees" are organizations of the CC that work on behalf of the CC and require a majority vote to approve a Report and/or propose action to be taken by the CC, Executive Board, or a CC Officer. A Committee has a Chair who presides over its meetings, who does not vote except to make or break a tie. Committees should operate with at least one (1) Member from each Legislative District as proposed by the District Caucus Chair, but can also include members with specific experience, expertise, and/or contacts who may be appointed by the PCR Chair. Members of the Bylaws and Vetting Committees shall be composed of members of the PCR Central Committee.

#### **7.1. Budget Committee (Standing Committee)**

The PCRP Chair shall appoint a Budget Committee whose Members shall include the PCRP Chair who shall chair the committee, the PCRP Treasurer, the Funding Director, and members from each Legislative District.

The Budget Committee shall prepare a twelve (12) month budget to be presented to the CC for approval at its Meeting in March. The period covered shall be from the next 1 April through 31 March of the succeeding year.

Persons receiving a salary or other monetary compensation from the CC's Operating Account shall not vote on matters of compensation or be voting Members of the Budget Committee.

## **7.2. Legislative District Committees (LDCs) (Standing Committees)**

**7.2.1. Establishment:** WSRP Bylaw 10.1 provides that: An LDC is hereby established for each Legislative District in the State of Washington. An LDC established pursuant to WSRP Bylaw 10.1, and no other committee, is a Legislative District Committee of the Republican Party for purposes of RCW 29A.80.

**7.2.2. Purpose:** RCW 42.17A defines "bona fide political party" to include "legislative district committees of a major political party" for the purposes of receiving contributions and distributing funds to candidates (RCW 42.17A). This Political Action Committee-like functionality means that the LDC is responsible primarily for coordinating the receipt, distribution and accounting of Legislative District election campaign contributions.

**7.2.3. Composition – Multi-County Districts:** WSRP Bylaw 10.4 provides that LDCs for Legislative Districts located in more than one (1) county shall consist of three Members from each county, all or part of which is included in the Legislative District. The Members from each county shall be designated by, or as provided in the Bylaws of each county's CC. Each such LDC shall hold an Organizational Meeting by June 30 of every odd-numbered year for the purpose of electing an LDC Chair and an LDC Treasurer. The Pierce County Members of a multi-county LDC shall be the District Chair, District Vice Chair, and District Treasurer. They shall publicize via mail or email, invite participation in and report on all LDC meetings to the PCOs of the LDC.

**7.2.4. Composition – Single County Districts:** LDCs for Legislative Districts wholly within Pierce County shall consist of the District Chair as LDC Chair, the District Vice Chair, and the District Treasurer as LDC Treasurer.

## **8. ACCOUNTS AND FUNDS**

### **8.1. Operating Account (Exempt Account)**

The Operating Account of the CC shall be an account maintained by the PCRP Treasurer. The PCRP Chair and PCRP Treasurer shall be the signatories of record. Signatories on

a check written from the Operating Account shall assure that the expenditure is within funds available and within a category and amount approved in the budget. If total funds in the Operating Account are less than, or significantly greater than, projected; or committed expenditures or budgeted savings for the balance of the budget cycle, or in the event of an unanticipated expenditure in excess of \$1500, the PCRP Chair shall propose a reallocation of the budget in writing to the CC. Any expenditure exceeding \$10,000 (ten thousand dollars) shall require two signatures.

The PCRP Chair and PCRP Treasurer shall, if necessary to keep expenditures within available funds, stop and reduce expenses, negotiate delays with creditors, and appeal to members, the WSRP, and contributors for help.

### **8.2. Candidate's Fund (Non-Exempt Account)**

The Candidates' Fund of the CC shall be an account maintained by the PCRP Treasurer. The PCRP Chair and Treasurer shall be the signatories of record. A Candidates' Fund Advisory Committee shall consist of the CC elected Officers, the Funding Director and the Candidates' Director. All money distributed from the Candidates' Fund shall be approved by a majority vote of the Candidates' Fund Advisory Committee.

### **8.3. Certificates of Deposit (CDs)**

The PCRP Treasurer may maintain some deposits under Bylaws 8.1 and 8.2 above in the form of CDs or other bank instruments, if prudent.

### **8.4. Credit and Debt**

No PCRP Officer or Committee is authorized to use credit or incur a debt for a capital item not to be fully paid within the term of office of the current Officers and no other debts shall be incurred that are not to be paid out of available current funds within sixty (60) days. An exception to the foregoing is the lease for the headquarters office suite, with its monthly payments and equipment leases and equipment rentals itemized in the approved budget. The balance due on any credit card shall be paid monthly. Actual and potential insolvency shall be disclosed to CC Members as soon as known or perceived.

### **8.5. Audit Committee**

An Audit Committee should be convened at least annually, or from time to time at the call of the PCRP Chair, or upon the written request of a majority of the District Chairs, or by majority vote of either the Executive Board or the CC. It shall consist of the District Chairs who shall be supported by the PCRP Chair, PCRP Treasurer, and PCRP Secretary in conducting audits of any or all records and reports. If not called by the PCRP Chair, the Audit Committee shall be convened by the PCRP Secretary and elect its own Audit Committee Chair.

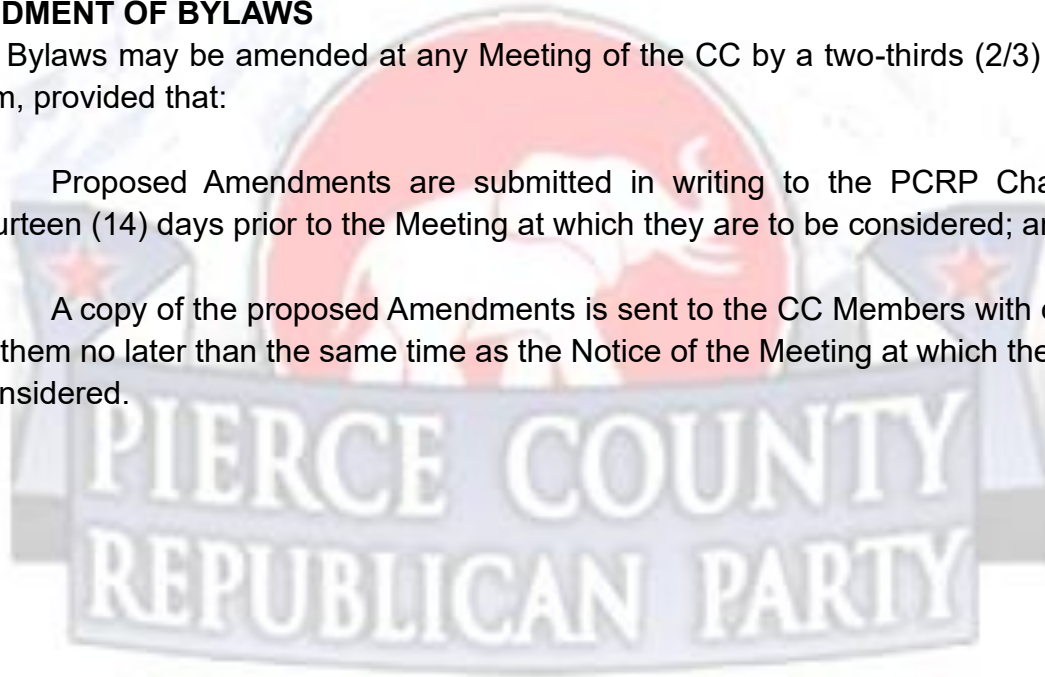
## **9. GOVERNING LAWS (RCWs) AND RULES**

Any conflict in these Bylaws with or among the Bylaws of the RNC, or the WSRC, or with public law, such as RCWs 29A.80, 29A.04, and 29A.24 and 42.17A shall be resolved in favor of the highest authority. The highest authority is public law (US & WA Constitutions), second is the National Committee (RNC) Bylaws, and third is the State Committee (WSRP) Bylaws. The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Meetings of the CC, Executive Board, Committees, and District Caucuses in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, or the higher authorities cited above. These Bylaws are the constitution and highest written authority of the CC and the PCRCP. They are supplemented but not supplanted by consistent Standing Rules, Position Descriptions, Process Guides, and other materials as appropriate. District organizations and Republican Clubs shall maintain their bylaws and other media consistent with those of the PCRCP.

## **10. AMENDMENT OF BYLAWS**

These Bylaws may be amended at any Meeting of the CC by a two-thirds (2/3) vote of the quorum, provided that:

- 10.1.** Proposed Amendments are submitted in writing to the PCRCP Chair at least fourteen (14) days prior to the Meeting at which they are to be considered; and,
- 10.2.** A copy of the proposed Amendments is sent to the CC Members with or provided to them no later than the same time as the Notice of the Meeting at which they are to be considered.



**PCRPP Standing Rules Addendum**

- A. NO CONFLICT WITH BYLAWS**
- B. DUES – MEMBER IN GOOD STANDING**
- C. RESOLUTIONS**
- D. PCO/MEMBERSHIP LISTS**
- E. GRASSROOTS COMMITTEE**
- F. LEGISLATIVE VACANCIES**
- G. COUNTY ELECTIVE OFFICE VACANCIES**
- H. CAUCUSES AND CONVENTIONS**
- I. NON-PARTISAN AND PARTISAN CANDIDATES AND BALLOT MEASURES**
- J. MEETINGS**
- K. SUSPENSION OR AMENDMENT OF STANDING RULES**



## PCRP Standing Rules Addendum

### A. NO CONFLICT WITH BYLAWS

Nothing in these standing rules shall be in conflict with the US Constitution, Article II, Section 15 of the Washington State Constitution, Pierce County Code 1.28.180, the PCRP Bylaws or the bylaws and rules of the WSRP or the RNC.

### B. DUES – MEMBER IN GOOD STANDING

To be a regular member in good standing in the PCRP, PCOs and Captains shall pay annual dues of \$35.00, in addition to other requirements in the bylaws. Other members shall pay annual dues of \$50.00. Any proposed change to the dues must be proposed by the end of October of the year before a change in dues effective in January.

### C. RESOLUTIONS

All resolutions shall bear the signature of a minimum of three sponsors all from different legislative districts but who are members in good standing of the body to which the resolution will be presented. Any resolution for action by the CC, or Executive Board must be submitted in writing (by mail or email) to the PCRP Chair no less than fourteen days prior to the meeting at which it is to be considered. Copies of a proposed resolution should be included in the meeting notice. Resolutions may also be submitted according to Standing Rule H.4.A.

### D. PCO/MEMBERSHIP LISTS

The names, addresses, email addresses and telephone numbers of Pierce County Republican Precinct Committee Officers and PCRP members shall be available only to PCRP members in good standing but can only be used for Republican party building activities or the election of Republicans to office. There shall be no charge. Other party information may be subject to charge.

### E. GRASSROOTS COMMITTEE

**E.1 Establishment:** A Grassroots Committee may be formed at the request of the PCRP Chair or a majority of the CC. The Grassroots Committee shall remain extant until the next Biennial Organizational Meeting unless sooner disestablished by a majority vote of the CC.

**E.2 Organization:** The Grassroots Committee shall consist of volunteers from as many Pierce County Legislative Districts as possible. The CC shall elect, from floor nominations, a CC Member in Good Standing as Chair of the Grassroots Committee, who shall conduct committee meetings as appropriate and as outlined in Roberts Rules. Voting Members of the Grassroots Committee shall be volunteers from among voting CC Members and must continue to be registered voters in Pierce County and PCRP Members in Good Standing.

Non-voting age and other residents of Pierce County may fully participate in Grassroots Committee activities ex-officio though underage members must remain under the direct supervision of a parent, guardian, or designated Committee adult.

The Grassroots Committee voting Members may elect, by majority vote, to establish or disestablish Subcommittees as necessary. Subcommittees may be organized by campaign, or subject, or both. Subcommittee Chairs are elected by voting Members of the Grassroots Committee.

- E.3 Mission and Functions:** The mission of the Grassroots Committee is to identify, recruit, advise, train, and support Republican or Republican leaning non-partisan candidates, campaign staffs, and Republican-endorsed issue campaigns. The Grassroots Committee may choose to partner with like-minded organizations subject to the veto of the CC.
- E.3.a. Function – Identification and Recruiting:** While it is the general duty of the PCRPP and every Republican to identify and recruit candidates for public office, it is the function of the Grassroots Committee to do so. Recruiting of Republican or Republican leaning citizens into the Party and into candidacy or campaigns should be pursued as appropriate. Potential candidates, however bright their prospects, should be vetted for glaring negatives.
- E.3.b. Function – Advice:** Provide advice, for lead candidates and staffs to experienced political consultants/office holders who can provide advice on career paths, resources, organizational structure, personnel, and local inclinations. Advice is evaluative in nature, providing or leading candidates to the best choices in support, staffing, issues, and communications. The Training and Support functions listed below are not evaluative but rather provide a range of legal and practical possibilities.
- E.3.c. Function – Training:** Provide directly, by contract or by party associated state or national organization training in campaigns and campaign management – including PDC/FEC processes and requirements. National, state, local, legislative, or private groups may also provide this in-depth training.
- E.3.d. Function – Support:** This is a wide-ranging function that helps candidates and campaigns to identify sources of support. These may that can and should include at least: sign locations, printing and mailing houses, donor lists, sign waving locations, petition gathering locations, volunteer identification and organization, potential staffing, communications availability, and specific electoral demographics.
- E.4 Committee Participation Considerations:** Grassroots Committee Members who participate directly in a given campaign do so privately, not officially, and must provide advice, training, and support – fair and balanced – to all other campaigns and candidates supported by the Party or the Committee, even to a Republican opponent.
- E.5 Budget Considerations:** The Grassroots Committee may not encumber the PCRPP nor receive monies or in-kind donations except by PCRPP budget authorization.

## **F. LEGISLATIVE VACANCIES**

**F.1 Single-County Districts:** No later than ten days after a vacancy occurs, the County Chair and the affected District Chair, with the advice of incumbent Republican legislators, shall establish the procedures for identifying and nominating candidates to fill the vacancy including the location, time and date of a District Caucus. No later than thirty days after a vacancy occurs, the PCOs in good standing in the affected district shall meet to compile a list of three names, in order of preference, to be recommended to the CC for submission to the Pierce County Council to fill the vacancy. The actions by the District Caucus and the CC may be concluded prior to the effective date of an already announced or reasonably anticipated vacancy.

**F.2 Multiple-County Districts:** The CC shall follow the procedures established in the Bylaws of the WSRP.

## **G. COUNTY ELECTIVE OFFICE VACANCIES**

Within thirty (30) days after a previously unannounced vacation of a Pierce County elective office, or, if practical, prior to the effective date of a voluntary or required vacancy, the CC elected officers and the District Chairs (or in the case of a single county council district only the affected District Chairs) shall nominate and, subject to further nominations from the floor, the CC shall approve a list of three persons, in order of preference, to submit to the County Council. The County Council will select one of the three to fill the vacancy in accordance with County Charter, Section 4.70.

## **H. CAUCUSES AND CONVENTIONS**

**H.1 Committee Chairs:** Not less than one hundred twenty (120) days prior to the precinct caucuses, the Chair shall appoint chairs for the convention committees of Credentials; Rules and Order of Business; and Platform and shall call a meeting of the CC for the purpose of organizing for caucuses and convention. At that CC meeting, district caucuses shall be held for the purpose of electing the following:

**H.2 Rules and Order of Business Committee:** One member from each legislative district.

**H.2.a. Duties:** The adopted rules from the previous County Convention apply to the new County Convention until they are replaced by Committee proposals which, when adopted at Convention become the “new” rules; except as modified by National or State rules and dates, times and places applicable to those subsequent events. Remember: Rules and Order of Business Replacement “Rules” may be amended or modified only by a Pierce County Convention and not by a District Caucus or even the CC.

**H.2.a.1** No rules shall be added or deleted that will jeopardize the credentials of Pierce County delegates and alternates. Prior to the precinct caucuses, the Rules Committee shall review

the Rules and Order of Business for precinct caucuses as prescribed by the Washington State Republican Party and the Republican National Committee. After the caucuses, the committee shall meet to prepare the Rules and Order of Business to be adopted by the convention. For informational and coordinative reasons, the committee chair shall submit a copy of the proposed Caucus and Convention Rules and Order of Business to the CC, the Platform and the Credentials Committee Chairs prior to their being enclosed in caucus and convention packets. The Rules and Order of Business will be referred to the Convention by its Chair for consideration.

**H.3 Credentials Committee:** Up to two members from each legislative district.

**H.3.a. Duties:** Prior to the precinct caucuses and county convention, the Credentials Committee shall review the rules and order business and all materials to be included in the caucus and convention packets. The Credentials committee Chairman or his/her designee shall be responsible for opening and removing materials from caucus packets returned to Republican headquarters, shall ensure caucus reports are kept in a secure place accessible only to members of the Credentials Committee, and shall act as swiftly as possible to get questionnaire reports to the Platform Committee and any money enclosed to the CC Treasurer. Precinct reports shall be released by district, by the Credentials Committee Chairman only after the credentials work has been completed on the entire district. If a District Caucus is held prior to the county convention, the Credentials Committee Chairman and the Credentials Committee member(s) from that district shall ensure that proper procedures for electing state convention delegates are followed.

**H.4 Platform Committee:** Up to two members from each legislative district.

**H.4.a. Duties:** Prior to the precinct caucuses, the committee shall prepare a questionnaire to be enclosed in the caucus packets. The questions may be on any issue of local, state or national importance. The committee may adopt the **questionnaire prepared by the WSRP. After the caucuses, the committee shall prepare** a platform for consideration at the county convention. The committee shall consider the results of the caucus questionnaire in preparing the platform. Procedures for submitting resolutions to the Platform Committee for consideration at the county convention shall be included in the caucus packets. Resolutions may not be altered by the Platform Committee. The Platform Committee shall review each resolution submitted and prepare a "do pass" or "do not pass" recommendation. If the intent and substance of a resolution is incorporated into the platform, the author of the resolution shall be notified prior to the convention and given the opportunity to withdraw the resolution from consideration. The Platform Committee Chairman shall be responsible for meeting the deadline for having materials ready to be included in the caucus and convention packets.

**H.5 Call to Caucus and Convention:** Pursuant to notice from the Washington State Republican Party, the CC Chair shall be responsible for calling caucuses and county conventions and making all necessary arrangements including location, date and time.

**H.6 Convention Rules of Order:** The CC Chairman shall preside over the opening of the convention. The following shall generally be the order of business:

- Order and Call Opening Ceremonies
- Appointment of temporary Chair
- Appointment of temporary Parliamentarian, Secretaries, and Sergeants-at-Arms
- Credentials Committee Report
- Rules Committee Report
- Election of permanent Chair
- Election of permanent Parliamentarian, Secretaries, and Sergeant-at-Arms
- Caucus Meetings and Reports (election of State Delegates)
- Platform Committee Report
- Miscellaneous
- Business Adjournment

**H.7 Parliamentary Authority:** The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern county conventions in all cases to which they are applicable and in which they are not inconsistent with any rules of order the convention delegates may adopt.

## **I. NON-PARTISAN AND PARTISAN CANDIDATES & BALLOT MEASURES**

**I.1 Nonpartisan Candidates:** The Chair through the Candidates' Director or majority support of the Executive Board shall recommend to the CC support of or opposition to ballot measures and endorsement, "suggested" or "qualified" recommendation, no action, or opposition of nonpartisan candidates. The Candidates' Director shall perform research (including using WSRP or PCRPs developed questionnaires) or review published research to some practical degree on which measures and candidates support or do not support the fundamental political philosophy of the majority of Republicans, and should inform the intent to support or oppose.

Nonpartisan candidates may be "endorsed" if identified as a member in good standing if they have so requested or agreed to in writing.

Nonpartisan candidates may be "recommended" as "suggested" or "qualified" regardless of party status or request for endorsements, and should be based upon best interest of the party and candidates in the nonpartisan position.

Nonpartisan candidates may have “no action taken” or “opposition” when it is deemed in the best interest of the party in accordance with fundamental political philosophy of the Republican Party to take no action or advertise opposition.

The written recommendations of the committee shall be for endorsement or opposition to ballot issues. If practical, these recommendations should be mailed with the notice for the CC meeting at which they are to be considered. The recommendations may be amended or rejected. A simple majority vote is required for amendment and for approval to become the official position of the PCRCP. Endorsement means that endorsed candidates and ballot measures have access to PCRCP resources like mailing lists, USPS Permits, low-cost printing, data “apps” (etc.) The CC may not endorse more than one candidate for a specific office but may “take no action” on any number of candidates.

## **I.2 Partisan Candidates:**

### **I.2.a. Types of Endorsement**

**I.2.a.1 Endorsed:** Candidates have full support and resources of the PCRCP which includes the ability to use the PCRCP name as supportive and receive funds from the PCRCP; and,

**I.2.a.2 Qualified:** Candidates who have the ability to use PCRCP resources, but may not use the PCRCP Name as supportive, nor receive funding from them; and,

**I.2.a.3 Take No Action:** The party at this time is not making a commitment one way or the other, (generally when two or more similarly qualified candidates are seeking endorsement), they do not qualify for PCRCP resources at this time and it allows for possibility of future endorsement; and,

**I.2.a.4 Do Not Endorse:** Does not receive endorsement or support from the PCRCP.

**I.2.b. Incumbent and Unopposed Republican Candidates:** Any Republican PCO in good standing may move that all Republican incumbents and all unopposed candidates who identify themselves as Republican and GOP vetted by the Endorsement Committee and filed with the Public Disclosure Commission (PDC) – be endorsed by the CC. The motion, which must start “I move we nominate and endorse...” may propose these candidates be considered. A simple majority is required for the endorsement. Whatever form of the motion, it is subject to amendment. An amendment to change to “qualified” or “take no action” on an incumbent or unopposed Member in Good Standing must have a majority vote to be successful. Another potential amendment is to table the name from the list of incumbent or unopposed candidates being proposed for endorsement until the next CC meeting at which time that candidate will be considered for nomination and must be considered for endorsement.

In any event, the CC may not endorse more than one candidate for a specific office. The CC may choose “qualified” or “take no action” for all or some of the candidates in any given race.

### **I.2.c. Vetting of Candidates to Include Background Checks**

**I.2.d. Post Primary Endorsement of Republican Candidates:** After the Primary Election (after the Primary Election Certification and recount processes in the case of close elections), at the next CC meeting any Republican PCO in good standing may move that filed, not previously endorsed Republican primary election winners (those who elevate to one of the Top Two in a given race) be endorsed by the CC. The motion, which must start “I move we nominate and endorse...” A simple majority is required for the endorsement of the list or individual. In the case where the Top Two candidates are both Republicans, both may be nominated but only one endorsed the other may be either “qualified” or “take no action” where one candidate has already been endorsed (e.g., an incumbent Republican).

**I.2.e. Removal of Endorsement from filed Republican Candidates:** Any CC member, at any meeting of the CC, may move that a previously granted PCRPP endorsement be revoked. The motion should take the form: “I move that the CC Endorsement of Candidate [name of candidate] for [position and election year] be revoked.” The motion to revoke, like the motion to not endorse, requires a majority.

**I.2.f. Why we use the word, “Nominate”:** In the past, most assumed that if a Republican made it to the general election, he or she was automatically endorsed by the party. That was not the case since we had no process for doing the endorsing in our county. Additionally, with the legal challenges complete and the Top Two election system now firmly ensconced in our election laws, there is a potential loophole between the Top Two partisan declaration requirement and the more general requirements of Article 2, Section 15 of the Washington Constitution. To prevent loophole from bringing mischief, WSRP posits that the party “nominate” a candidate so that on his/her winning, that party has a right to fill that partisan vacancy should one occur.

**I.3 Removal of Endorsement of Nonpartisan Candidates or Ballot Measures**

Any CC member, at any meeting of the CC, may move that a previously granted PCRPP endorsement or recommendation be revoked.

**J. MEETINGS**

**J.1 Meeting Notice:** Meeting notices shall be post-marked or electronically dated so that time-sufficiency of the notice can be determined.

**J.2 Meeting Minutes:** Meeting notices shall include any minutes sought to be approved at the meeting so that members have time to consider these matters.

**J.3 Meeting Sign-In:** Meeting sign-in (including approved digital check-in) shall be organized by Legislative District and Precinct so that District Chairs know if they have a quorum for legislative district caucuses and who is present. Additionally, a sign-in sheet for guests shall be provided at CC and Executive Board meetings to segregate non-voting members and for potential membership purposes.

**K. SUSPENSION OR AMENDMENT OF STANDING RULES**

These Standing Rules may be suspended or amended at any meeting of the CC by a simple majority vote provided a quorum is present.

