

**By-Laws
Of The
Arizona Legislative District 12
Republican Committee
Approved March 17, 2022**

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ARTICLE I: NAME

The name of this organization must be the Arizona Legislative District 12 Republican Committee (“District”) and is affiliated with the Arizona Republican Party (“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 stated in the Declaration of Independence, and to limit government as defined in the United States Constitution and Bill of Rights. In pursuance thereof, the object of the District must further be to:

1. Support and elect Republican candidates who promote Republican ideals;
2. Encourage Republicans who promote Republican ideals to run for elective office;
3. Promote Republican appointments to commissions, committees, and other appointive public offices;
4. Assist in voter registration and promote Republican voter participation in elections;
5. Recruit and educate Precinct Committeemen (PCs), and maintain a permanent Republican precinct organization.
6. Increase the effectiveness of Republican volunteers by encouraging active political participation;
7. Promote an informed electorate through education and promotion of the Republican Party Platform ideals.
8. Recruit poll workers and poll observers.

ARTICLE III: MEMBERS

Unless otherwise specified in the Arizona Revised Statutes (“ARS”), 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

1. Vote at District statutory organizational meetings;
2. Serve as State Committeemen (SCs);
3. Vote for nominees to fill vacancies in the State Legislature.

Section 2. Duties

In addition to those duties prescribed by the ARS, the AZGOP bylaws, and the MCRC bylaws, the duties of the members of the District must be to:

1. Support the Object of the District;
2. Inform and serve registered Republicans in their precincts;

3. Campaign on behalf of Republican candidates;
4. Carry nominating petitions and distribute election information and candidate literature;
5. Distribute signs and campaign literature for candidates;
6. Participate in Get Out The Vote (“GOTV”) and Election Day activities;
7. Help develop, maintain, and support a permanent Republican precinct organization;
8. Regularly attend meetings of the District and the County Party;
9. Help recruit and train new volunteers for the Republican Party;
10. Assist the Republican Party in voter registration;
11. Do not endorse or support Non-Republican candidates or political parties.

Section 3. Term of Office

Unless otherwise specified in the ARS, 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 office does not affect the start of the term.

Section 4. Vacancy

1. Definition. Vacancies are created due to events including but not limited to: resignation, moving from the Precinct in which elected or appointed, or failure to maintain registration as a Republican. Vacancy also occurs when less than a full quota of PCs is elected at the primary election.
2. 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

1. Members must provide the District with their contact information, including a phone number and an email address, if available.
2. The District must utilize member email addresses solely for District business.
3. A contact list of the members in a precinct, including phone numbers and email addresses, if available, must be provided to any member of that precinct, for District business only, within seven days of request.
4. The email addresses of members who do not permit the release of their email addresses must be excluded from the list provided in the previous paragraph.

ARTICLE IV: SUBDIVISIONS

Section 1. Precincts

Boundaries: The District is divided into Precincts as specified by the Maricopa County Board of Supervisors.

Precinct Captain: Unless otherwise specified in the in the MCRC bylaws, District precinct captains must be selected and governed as follows:

1. Selection

- a. The newly elected PCs in every precinct with two or more members must meet on or after the start of the new term to elect a captain from among their number, as declared by the District, or agreed amongst the precinct members.
- b. If the PCs of any precinct fail to elect a Precinct Captain, the District Chair must appoint a member from that precinct to serve until the members from that precinct meet and 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

- a. Recruit PCs to fill vacant positions.
 - b. Organize PCs within the precinct.
 - c. Recruit precinct volunteers.
 - d. Coordinate precinct activities, including GOTV activities.
 - e. Encourage all precinct workers to attend District meetings.
 - f. Recruit Republican electors from the precinct to serve in election activities at the precinct polling location (inspector, judge, clerk, marshal, observer, or challenger).
 - g. Provide political activity information to precinct members not in attendance at district meetings.
 - h. Organize the precinct in the most efficient manner for distribution of campaign literature, collection of nomination petition signatures, and GOTV activity.
 - i. 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 majority of the PCs of the Precinct may call a meeting for the purpose of removing the Precinct Captain.
- a. The District Chair must preside or appoint a presider. The presider must not be a member of that precinct.
 - b. The Captain of that Precinct may be removed by majority vote and a new Captain elected.

Section 2. Areas

Boundaries

1. For purpose of administration, the Board may divide the District into geographic Areas. The quantity of Areas and the Area boundaries must be set by the Board and may be adjusted as necessary. Each precinct must be within one Area.
2. The Board must attempt to equalize the demands placed upon each Area Director when establishing or adjusting the boundaries of each Area.

Director

1. **Selection:** Each Area Director is appointed by the District Chair.
2. **Qualification:** An appointed Area Director must be a PC who resides within the Area.
3. **Duties:**
 - a. Recruit, train, and support Precinct Captains.
 - b. Recruit Republicans to fill PC vacancies
 - c. Coordinate the efforts of the Precincts within the assigned Area.
 - d. Assist with the distribution of information including walking lists.
 - e. Assist Precinct Captains as needed.
 - f. Serve as Precinct Captain in vacant Precincts.

- g. Keep current contact info for PC's in the area.

ARTICLE V: OFFICERS

Section 1. Elected Officers

The District elected officers are: Chair, First Vice Chair, Second Vice Chair, Third Vice Chair, Fourth Vice Chair, Secretary, and Treasurer.

1. Qualifications

- a. The District Chair must be a PC residing within the District.
- b. All District elected officers must be PCs of the District continuously residing in the District.
- c. If an officer moves within the District and is appointed a PC in his new district within 60 days, he must continue to hold his District office.
- d. 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 purpose of quorum.

2. Term

- a. Elected Officers assume their duties upon the adjournment of the meeting at which they are elected.
- b. Officers serve (subject to removal and replacement) through the next statutory District organizational meeting or until their successors are elected.
- c. If an elective 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.

3. Vacancy is also caused by reasons including:

- a. Death,
- b. Insanity, when judicially determined.
- c. No longer a registered Republican,
- d. Resignation,
- e. Removal from office,
- f. Ceasing to be a PC residing in the District,
- g. Absence from the state beyond a period of three consecutive months,
- h. Ceasing to discharge the duties of office for a period of three consecutive months,
- i. Failure of a person to be elected or appointed to the office.

4. Filling of Vacancy

Vacancy in any elective District office is handled pursuant to the MCRC bylaws.

5. Multiple Vacancies

If Board or Executive Committee quorum cannot be achieved due to multiple officer vacancies, the MCRC chair 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 MCRC bylaws.

6. MCRC EGC Representation

- a. 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.
- b. 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 meeting.

7. Removal

- a. The District Chair may be removed in accordance with the MCRC bylaws.
 - b. 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 of all attendees, in person or by proxy, 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.
 - c. 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.
8. **Mandatory Resignation.** A District officer must resign his officer position upon declaring candidacy for an elective office or accepting a compensated position for: a campaign committee for an elected office, a political action committee, or an independent expenditure committee. Establishment of an exploratory committee must not trigger this requirement.
9. **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.

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 (“EGC”) 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. Direct the organization and promotion of voter registration activities within the District;
- g. Preside at District, Executive Committee, and Board meetings;
- h. 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;
- i. 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;
- j. 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;
- k. 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;
- l. Appoint Precinct Captains when no Captain is elected by the PCs;

- m. Direct, redistribute, or reassign elected officer duties in cooperation with the Executive Committee;
- n. In cooperation with the County chair, nominate elected PCs to fill vacant SC positions;
- o. In cooperation with Precinct Captains, fill PC vacancies by nomination for appointment.

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;

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;

Third Vice Chair

- a. Lead and coordinate fundraising events.
- b. Perform additional duties as assigned by the District Chair and Board.

Fourth Vice Chair

- a. Establish, coordinate, and maintain the District website and social media efforts.
- b. Perform additional duties as assigned by the District Chair and Board.
- c. Transfer all records as specified in the District Standing Rules.

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. Maintain a current and accurate roster of the District membership and contact information, 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, performing other duties incidental to the office and as may be assigned by the District Chair or Board.
- f. Provide member contact information as provided for elsewhere in these bylaws.

- g. Perform other duties incidental to the office and as may be assigned by the District Chair or Board.

Treasurer

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

Section 2. Executive Committee

The elected District officers constitute the Executive Committee.

1. Duties.

- 1. Convene upon short notice when necessary to conduct urgent Board or District business.

2. Meetings

- a. Notice of a meeting of the Executive Committee may be called by the District Chair or any two Executive Committee members.
- b. Notice must be given to all members of the Executive Committee by electronic means at least 48 hours in advance of the meeting, but this requirement may be waived by unanimous consent of all voting members of the Executive Committee.
- c. Half 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 constitute a quorum.
- d. 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.
- e. 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, Sergeant at Arms, and Assistant Treasurer. 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

Composition

1. The elected District officers, appointed officers, committee chairs, and the Republican legislators of the Legislative District 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.

Quorum

1. Half of the elected officers constitute a quorum.
2. If one person acts as Secretary and Treasurer, that person counts as only one voting member for the purpose of quorum.

Duties

1. The Board supervises the affairs of the District between regular District meetings, fixes the place of District meetings, make 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.

Meetings

1. The Board meets upon the call of the Chair or upon the call of four voting Board members:
 - a. No less than three times in odd numbered years;
 - b. No less than five times in even numbered years.
 - c. 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 as 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 hold regular voter registration events in the District.

Section 2. Appeals Committee

Object. The Appeals Committee investigates, deliberates, and reports to the District upon issues of concern regarding alleged violations of District rules and procedures.

Composition. One member appointed by each elected District officer. These committee members will elect a committee chair from among their number. Neither the District Chair nor the principals involved in the issue may serve on this committee.

Duties

1. Convene within 14 days of receipt of a written and signed letter of concern submitted to any Executive Committee member by one or more District members.
2. Research and investigate concerns brought by members regarding rules and procedures;
3. During the course of investigation, provide the defendant(s) with notice of the charge(s) and allow for a defense to be provided.
4. Conduct deliberations in executive session only;
5. Report member concerns and committee recommendations to the District membership for adjudication at a regular meeting.
6. Committee recommendations may include any one or more of: revocation of member's right to make motions, speak in debate, vote, or hold District office.
7. Defendant must be provided with at least ten day notice of any District meeting at which deliberations may be held, and the Committee recommendations which will be considered.
8. District deliberations must be held in executive session.
9. Any disciplinary action imposed requires a 2/3 vote for adoption.

Confidentiality

Issues submitted anonymously must not be considered by this committee. Actions taken by the committee made in executive session, other than those that would expose the District to charges of libel, must not be subject to the confidentiality requirements of executive session.

Section 3. Special Committees

1. The Board may establish special committees.
2. The scope of each special committee is limited to its specific purpose as stated in the resolution or motion establishing the committee.
3. 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. Conduct of Meetings

Notice

1. Meeting notice must be issued for any District meeting at which business may be conducted.
2. The meeting notice must be sent no sooner than 28 days and:
 - a. No later than ten days prior to the meeting if an election is to be held;
 - b. No later than seven days prior to the meeting if no election is to be held;
 - c. To District PCs as recorded and published by the Maricopa County Recorder's Office via:
 1. Email to all District PCs who have provided an email address in writing to the District Secretary;

2. U.S. Mail to all District PCs who have not provided an email address to the District Secretary.
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 meeting which will be held virtually, the additional meeting notice requirements specified in the District Standing Rules for Virtual Meetings.
4. The above procedures satisfy meeting notice requirements. If an email address is not provided by a PC, then the PC must pay a mailing fee of either the actual annual mailing cost or a minimum of \$10 per year, whichever is greater.

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 elected PC's;
 - b. Regular or special meeting other than the Organizational Meeting: 25% of all PC's;
 - c. Quadrennial Convention Delegates election meeting: 25% of all PC's;
4. For State Legislature nominee election meetings, the quorum is 50% of elected PCs only.

Agenda

1. The Chair and the Board collaboratively develop the agenda for each District meeting.
2. Each District meeting agenda must include a "New Business" heading under which members may make motions for consideration by the District membership.

Virtual Meetings

1. Meetings of the District may be conducted by electronic devices or technologies:
 - a. When so directed by the Board upon receiving a 2/3 vote approval; or
 - b. In the case of special meetings, when so directed by those calling the special meeting.
2. Conduct of Virtual Meetings must be as specified in the District Standing Rules.

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.

Proxies

1. Per the MCRC By-Laws, proxy voting must be permitted in all District meetings with the exception of the meeting to elect delegates to the quadrennial state convention. Where proxy use is permitted, the following rules must govern their usage unless specified in the A.R.S.
2. PCs may give their Proxy to a registered Republican living and registered in the same precinct as the giver. Proxies may not be transferred to a third party.

3. No proxy carrier may carry more than three proxies.
4. Proxies are valid solely on the date of the meeting for which they are created.
5. The proxy must:
 - a. Conform to the specification contained in the MCRC bylaws.
 - b. Be signed by the giver within 30 days of the meeting at which it is to be used.
 - c. Be attested to by a notary public or by two witnesses, not including the proxy carrier or the proxy giver.
6. At any meeting at which proxies are used:
 - a. Proxies must be submitted upon registration;
 - b. At registration, the C&T Committee must have each PC voter sign in opposite their name in a "Present in Person" column, and, for each proxy carried, sign opposite the proxy's name in a "Present by Proxy" column;
 - c. The C&T Committee will issue each PC voter a ballot for himself and for the number of proxies he carries; The C&T committee must certify the presence of a quorum before any business may be conducted;
 - d. Members present by proxy count towards the quorum.

Section 2. Organizational Meeting

1. District members must convene in an organizational meeting for the purpose of electing officers and SCs. Other business may be conducted.
2. Unless otherwise required by the ARS, 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.
3. The Organizational meeting notice must additionally include:
 - a. The list of officers to be elected;
 - b. The number of SCs to be elected;
 - c. That any elected PC desiring to run for any District office, for SC, or both, must submit his 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 meeting notice;
 - d. The name, address, email address and phone number of the Nominating Committee chair;
 - e. A list of announced District officers and SC candidates seeking election at the meeting.

Section 3. Regular Meeting

1. Must occur at least six times in odd numbered years and at least ten times in even numbered years;
2. Must be scheduled as specified in the District Standing Rules;
3. The agenda for regular meetings must allow for the introduction of business by District members.

Section 4. Special Meeting

1. Special meetings may be called by:
 - a. The District Chair;
 - b. The Board;
 - c. Upon the written request of ten percent (10%) of the District membership as specified in the Definitions section of these bylaws.

2. The purpose of the meeting must be stated in the Notice, which must be sent at least 10 days before the meeting.
3. Special Meetings that include elections of Elected Offices must provide provisions to elect all vacant Elected Offices during the same meeting.
4. No business other than that stated in the Notice may be transacted at any special meeting.

ARTICLE VIII: ELECTIONS

Section 1. Nominating Committee

Selection

1. A Nominating Committee of three members must be elected at the regular meeting preceding the organizational meeting. Nominations for members of this Committee must be made from the floor. The three candidates receiving the highest number of votes constitute the committee, and they must elect their own chair.
2. The Nominating Committee election vote must be tallied by the outgoing C&T Committee Members who are not nominated candidates for this election. The tally must be conducted by at least three members. The District Chair must select supplementary C&T members up to a total of three, if less than three C&T committee members are available. A tie vote for the last position must be broken by a second ballot for the tied candidates.
3. The District Chair must not be a member of the Nominating Committee.
4. Election to the Nominating Committee does not preclude the right to run for office.

Duties

1. Manage the nomination of Officers, SCs, state convention delegates and any other elections as may occur.
2. Recruit qualified candidates for all elective positions;
3. Verify eligibility of candidates;
4. Apprise the candidates of the duties of the corresponding office;
5. Secure a commitment from each candidate to fulfill the obligations of the office if elected;
6. Nominate all those eligible and desiring to serve;
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;

Term

1. The Nominating Committee serves for the period through the following Primary Election or until a successor is elected. Vacancies occurring between elections are filled by Board appointment.

Section 2. C&T Committee

Selection

1. The Credentials and Tally ("C&T") Committee must be appointed by the District Chair from PCs who have not been nominated for any elective position, if possible. 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 District Chair 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. Each candidate may designate one person as an observer at the time the ballots are counted in an election.

Duties

1. Duplicate or otherwise prepare the ballots;
2. Prepare an alphabetical list of all valid electors for the meeting.
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; and
8. Report the voting results to the District Chair for announcement.

Section 3. Conduct of Elections

General

1. **Notice:** In addition to other meeting notice requirements specified in these bylaws, the meeting notice for any meeting at which an election may be held must include:
 - a. A list of all elective positions available for nomination and election at that meeting,
 - b. A list of any qualified and announced candidates for any elective position at that meeting.
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 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, by the deadline stated in the meeting notice of their intent to run, and who are qualified to serve, must appear on the ballot.
- b. Nominations shall 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 campaigning activities including posting wall signs (if not prohibited by the facility then being used) and distributing campaign literature.

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 and write-ins.

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. **Final 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. Itemized recording of the vote tally must be entered into the minutes of the meeting.

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, utilizing the exhaustive ballot method. In accordance with the exhaustive ballot method:
 - 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 candidate receiving the fewest votes is eliminated and another round of ballots must be cast.
 - c. Subsequent rounds of elimination and balloting must be conducted until a candidate receives a majority of the votes cast in an individual round of balloting and is elected.
 - d. If two or more candidates are tied for the lowest number of votes in a round of balloting, the candidate to be eliminated may be determined by any method agreed to by all the tied candidates. If no agreement can be reached, the eliminated candidate must be determined by lot.
 - e. Candidates may withdraw after any round of balloting prior to the next round of balloting.
 - f. The withdrawal of a candidate after a round of balloting must not prevent another candidate from being otherwise eliminated unless the withdrawing candidate and the other candidate are either the only two candidates remaining or are both tied for receiving the fewest number of votes in the previous round of balloting.
5. If the vote count differs by 5%, or less, the losing candidate may ask for a recount of the ballots cast.
6. Newly elected officers take office at the adjournment of the meeting at which elected.
7. The newly elected District Chair must certify all election results to the chair of the MCRC within seven days following the elections.

State Committeemen

Nomination

1. State Committeemen (SC) 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.
2. 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.

Speeches: Nominating and seconding speeches are not allowed for the office of SC;

Election

1. The District may elect one SC for every three PCs elected in the immediately preceding Primary Election (unless otherwise specified in the A.R.S).
2. If the number of SC candidates is less than the quota, then all SC candidates may be elected by acclamation.
3. 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.
4. If there is a tie vote for the last SC or Alternate positions, the tie must be broken by a method that would provide a random result.

Vacancy: In the case of a 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.

Reporting

1. 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.
2. The District Chair must certify the election results of State Convention Delegates 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.

Quadrennial Convention Delegates: Upon the call of the Republican National Committee (RNC), the District must convene to elect delegates and alternates to the Convention.

1. Notice

- a. In addition to the meeting notice requirements for election meetings specified in these bylaws, the call letter for the meeting where quadrennial convention delegates will be elected must be publicly posted and must include:
 - b. The place, date, and time of the State Convention.
 - c. The number of Delegates and Alternates to be elected.
 - d. Instructions providing that any District PC, or Registered Republican, resident in the District and desiring to be a candidate for Delegate to the State Convention must submit his name in writing to the Nominating Committee by the deadline stated in the call.
 - e. The name, phone number, and address of the Nominating Committee members to whom the notice of candidacy may be submitted.

2. Date

- a. The meeting to elect the District's State Quadrennial Convention Delegates must be held at the first regular District Meeting that follows official Convention notification from the AZGOP and that provides sufficient time to provide the required meeting notice.

- b. If time constraints of the State Convention date prevent holding this election at a regular meeting, a special meeting for this election may be held.
- 3. **Campaigning:** Nominating and seconding speeches are not allowed for Quadrennial Convention Delegate candidates.
- 4. **Election**
 - a. Delegates and Alternates to State Convention must be elected by plurality vote from a written ballot listing the names of all registered Republicans residing within the District who have placed their name into nomination.
 - b. Only PCs of record as of December 31 of the year immediately preceding the presidential election year are eligible to vote.
 - c. Delegates and Alternates are elected in the order of the number of votes received from highest number of votes earned to lowest.
 - d. Pursuant to the rules of the RNC, there must be no proxies at any District meeting or convention held for the purpose of electing or selecting delegates to the national convention.
 - e. Ties will be decided by chance using a deck of cards. High card wins, in the case of a tie, high suit wins (Spades/Hearts/Diamonds/Clubs).
- 5. **Alternates:** Alternates are those candidates receiving the next highest votes below the elected Delegates. Alternates serve according to priority determined by number of votes received.
- 6. **Reporting**
 - a. State Quadrennial Convention Delegate Election results must be certified and signed by the chair of the C&T Committee.
 - b. The District Chair must certify the election results of State Quadrennial Convention Delegates and Alternates to the chair of the AZGOP within three days following the election.

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 the A.R.S.

ARTICLE IX: FUNDS

Section 1: Expenditures

- 1. The District Chair may authorize any expenditures 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, require approval of the Board.
- 3. Approved expenditures are to be reimbursed upon presentation of a receipt to the Treasurer, and must be presented within ninety days of the expenditure.

Section 2: Account

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

Section 3: Contributions

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

Section 3: Audit

1. **Committee.** The District Chair must appoint an Audit Committee upon a change in incumbency in the office of Treasurer. The Committee must 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 time 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

Primary Elections

1. Endorsement by Officers: In a contested Republican primary election, 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 the Republican Primary Election.
2. Endorsements by the District: Any position that 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 must not apply to individual PCs.

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.

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 must 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.

ARTICLE XII: AMENDMENT OF BYLAWS

These bylaws may be amended at any regular meeting of the District by a two-thirds vote, either present or by proxy, 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 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.

ARTICLE XIII: SPECIAL RULES OF ORDER

1. May be suspended at any meeting by a 2/3 vote, either present or by proxy.
2. May be amended by a 2/3 vote, either present or by proxy.

Section 1: Debate

1. A maximum of five speakers are allowed for the affirmative and negative side of the debate for a debatable pending question.
2. No member may speak on any pending question longer than one minute.
3. After a voting member has spoken once on a pending question, he may not speak again on the pending question until everyone else has had the opportunity to speak upon such question.
4. If a member speaks a second time on the pending question, he must be limited to one minute.
5. No member may speak more than twice on any pending question.

ARTICLE XIV: STANDING RULES

1. May be adopted or suspended at any meeting by a majority vote, either present or by proxy.
2. May be amended at any meeting with a 2/3 vote, either present or by proxy.

Section 1: Regular District Meeting Schedule

1. Regular District meetings must be held on the week and day as determined by plurality vote of the District.
2. 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.
3. 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

1. 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.

2. 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.
3. 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 Board. Any audit must be conducted at a Board meeting and be open to all District PCs.

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.

Rules of the Republican National Committee

Rule 16 (e)(6): Election of delegates to the National Convention.

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

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 must be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot.

Rules for Meeting via Electronic Means

1. **Login Information:** The membership of the particular group to be meeting (District, Board, Committees, etc.), must 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 must facilitate the call to the meeting and provide the login information.
2. **Login Time:** The meeting presider or designee must schedule electronic means availability to begin at least 15 minutes before the start of each meeting.
3. **Sign in/Sign out:** Members must identify themselves as required to sign in via the electronic means, and must maintain access throughout the meeting whenever present, must mute their microphone when not speaking and must sign out upon any departure before adjournment.
4. **Quorum:** The presence of a quorum must be established by audible roll call 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. Thereafter, the continued presence of a quorum must be determined by the online list of participating members, unless any member demands a quorum count by audible roll call. Such a demand may be made following any vote for which the announced totals add to less than a quorum.
5. **Technical Requirements and Malfunctions:** Each member is responsible for his connections; no action must 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, must be announced during the meeting and recorded in the minutes.
7. **Assignment of the Floor:** To seek recognition by the chair, a member must 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 must 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 must use the designated feature for recognition and must 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, must, 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 must 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 must 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:

- a. Permissible methods of voting include electronic roll call, and audible roll call. Anonymous votes must 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.
- b. If proxies are allowed, members casting votes by proxy may be required to login in separately for each proxy vote to be cast, or communicate the vote of each proxy in a manner specified by the credential chair of the meeting.
- c. The chair's announcement of the voting result must include the number of members voting in person (and by proxy, if proxies are allowed) on each side of the question and the number, if any, who explicitly respond to acknowledge their presence without casting a vote. Business may also be conducted by unanimous consent.

12. **Video Display:** If the number of participants is too large for all to be displayed simultaneously, the presider or designee must cause a video of the presider to be displayed throughout the meeting, and must also cause display of the video of the member currently recognized to speak or report.

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 must 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 must announce the results, including the number of votes cast and the number in favor of and opposed to the question.
3. If proxies are allowed, members casting votes by proxy may be required to text the vote of each proxy in a manner specified by the chair of the Teller's committee.
4. The presiding officer must announce the time text voting will begin and when it will end.
5. The chair must state the motion clearly before calling for the text message vote.
6. Voting time must 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.
7. The chair or another member may request a text message vote be taken after debate on a motion.

ARTICLE XV: APPROVAL AND REVISIONS

These By-Laws were approved at the organizational meeting of the Legislative District 12 Republican Committee on March 17, 2022 at the Generation Church located at 11832 S. Warner Elliot Loop, Phoenix AZ 85044.