

**ARCHULETA COUNTY REPUBLICAN CENTRAL COMMITTEE  
BYLAWS**

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**ARCHULETA COUNTY REPUBLICAN CENTRAL COMMITTEE  
BYLAWS**

**ARTICLE I: NAME**

The name of this organization shall be the Archuleta County Republican Central Committee, also known as the Archuleta Republican Committee, hereinafter referred to as ARC.

**ARTICLE II: PURPOSE**

**Section A.** The primary purpose of this organization shall be to elect and support Republican candidates to office.

**Section B.** The purpose of these bylaws shall be:

1. To implement the functions set forth in the Colorado Elections Laws (CEL) and the Colorado Republican Bylaws (CRB).
2. To facilitate the achievement of the objectives of the Republican Party as reflected in the resolutions of the Archuleta County Republican Party, and the platforms adopted by the Colorado Republican Assemblies/Conventions and the Republican National Convention.
3. To supplement and clarify the CEL and CRB as they apply (or do not apply) to the Archuleta County Republican Central Committee (ARC).

**ARTICLE III: POLICY**

**Section A.** Colorado Statutes and State Committee:  
These bylaws shall incorporate applicable provisions of the CEL and/or the CRB.

**Section B.** Pre-primary Neutrality:  
Prior to a Primary election, no candidate for any designation or nomination for public office shall be endorsed, supported, or approved by the ARC (acting as an entity) or by its officers or committees, unless such candidate is unopposed in the primary.

**Section C.** Candidate Support:  
Members of the ARC are expected to support the candidates of the Archuleta County Republican Party for designation or nomination for public office.

**Section D.** Core Principles of Republicanism:  
Members of the ARC and Republican candidates for public office are expected to support the core principles of Republicanism as stated below:

1. Faithfully adhere to the Constitution of the United States and the Bill of Rights.
2. Support a strong national defense.
3. Advocate minimum taxation and limited government.
4. Require accountability and transparency in government.
5. Foster free enterprise.

**6. Promote individual responsibility, rights, and freedom.**

**ARTICLE IV: MEMBERSHIP**

**Section A. Membership Defined:**

**Voting Members of the ARC shall be:**

- 1. The precinct committee persons from each precinct.**
- 2. The Chairman, Vice Chairman, Secretary and Treasurer, of the ARC, who can but need not be precinct committee persons.**
- 3. All Republican elected officials to a national, state or county office who reside in Archuleta County.**

**Section B. Non-voting Members:**

- 1. There are no non-voting members.**
- 2. Meetings shall be open to all registered Republicans who may participate in discussions by permission of the ARC but will not have voting privileges.**

**Section C. Residence and Registration:**

**All precinct committee persons shall reside and be registered as Republicans in the precinct which they represent as shown by the registration books of the County Clerk and Recorder.**

**Section D. Meeting Attendance:**

**All precinct committee persons are elected to perform the business of the Central Committee and in doing so, should attend all regularly scheduled monthly meetings of the Central Committee. It is expected that precinct committee persons will also participate as needed in the functions of the Central Committee. To advance this purpose, unexcused absences from three consecutive regular monthly meetings will be deemed as a resignation by the elected committee person from that precinct position. In this event, the position of precinct committee person shall then be filled according to Art. XIII, Section B, para. 3 of these bylaws.**

**ARTICLE V: OFFICERS**

**Section A. Officers Defined:**

**The elected officers shall be Chairman, Vice-Chairman, Secretary and Treasurer. They shall serve from time of their election until the next biennial organizational meeting or until their successors are elected.**

**Section B. Eligibility:**

**The elected officers shall be residents of Archuleta County and shall have been continuously registered as Republicans in Colorado for the twelve months preceding the date of their elections.**

**Section C. Duties:**

**1. The Chairman shall:**

- a. Be the Chief Executive Officer and is empowered to perform all duties usually associated with that office.**

- b. Observe and enforce the ARC Bylaws and applicable state party rules and regulations and Colorado Election Laws.
  - c. Be the custodian of all records and funds of the ARC.
  - d. Have the power to appoint and dismiss all committees and staff members and to specify their duties, except as otherwise provided for in these bylaws.
  - e. Be responsible for arranging and holding the County Republican Assemblies and Conventions and calling them to order and presiding over the choosing of a temporary chairman for them by the delegates thereto. Such election of the temporary chairman (and a secretary pro tem) shall be the first item of business for the assembly or convention and shall be the only business brought before the body until its members (delegates and alternates) have been confirmed. (See Robert's Rules on an assembly of delegates for the procedure).
2. The Vice-Chairman shall:
    - a. Exercise the functions of the Chairman in the temporary absence or inability of the Chairman to act.
    - b. Perform such other duties as may be prescribed by the Chairman.
  3. The Secretary shall:
    - a. Make an accurate record of all the ARC meetings.
    - b. Prepare and have ready for the convening of each County Assembly or Convention a temporary roll of the delegates entitled to vote which has been prepared from the credentials of the uncontested delegates placed upon the temporary roll by the ARC.
    - c. Serve as Secretary for all County Assemblies and Conventions and make an accurate record of the proceedings thereof until and/or unless relieved of these duties by the election of another person to be secretary pro tem and/or permanent Secretary of the assembly/convention.
    - d. Prepare and have authenticated all credentials for delegates to State or District Assemblies or conventions elected by the County Assembly or Convention.
    - e. Perform such other duties as may be prescribed by the Chairman.
  4. The Treasurer shall:
    - a. The Treasurer shall be the Chief Financial Officer of the ARC and shall make a complete record of all financial transactions of the ARC. An appropriate report shall be made to the ARC at each regular meeting.
    - b. The Treasurer shall supervise the preparation of budgets.
    - c. The Treasurer may perform such other duties as prescribed by the Chairman.

**Section D.****Removal of Officers:**

1. The Chairman, Vice-Chairman, Secretary, and/or Treasurer of the Central Committee may be removed from office for cause at any time, by a vote of three-fifths (3/5) of the entire membership of the Central Committee, at a meeting called for that purpose.

2. Such meetings may be called by a majority of the members of the Central Committee.
3. Notice in writing of said meeting, giving the time, place, and purpose thereof shall be given to each member of the Central Committee at least ten (10) days before the meeting.
4. The officers or officer in question shall have at least ten (10) days notice in writing of the time, place and the purpose thereof before any such meeting is held.
5. The action of the Central Committee shall be final.

**Section E.**

**Vacancies:**

Vacancy in an ARC office shall exist in the event of an officer's ineligibility, death, resignation, removal, permanent absence or permanent disability. Vacancies shall be filled by election of the same manner the position was originally filled.

**ARTICLE VI:**

**NOMINATIONS AND ELECTIONS**

**Section A.**

**Nominations:**

1. Candidates for Chairman, Vice-Chairman, Secretary and Treasurer shall be nominated from the floor at the organizational meeting.
2. Nominations for any office shall be made only by members of the ARC in person or by a person holding a proxy.

**Section B.**

**Elections:**

1. Election of officers shall be by secret, written ballot, except that in each case where there is no contest for office, the officer may be elected by acclamation. The Chairman, Vice-Chairman, Secretary and Treasurer shall be elected by a majority of the votes cast by members of the ARC in person or by a person holding a proxy at the organizational meeting of the ARC.
2. If more than two persons are nominated for an office, and after three ballots no nominee has received the required majority vote, then (unless one or more nominees have withdrawn during or following this balloting), the nominee receiving the least votes on the last of the three ballots shall be dropped from all subsequent ballots. The nominee receiving the least votes on each ballot thereafter shall also be dropped from subsequent ballots, unless one or more other nominees withdraw following such ballot. Balloting shall continue in this manner until a majority vote is cast for one nominee.

**ARTICLE VII:**

**MEETINGS**

**Section A.**

**Organizational Meetings:**

The organizational meetings of the ARC shall be held in the off-numbered years during the period 1 through 15 February, as set forth by CEL.

**Section B.**

**Planning Meetings:**

1. **Precinct Caucus Planning Meeting**  
The ARC shall meet to plan, coordinate, assure adequate training and make arrangements for the precinct caucuses as required by CEL to be held on the date designated by the CRB/CEL in each even-numbered

year. This planning meeting shall be held not less than fifteen (15) days preceding precinct caucus day.

- 2. **Assembly/Convention Planning Meeting.**  
The ARC shall meet to plan, coordinate, gather and disseminate information and make arrangements for the County Assembly/Convention as required by CEL to be held. This planning meeting shall be held not less than seven (7) nor more than fifteen (15) days after precinct caucuses, and shall be announced at all precinct caucuses. All delegates and alternates to the assembly/convention shall be encouraged to attend and participate in this planning meeting (except that only ARC members may vote on matters that must be decided by vote). Interim resolutions, credentials and rules committees shall be appointed at this meeting.

**Section C. Other Meetings:**  
Other meetings may be held at a time and place designated by the ARC, or upon Call of the Chairman, or in case of his absence or inability to act, the Vice-Chairman.

**Section D. Call:**

- 1. It shall be required of the Chairman to call a meeting upon request of one- third of the ARC members within ten days after receipt of such a request. If the Chairman fails to do so, any member may issue the call. The meeting shall be held within thirty days of the call.
- 2. Meeting calls shall be in writing and mailed, or e-mailed, to each member of the ARC at the last address on file with the ARC at least seven days before the date of the meeting. The call shall state the time and place of the meeting and the business to be conducted; provided that the business shall not be limited to the matters stated.

**Section E. Quorum:**

- 1. A quorum shall consist of twenty-five percent (25%) of the current ARC membership.
- 2. Proxies shall not be used to constitute a quorum.
- 3. Once the presence of a quorum has been established, the departure of members shall not, in and of itself, be cause for adjournment.

**Section F. Minimum Number of Meetings:**  
Meetings shall be held at least quarterly.

**ARTICLE VIII: VOTING AND PROXIES**

**Section A. Methods of Voting:**  
Voting shall be by voice vote unless a roll call is requested by at least three members present in person, or unless a secret written ballot is required by these bylaws or is requested by majority of those members present.

**Section B. No Multiple Votes:**  
A person holding multiple offices shall not be entitled to more than one vote, excluding proxies.

- Section C. Proxies:**
1. A proxy shall apply only to a single meeting; shall be in writing; shall designate the person to act as proxy; and shall be submitted to the ARC Secretary not later than the time designed for the convening of the meeting to which the proxy applies.
  2. Any ARC member shall have the right to examine proxies. The validity of a challenged proxy shall be determined by a majority vote of the ARC members present but without the challenged proxy voting or being counted toward determination of a majority.
  3. The person designated as proxy shall reside and be registered as a Republican in Archuleta County.
  4. The proxy shall substantially conform to the specimen proxy in Exhibit A.

- Section D. Decisions:**
- All matters shall be decided by a majority vote of members present including proxies, except as may be otherwise specifically set forth in these bylaws, and provided a quorum has been established.

## ARTICLE IX: COMMITTEES

- Section A. Vacancy Committees:**
1. **ARC Vacancy Committee:**  
A Vacancy Committee shall be selected by the ARC at its reorganizational meeting to fill vacancies in the office of precinct committee person, to assist the Chairman and the ARC in carrying out the provisions of the CEL and the CRB in regard to other vacancies in all party and county offices, including recruitment of candidates to run for county office.
  2. **County Commissioners Vacancy Committee:**  
A separate Vacancy Committee shall be selected by the ARC at its reorganizational meeting to fill vacancies in the office of County Commissioner held by members of the Republican Party.
  3. **Authority of Vacancy Committees:**  
Vacancy Committees are required by the CEL and shall determine their own manner of proceedings in the fulfillment of their duties under the CEL.
  4. **Membership of Vacancy Committees:**  
The CEL does not preclude these two committees having exactly the same membership. All members of either or both vacancy committees shall be members of the ARC. These committees shall have the same membership which shall consist of the ARC Chairman and one person from each precinct. The ARC Chairman shall chair these committees.

- Section B. Standing Committees:**
- There may be the following standing committees:
1. **Finance:** To assist in the raising of funds to implement the program of the Archuleta County Republican Party.
  2. **Program:** To assist in organizing the program, ceremony, and other details of the Archuleta County Republican Party functions.



3. **Publicity:** To appropriately publicize activities of the Archuleta County Republican Party.
4. **Voter Registration:** To develop and implement, through the Central Committee, a program for the growth of the Archuleta County Republican Party.
5. **Young Republican:** To foster, and assist the growth and activities of Young Republicans (YR's), and Teenage Republicans (TAR's).

**Section C. Other Committees:**  
The Chairman may appoint other committees, provided the duties do not conflict with duties of the aforesaid committees.

**Section D. Committee Membership:**  
All section B and section C committee members shall be Republicans registered in Archuleta County.

## **ARTICLE: X REPRESENTATIVES TO CRC**

The Chairman, Vice-Chairman and Secretary of the ARC are voting members of the Colorado Republican State Central Committee.

## **ARTICLE XI: PRECINCT CAUCUSES**

**Section A. Purpose – To elect precinct committee persons and delegates to the County Assembly.**

1. Two precinct committee persons shall be elected to serve on the ARC for the next two years.
2. All delegates and alternates to County Assemblies/Conventions shall be elected at the precinct caucuses.
3. Resolutions may be proposed, debated and (if passed) forwarded to the upcoming County Assembly/Convention.
4. Candidates and/or their representatives may be introduced and allowed to address the caucus, subject to rules adopted by the caucus.
5. Straw votes may be taken, subject to rules adopted by the caucus.

**Section B. Time and Place:**  
The precinct caucus meetings shall be held as designated by the CRB/CEL in the even-numbered years at a place in each precinct determined by the ARC and posted as required by CEL.

**9Section C. Number of Delegates:**

1. The total number of apportioned delegates to the County Assembly/Convention shall be determined by the ARC.
2. These delegates shall be apportioned among the precincts by the ARC according to the vote in each precinct for the Republican candidate for governor or president in the last general election. If precincts have been created or split since the last election, the ARC may allocate delegates based on the number of registered Republicans in the various precincts.

3. Each precinct in which the ARC office (Chairman, Vice-Chairman, Secretary or Treasurer) resides shall be authorized as additional delegate position that can be filled only by the officer. The officer will automatically be a delegate to all County Assemblies/Conventions. No other person shall be authorized to fill that delegate position. No alternate is authorized.
4. The number of delegates authorized for each precinct including ARC officers shall be provided in the call published by the ARC prior to the caucus meeting.

**Section D.****Eligibility:**

1. **Voting:** Any Republican meeting the requirements of Colorado Election Laws is eligible to vote in party caucuses, providing they meet the residence requirements as an elector from their precinct. The County Clerk and Recorder provides the official list of those Republicans who are eligible to participate in the caucus, as shown on their records.
2. **Delegate and Committee Persons:** Any Republican eligible to vote in a caucus election (with the exception noted below) is also eligible to be elected precinct committee person. Such a Republican elector is also eligible to be elected as a delegate or alternate to the County Assembly/Convention. The exception is that an elector who has moved from the precinct where registered within thirty (30) days prior to any caucus shall be permitted to participate and vote in the precinct of the elector's former residence, but shall not be eligible for election as a delegate or committee person.

**Section E.****Procedures:**

1. Each caucus shall elect a Chairman, Secretary and such Tellers for the caucus election as may be determined by the caucus.
2. Each precinct shall elect two (2) committee persons to serve on the ARC. The two persons receiving the highest number of votes shall be elected and their names shall be so certified to the County Assembly.
3. All names of candidates for delegate shall be conspicuously posted and announced during the caucus prior to election of delegates. Candidates may nominate themselves.
4. The delegate elections shall be by written ballot. Each elector may vote for no more than the number of delegates allocated in his precinct. The candidates receiving the most votes shall be the delegates from the precinct, not to exceed the number allocated in the call.
5. The election of alternates shall be the same as for delegates. Alternates elected shall be ranked according to the number of votes received.
6. A tie for the last available place shall be determined by lot.

**Section F.****Resolutions:**

1. The Chairman of a precinct caucus meeting shall attest any resolution originating at the caucus and present it to the Resolutions Committee appointed under Article VII Section 2 above.
2. Any resolutions presented from the floor of the County Assembly shall be handed to the Secretary of the Assembly and the Resolutions Committee.
3. All resolutions must be presented in written form.

**ARTICLE XII: COUNTY ASSEMBLIES AND CONVENTIONS****Section A. Members:**

The members of County Assemblies/Conventions shall be those delegates and alternates elected at the precinct caucuses and confirmed by the report of the permanent Credentials Committee adopted by the majority vote of the uncontested delegates.

**Section B. Voting Members:**

1. Only the delegates may vote in assemblies/conventions.
2. Alternates become delegates as necessary to fill vacancies.
3. The remaining alternates are non-voting members and entitled to all other privileges and eligibilities of delegates.

**Section C. Policy and Procedure:**

1. The County Assembly shall be held not less than ten (10) days nor more than thirty (30) days after the precinct caucus at a time and place determined by the Central Committee.
2. The four elected officers of the ARC (Chairman, Vice-Chairman, Secretary and Treasurer), by virtue of their elected position, shall be delegates to every State or Congressional Assembly or Convention, or any Multi-County Judicial, Senatorial or Representative Assembly. All additional County delegates and alternate delegates to every State or Congressional Assembly or Convention, or any Multi-County Judicial, Senatorial or Representative Assembly, shall be selected only at an open county Assembly or Convention called and held for such purpose.
3. Each County Assembly shall select from among its members, in addition to the elected officers, the number of additional delegates and alternate delegates to the State, Congressional, Judicial, Senatorial or Representative Assemblies and each County Convention shall select the number of delegates and alternates delegates to the State or Congressional Convention provided in the call.
4. Method of election of additional delegates and alternate delegates to State and District Assemblies and Conventions:
  - a. Each delegate or alternate delegate to the County Assembly (or Convention) who wishes to run shall nominate himself for delegate or alternate delegate by placing his name upon the respective list which shall be available for that purpose at the assembly. With the nominee's prior approval, nomination may also be made from the floor as the lists of candidates are posted and announced prior to voting.
  - b. Voting shall be by secret paper ballot by eligible delegates who are present in person.
  - c. The alternate delegates shall be ranked in the order of votes received. After balloting for delegate, any defeated candidate for delegate may run for alternate delegate by causing his name to be placed on the list for alternate delegate election.
  - d. Upon absence or resignation of a delegate, alternates shall become delegates in order of their rank.

- Section D. Voting in Assemblies and Conventions:**
1. No proxies shall be allowed or recognized in any assembly or convention; and vacancy shall be filled from the list of alternates present, in order of their rank (e.g. 1<sup>st</sup> alternate, 2<sup>nd</sup> alternate, etc.).
  2. Regardless of the number of delegates authorized a precinct, if its pool of alternates present is insufficient to replace all of the absentee delegates, such precinct shall cast only the number of votes equal to those present and voting.
  3. What is commonly known at the "Unit Rule" shall neither be enforced nor adhered to.

**ARTICLE XIII: VACANCIES**

- Section A. Vacancies in Designation and Nomination:**  
**Designation of candidates for nomination on the primary election ballot shall be made by the County Assembly, which shall select a Vacancy Committee. Such committee may fill any vacancy occurring in the designations prior to fifty-five (55) days or such period as provided by State law before the primary election, and any vacancy occurring thereafter in the nomination, up to the fifty-five (55) days before a general or special election.**

- Section B. Vacancies in Public Office:**
1. **Vacancy in Office of County Commissioner:**  
**When a vacancy occurs in the Office of County Commissioner, such vacancy shall be filled by the County Commissioner Vacancy Committee within ten (10) days after the occurrence of the vacancy.**
  2. **Vacancy in Other County Offices:**  
**When a vacancy occurs in any other county office, the ARC Vacancy Committee shall make recommendations promptly to the Board of County Commissioners concerning an appointment to fill such vacancy.**
  3. **Vacancy in Office of Precinct Committee Person:**  
**The ARC Vacancy Committee shall fill any vacancy in the Office of Precinct Committee Person.**

**ARTICLE XIV: PARLIAMENTARY AUTHORITY**

**The writings of Robert's Rules of Order, as revised shall apply on all questions of procedure and parliamentary law not specified in these bylaws.**

**ARTICLE XV: AMENDMENT OR REVISIONS OF BYLAWS**

**Section A. Notice of any proposed amendment or revision of the bylaws must be included in the call of meeting of the Central Committee and two-thirds (2/3) of the votes cast by those present and entitled to vote shall be required to amend or revise.**

**Section B. If notice is not included in the call of the meeting, no motion to amend or Revise the bylaws may be considered without the unanimous consent of all members of the Central Committee present in person or by proxy.**

**The foregoing Bylaws were duly adopted and approved by the Archuleta County Republican Central Committee on this the 14<sup>th</sup> day of February, 2013.**

**ATTEST:**

*Marilyn J. Harris*  
Secretary

*James Hoffmann*  
Chairman  
*Major Adler*  
Vice-Chairman

**Copies to be filed with:**  
Colorado State Republican Central Committee  
Colorado Secretary of State - Elections Division

Date 19 Feb 2013 Done by James Hoffmann Title Chairman

- Date 1-05-1999 (Minutes dated)
- Revised: 1-05-2002 (Minutes dated)
- Revised: 3-19-2008 (Minutes dated)
- Revised: 8-19-2010 (Minutes dated)
- Revised: 2-14-2013 (Minutes dated)

Revisions and Additions to Art VII, Sec D, underlined; and to Art IX, Sec A, underlined.

## Exhibit A

### REVOCABLE PROXY

I, \_\_\_\_\_, do hereby grant my proxy to  
(Print Name)

\_\_\_\_\_, a registered Republican in  
(Print Name)

Archuleta County, Colorado, for the meeting of the Archuleta Republican

Central Committee scheduled for \_\_\_\_\_.  
(Date)

The proxy is to be used in accordance with the provision of the ARC

Bylaws.

\_\_\_\_\_  
(Signature)