



FRANKLIN COUNTY REPUBLICAN CENTRAL COMMITTEE BYLAWS

Adopted July 9, 2024

TABLE of CONTENTS

ARTICLE 1 – NAME	7
ARTICLE 2 – PURPOSES	7
ARTICLE 3 – DEFINITONS	7
ARTICLE 4 – ORGANIZATION and RULES AUTHORITY of the FCRCC	8
4.1 – Organizational Entities	8
4.2 – Organizational Meeting	8
4.3 – Rule-Making Authority	9
ARTICLE 5 – GENERAL MEMBERSHIP	9
5.1 – Eligibility for Membership	9
5.2 – Functions	9
5.3 – Dues	9
5.4 – Requirements - Principles of Conduct	9
ARTICLE 6 – PRECINCT COMMITTEE OFFICERS (ELECTED)	10
6.1 – Eligibility	10
6.2 – Election	10
6.3 – Certification of Elected PCOs	11
6.4 – Recognition Ceremony	11
6.5 – Term	11
6.6 – Voting Rights	11
6.7 – Attendance Requirements	11
6.8 – Vacancy	11
6.9 – PCO Delegation	11
6.10 – Resignation	12
ARTICLE 7 – PRECINCT COMMITTEE OFFICERS (APPOINTED)	12
7.1 – Eligibility	12
7.2 – Certification of Appointed PCOs	12
7.3 – Recognition Ceremony	12
7.4 – Term	12
7.5 – Voting Rights	13
7.6 – Attendance Requirements	13
7.7 – Vacancy	13

7.8 – PCO Delegation 13

7.9 – Resignation 13

ARTICLE 8 – PRECINCT CAPTAIN POSITION (PC) 13

8.1 – Eligibility 13

8.2 – Appointment 14

8.3 – Certification of PCs 14

8.4 – Recognition Ceremony 14

8.5 – Voting Rights 14

8.6 – Term 14

8.7 – Attendance Requirements 14

8.8 – Removal from Office 14

8.9 – Delegation 14

8.10 – Resignation 14

ARTICLE 9 – ELECTED OFFICERS 15

9.1 – Election of Officers 15

9.1.1 – Gender and Minority Representation 15

9.1.2 – Eligibility of Officer Candidates 15

9.1.3 – Nomination Process 15

9.1.4 – Election Process 15

9.2 – Term of Office 16

9.3 – Position Vacancies 16

9.3.1 – Resignation from Office 16

9.3.2 – Removal from Office 16

9.4 – Duties of Officers 16

ARTICLE 10 – APPOINTED POSITIONS 16

10.1 – Appointment Process 17

10.2 – Term of Appointment 17

10.3 – Position Vacancies 17

10.3.1 – Resignation from Office 17

10.3.2 – Removal from Office 17

10.4 – Duties of Appointed Positions 18

ARTICLE 11 – EXECUTIVE COMMITTEE 18

11.1 – Role 18

11.2 – Membership 18

11.3 – Meetings	18	
11.4 – Transaction of Business	18	
11.5 – Removal from the Executive Committee	18	
11.6 – Position Vacancies	18	
ARTICLE 12 – SUBCOMMITTEES		19
12.1 – Standing Committees	19	
12.1.1 – Bylaws Committee	19	
12.1.2 – Nominating Committee	19	
12.1.3 – Audit Committee	19	
12.1.4 – Fund-Raising Committee	19	
12.1.5 – Programs Committee	19	
12.1.6 – Activities Committee	19	
12.1.7 – Platform Committee	20	
12.1.8 – Community Outreach Committee	20	
12.1.9 – Candidate Evaluation Committee (CEC)	20	
12.1.10 – Caucuses Committee	20	
12.1.11 – County Conventions Committee	20	
12.1.12 – State Convention Committee	20	
12.2 – Special Committees	20	
12.3 – Committee Reports	20	
ARTICLE 13 – MEETINGS		20
13.1 – Times and Days	20	
13.2 – Location	21	
13.3 – Guidelines for the Central Committee Meeting	21	
13.3.1 – Scope	21	
13.3.2 – Notice	21	
13.3.3 – Voting	21	
13.3.4 – Quorum	21	
13.3.5 – Special Meetings	21	
13.3.6 – Cancellations of Meetings	22	
ARTICLE 14 – CANDIDATE PROTOCOLS		22
14.1 – Evaluations	22	
14.2 – Endorsements	22	
14.3 – Financial Support	22	
14.4 – Censure of Candidates / Current Office Holders	23	

ARTICLE 15 – PARLIAMENTARY AUTHORITY	23
ARTICLE 16 – AMENDMENT of BYLAWS	23
ARTICLE 17 – CAUCUSES and CONVENTIONS	24
17.1 – Caucuses	24
17.2 – Conventions	24
17.2.1 – County	24
17.2.2 – State	25
17.3 – Nomination of Political Candidates at the County Caucuses and Convention	25
ARTICLE 18 – BYLAWS CONFLICT RESOLUTION	25
ARTICLE 19 – DISSOLUTION of the FCRCC	26
ARTICLE 20 – ENABLING DOCUMENTS	26
APPENDIX – A	27
A.1 – Elected Officers	27
A.1.1 – County Chairman	27
A.1.2 – County Vice Chairman	27
A.1.3 – State Committeeman and State Committeewoman	28
A.2 – Appointed Positions	28
A.2.1 – Executive Secretary	28
A.2.2 – Recording Secretary	29
A.2.3 – Treasurer	29
A.2.4 – Assistant Treasurer	29
A.2.5 – Finance Advisor	29
A.2.6 – Fund-Raising Committee Chairman	30
A.2.7 – Precinct Committee Officer Manager	30
A.2.8 – Communications Manager	30
A.2.9 – Webmaster	31
A.2.10 – Parliamentarian	31
A.2.11 – Programs Coordinator	31
A.2.12 – Activities Coordinator	31
A.2.13 – Community Outreach Coordinator	31
A.2.14 – Voting Records/Credentials Chair	31
A.2.15 – Bylaws Committee Chair	32
A.2.16 – Platform Chair	32
A.2.17 – Legislative Chair	32
A.2.18 – Candidate Evaluation Committee Chair	32
A.2.19 – Nominating Committee Chair	32
A.2.20 – Precinct Caucus Committee Chair	33

A.2.21 – County Convention Committee Chair 33

A.2.22 – State Convention Committee Chair 33

ATTACHMENT I

34

ARTICLE 1 – NAME

The name of the organization is the “The Franklin County Republican Central Committee”, hereinafter this document refers to as the “FCRCC”. The Trade Name is the “Franklin County Republican Party”.

ARTICLE 2 – PURPOSES

The primary purposes of the FCRCC are as follows:

1. Identify and promote the election of Republican Candidates;
2. Attract voters and volunteers to the Republican Party;
3. Assist the Republican State Committee of Washington as needed and requested when possible;
4. Serve as the official governing body of the Republican Party in Franklin County Washington;
5. Plan, organize administer and finance the FCRCC operations to accomplish the other stated purposes;

ARTICLE 3 – DEFINITONS

The following definitions serve these bylaws:

- “*Central Committee*” and “*FCRCC*” – imply the Franklin County Republican Central Committee;
- “*Precinct Committee Officer(s)*” and “*PCO(s)*” – imply elected and appointed (unless one or the other is specifically identified) Republican Precinct Officer(s) in good standing in Franklin County;
- “*Precinct Captain(s)*” and “*PC(s)*” – imply appointed Republican Precinct Captains in good standing in Franklin County;
- “*County Chairman*”, “*County Chairwoman*”, “*County Chairperson*”, “*County Chair*”, “*Chairman*”, “*Chairwoman*”, “*Chairperson*”, and “*Chair*” – imply the FCRCC County Chairman;
- “*County Vice Chairman*”, “*County Vice Chairwoman*”, “*County Vice Chairperson*”, “*County Vice Chair*”, “*Vice Chairman*”, “*Vice Chairwoman*”, “*Vice Chairperson*”, and “*Vice Chair*” – imply the FCRCC County Vice Chairman;
- “*State Committee Member(s)*” – implies the State Committeeman and State Committeewoman collectively;
- “*Elected Officer(s)*”, “*FCRCC Officer(s)*”, and “*Officer(s)*” – imply the four elected FCRCC officers – Chairman, Vice Chairman, State Committeeman, and State Committeewomen;
- “*Executive Committee*” – implies the Elected Officers, the Treasurer, Assistant Treasurer, the Executive Secretary, the Recording Secretary, the Financial Advisor, and the Webmaster;
- “*RCW*” – refers to the Revised Code of Washington;
- “*Organizational Meeting*”, “*Organization Meeting*”, and “*Reorganization Meeting*” – imply the meeting required by **RCW 29A.80.030** to organize and to elect FCRCC officers. This meeting follows each state general election, which the state holds in even-numbered years;
- “*Member(s)*” and “*Membership*” – imply the voting members of the FCRCC (i.e., the PCOs), the Executive Board, and any of the FCRCC subcommittees;
- “*General Membership*” and “*General Member(s)*” – refer to Republicans residing in Franklin County. These individuals may attend FCRCC meetings;

- “State Committee” and “Washington State Republican Party” – imply the Republican State Committee of Washington.

Note - The FCRCC Bylaws may use masculine, feminine, and gender-neutral pronouns in the singular and plural interchangeably, except where the context might require another meaning.

ARTICLE 4 – ORGANIZATION and RULES AUTHORITY of the FCRCC

4.1 – Organizational Entities

The primary organizational entity of the FCRCC is the Precinct Committee Officer (PCO). This is based on Washington State Law: RCW 29A.80.030 states, “The county central committee of each major political party consists of the precinct committee officers of the party from the several voting precincts of the county...”

The FCRCC comprises other organizational entities as well. The list of the FCRCC organizational entities are as follows:

- General Membership
- Elected PCOs
- Appointed PCOs
- Precinct Captains
- Elected Officers
- Appointed Positions
- Executive Committee
- Sub-Committees

The FCRCC Bylaws address each of these organizational entities in subsequent Articles.

4.2 – Organizational Meeting

Pursuant to Washington State law, the FCRCC holds an Organizational Meeting in even-numbered years to organize and to elect a County Chair and County Vice Chair. Specifically, RCW 29A.80.030 states, “... Following each state general election held in even-numbered years, this committee (*i.e., the FCRCC*) shall meet for the purpose of organization at an easily accessible location within the county, subsequent to the certification of precinct committee officers by the county auditor and no later than the second Saturday of the following January. The authorized officers of the retiring committee shall cause notice of the time and place of the meeting to be mailed to each precinct committee officer at least seventy-two hours before the date of the meeting. At its organization meeting, the county central committee shall elect a chair and vice chair of opposite sexes.”

In addition, the Organizational Meeting will elect a State Committeeman, and State Committeewoman.

4.3 – Rule-Making Authority

The FCRCC has the authority to adopt certain rules. Specifically, RCW 29A.80.010 states, “Each political party organization may adopt rules governing its own organization and the non-statutory functions of that organization.” Therefore, such rules are hereby incorporate into these bylaws.

ARTICLE 5 – GENERAL MEMBERSHIP

The FCRCC has a General Membership that comprises two classes of members – voting and non-voting. The voting members are the Precinct Committee Officers. All individuals in the General Membership must be Republicans in Franklin County, WA.

5.1 – Eligibility for Membership

General Membership is open to all Republicans residing in Franklin County who are of voting age.

5.2 – Functions

All members may participate in FCRCC meetings.

Eligible members in good standing may be candidates for FCRCC officers, appointed FCRCC positions, or members of FCRCC sub-committees.

5.3 – Dues

General Membership may require the payment of dues. The FCRCC may implement such dues by a majority vote of a quorum of the PCOs.

5.4 – Requirements - Principles of Conduct

The FCRCC encourages free discussion and debate. However, all meeting participants must conduct themselves with respect towards all who seek to participate within our party and carry on our party activities and debates without ad hominem attacks, personal vituperation, or conduct that may appear verbally or physically threatening or intimidating. Meeting participants may advocate for their viewpoints as vigorously as desired but must do so in a non-inimical way and with respect for the other participants and with respect for the process.

After issuing at least one warning, the Chair has the authority to request the removal of any FCRCC meeting participant that the Chair deems to be behaving in a disorderly fashion.

The Chair also has the authority to suspend any FCRCC meeting if the Chair deems that any of the participants' conduct presents a safety issue or is too disorderly to conduct further business.

ARTICLE 6 – PRECINCT COMMITTEE OFFICERS (ELECTED)

Precinct Committee Officers (PCOs) are those members who have full voting rights. PCOs are state-sanctioned political representatives of the precincts within a county and are the governing membership of chartered political organizations in Washington State, in this case, the Republican Party. PCOs are the grassroots, "boots-on-the-ground" individuals who facilitate the mission of the county central committees.

Each of Franklin County's 104 precincts is entitled to have one (1) PCO who may either be elected by the respective precinct's voters or appointed by the FCRCC Chair. Eligibility and election of PCOs are controlled by state laws RCW 29A.80.041 and RCW 29A.80.051, respectively.

This remainder of this section addresses elected PCOs. **ARTICLE 7 – PRECINCT COMMITTEE OFFICERS (APPOINTED)** addresses appointed PCOs.

6.1 – Eligibility

Elected PCO eligibility is based on Washington State law: RCW 29A.80.041 states, "Any member of a major political party who is a registered voter in the precinct may file his or her declaration of candidacy as prescribed under RCW 29A.24.031 with the county auditor for the office of precinct committee officer of his or her party in that precinct. When elected at the primary, the precinct committee officer shall serve so long as the committee officer remains an eligible voter in that precinct."

6.2 – Election

The FCRCC PCO election process is based on Washington State law: RCW 29A.80.051 states, "The statutory requirements for filing as a candidate at the primaries apply to candidates for precinct committee officer. The office must be voted upon at the primaries, and the names of all candidates in contested races must appear under the proper party and office designations on the ballot for the primary for each even-numbered year. The candidate receiving the highest number of votes will be declared elected. The term of office of precinct committee officer is two years, commencing the first day of December following the primary."

Specifically, PCOs candidates are subject to the following:

- PCO candidates may place their name on the ballot for the primary election in August during an election year;
- PCO candidates are required to follow the rules, policies and schedules of any other political candidate;
- PCO candidates run only in the Primary Election, which is the final election for PCOs. PCO races do not go on to the General Election in November and the Washington “Top Two” system of candidate selection does not apply;
- The names of PCO candidates in contested races must appear under the proper party (Republican) and office designations on the Primary Election ballot. The PCO candidate having the highest number of votes in his/her precinct will be the declared winner;
- In the case of a tie vote, a toss of the coin at the next scheduled FCRCC meeting will decide the winner;
- PCOs in uncontested races are automatically elected.

6.3 – Certification of Elected PCOs

The County Auditor's Office must certify Elected PCOs just as any other winning candidate. This certification is evidenced by a Certificate of Election signed by the County Auditor after election conditions have been met.

The FCRCC PCO Manager and the Executive Secretary will maintain a list of the elected PCOs, which will be available to all FCRCC members.

6.4 – Recognition Ceremony

The Chair will duly recognize the newly-elected PCOs and provide each a copy of the current FCRCC Bylaws at the first FCRCC meeting following the election. The Chair will also present each newly-elected PCO with the Certificate of Election (see above) provided by the Franklin County Auditor's Office.

6.5 – Term

An FCRCC PCO's term is based on Washington State Law: RCW 29A.80.051 states, “The term of office of precinct committee officer is two years, commencing the first day of December following the primary.”

An additional restriction on a PCO's term in office is voter eligibility: RCW 29A.24.031 states, “... When elected at the primary, the precinct committee officer shall serve so long as the committee officer remains an eligible voter in that precinct.”

An elected PCO cannot be recalled by the FCRCC.

6.6 – Voting Rights

PCOs are the only FCRCC organizational entities who have FCRCC voting rights. Elected PCOs may make and vote on all motions and resolutions. Elected PCOs are the only PCOs who may vote at the bi-annual FCRCC Organizational Meeting.

6.7 – Attendance Requirements

Elected PCOs have a duty to attend their meetings but are not subject to removal for unexcused absences.

6.8 – Vacancy

The chair may fill vacant PCO positions by appointing PCOs subject to RCW 29A.80.031 (see **ARTICLE 7 –PRECINCT COMMITTEE OFFICERS (APPOINTED)**) or Precinct Captains (see **Section 8.2 – Appointment for Precinct Captains**).

6.9 – PCO Delegation

An elected PCO may use a certified proxy to represent the PCO in person at any meeting of the FCRCC provided that said proxy, in writing (see **ATTACHMENT I** for the PCO Proxy Form), is held by a registered voter and declared Republican within the precinct of the absent PCO of the FCRCC.

The FCRCC Chair may take receipt of a valid Proxy Form from the PCO or his or her proxy in person or via U.S. Post, e-mail, or fax (if available to the Chair) prior to the start of a meeting. The Chair shall announce all valid proxies at the beginning of a meeting before proceeding to the business at hand.

A proxy is valid only for the meeting the PCO specified on the Proxy Form. Additional meetings each require a separate form. A PCO may be represented by proxy a maximum of three times per calendar year.

6.10 –Resignation

A PCO may resign at any time after providing written notice to the FCRCC Chair.

ARTICLE 7 – PRECINCT COMMITTEE OFFICERS (APPOINTED)

Appointed Precinct Committee Officers are PCOs appointed by the FCRCC Chair when a vacancy occurs. RCW 29A.80.031 states, “If a vacancy occurs in the office of precinct committee officer by reason of death, resignation, or disqualification of the incumbent, or because of failure to elect, the respective county chair of the county central committee shall fill the vacancy by appointment. However, in a legislative district having a majority of its precincts in a county with a population of one million or more, the appointment may be made only upon the recommendation of the legislative district chair. The person so appointed must have the same qualifications as candidates when filing for election to the office for that precinct. When a vacancy in the office of precinct committee officer exists because of failure to elect at a state primary, the vacancy may not be filled until after the organization meeting of the county central committee and the new county chair has been selected as provided by RCW 29A.80.030.”

The Chair cannot appoint PCOs after the Primary Election during an even-numbered year.

The Chair presents appointed PCOs to the Executive Board for final approval.

7.1 – Eligibility

An appointed PCO eligibility is based on Washington State law: RCW 29A.80.041 states, “... The person so appointed must have the same qualifications as candidates when filing for election to the office for that precinct.”

7.2 – Certification of Appointed PCOs

The FCRCC PCO Manager and the Executive Secretary will maintain a list of the appointed PCOs, which will be available to all FCRCC members.

7.3 – Recognition Ceremony

The Chair will duly recognize a newly-appointed PCO at the first FCRCC meeting following the appointment. The Chair will also provide that person a Certificate of Appointment and a copy of the current FCRCC Bylaws.

7.4 – Term

The term of office of an appointed PCO is from the appointment date to December 1 of even-number years. Note - This term assures there are no appointed PCOs at the time of the bi-annual FCRCC Organizational Meeting.

7.5 – Voting Rights

Appointed PCOs have limited FCRCC voting rights: Appointed PCOs may vote on all motions and resolutions but cannot vote at the bi-annual FCRCC Organizational Meeting (which at the time of such meeting there shall be no appointed PCOs).

7.6 – Attendance Requirements

Three unexcused absences within a 12-month period is cause for removal from office for appointed PCOs.

7.7 – Vacancy

When there are no qualified PCO candidates to appoint when a PCO position becomes vacant, the Chair may fill a PCO vacancy by appointment of a Precinct Captain (see **Section 8.2 – Appointment for Precinct Captains**).

7.8 – PCO Delegation

An appointed PCO may use a certified proxy to represent the PCO at any meeting of the FCRCC (other than of course the bi-annual FCRCC Organizational Meeting at which time there shall be no appointed PCOs) provided that said proxy, in writing (see **ATTACHMENT I** for the PCO Proxy Form), is held by a registered voter and declared Republican within the precinct of the absent PCO of the FCRCC.

The FCRCC Chair may take receipt of a valid Proxy Form from the PCO or his or her proxy in person or via U.S. Post, e-mail, or fax (if available to the Chair) prior to the start of a meeting. The Chair shall announce all valid proxies at the beginning of a meeting before proceeding to the business at hand.

A proxy is valid only for the meeting the PCO specified on the Proxy Form. Additional meetings each require a separate form. A PCO may be represented by proxy a maximum of three times per calendar year.

7.9 – Resignation

An appointed PCO may resign at any time after providing written notice to the Chair.

ARTICLE 8 – PRECINCT CAPTAIN POSITION (PC)

The Precinct Captain (PC) position is an FCRCC-Appointed Position that performs the duties of a Precinct Committee Officer (PCO) in precincts that have for qualification reasons no PCO.

The PC position provides credentials to those FCRCC members that volunteer to do the work required to promote the goals and objectives of the FCRCC in PCO-vacant precincts.

8.1 – Eligibility

The PC position is available to any member of a the FCRCC that meets the qualifications of a PCO (other than needing to reside in the precinct). The PC for a PCO-vacant precinct may be a current PCO (elected or appointed) or a current PC of another Franklin County precinct.

8.2 – Appointment

The PC position is a Chair-Appointed Position. The FCRCC Chair has the authority to appoint a PC to a precinct at the Chair's discretion when said precinct has (1) no person elected to the PCO position by the precinct's voters and (2) no qualified person residing in the precinct available for appointment by the Chair to a PCO-vacant precinct.

The Chair may appoint the same PC to more than one Franklin County precinct that meets the conditions for a Precinct Captain appointment.

8.3 – Certification of PCs

The PCO Manager and the Executive Secretary will maintain a list of the appointed PCs, which will be available to all FCRCC members.

8.4 – Recognition Ceremony

The Chair will duly recognize a newly-appointed PC at the first FCRCC meeting following the appointment. The Chair will also provide that person a copy of the current FCRCC Bylaws.

8.5 – Voting Rights

PCs have no FCRCC voting rights other than those afforded to PCs who may also be PCOs for their own precinct. This specifically implies that the PC cannot vote at the bi-annual FCRCC Organizational Meeting unless the PC is also an elected PCO for their own precinct.

8.6 – Term

PCs serves from the date of their appointment until December 1 of the next even-numbered election year.

8.7 – Attendance Requirements

PCs have a duty to attend FCRCC meetings. Three unexcused absences within a 12-month period is cause for removal from office.

8.8 – Removal from Office

The FCRCC Chair may remove a PC from his or her position if the Chair finds a qualified candidate to serve as an appointed PCO for the PC's precinct.

The Chair may also remove a PC for due cause. Due cause is at the discretion of the Chair.

8.9 – Delegation

Since a PC has no voting rights, he or she cannot delegate anyone to act as a proxy when the PC cannot attend an FCRCC meeting.

8.10 –Resignation

PCs may resign at any time after providing written notice to the Chair.

ARTICLE 9 – ELECTED OFFICERS

The following positions are the Elected Officers of the FCRCC:

- County Chairman
- County Vice Chairman
- State Committeeman ● State Committeewoman

9.1 – Election of Officers

9.1.1 – Gender and Minority Representation

It is the intent of the FCRCC to allow for fair representation of all sexes and races as officers; therefore, no office is gender or race specific except for the offices of State Committeeman and State Committeewoman, which as the names of the positions imply, are gender-specific positions.

Though the elected offices of FCRCC Chair and Vice Chair are not gender specific, **RCW 29A.80.030** states, "... the county central committee shall elect a chair and vice chair of opposite sexes". However, these FCRCC Bylaws need to assume

that “must” can be interpreted as “should” since there needs to be an exception to this gender requirement when there are no viable candidates for Chair and Vice Chair who are of the opposite sex.

9.1.2 – Eligibility of Officer Candidates

Each candidate for officer of the FCRCC shall have made known their allegiance to the Republican Party within the year preceding the election, by personal declaration, support, or FCRCC involvement.

9.1.3 – Nomination Process

A nominating committee, consisting of at least three PCOs appointed by the Chairman and chaired by a person also appointed by the Chairman, may recruit, solicit, interview, select, and recommend one or more candidates for each elected position. The Chair may appoint this committee by August 1 of each even-numbered year.

Persons interested in being a candidate for a position should make known their interest to the nominating committee.

PCOs may also make nominations from the floor at the FCRCC Organizational Meeting.

Note - RCW 29A.80.030 states, “... the county central committee shall elect a chair and vice chair of opposite sexes”. As **Section 9.1.1 – Gender and Minority Representation** explains, the FCRCC election process will meet this requirement if there are viable candidates for Chair and Vice Chair who are of the opposite sex.

9.1.4 – Election Process

The PCOs elect the FCRCC officers at the FCRCC Organizational Meeting (i.e., bi-annually following the state General Election). A vote requires a quorum, which is achieved when a least half of the current number of elected Franklin County PCOs are present at the meeting. The PCOs elect each officer with a simple majority vote. In case of a tie, a coin flip determines the winner.

After nominations have been moved and seconded, each candidate has three minutes to speak. After the speaking session is closed voting will commence on one position at a time, beginning with the County Chairman. Each elected PCO present will submit a secret ballot in writing. The Executive Secretary and the Recording Secretary count the ballots and announce the results before proceeding to the balloting for the next positions -- viz., the County Vice Chairman, the State Committeeman, and State Committeewoman.

When there are no contested races, the Chair may entertain a “Motion to Elect by Acclamation” to elect a chair-recommended slate of officers simultaneously.

9.2 – Term of Office

The term of office for any Elected Officer is two years. Terms commence immediately upon election and continues to the next election of the officer at the next Organizational Meeting.

9.3 – Position Vacancies

The Chair must declare an Elected Officer position vacancy upon resignation, removal, incapacity, or death of an officer.

The Chairman must communicate a notice of position vacancy to the PCOs within ten days of the vacancy via the Executive Secretary. Vacancies must be filled by the election of another eligible candidate. The Chair may appoint a temporary officer until the position is filled by election.

9.3.1 – Resignation from Office

Any Elected Officer may resign by verbal proclamation or by giving written notice to the FCRCC Chair. The Executive Secretary must communicate resignations to the PCOs within ten days of submittal of the written notice. Resignations may take effect immediately.

9.3.2 – Removal from Office

Any FCRCC Elected Officer may be removed from office for cause by a two-thirds majority vote of a quorum of the PCOs.

Reasons for cause may include incompetence, non-performance, lack of attendance, abuse of authority, commission of felonies, misdemeanors, corruption, embezzlement, and uncivilized behavior and actions damaging to the reputation and viability of the FCRCC.

One or more PCOs may initiate a removal from office action by submitting to the FCRCC a written resolution that states the grounds for removal.

9.4 – Duties of Officers

See **APPENDIX – A, Section A.1 – Elected Officers** for specific duties and responsibilities.

ARTICLE 10 – APPOINTED POSITIONS

The following positions are the Appointed Positions of the FCRCC:

- Treasurer
- Assistant Treasurer
- Recording Secretary
- Executive Secretary
- Precinct Committee Officer (only when necessary)
- Precinct Captain (only when necessary)
- Parliamentarian
- Financial Advisor
- Webmaster
- Communications Manager
- Programs Coordinator
- Activities Coordinator
- Community Outreach Coordinator
- Voting Records/Credentials Manager
- Platform Manager
- Legislative Manager
- PCO Manager
- County and State Convention Chairman
- Caucus Chairman
- Candidate Evaluation Committee Chairman
- Nominations Chairman
- Standing and Special Committee Chairs

10.1 –Appointment Process

The Chair appoints all the FCRCC's Appointed Positions. However, the Chair does not have to fill all Appointed Positions. The Chair must appoint a Treasurer, an Assistant Treasurer, an Executive Secretary, a Recording Secretary, a Financial Advisor, and a Webmaster at the FCRCC's Organizational Meeting, or soon after since these positions are part of the Executive Committee (see **ARTICLE 11 – EXECUTIVE COMMITTEE**). The Chair appoints all the other Appointed Positions when the Chair believes they are needed.

10.2 –Term of Appointment

Since the Chair appoints all Appointed Positions, the maximum term of appointment for any Appointed Position coincides with the term of the Chair.

10.3 –Position Vacancies

Appointed Positions become vacant at the end of the term of the Chair, or upon resignation, removal, incapacity, or death of the person holding the position, or -- as is the case of the non-Executive Committee Appointed Positions -when the Chair declares the position is no longer needed.

10.3.1 – Resignation from Office

Any person in an Appointed Position may resign by giving written or verbal notice to the Chair. The Executive Secretary should communicate resignations to the PCOs at the next FCRCC meeting.

10.3.2 – Removal from Office

The Chair may remove any person from an Appointed Position at the Chair's discretion.

10.4 –Duties of Appointed Positions

See APPENDIX – A, Section A.2 – Appointed Positions for specific duties and responsibilities.

ARTICLE 11 – EXECUTIVE COMMITTEE

11.1 –Role

The Executive Committee acts as a board of directors to handle the necessary contractual, policy-making, financial, and other managerial duties necessary for the organization to function.

11.2 –Membership

The members of the Executive Committee are the four Elected Officers – the County Chairman, County Vice Chairman, State Committeeman, and State Committeewoman – plus the Treasurer, Assistant Treasurer, the Executive Secretary, the Recording Secretary, the Financial Advisor, and the Webmaster.

11.3 –Meetings

The Executive Committee meets once each month at a time and day established by the Executive Committee members. The Executive Secretary is responsible for issuing meeting notices to the other Executive Committee members. The meetings may be closed to all but the Executive Committee members.

11.4 –Transaction of Business

Transactions of business by the Executive Committee are decided by the majority vote of a quorum (Note - this implies that motions that receive a tie vote do not pass). Half the Executive Committee members present at a meeting constitutes a quorum.

All Executive Committee members have equal and full voting rights. The Executive Committee may defer some matters to the Central Committee for resolution.

11.5 –Removal from the Executive Committee

Any Executive Committee member may be removed from office for cause by a two-thirds majority vote of a quorum of the PCOs at a monthly FCRCC meeting.

Reasons for cause may include incompetence, non-performance, lack of attendance, abuse of authority, commission of felonies, misdemeanors, corruption, embezzlement, and uncivilized behavior and actions damaging to the reputation and viability of the FCRCC.

One or more PCOs may initiate a removal from office action by submitting a written resolution that states the grounds for removal.

11.6 –Position Vacancies

Since the Executive Board comprises Elected Officers and Appointed Positions, the process for filling vacancies for the Executive Board members defaults to the processes for filling vacancies for Elected Officers (**Section 9.3 – Position Vacancies**) and Appointed Positions (see **Section 10.3 – Position Vacancies**).

ARTICLE 12 – SUBCOMMITTEES

The FCRCC uses subcommittees to execute many of its functions. Each subcommittee should consist of at least three members. There are two types of subcommittees – Standing and Special.

A committee's membership should comprise a majority of PCOs or PCs.

Unless otherwise noted, the Chair appoints all subcommittee members as well as a chair for the committee.

12.1 –Standing Committees

This section identifies the FCRCC Standing Committees along with each committee's roles and responsibilities.

12.1.1 – Bylaws Committee

The Bylaws Committee maintains and revises the FCRCC Bylaws document as needed. The committee reviews all amendments proposed by members of the FCRCC.

The committee works with the Webmaster to place a Central Committee-approved copy of the FCRCC Bylaws on the FCRCC website.

See **Section ARTICLE 16 – AMENDMENT of BYLAWS** for the FCRCC Bylaws approval process.

12.1.2 – Nominating Committee

The Nominating Committee recruits, solicits, interviews, selects, and recommends one or more candidates for each FCRCC Elected Officer position.

The Chair may appoint this committee by August 1 of each even-numbered year.

12.1.3 – Audit Committee

The Audit Committee, consisting of the Treasurer, Assistant Treasurer, and the Finance Advisor and one or more other FCRCC member, oversees an annual examination and audit of the books, records, vouchers, and accounts of the FCRCC Treasurer and all the FCRCC committees that handle funds. The Audit Committee submits a report of the same to the Executive Committee within 60 days of the end of the calendar year. The Executive Committee may in addition request external audits.

12.1.4 – Fund-Raising Committee

The Fund-Raising Committee proposes, plans, and executes fund-raising events. The annual Lincoln Day Dinner is the FCRCC's primary fund-raising event.

The County Vice Chairman serves as the Chair of the Fund-Raising Committee.

12.1.5 – Programs Committee

The Programs Committee arranges programs and speakers for the FCRCC meetings.

12.1.6 – Activities Committee

The Activities Committee arranges FCRCC activities outside regular meetings. An example of an activity that this committee would be responsible for is a candidates' forum.

12.1.7 – Platform Committee

The Platform Committee maintains and revises the FCRCC Platform as needed. This committee should also provide an annual review and report.

Note - A simple majority vote of a quorum of the PCOs present at a Central Committee meeting must approve all revisions to the FCRCC Platform.

The committee works with the Webmaster to place a Central Committee-approved copy of the Platform on the FCRCC website.

12.1.8 – Community Outreach Committee

The Community Outreach Committee facilitates outreach to the community for service and recruitment.

12.1.9 – Candidate Evaluation Committee (CEC)

The Candidate Evaluation Committee (CEC) vets and interviews candidates when needed to inform the FCRCC of the choices presented by local and state candidates.

The CEC is activated upon the request or mandate of the County Chairman or upon a request made in the form of a motion by a PCO at a Central Committee meeting.

12.1.10 – Caucuses Committee

The Caucuses Committee plans and organizes local caucuses.

12.1.11 – County Conventions Committee

The County Convention Committee plans and executes the Franklin County Convention.

12.1.12 – State Convention Committee

The State Convention Committee plans and supports Republican Party State Convention when the Republican State Committee of Washington tasks the FCRCC to host the convention.

12.2 –Special Committees

The Chair may appoint Special Committees to address other issues as the Chair deems necessary.

12.3 –Committee Reports

Both Standing and Special Committees report on their activities at the Central Committee meetings as necessary.

ARTICLE 13 – MEETINGS

13.1 –Times and Days

The Central Committee and the Executive Committee must each hold a meeting once a month unless circumstances prohibit holding a meeting (see **Section 13.3.6 – Cancellations of Meetings**). Days and times are determined by the voting members of each committee and may be changed by majority vote of a quorum of the members of the respective committees.

13.2 –Location

The FCRCC Chair is responsible to assure a meeting location at a physical facility that is convenient, comfortable, and with enough seating capacity. Paying a reasonable fee from the general fund for a location is permissible.

The FCRCC Chair (or his or her designee) must not conduct any Central Committee or Executive Committee meeting by phone, e-mail, social media, or other electronic means, i.e., all participants must be present in person at committee meetings.

13.3 –Guidelines for the Central Committee Meeting

13.3.1 – Scope

The FCRCC Chair prepares an agenda for each meeting. The agenda should include topics such as:

- Approval of the last meeting's minutes
- Finances
- Old and new business
- Proposed resolutions
- Other issues germane to the Central Committee

The agenda may include an educational program to inform the FCRCC of relevant and important issues.

13.3.2 – Notice

The Executive Secretary must notify all members of an upcoming meeting within five days of that meeting.

13.3.3 – Voting

Only PCOs can vote at a Central Committee meeting. The FCRCC Chair must request a motion on any issue to be discussed and voted upon by a majority of a quorum of the PCOs. Note – this implies that motions do not pass on tie votes.

A PCO not in attendance may be represented in person by a qualified proxy (see **Section 6.9 –PCO Delegation** for proxy requirements and **ATTACHMENT I** for a copy of a PCO Proxy Form).

The Franklin County Republican Central Committee Chair will vote only in order to break a tie.

13.3.4 – Quorum

A vote requires a quorum, which is achieved when a least 40 percent of the current number of Franklin County PCOs are present at a meeting.

13.3.5 – Special Meetings

The FCRCC Chair may call for special meetings to address emergency issues needing timely action. The topic of a special meeting is limited to the immediate topic at hand.

The Chair has the responsibility to assure that a notice of a special meeting is provided to the members by the fastest means available.

13.3.6 – Cancellations of Meetings

The FCRCC Chair may cancel meetings for a national or local emergency and for any other reason that would make a meeting impractical, impossible, or dangerous.

The FCRCC Chair has the responsibility to assure that a notice of a cancelled meeting is provided (when possible) to the members via the fastest means available. Cancelled meetings do not have to be “made-up.”

ARTICLE 14 – CANDIDATE PROTOCOLS

14.1 –Evaluations

The Candidate Evaluation Committee (CEC) may vet candidates seeking endorsement or financial support by the FCRCC. The CEC is a standing committee that is activated upon the request or mandate of the Chair or upon a request made in

the form of a motion by a PCO at a Central Committee meeting. The CEC may use an interview format and a set of standards to evaluate candidates on an objective and fair basis. The CEC will report its findings to the Central Committee in a timely manner.

14.2 –Endorsements

The FCRCC may endorse candidates running for public office. An endorsement represents an official recognition of support.

An endorsement requires a majority vote of a quorum of the PCOs at a Central Committee meeting. Any PCO may make a motion for endorsement at such meeting. During the discussion phase of the process, the candidate may be allowed to speak. The Chair may table such a motion for deferred consideration. The Chair may mandate a secret ballot vote of the PCOs. The Recording Secretary records any endorsement in the meeting minutes.

If the FCRCC makes an endorsement, the candidate may state that endorsement publicly and in campaign signage and literature.

The FCRCC may make an endorsement separately from any commitment of financial support to the candidate.

14.3 –Financial Support

The FCRCC may provide financial support for candidates running for public office. A PCO must initiate such financial support by making a motion at an FCRCC meeting. The FCRCC will vote on this motion for financial support as its next scheduled meeting. The commitment must adhere to the following guidelines:

- The amount of support is limited to \$950 per candidate in a federal election;
- The per candidate contribution amount is limited to the current PDC guidelines in state and local elections. The amount must be a specific dollar amount.
- Amounts may be given to multiple candidates who are Republicans seeking election to the same office;
- Total endorsement amounts must not exceed 20% of the current balance of the general fund;
- Consideration criteria for the amount per candidate may include the financial and other support the candidate has shown for the FCRCC and the state and national Republican organizations.

14.4 –Censure of Candidates / Current Office Holders

The FCRCC may censure a candidate or current office holder for any of the following reasons:

- Criminal activity;
- A record and philosophy that flagrantly violate Republican and constitutional principles; • Activities reflecting negatively upon the FCRCC.

The effect of censure of a candidate or current office-holder will be to withdraw support of any kind including moral, financial, and political.

Censure requires a motion by a PCO at an FCRCC meeting followed by a majority vote of a quorum of PCOs.

The censure may last indefinitely or be suspended upon the majority vote of a quorum of PCOs at an FCRCC meeting.

ARTICLE 15 – PARLIAMENTARY AUTHORITY

The parliamentary authority of the FCRCC in conducting its meetings is the *Robert's Rules of Order: Simplified and Applied*. The FCRCC should follow the latest edition of this publication.

Any member may initiate a question on parliamentary procedure from the floor by stating “Parliamentary Inquiry.” The Chair must stop further business until the Parliamentarian rules on the inquiry.

ARTICLE 16 – AMENDMENT of BYLAWS

A two-thirds vote of a quorum of the PCOs is required at a regular or special meeting to amend the FCRCC Bylaws. The bylaws amendment process must adhere to the following:

1. A member in good standing submits a proposed amendment(s) to the Chair who forwards the amendment to the Bylaws Committee Chair;
2. Members of the Bylaws Committee exercise their option to review, edit, and approve the proposed amendment(s);
3. The Executive Secretary gives notice to the FCRCC members that there will be a discussion and vote on the revised FCRCC Bylaws at an upcoming meeting of the Central Committee;
4. The Chair presents each proposed amendment to the FCRCC members for discussion at a regular monthly meeting of the Central Committee;
5. The PCOs, if there is a quorum, vote on the amendment at a meeting of the Central Committee.

The Bylaws Committee may undertake a total revision or rewrite of the FCRCC Bylaws every four years. A blanket approval of the revision or rewrite requires a two-thirds majority of a quorum of PCOs at a Central Committee meeting.

ARTICLE 17 – CAUCUSES and CONVENTIONS

17.1 –Caucuses

Before March 31 of each presidential-election year, and on a specific date during a presidential-election year, and as mandated by the Republican State Committee of Washington, the FCRCC will sponsor County Caucuses of combined precincts throughout Franklin County. Any Republican residing in Franklin may participate in the Franklin County Republican Caucuses in his or her precinct.

The County Caucuses offer a mechanism to do the following:

- Provide a platform for declared candidates in upcoming elections;
- Disseminate information;
- Elect delegates to the Franklin County Convention; and • Review and approve the platform of the FCRCC.

All PCOs are automatically delegates, representing their respective precincts, to the Franklin County Convention. Furthermore, eligible caucus attendees may select one additional delegate to the Franklin County Convention from each Franklin county precinct.

If caucuses are combined with several precincts, each precinct may still be represented with one elected delegate plus the precinct's PCO.

Precincts unrepresented at the caucuses forfeit the right of representation by an additional delegate at the Franklin County Republican Convention.

Each delegate may be represented by an alternate delegate selected at the caucuses.

All delegates must be registered voters.

The FCRCC Chair may appoint a Caucus Committee and a committee chair to plan, communicate, and conduct the County Caucuses.

17.2 –Conventions

17.2.1 – County

Before April 30 of each presidential-election year, and on a specific date during a presidential-election year, and as mandated by the Republican State Committee of Washington, the FCRCC will conduct a County Convention.

The Precinct Caucuses nominate and elect delegates to the Franklin County Convention in March of presidential-election years.

The purpose of the Franklin County Convention is to adopt a platform and to elect delegates to the Republican Party State Convention. The FCRCC Chairman, the FCRCC Vice Chairman, and the FCRCC State Committeeman and the State Committeewoman are automatically included as delegates in additions to the elected delegates. Note – PCOs are not automatically included as delegates to the state convention.

The FCRCC County Chairman appoints a Convention Committee and a committee chair to plan and execute the Franklin County Convention.

17.2.2 – State

The Washington State Republican Convention is held at different times and at different locations in Washington State each presidential election year. This convention selects delegates to the Republican National Convention. Attendees include those delegates elected at the Franklin County Convention along with the FCRCC Chairman, the FCRCC Vice Chairman, the FCRCC State Committeeman, and the State Committeewoman (or their proxy).

The general fund of the FCRCC will provide travel expenses for the FCRCC officers viz., the FCRCC Chairman, the FCRCC Vice Chairman, the FCRCC State Committeeman, and the State Committeewoman (or their proxy) to the Washington State Republican Convention. These FCRCC officers' attendance or their proxies' attendance is mandatory.

When the Republican State Committee of Washington tasks the FCRCC to host the Republican Party State Convention, the FCRCC Chair will appoint a State Convention Committee and committee chair to plan and support the convention.

17.3 –Nomination of Political Candidates at the County Caucuses and Convention

The FCRCC uses the following policy, based on that recommended by the Republican State Committee of Washington, for nominating candidates and delegates at the County caucuses and County Convention:

- All Republican candidates for local, state, and federal offices are subject to the nomination process;
- A nomination requires a majority vote of a quorum of the PCOs;
- There is a separate nominating vote on each prospective Republican nominee for local, state and federal office;
- The FCRCC may select the process of conducting the voting and, thereby, selects the nomination process as a motion to nominate with a majority vote to confirm nomination for each candidate;
- Only PCOs and those PCOs appointed not less than 45 days before the first vote may vote on a nomination.

ARTICLE 18 – BYLAWS CONFLICT RESOLUTION

While conducting FCRCC business, if a voting member identifies a conflict between a statement in the FCRCC Bylaws and federal or state laws, the FCRCC Chair must take an action to resolve the conflict to comply with the law.

If there is a conflict between FCRCC Bylaws and the Republican State Committee of Washington Bylaws, the FCRCC Chair should take an action to resolve the conflict that is compliant with the Republican State Committee of Washington Bylaws.

If there is a conflict between different statements originating in different sections of the FCRCC Bylaws, the FCRCC Chair must act to resolve the conflict by adhering to one of the statements. However, in this case the Chair may do such by fiat or by a majority vote of a quorum of the PCOs.

The Chair must refer any conflict in the FCRCC Bylaws to the Bylaws Committee for the committee to correct (see

ARTICLE 16 – AMENDMENT of BYLAWS).

ARTICLE 19 – DISSOLUTION of the FCRCC

The FCRCC PCO membership may dissolve the FCRCC upon a two-thirds vote of a quorum of the PCOs. Prior to a dissolution vote, the FCRCC Chair must give notice in writing to the Republican State Committee of Washington. In addition, the FCRCC must pay all its debt obligations before dissolving.

ARTICLE 20 – ENABLING DOCUMENTS

The FCRCC Bylaws Committee has written these bylaws in accordance with all applicable enabling documents, specifically the Revised Code of Washington (RCW) and the Republican State Committee of Washington Bylaws (those bylaws adopted January 28, 2017).

Links to the specific RCWs cited in these bylaws are below:

[RCW 29A.80.010](#)

[RCW 29A.80.030](#)

[RCW 29A.80.031](#)

[RCW 29A.80.041](#)

[RCW 29A.80.051](#)

A link to the Republican State Committee of Washington Bylaws is below:

[2017-2018 WSRP By-Laws Approved January 28, 2017](#)

APPENDIX – A

DUTIES AND RESPONSIBILITIES OF ELECTED OFFICERS AND APPOINTED POSITIONS

This appendix lists the specific duties and responsibilities of the FCRCC Elected Officers and the FCRCC Appointed Positions. Note, however, that the Elected Officers and Appointed Positions may also have other duties and responsibilities that the FCRCC Bylaws describe in the Articles of the main document, but which this appendix does not explicitly list.

The Precinct Committee Officer (PCO) position can be an Appointed Position. However, since **ARTICLE 6 – PRECINCT COMMITTEE OFFICERS (ELECTED)** and **ARTICLE 7 – PRECINCT COMMITTEE OFFICERS (APPOINTED)** discusses the specific duties and responsibilities of the PCOs, this appendix does not include PCOs.

The Precinct Captain (PC) position is strictly an Appointed Position. Likewise, this appendix does not include the PC position. This position's roles and responsibilities are essentially the same as those of the PCO position, as **ARTICLE 8 – PRECINCT CAPTAIN POSITION (PC)** explains.

A.1 – Elected Officers

A.1.1 – County Chairman

The County Chairman (FCRCC Chair) assumes the following duties and responsibilities:

- Performs all duties pertaining to the office, unless prohibited by the FCRCC Bylaws or the written policies and directives of the Washington State Republican Party;
- Presides over all meetings of the FCRCC and Executive Committee;
- Acts as an ex-officio member of all committees except the Nominating Committee;
- Appoints Standing and Special Committees and the committees' chair (other than the Fund-Raising Committee, which the FCRCC Vice Chair chairs);
- Asserts oversight over standing and special committees to assure proper functioning;

- Appoints and removes all Appointed Officers;
- Fills temporary vacancies for the Elected Officers as needed; ● Fills vacancies for all the FCRCC subcommittees as needed.
- Appoints PCOs and PCs as necessary;
- Initiates an annual peer review by the FCRCC Audit Committee or an independent audit;
- Acts as the official spokesman for the FCRCC in interfacing with external organizations and the media on FCRCC business;
- Acts as member of the Republican State Committee of Washington;
- Appoints members for the Legislative District Committees established by the Republican State Committee of Washington.

A.1.2 – County Vice Chairman

The County Vice Chairman (FCRCC Vice Chair) assumes the following duties and responsibilities:

- Assists the FCRCC Chair as needed;
- Presides at all Central and Executive Committee meetings when the County Chairman is absent;
- Serves as Chair of the Fund-Raising Committee, which has responsibility for the annual Lincoln Day Dinner;
- In the event of the County Chairman vacating office, presides as the County Chairman until the end of the two-year term and calls a meeting of the Central Committee to nominate and elect a new Vice Chairman.

A.1.3 – State Committeeman and State Committeewoman

The State Committeeman and the State Committeewomen both assume the following duties and responsibilities:

- Act as the FCRCC representatives to the Republican State Committee of Washington;
- Attend all Republican State Committee of Washington meetings;
- Give a brief oral or written report of the Republican State Committee of Washington meetings for communication to the FCRCC on those issues affecting Franklin County;
- Be cognizant of state issues from District 2 meetings that might relate to Franklin County;
- Be subject to appointment by the County Chairman to participate in ad-hoc Republican State Committee of Washington meetings;
- Work with other Republican State Committee of Washington Officers;
- Be subject to appointment by the County Chairman to assist with FCRCC activities;
- Recruit a proxy when their attendance at Republican State Committee of Washington meetings is not possible;

A.2 – Appointed Positions

This section describes the Appointed Positions. All are filled at the discretion of the FCRCC County Chairman. The Chairman also has the option not to fill an Appointed Position.

Activation of committees and the appointment of additional committee members are initiated at the discretion of the FCRCC County Chairman.

Additional positions and committees may be initiated at the discretion of the FCRCC County Chairman upon approval of the Central Committee.

A.2.1 – Executive Secretary

The Executive Secretary assumes the following duties and responsibilities:

- Maintains and backs up the records of the FCRCC in a safe and organized way;
- Maintains the FCRCC official e-mail, phone line, and US Post Office Box;
- Sends meeting notices in a timely manner to the Central Committee and Executive Committee members;

- Maintains an updated FCRCC members list with residential addresses, phone numbers, and e-mail addresses;
- Along with the PCO Manager, maintains a current list of elected PCOs, appointed PCOs, and PCs with addresses and contact information;

A.2.2 – Recording Secretary

The Recording Secretary assumes the following duties and responsibilities:

- Keeps complete and accurate minutes of all Central and Executive Committee meeting minutes; ● Assures the signing of the minutes by the County Chairman after approval.

A.2.3 – Treasurer

The Treasurer assumes the following duties and responsibilities:

- Acts as custodian for all FCRCC funds;
- Maintains an accurate record of all financial transactions;
- Prepares financial records for peer review or independent audit as needed;
- Deposits and disburses funds in compliance with all state and federal laws and regulations;
- Acts as a co-signatory with the County Chairman for all disbursements of funds authorized by the Executive Committee;
- Works with the Financial Advisor in establishing and reporting an annual budget;
- Submits a financial report to the Central Committee and Executive Committee at each monthly meeting (preferably an up-to-the-date Balance Sheet and an up-to-the-date Profits and Loss Statement); ● Files all required financial reports to federal, state, and the Washington State Republican Party officials; ● Assists with all audits as a member of the Audit Committee.

The FCRCC Chair may also recommend that the Treasurer obtain training through Washington State's Public Disclosure Commission regarding the Washington State filing laws and the ORCA (Online Reporting of Campaign Activity) software program found at www.pdc.wa.gov before any fundraising can begin.

A.2.4 – Assistant Treasurer

The Treasurer assumes the following duties and responsibilities:

- Assists the Treasurer as needed;
- Assists with all audits as a member of the Audit Committee.

The FCRCC Chair may also recommend that the Assistant Treasurer obtain training through Washington State's Public Disclosure Commission regarding the Washington State filing laws and the ORCA (Online Reporting of Campaign Activity) software program found at www.pdc.wa.gov before any fundraising can begin.

A.2.5 – Finance Advisor

The Finance Advisor assumes the following duties and responsibilities:

- Develops an annual budget for approval of the Central Committee;
- Works with the other officers and committee chairs to review and update proposed and projected funding;
 - Reports to the Central Committee on the budget at each monthly meeting; ● Assists with all audits as a member of the Audit Committee.

The FCRCC Chair may also recommend that the Financial Advisor obtain training through Washington State's Public Disclosure Commission regarding the Washington State filing laws and the ORCA (Online Reporting of Campaign Activity) software program found at www.pdc.wa.gov before any fundraising can begin.

A.2.6 – Fund-Raising Committee Chairman

The Fund-Raising Committee Chairman, who is the County Vice Chair, assumes the following duties and responsibilities:

- Plans and conducts fund-raising activities;
- Maintains an accurate record of all financial transactions for fund-raising events;
- Oversees the annual Lincoln Day Dinner as the primary fund-raising event;
- Recruits members in planning and executing fund-raising events;
- Establishes a budget for each fund-raising event;
- Gets each fund-raising event and budget approved by the Executive Committee;
- Provides regular reports to the Central Committee;
- Establishes an annual plan of action for fund-raising events;
- Presents annual plans of action to the Executive Committee for approval;
- Keeps a journal of each event and submits an after-action report upon completion of each project.

A.2.7 – Precinct Committee Officer Manager

The Precinct Committee Officer Manager assumes the following duties and responsibilities:

- Maintains a current list of elected PCOs, appointed PCOs, and PCs with addresses and contact information;
- Recruits new PCOs and PCs;
- Maintains PCO Certificates of Appointment;
- Trains new PCOs and PCs;
- Maintains awareness of precinct boundaries and changes;
- Works with Webmaster to post PCO-related and PC-related matters on the FCRCC website;

A.2.8 – Communications Manager

The Communications Manager assumes the following duties and responsibilities:

- Communicates information about FCRCC to media;
- Prepares press releases;
- Promotes publicity;
- Distributes pertinent information to the FCRCC;
- Maintains a calendar of events;
- Posts a monthly newsletter on the website.

A.2.9 – Webmaster

The Webmaster assumes the following duties and responsibilities:

- Designs and maintains a website for the FCRCC;
- Posts pertinent information and links on the website;
- Maintains the FCRCC Facebook account;
- Obtains approval of the Chair for all material posted.

A.2.10 – Parliamentarian

The Parliamentarian assumes the following duties and responsibilities:

- Attends all Central and Executive Meetings;
- Provides guidance on the proper application of Robert's Rules of Order during meetings; ● Issues advisory opinions on parliamentary rules as requested by the Chair.

A.2.11 – Programs Coordinator

The Programs Coordinator assumes the following duties and responsibilities:

- Develops an annual plan to provide for speakers and briefs presentations of interest to the FCRCC at Central Committee meetings;
- Works with the Executive Secretary and Communications Manager to notify the membership and media of upcoming programs.

A.2.12 – Activities Coordinator

The Activities Coordinator assumes the following duties and responsibilities:

- Develops an annual plan of social activities for the FCRCC;
- Works with the Financial Manager to produce a budget for the activities if expenses are involved.

A.2.13 – Community Outreach Coordinator

The Community Outreach Coordinator assumes the following duties and responsibilities:

- Produces an annual plan to provide outreach to the community at large to encourage FCRCC membership, voter registration, voting, formation of youth groups, and other activities beneficial to the FCRCC and the Republican Party.

A.2.14 – Voting Records/Credentials Chair

The Voting Records/Credentials Chair assumes the following duties and responsibilities:

- Verifies the proper and current voter registration records for members, PCOs, candidates, delegates and other officers;
- Verifies addresses, domicile, precincts and party preferences of members, officers, candidates, PCOs and others as required;
- Uses public records and Republican data files and all other legal means to retrieve the needed information;
 - May initiate match-back record-keeping during elections to encourage Republican voter turnout.

A.2.15 – Bylaws Committee Chair

The Bylaws Committee Chair assumes the following duties and responsibilities:

- Leads the Bylaws Committee in reviewing proposed amendments or changes to the FCRCC Bylaws;
- Prepares a draft of any revised FCRCC Bylaws to the other members of the committee for subsequent, full-committee review and editing;
- Facilitates the distribution of any revised FCRCC Bylaws document (after a full Bylaws Committee review and edit) to the Central Committee for final review and approval;
- Maintains a computerized, record copy of the FCRCC Bylaws for ready revision as needed;
- Works with the Webmaster to place a Central Committee-approved copy of the FCRCC Bylaws on the FCRCC website.

A.2.16 – Platform Chair

The Platform Chair assumes the following duties and responsibilities:

- Leads the Platform Committee in developing a platform representative of the values, beliefs, policies, positions, and mission of the FCRCC;
- Provides a draft of this platform that is ready for review and approval by the Central Committee by the February FCRCC meeting and/or the County Caucuses during March of each presidential-election year;
- Facilitates the distribution of the committee-approved platform to all members and PCOs before the County Convention of each presidential-election year;
- Maintains a computerized record copy of the platform for revision as needed;
- Works with the Webmaster to place a Central Committee-approved copy of the platform on the FCRCC website.

A.2.17 – Legislative Chair

The Legislative Chair assumes the following duties and responsibilities:

- Keeps the FCRCC and the Chair informed of legislation and related issues that affect the FCRCC, Franklin County, or the Tri-Cities area;
- Develops and maintains a relationship with all elected officials, agency officials, state and federal lawmakers, and the State Committee as well as any other policy makers to provide input and feedback on all legislation having a potential impact on the citizens of the Tri-Cities area.

A.2.18 – Candidate Evaluation Committee Chair

The Candidate Evaluation Committee Chair assumes the following duties and responsibilities:

- Uses the process in **Section 14.1 – Evaluations** to evaluate candidates for the FCRCC; ● Reports results of evaluation of candidates to FCRCC via oral or written means.

A.2.19 – Nominating Committee Chair

The Nominating Committee Chair assumes the following duties and responsibilities:

- Recruits, selects, interviews, and recommends candidates for nomination and election to FCRCC elected positions;
- Reports evaluation results to the FCRCC.

A.2.20 – Precinct Caucus Committee Chair

The Precinct Caucus Chair assumes the following duties and responsibilities:

- Plans and communicates with the Caucus committee to conduct the County Caucuses.

A.2.21 – County Convention Committee Chair

The County Convention Committee Chair assumes the following duties and responsibilities:

- Plans and communicates with the County Convention committee to conduct the County Convention.

A.2.22 – State Convention Committee Chair

The State Convention Committee Chair assumes the following duties and responsibilities when the Republican State Committee of Washington tasks the FCRCC to host the Republican Party State Convention:

- Plans and communicates with the State Convention committee to support the Republican Party State Convention.

ATTACHMENT I

PROXY FORM

FRANKLIN COUNTY REPUBLICAN CENTRAL COMMITTEE PRECINCT COMMITTEE OFFICER (PCO)

Date: _____

KNOW ALL PERSONS BY THESE PRESENTS:

I, _____, a member of the Franklin County Republican Central Committee of Precinct _____, do hereby name, designate and appoint _____, a registered voter and declared Republican of the said precinct in Franklin County, as my true and lawful agent, proxy, or attorney, to attend for and to act in my stead in all matters coming before the Franklin County Republican Central Committee at its meeting on _____ with full power to vote and act on all matters coming before said Committee, as fully as if I were present and acting on my own behalf.

_____ Precinct Committee Officer Signature