



# **BYLAWS, RULES AND REGULATIONS OF THE CONVERSE COUNTY REPUBLICAN PARTY STATE OF WYOMING**

Adopted March 10<sup>th</sup>, 2012  
Amended March 29<sup>th</sup>, 2014  
Amended March 12<sup>th</sup>, 2016

## TABLE OF CONTENTS

Article I. The Republican Party .....	4
1. Membership .....	
Article II. Object .....	4
Article III. Definitions and Procedures .....	4
Article IV. County Central Committee .....	5
1. Membership .....	5
2. Meetings .....	5
3. Duties of Precinct Committeemen and Committeewomen .....	6
4. Powers .....	6
5. Quorum .....	6
6. County Party Vacancies .....	7
7. Officers and Terms of Office .....	7
8. Duties of Officers .....	8
a. County Chairman	
b. County Vice-Chairman	
c. County Secretary	
d. County Treasurer	
e. State Committeeman and State Committeewoman .....	9
9. County Committees .....	9
a. Executive Committee	
b. Credentials Committee	
10. Voting .....	10
11. Conduct of County Central Committee Meetings .....	10
12. Proxy Votes .....	10
Article V. County Convention .....	10
1. Membership .....	10
2. Precinct Caucus .....	11
3. Apportionment of Precinct Delegates to County Convention .....	11
4. Conduct of Precinct Caucuses .....	11
5. Date of County Convention .....	12
6. County Convention - Notice of Meeting .....	12
7. Powers .....	12

Article V. County Convention (con't.)	
8. Conduct of County Convention.....	12
9. Committees .....	13
a. Credentials .....	13
b. Bylaws .....	13
c. Platform .....	13
d. Resolutions.....	13
e. Nominating .....	13
10. Order of Business .....	14
11. Roll Call Votes .....	14
Article VI. Ratification and Amendments .....	14
1. Ratification .....	14
2. Amendments .....	15
Article VII. Severability .....	15
Article VIII. Certification .....	15

**BYLAWS, RULES AND REGULATIONS  
OF THE  
CONVERSE COUNTY REPUBLICAN PARTY  
STATE OF WYOMING**

**ARTICLE I  
THE REPUBLICAN PARTY**

**1. MEMBERSHIP:** The Converse County Republican Party shall consist of all registered Republicans in the County.

**ARTICLE II  
OBJECT**

**1. OBJECT OF ORGANIZATION:** The object of this organization shall be to strengthen Party effectiveness by selecting Republican candidates for county office and endorsing or recommending Republican candidates for state and federal office who will adopt the Party Platform, and have demonstrated that they will be responsive and accountable to the Republican voters. It is also the object of this organization to coordinate all elements of the Republican Party in Converse County, to promote the Republican philosophy at all levels of government, and to assemble the energy and resources of the organization to enhance the election potential of Republican candidates.

**ARTICLE III  
DEFINITIONS AND PROCEDURES**

**1. Definitions**

- a. 'CCRP' means the Converse County Republican Party.
- b. The use of the masculine shall be deemed to include the feminine.
- c. 'Casting lots' means coin flips or the drawing of names to determine the outcome of a vote.
- d. 'W.S.S.' stands for Wyoming State Statute.
- e. 'Proxy' means a written document, bearing the signature of the qualified voter, specifying the identity of the authorized substitute voter and the specific meeting at which the substitution is authorized. A proxy shall be delivered in original or by facsimile to the presiding officer prior to the authorized substitute casting any vote.

**2. Procedures**

- a. At least two (2) tellers shall be appointed by the Chairman of any meeting or convention for

all forms of voting herein requiring a count of individual votes.

b. Robert's Rules of Order shall govern the proceedings of the CCRP where not in conflict with State or County Bylaws or State Law.

## **ARTICLE IV COUNTY CENTRAL COMMITTEE**

### **1. MEMBERSHIP**

a. The Central Committee of the Converse County Republican Party shall consist of the properly elected or appointed Republican Precinct Committeemen and Committeewomen in the County who shall hold office for a term of two (2) years or until their successors have been properly elected or appointed. Each precinct shall elect one (1) Committeeman and one (1) Committeewoman for each two hundred fifty (250) votes or major fraction thereof cast for the Republican candidate for U.S. Representative in the last general election, but provided no precinct shall be entitled to less than one (1) Precinct Committeeman and one (1) Precinct Committeewoman.

b. Precinct Committeemen and Committeewomen shall be electors registered in the Party and shall reside in the precinct they represent.

c. If a precinct boundary line is changed for any reason, the County Commissioners shall determine the number of Precinct Committeemen and Committeewomen to which the affected precinct is entitled.

d. All County Central Committee members in office on the date that notice of the County Central Committee meeting is published shall be allowed to vote at said meeting.

### **2. MEETINGS**

The County Central Committee shall meet in Converse County:

a. In the County seat, for the purpose of organization within thirty days (30) days after the County Chairman has received notice from the County Clerk that all of the county Central Committee members have been certified elected. The meeting shall be held at the time and place determined by the County Chairman. The County Chairman shall publish a notice of the meeting in newspapers of general county circulation in Douglas and Glenrock not less than ten (10) days prior to the meeting. The purpose of the meeting is to make Committee assignments, and provide instruction and information in duties and roles, and otherwise organize the body.

b. In the County seat, during the month of March of each odd numbered year. The County Chairman shall deposit notice of the March meeting of each odd numbered year in the office of the County Clerk not less than ten (10) days before this meeting. The County Chairman shall publish a

notice of the March meeting of the County Central Committee in newspapers of general county circulation in Douglas and Glenrock not less than ten (10) days prior to the meeting.

The County Chairman, Vice Chairman, State Committeeman and State Committeewoman, County Secretary, and County Treasurer shall be elected by the County Central Committee at this March meeting to serve for a term of two (2) years.

The County Chairman shall immediately notify the State Chairman in writing of the names and addresses of persons elected to the offices of County Chairman, State Committeeman and State Committeewoman.

c. At other times and places as may be determined by the County Chairman, or the County Executive Committee, or upon written request of twenty-five percent (25%) of the County Central Committee members.

The County Chairman shall publish a notice of such meetings of the County Central Committee in newspapers of general county circulation in Douglas and Glenrock not less than ten (10) days prior to a meeting.

### **3. DUTIES**

Precinct Committeemen and Committeewomen fill elected office in the County. The first duty of that office is to faithfully represent their constituents. This requires that each Committeeman must know the registered Republicans in their Precinct, and listen to their opinions, knowledge and advice, and accurately relay that information to the Central Committee. Other duties include the promotion of Party principles, support of the organization, participation in meetings to deliberate and develop policy and positions, educate the public in good government practices, and find and support potential candidates for other public offices. The term of office for all precinct committeemen and committeewomen shall be two (2) years and shall begin on the first Monday in January of the year following their election.

These duties require active and demanding participation. A Precinct Committeeman who cannot or will not fulfill the duties of the office should resign and allow the office to be filled.

### **4. POWERS**

The County Central Committee shall exercise those powers conferred upon it by law, and State and County Bylaws. The County Central Committee is empowered to determine policy, to make rules, to settle disputes, and to perform all functions necessary to further the interests of the Converse County Republican Party.

### **5. QUORUM**

Those members of the County Central Committee attending a properly called meeting of the County Central Committee, either in person or by proxy, shall constitute a quorum, and be entitled to vote on the issues before the meeting.

## **6. COUNTY PARTY VACANCIES**

a. A vacancy in the County Central Committee or among its officers shall occur in case of death, resignation, removal of residence from the precinct or county, inability to act, as determined by the County Central Committee, or failure to be elected during a regularly scheduled election.

b. A vacancy in the office of Precinct Committeeman or Precinct Committeewoman shall be filled by appointment of a registered Republican resident in the precinct in which the vacancy exists. This appointment is made by the County Executive Committee. The replacements shall serve until the next regular election for Precinct Committeeman or Precinct Committeewoman and shall be entitled to deliberate and vote on all issues coming before the County Central Committee.

The County Chairman shall submit the name of the new Precinct Person to the State Party and the County Clerk within 15 days of their appointment.

c. The County Vice Chairman shall become the County Chairman in the event of a vacancy in the office of County Chairman.

d. The County Central Committee shall appoint a successor to fill a vacancy in the office of County Vice Chairman. Selection of the appointee by the County Central Committee may be an election process including nomination of candidates followed by secret ballot voting by Central Committee members.

e. The County Chairman shall appoint successors to fill vacancies in the office of County Secretary or County Treasurer.

f. A vacancy in the office of State Committeeman or State Committeewoman shall be filled by election by the County Central Committee within thirty (30) days of the vacancy.

## **7. OFFICERS AND TERMS OF OFFICE**

a. The County Chairman, Vice Chairman, State Committeeman and State Committeewoman, County Secretary, and County Treasurer shall be elected by the County Central Committee at its March meeting in the odd numbered years to serve for a term of two (2) years.

The County shall immediately notify the State Chairman in writing of the names and addresses of persons elected to the offices of County Chairman, State Committeeman and State Committeewoman.

b. Other committee chairmanships and positions created by the County Central Committee shall be appointed by the County Chairman.

c. None of the foregoing officers, committee chairmen or committee members need be members of the County Central Committee, but each must be registered in the Party and a resident

in the County.

d. Any officer of the Converse County Republican Party may be removed for cause from their position by a vote of two-thirds (2/3) majority of the County Central Committee represented at a properly called meeting.

## **8. DUTIES OF OFFICERS**

a. **County Chairman.** In addition to the duties with which he is charged by statute, the County Chairman shall be the chief executive officer of the Converse County Republican Party and shall preside over all meetings of the County Executive Committee, County Convention, and County Central Committee. He shall carry out policies established by the County Central Committee and shall have all general powers of administration customarily vested in the office of Chairman.

The County Chairman, and the County Secretary shall certify all rules and bylaws promulgated, revoked or amended by the County Central Committee and file them with the County Clerk within thirty (30) days after the adjournment of the county central committee meeting in accordance with W.S.S. 22-4-119 Certification and filing of rules and bylaws.

By Republican State Bylaws, the County Chairman is also a member of the State Republican Central Committee and is expected to carry out those duties and attend the called and required meetings of that Committee.

b. **County Vice Chairman.** The County Vice Chairman shall assist the County Chairman in the duties of his office. He shall perform other duties as assigned to him by the County Chairman. He shall perform the duties and exercise the powers of the County Chairman during the County Chairman's absence or disability.

c. **County Secretary.** The County Secretary shall keep the minutes of all meetings of the County Central Committee, County Convention, and County Executive Committee and shall serve on the County Credentials Committee. The secretary shall keep a hard copy of all minutes and make this copy available at all meetings, and maintain these copies in a minute book and a copy kept on file at the County Clerk's office. These hard copies as maintained in a minute book shall serve as the official record of the party. Minutes should also be available on County Republican website.

The County Secretary, and the County Chairman shall certify all rules and bylaws promulgated, revoked or amended by the County Central Committee and file them with the County Clerk within thirty (30) days after the adjournment of the County Central Committee meeting in accordance with W.S.S. 22-4-119 'Certification and filing of rules and bylaws'.

d. **County Treasurer.** The County Treasurer shall be responsible for money received and disbursed by the County Republican Party, and shall file appropriate forms with the Secretary of State for income and expenses on election years.

The Executive Committee will set a limit of expenditures the Treasurer may make without Executive Committee approval.



The Treasurer's Report will be compiled with the Secretary's minutes and filed with the Secretary's book in the County Clerk's office.

e. **State Committeeman and State Committeewoman.** By Republican State Bylaws, the County Chairman and State Committeeman and Committeewoman are also members of the State Republican Central Committee and are expected to carry out those duties and attend the called and required meetings of that Committee. Should his attendance be impossible, it is his responsibility to arrange for a legal proxy vote. This proxy should be carried by a member of the Executive Committee of the County Party, or a County Central Committee member. He will report the happenings of said meetings to the County Executive Committee or the County Central Committee at their respective gatherings.

The State Committeeman and Committeewoman are also County Delegates to the State Convention and are required to attend the State Convention, deliberating and voting on issues before that Committee.

## **9. COUNTY COMMITTEES**

Each County Central Committee may select other committees and sub-committees as it from time to time may determine as proper, and it may temporarily delegate any of its powers to such a committee or subcommittees.

a. The **County Executive Committee** shall consist of the elected and appointed officers of the County Central Committee, namely the Chairman, the Vice Chairman, Secretary, Treasurer, State Committeeman and State Committeewoman and other persons as provided by the County Bylaws.

The County Executive Committee shall have, but not be limited to, the following powers:

(i) To fill vacancies in the office of Precinct Committeeman and Precinct Committeewoman, and Delegates or Alternates to the National Convention unless otherwise provided by the County Bylaws.

(ii) To ratify emergency actions taken by the County Chairman.

(iii) To further the interests of the Converse County Republican Party.

(iv) To set a preapproved limit on expenditures that may be made by the Treasurer without prior Executive Committee approval.

b. Committees shall include:

**Credentials Committee.** The Credentials Committee shall be a permanent committee and shall operate at each Central Committee meeting. This will be a three-member committee, one of which shall always be the County Party Secretary. Other members of the Committee are not permanent appointments, but may be filled on a temporary basis. These other members must be drawn from the Central Committee. The Credentials Committee shall consist of the County Secretary and other members appointed by the County Chairman. The committee shall be responsible for examining and certifying credentials of all Delegates and Alternates to the County Convention.

## **10. VOTING**

a. Only properly elected or appointed Precinct Committeemen and Precinct Committeewomen or their proxies shall be entitled to vote at Central Committee meetings. All County Central Committee members in office on the date that notice of a County Central Committee meeting is published shall be allowed to vote at the meeting.

b. In the event the County Chairman is also a Precinct Committeeman or Precinct Committeewoman, he shall be entitled to vote his vote as a Precinct Committeeman or Precinct Committeewoman.

## **11. CONDUCT OF COUNTY CENTRAL COMMITTEE MEETINGS**

a. Presiding Officer. The County Chairman shall preside over all meetings of the County Central Committee.

b. Voting by Chairman. If two (2) consecutive tie votes on a question occur, the County Chairman shall, at his discretion, exercise his right to vote as Chairman as provided by Robert's Rules of Order to break the tie or to decide the vote by casting lots.

## **12. PROXY VOTES**

Vote by proxy is allowed at meetings of the County Central Committee. A person holding a proxy for an absent Precinct Committeeman or Precinct Committeewoman must be a resident of the same precinct as the member he represents and be a registered Republican. No person shall be allowed to vote more than two (2) proxies.

# **ARTICLE V COUNTY CONVENTION**

## **1. MEMBERSHIP**

a. Delegates to the County Convention shall be the members of the County Central Committee, which are the elected Precinct Committeemen and Committeewomen, and those chosen by Caucuses of the Precincts within the County. All County Convention Delegates and Alternates must at the time of the call for the County Convention be residents of the Precinct they would represent and be registered Republicans.

b. If the prescribed number of Delegates is not duly elected by Precinct Caucuses the County Chairman, with approval of the majority of the County Executive Committee, is authorized to appoint the prescribed number of Delegates from the Precinct(s) to the County Convention.

c. Each Precinct Caucus shall also choose Alternates equal in number to its allotted Delegates and shall designate the priority in which the Alternates shall replace absent Delegates. If Alternates

have not been selected, the County Chairman may appoint.

d. If Precinct Committeeman or Committeewoman vacancies exist at the time of the Precinct Caucus, the Precinct Caucus may elect Delegates equal in number to the vacancies.

## **2. PRECINCT CAUCUS**

a. Precinct Caucuses shall be held not more than twenty-five (25) days nor less than ten (10) days prior to the County Convention.

b. The County Chairman shall issue the call for the Precinct Caucuses by publishing a notice of the number of Delegates to County Convention to be selected from each Precinct, the date, time, and place for each Caucus in a newspaper(s) of general circulation in Douglas and Glenrock not less than ten (10) days prior to the Precinct Caucuses.

c. Several Precinct Caucuses may be held in a single location.

d. All Republicans who have registered within the Precinct at the dates of the call of the Precinct Caucus shall be entitled to participate and vote at the Precinct Caucus.

e. Proof of qualifying residence and Party registration shall be by the most recent County Clerk's voter list.

## **3. APPORTIONMENT OF PRECINCT DELEGATES TO COUNTY CONVENTION**

a. The Delegates to which each Precinct shall be entitled at the County Convention shall be determined, as nearly as possible, in proportion to the total votes cast in each precinct for the Republican candidate for the office of U.S. House of Representatives at the preceding general election.

b. Each precinct shall be entitled to at least two (2) Delegates.

## **4. CONDUCT OF PRECINCT CAUCUSES**

a. Either a Precinct Committeeman or Precinct Committeewoman in attendance at the Precinct Caucus shall be elected Caucus Chairman.

b. In the event there is neither a Precinct Committeeman nor a Precinct Committeewoman in attendance, those assembled and qualified to vote shall elect from among them a person to serve as Caucus Chairman.

c. The Chairman shall take nominations of qualified Republicans residing within the precinct to be Delegates or Alternates to the County Convention and shall call for any County, State or National Resolutions, State or County Platform planks and County or State Bylaw changes to come before

the Caucus.

d. The election of Delegates and Alternates shall be by secret ballot, if desired by anyone in attendance at the Precinct Caucus.

e. The Caucus Chairman shall, within the next five (5) days, certify in writing to the County Chairman the names of those elected Delegates and Alternates to the County Convention from that precinct, and all Resolutions, Platform Planks and Bylaw changes proposed by the Precinct Caucus.

## **5. DATE OF COUNTY CONVENTION**

The State Central Committee shall determine the date(s) of the County Conventions consistent with State Statutes.

## **6. COUNTY CONVENTION – NOTICE OF MEETING**

Notice of the County Convention shall be published in official County newspapers of general county circulation in Douglas and Glenrock no later than fifteen (15) days prior to the County Convention.

## **7. POWERS**

The Delegates to a County Convention shall have, but not be limited to, the following powers:

a. To adopt or amend the Bylaws of the County Party

b. To elect the Delegates and Alternates to the Republican State Convention.

c. To elect the Delegate(s) and/or Alternate(s) to the Republican National Convention.

d. To adopt Resolutions and Platform planks which shall be submitted to the State Convention.

e. To propose changes to the State Party Bylaws, which shall be submitted to the State Convention.

## **8. CONDUCT OF COUNTY CONVENTION**

a. Presiding Officer. The County Chairman shall serve as Chairman of the County Convention. If two (2) consecutive tie votes on a question occur, the County Chairman, at his discretion, shall either vote to break the tie or decide the vote by casting lots, whether or not he is a Delegate to the County Convention.

b. Quorum. Those Delegates attending a properly called County Convention shall constitute a quorum.

c. Proxy Votes. Vote by proxy shall not be allowed at a County Convention.

d. Unit Rule. The unit rule method of voting shall not be adopted by any County Convention.

## **9. COMMITTEES**

A Credentials Committee shall act at the County Convention. A Bylaws Committee, Platform Committee, Resolutions Committee, Nominating Committee and other Committees as provided by County Bylaws may act at the County Convention. The powers and duties of Committees, if formed, shall be as follows:

a. **Credentials.** The Credentials Committee shall consist of the County Secretary and other members appointed by the County Chairman. The Committee shall be responsible for examining and certifying credentials of all Delegates and Alternates to the County Convention.

b. **Bylaws.** The Bylaws Committee shall consist of members appointed by the County Chairman. The Committee shall meet at least one (1) week prior to the County Convention to draft and propose revisions to the County and/or State Bylaws to be presented to the County Convention. However, nothing shall preclude any Delegate from submitting additional County or State Bylaw revisions from the floor, in writing, at the County Convention.

c. **Platform.** The Platform Committee shall consist of members appointed by the County Chairman. The Committee shall meet at least one (1) week prior to the County Convention, to draft Platform Planks or revise existing Planks to be presented to the County Convention. These Planks shall be restricted to long-standing core principles guiding the Party. However, nothing shall preclude any Delegate from submitting additional Platform proposals from the floor, in writing, at the County Convention.

d. **Resolutions.** The Resolutions Committee shall consist of members appointed by the County Chairman. The committee shall meet at least one (1) week prior to the County Convention, to draft resolutions stating recommended actions or policy positions pertaining to current issues which affect principles or positions defined in the Platform Planks to be presented to the County Convention. However, nothing shall preclude any Delegate from submitting additional Resolutions from the floor, in writing, at the County Convention.

e. **Nominating.** The Nominating Committee shall consist of members appointed by the County Chairman. The Committee shall meet at least one (1) week prior to the County Convention, to prepare a slate of nominations for Delegates and Alternates to the State Convention, to be presented to the County Convention.

In any year in which the Republican National Convention will be called, the Committee may, at its meeting prior to the County Convention, prepare a slate of nominations for Delegate(s) and/or Alternate(s) to the Republican National Convention (as designated by State Bylaws) to be presented to the County Convention. However, nothing shall preclude any properly seated Delegate from submitting additional qualified nominations from the floor at the County Convention.

Platforms, Resolutions and Bylaws adopted at the County Conventions shall be submitted to the Executive Director of the State Party no later than thirty (30) days prior to the State Convention. Failure to submit the adopted Platforms, Resolutions and Bylaws by this deadline may result in those not being considered by State Convention Committees.

## **10. ORDER OF BUSINESS**

a. The business at the County Republican Convention shall be as follows:

- (i) Call to order by the County Chair
- (ii) Report of the Credentials Committee
- (iii) Report of the Bylaws Committee
- (iv) Report of the Platform Committee
- (v) Report of the Resolutions Committee
- (vi) Report of the Nominating Committee
- (vii) Elections
- (viii) Other Business
- (ix) Adjournment

b. The County Chairman, at his discretion, may change the order of business prior to convening the Convention. After the Convention is convened, the order of business may be changed by a majority vote of the Delegates.

## **11. ROLL CALL VOTES**

a. A roll call vote ("Yeas" and "Nays") or a secret ballot vote upon any question presented at the County Convention may be ordered by the County Chairman or can be compelled by a majority vote of the Delegates.

b. A request for a roll call vote or a secret ballot vote must be sought before the question is first voted upon. The preceding in no way interferes with the right of a Delegate to request a standing vote on questions presented to the County Convention.

# **ARTICLE VI RATIFICATION AND AMENDMENTS**

## **1. RATIFICATION**

These Bylaws, upon adoption by a majority vote of the Delegates elected or appointed to the County Convention, shall repeal and replace all Bylaws that preceded them and shall be binding upon adjournment of the Convention at which they are adopted.

## 2. AMENDMENTS

a. These Bylaws may be repealed or amended by a majority vote of the Delegates elected or appointed to the County Convention.

b. Any change in Wyoming law compelling a change in the Bylaws shall automatically amend these Bylaws upon the effective date of change in state law. Such change will be explained at the next County meeting by the County Chairman or his designee.

c. Amendments to these Bylaws shall become effective upon adjournment of the Convention at which the amendments were approved.

d. These Bylaws, and any amendments, shall be certified by the County Chairman and County Party Secretary and shall be filed with the County Clerk within thirty (30) days after adjournment of the County Convention.

## ARTICLE VII SEVERABILITY

These Bylaws are severable and, if any portions be declared void, all other portions shall remain binding and effective.

## CERTIFICATION

*We do hereby certify that we are respectively the County Chairman and County Secretary of the Converse County Republican Party. It is further certified that the foregoing is a true and correct copy of the Bylaws of the Converse County Republican Party, adopted at a properly called Converse County Republican Party Convention held in Douglas, Converse County, Wyoming on the 10<sup>th</sup> day of March, 2012, and amended at properly called Converse County Republican Party Conventions on the 29<sup>th</sup> day of March, 2014 and on the 12<sup>th</sup> day of March, 2016.*

/s/

\_\_\_\_\_ (signature)

Kathleen D. Russell

Chairman, Converse County Republican Party

ATTEST:

/s/

\_\_\_\_\_ (signature)

Gigi E. Leman

Secretary, Converse County Republican Party