

THE LEWIS AND CLARK COUNTY REPUBLICAN CENTRAL COMMITTEE RULES

Section 1: Preamble:

These rules are created for the governance of the Lewis & Clark County Republican Central Committee, hereinafter referred to as “county central committee”. These rules shall be effective when not in conflict with state law or rules and regulations of the Montana Republican Party and will govern the organization, the conduct of its meetings, and the business of the county central committee, its officers and committees.

Section 2: Effective Date:

These rules shall become effective at the time of adoption and shall continue in force and in effect for the for the governance of the county central committee and its present and future membership, unless amended as provided hereafter.

Section 3: Membership:

The county central committee shall consist of the *duly elected or appointed precinct committeemen and committeewomen* of each precinct within the county. Any member of the Republican Party is welcome to attend and participate in the county central committee, but only precinct committeemen and *committeewomen may vote*.

Section 4: Meetings

A. Regular and Special Meetings:

All regular meetings of the county central committee shall be called to order by the county central committee chair upon five (5) days’ notice thereof to all precinct committeemen and committeewomen and to all elective and appointed officers. There shall be regular meetings in at least six (6) months of the calendar year.

Special meetings of the county central committee may be called by the county central committee by a majority of the members of the county central committee.

B. Quorum:

A quorum for the transaction of business of the county central committee shall be fifteen percent (15%) of the duly elected or appointed members of the county central committee present in person or by proxy.

C. Voting:

A precinct committeeman and committeewoman shall be entitled to participate therein and to vote either in person or by proxy. A written proxy can only be held by an elector of the same precinct of the committeeman or committeewoman executing the same.

Each precinct committeeman and committeewoman present or by proxy shall have the right to cast their individual ballot. In the event, if more than one person is a candidate for any office, the voting must be by secret ballot.

The use of Email for Official County Central Committee shall be used for business requiring action by the county central committee by the next scheduled county central committee meeting.

A: Call for vote by email:

Either the county central committee chair or vice chair may request a vote or action be taken by email. The content of the email shall contain the following:

1. Reason and justification for the use of email prior to the next scheduled meeting.
2. Who is making the request?
3. Statement in the form of a motion of the details of the request. This motion does not require a second.
4. Deadline for responding to request for comment or question.
5. Deadline for voting either for or against the request.

B. Official Record:

1. The secretary shall be responsible for maintain the entire email chain.
2. The secretary shall be responsible for emailing the request to all recipients. The email must be email to all members of the county central committee.
3. The entire email chain shall become part of the minutes for the next scheduled county central committee meeting.

C. Emails.

1. It is the responsibility of the secretary to verify all email.
2. If a message is undeliverable, then the secretary shall mail the motion to the county central committee member.
3. if a committeeman or committeewoman share a common email, it shall be their responsibility for responding appropriately to the email.

D. Roberts Rules of Order:

Insofar as they are applicable and not inconsistent with the county central committee rules, Roberts Rules of Order shall govern all meetings.

Section 5: Elected Officers:

- A. The county central committee must hold a special meeting for the purpose of organizing the county central committee between February 1 and May 15 of each odd numbered year. The meeting shall be called by the county central committee chair who shall preside over this meeting. Election of Officer must follow the Rules of the Montana Republican Party for County Central Committees.
- B. The following officers shall be elected or appointed at the biennial county convention meeting the officers elected or appointed will serve for a period of two years or until a successor is elected or appointed.
 - a. Chair and Vice Chair (one of whom shall be a man and one whom shall be a woman)
 - b. Secretary
 - c. Treasurer
 - d. State Committeeman
 - e. State Committeewoman

- f. Finance Chair
- C. In the event of a vacancy in an office, a special meeting of the county central committee shall be called for the election of a new officer. In the event of a vacancy of the precinct committeeman or committeewoman, an election of replacement may occur at any regular scheduled meeting, upon proper notice. Any qualified elector may declare themselves a candidate for the vacancy. The candidate elected shall serve out the remaining term.

Section 6: Duties County Central Committee elected Officers:

- A. Chair:
The Chair shall be the recognized leader of the Republican Party in Lewis and Clark County and shall have the sole responsibility for the hiring and discharging of employees of the county central committee. The chair shall preside at all meetings of the county central committee and shall appoint all subcommittees. The chair is ex-officio, non-voting member of all standing committees with the exception of the finance committee, where the chair is a voting member. The chair shall serve as the official representative of the county central committee and shall have the usual powers to supervise and to manage as may pertain to the office. The chair shall also be registered deputy treasurer of the committee.
- B. Vice Chair:
The vice chair shall perform such duties as may be assigned by the chair. In the absence of the chair or in the event of vacancy in the chair, the vice chair shall perform the duties of the chair during such absence or vacancy.
- C. Secretary:
The secretary shall maintain all committee records and shall keep minutes of all meetings of the committee of the county executive board and shall perform all other duties as may be assigned.
- D. Treasurer:
The treasurer shall receive all monies of the committee, be custodian of funds received and securities received and disburse the same only upon order of the chair including power to spend money in the amount of \$100 (one hundred dollars) without prior consent of the county central committee for any single non-recurring expense. All other expenditures must be approved by the treasurer or deputy treasurer in accordance with the Montana Code Annotated. All checks must be signed by the treasurer or vice treasurer. The treasurer shall present a report at each regular meeting of the county central committee.

The treasurer shall submit the Political Practice Reports as required by state law.

The treasurer shall be a member of the committees' finance committee.

- E. Finance Chair:
The finance chair shall chair the finance committee which shall include the county central committee chair and the treasurer. The finance committee shall prepare an annual budget to be presented by the finance chair to the county central committee for approval. The budget shall be approved no later than May of each year.

The finance chair, in consultation with the finance committee will be responsible to create a plan to underwrite the budget needs and, in coordination with the finance committee facilitate fundraising activities.

The state committeeman and state committeewoman shall represent the county central committee at the state convention and other statewide events. They shall also act as a liaison to the state central committee.

Section 7: County Central Committee Executive Board:

- A. The executive board shall consist of the following members:
 - a. Chair
 - b. Vice Chair
 - c. Secretary
 - d. Treasurer
 - e. Finance Chair
 - f. State Committeeman and State Committeewoman.
- B. The executive board shall meet at the call of county central committee chair or vice chair.
- C. It shall be the duty of the executive board to approve or disapprove all literature distributed by the county headquarters which has not been approved by the Republican National Committee or the Republican Stat Central Committee or prepared by an individual Republication candidate.
- D. Removal of LCCRCC Officers:
All elected officers (Chair, Vice Chair, Finance Director, State Committeeman, State Committeewoman, Treasurer and Secretary) on the LCCRCC Board are all elected by the LCCRCC at large

Removal of LCCRCC Officer. The LCCRCC may vote for the removal from the Board an officer for either lack of attendance or gross negligence of their duties (ie embezzlement). Lack of attendance shall be defined as not attending 3 consecutive meetings. The officer being considered for removal shall be provided notice and shall have an opportunity to challenge the removal prior to the final vote of the LCCRCC. After the officer has been provided notice, the LCCRCC can remove the officer at the next regularly scheduled LCCRCC meeting.

- E. Removal of LCCRCC Precinct men/women
All precinct men/women are elected to the LCCRCC by the eligible voters in their precinct.

Removal of Precinct man/woman: The LCCRCC may vote for the removal from the LCCRCC under limited circumstances. If the precinct committee man/woman no longer meet the requirements for eligibility (i.e., death or relocation out of precinct) the LCCRCC may remove them from the role of precinct committee man/woman. The removal is effective upon approval from the LCCRCC. The LCCRCC secretary shall notify the Montana GOP of the removal.

Section 8: Appointments

The chair shall appoint, as needed, an attorney to serve as counsel to the county central committee. The attorney's duties shall be to advise the executive board and committee on all legal matters.

The Chair or Vice Chair shall appoint such other individuals and committees as may be necessary and desirable in accomplishing the purposes of the county central committee.

Section 9: Rule Amendments:

A request to amend these rules must be made to the chair at least five (5) days prior to the meeting in order to be scheduled on the agenda. The first reading of the proposed amendments(s) to these rules must be approved at a regularly scheduled meeting of the county central committee by a two thirds (2/3) vote of those present and allowed to vote.

If the preliminary approval from the committee is successful, the second and final reading will be scheduled at the next regularly scheduled committee meeting and must be approved by a two thirds (2/3) vote of those present and allowed to vote.

Section 10: Vacancies:

When a vacancy occurs for any office to which a Republican has been nominated in the primary election, and before the deadline for putting a name of the general ballot, for an office to be filled in Lewis and Clark County, City of Helena or Legislative District that is wholly within Lewis and Clark County, the vacancy shall be filled by a vote of the county central committee at a regular meeting or a special meeting called by the chairman if the deadline for submitting a name is before the next regular meeting of the county central committee. A subcommittee may be appointed by the chairman to interview candidates or to recruit a replacement and make a recommendation to the county central committee.

Adopted: Lewis and Clark County
Central Committee

Date: March 25, 1968 by: *Mrs. Louie P Leuthold*
Chairman

Amended:
Dated: September 27, 1972 by: *Mr. Walter S Murfitt*
Chairman

Amended:
Date: September 4, 1980 by: *Mrs. Louise R Galt*
Chairman

Amended:
Date: February 8, 1982 by: *Mr. H Allen Shumate*
Chairman

Amended:
Date: June 10, 1991 by: *Mr. Ben Hainlin*
Chairman

Amended:
Date: March 14, 2011 by: *Ms. Beth Ries*
chair

Amended:

Date: January 12, 2015

by: *Mr. Doug Tapper*
chair

Amended:

Date: March 8, 2021

by: *Mr. Darin Gaub*
Chair

Amended:

Date: February 14, 2022

by: *Mr. Darin Gaub*
Chair