

Rules
Cascade County Republican Central Committee
As originally adopted June 19, 1972
Amended May 4, 1989
Amended May 1, 2007

Article I. Scope and Duration

These rules are created for the government of the Cascade County Republican Central Committee and its Executive Board; and shall be effective, when not in conflict with law or State Republican Central Committee Rules, from the date of adoption until repealed, except as amended.

Article II. Membership

The Central Committee shall consist of one Committeeman and Committeewoman from each precinct in Cascade County elected as provided by law. Vacancies may be filled by appointment by the Central Committee, such a pointy to serve until expiration of the regular term. Any vacancy so filled is not effective as to any county officer or a delegate convention held within sixty (60) days after the appointment. If a Committeeman or Committeewoman eligible to vote under this article is absent without proxy from a convention, such convention may fill that position for purposes of that convention only, in accordance with section 13-38-205 MCA.

Article III. Meetings

- A. Central Committee meetings are open to all persons interested in helping the Republican cause.

- B.1. The Central Committee shall meet in regular convention during the first 15 days in May in each odd numbered year for the purpose of electing officers, and in Presidential election years within 15 days of the Republican State Delegate Convention for the purpose of electing delegates and alternates to such State Delegate Convention. Call and notice of such Conventions shall be as provided by law and is provided in subsection B.3 below.

- 2. Other meetings of the Central Committee shall be held when called; (a) By the Chairman; (b) By majority of members of the Executive Board; (c) By a majority of the members of the Central Committee.

- 3. Notice of such meetings shall be by mail directed to each Committee member at his last known address, deposited in the mail in Great Falls, not less than seven (7) nor more than 14 (14) days prior to such meetings, except that notice of the officers and delegate conventions shall be deposited in the mail and published in a newspaper published in the county seat, not less than four (4) days before such convention, in accordance with Section 13-38-205 MCA. Proof of mailing shall be by affidavit of the person doing the mailing.

- 4. The purpose for which any Convention or meeting is called shall be clearly stated in the notice thereof and no business may be conducted which is beyond the scope of the purpose so stated.

- C. All Committee members or persons holding valid written proxies present at a meeting shall be entitled to participate therein and to vote on any question. A proxy can only be held by an elector of the precinct of the member executing the same.
- D. Except as otherwise provided, all motions shall be passed or persons elected by a majority of those voting. Contested elections shall be by secret ballot.
- E. Robert's Rules of Order shall govern all meetings of the Central Committee insofar as they are applicable and not inconsistent with these rules.
- F. A quorum necessary for the transaction of business shall be one-fifth of the members or their proxies.
- G. Delegates to the Republican State Delegate Convention shall be elected according to the same rules as officers, hereinafter provided, except that each member shall cast a number of votes for each Delegate position, which he cannot split, equal to one-half of the total number of votes cast in his precinct for the Republican candidates for Governor in the last preceding primary election.

Article IV. Officers

- A. The following officers, who must be registered electors of Cascade County, shall be elected by the Committee for a term of two years and until their successors are elected and qualified:
 - 1. Chairman
 - 2. First Vice Chairman, who must be of the opposite sex of the chairman.
 - 3. Second Vice Chairman
 - 4. Secretary
 - 5. Treasurer
 - 6. State Committeeman
 - 7. State Committeewoman
 - 8. Congressional Committeeman
 - 9. Congressional Committeewoman
 - 10. Finance Chairman
- B. A nominating committee shall be appointed by the Chairman and approved by the Board, at least sixty (60) days prior to the convention, which committee shall submit one or more nominees for each office to the convention.
- C. Vacancies in any office due to death, resignation or removal from the county shall be filled for the remainder of the term as follows:
 - 1. The Chairman shall be replaced by the First Vice Chairman unless he or she declines, in which case the Second Vice Chairman shall become Chairman. If both decline, the Executive Board shall elect a successor.
 - 2. In all cases by Executive Board election.

Article V. Advisory Committees

- A. Senior Political Advisor Committee. Members of the committee shall include past County Chairmen and persons designated by the County Chairman, with the approval of the majority of the committee members. The committee member shall elect committee chairmen who shall be referred to as the Senior Political Advisor.
- B. Legislative Advisory Committee. Members of the committee shall include incumbent Republican State Representatives and State Senators and persons designated by the County Chairman, with the approval of the majority of the committee members. The committee members shall elect committee chairmen who shall be referred to as the Legislative Advisor.
- C. Local Government Advisory Committee. Members of the committee shall include incumbent Republican elected officials of the local county and city governments and persons designated by the County Chairman, with the approval of the majority of the committee members. The committee members shall elect the committee chairman who shall be referred to as the Local Government Advisor.

Article VI. Executive Board

- A. The Executive Board of the Central Committee shall consist of the following voting members:
 - (1) All Central Committee officers provided for in Article IV;
 - (2) A Communications Director, appointed by the Chairman, who shall serve at the pleasure of the Chairman;
 - (3) The Voter Vault Master, appointed by the Chairman, who shall serve at the pleasure of the Chairman;
 - (4) The Senior Political Advisor;
 - (5) The Legislative Advisor;
 - (6) The Local Government Advisor;
 - (7) Representatives from Auxiliary Groups as provided for in Article VII; and
 - (8) Any member of the State Republican Party Executive Committee who is a resident of Cascade County.
- B. The Executive Board may provide for such additional, non-voting members as it deems necessary.
- C. Except as otherwise provided, the Executive Board shall exercise all powers of the Central Committee during periods of time between meetings of the Central Committee.
 - 1. Regular meetings of the Executive Board shall be held once a month at a regular time, place and date (e.g. the first Monday of the month) generally known among Central Committee and Executive Board Members. Such additional meetings may be called by the Chairman as he deems necessary or by petition signed by one-third (1/3) of the Board members.

2. Notices of meetings must be given to all Executive Board members prior thereto by any reasonable means, including telephone, but in any case, notice need not be received if an effort was made to contact the member.

3. Complete minutes of all meetings must be mailed to all Central Committee and Executive Board members within a reasonable time after such meeting.

D. Except as otherwise herein provided, all motions shall be passed or persons appointed or elected by a majority of those voting. Contested elections involving individuals shall be by secret ballot.

E. Robert's Rules of Order shall govern all meetings of the Executive Board insofar as they are applicable and not inconsistent with these rules.

F. A quorum necessary for the transaction of business shall be (1/3) of the voting members.

G. No assets owned by or under the control of the Cascade County Republican Central Committee may be given to or loaned to parties outside the Central Committee without the approval of a majority of all the Executive Board voting members. Assets include physical properties, party records, lists of information resources and non-public record lists of names.

Article VII. Auxiliary Groups

A. The following auxiliary groups shall be represented on the Cascade County Republican Executive Board; Republican Women's Federation, Young Republicans, College Republicans, Teen-age Republicans and Grand Order of Pachyderm, subject to the conditions in Article VII sections B, C, and D.

B. Only those Auxiliaries that hold current charters from their National Organization are eligible for representation on the Executive Board.

C. Unless otherwise provided for in the By-laws of the Auxiliary group, their representative to the Executive Board shall be the chairman or president of the Auxiliary.

D. In the event of multiple qualifying chapters of the same auxiliary existing in Cascade County, the Chairman of the Central Committee shall, in cooperation with the presidents/chairman of the multiple chapters, call a joint meeting of all members of the auxiliary residing in Cascade County for the purpose of electing the auxiliary's representative to the Cascade County Republican Executive Board. Term of the aforementioned representative shall be for one year from the date of their election.

Article VIII. Duties of Board and Committee Members

1. Chairman. The County Chairmen shall be the recognized leader of the Republican Party in Cascade County; shall represent the County in the State Central Committee; shall preside at all meetings of the Central Committee and Executive Board; shall appoint all committees except as otherwise herein provided; shall have sole responsibility for the hiring and termination of employees; shall represent the Committee in an official capacity; and shall exercise such other powers and authority, not inconsistent with these rules, as shall be appropriate and necessary to the office of chairman.
2. First vice chairman. The County First Vice Chairman shall act in the place of the Chairman in his or her absence; provide for an supervise party headquarters; recruit election judges, precinct Committeemen and Committeewomen, and party workers; and coordinate canvassing and other precinct activity.
3. Second vice chairman. The County Second Vice Chairman shall act in the place of the First Vice Chairman in his or her absence; shall act as an assistant to both the Chairman and First Vice Chairman in carrying out the duties of those offices.
4. Secretary. The Secretary shall keep a record of all meetings of the Central Committee and Executive Board and transmit copies of the same as herein provided and shall be responsible for preparing and giving all required calls, notices and communications.
5. Treasurer. The Treasurer and shall receive any deposit all Committee monies; be custodian of funds received; make such disbursements as the Executive Board shall direct, provided, however, that Committee drafts must be signed by two of the following three persons: the Treasurer, Chairman and a person designated by the Board for such purpose (e.g. office secretary); present a report each Committee and Board meeting of receipts and disbursements since the last meeting of such body. The Board shall provide for an annual audit of the books.
6. Finance Chairman. The Finance Chairman shall be responsible for preparing an annual committee budget in advance of the calendar year it covers; raise funds for the Committee and coordinate all fund-raising activities of the Committee.
7. Communications Director. The Communications Director shall prepare, gather and disseminate through the news media and by other means, all information in advertising sought to be publicized by the Committee, Executive Board or Chairman, for the furtherance of County Republican objectives and activities. The Communications Director shall also be responsible for production of the Central Committee's internal publications.
8. State Committeeman and Committeewoman. The State Committeeman and Committeewoman shall represent the county on the State Central Committee; shall act as a liaison between the County Central Committee and Republican officeholders; and shall assist with candidate recruitment and coordinate candidate activities and services.

9. Congressional Committeeman and Committeewoman. The Congressional Committeemen and Committeewoman shall represent the county on any Congressional District Committee or activity; shall supervise all special activities of the committee (e.g. Lincoln Day Dinner, Fair Booth).
10. Voter Vault Master: the Voter Vault Master shall be responsible for obtaining, maintaining, and supervising the Voter Vault program, under the direction and supervision of the Executive Board.
11. Senior Political Advisor. The Senior Political Advisor is the principal advisor to the Executive Board on political matters based upon past events and experience.
12. Legislative Advisor. The Legislative Advisor is the principal advisor to the Executive Board to advise on matters involving state government activities. The committee is responsible for continuous recruitment of qualified persons to run for state government positions.
13. Local Government Advisor. The Local Government Advisor is the principal advisor to the Executive Board on matters involving local government activities. The committee is responsible for continuous recruitment of qualified persons to run for local government elected positions.
14. Precinct Committeemen and Committeewomen. Precinct Committeemen and Committeewomen shall represent the Republicans of their precinct at all Committee meetings; shall obtain through canvassing and maintain, as complete a list as possible, of the political leanings of the residents of their precinct; shall provide for a registrar, election judges and poll watchers in their precinct; shall provide the necessary personnel to maximize the voting turnout of Republicans and such other voters as may be advantageous to the Republican cause at elections; they shall coordinate all committee and campaign activities within the precinct.
15. All Board and Committee member shall perform all other duties as the Chairman may assign. Except for the Chairman, Secretary and Treasurer, and except as otherwise provided by law or State Committee rules, any of the duties set forth maybe reallocated among the various Board members to fit the special abilities of the individuals.

Article IX. Repeal or Amendment

These rules may be repealed or amended a two-thirds (2/3) vote of those voting at a Central Committee meeting. This power cannot be delegated by the Central Committee.

