



**Monroe County Republican Party
Bylaws**

Monroe County, Missouri

Adopted 16 October 2012

Amended 15 May 2020

Article I: Name and Purpose.....3
 Section 1.01 Name.....3
 Section 1.02 Purpose.....3
 Section 1.03 Goal.....3
 Section 1.04 Mission Statement.....3
 Section 1.05 Governing Body.....3

Article II: Policy.....3
 Section 2.01 State Law.....3
 Section 2.02 Gender.....3
 Section 2.03 Primary Contests.....3

Article III: Membership.....4
 Section 3.01 Composition.....4
 Section 3.02 Vacancies.....4

Article IV: Meetings of the Monroe County Republican Central Committee (MCRCC).....5
 Section 4.01 Call of Meetings.....5
 Section 4.02 Time and Place of Meetings.....5
 Section 4.03 Quorum.....6
 Section 4.04 Maximum Time Between Meetings.....6

Article V: Voting.....6
 Section 5.01 Method.....6
 Section 5.02 Proxies.....7

Article VI: Officers.....7
 Section 6.01 Composition.....7
 Section 6.02 Duties.....8
 A. Chairman.....8
 B. Vice-Chairman.....9
 C. Secretary.....9
 D. Treasurer.....9
 Section 6.03 Election.....10
 Section 6.04 Removal.....10
 Section 6.05 Vacancies.....10

Article VII: Committees.....10
 Section 7.01 Audit Committee.....10
 Section 7.02 Credentials Committee.....11
 Section 7.03 Other Committees.....11
 Section 7.04 Members of Committees.....11

Article VIII. Amendment or Revision of Bylaws.....11
 Section 8.01.....11

Article IX: Parliamentary Authority.....11

Article X: Severability.....11

Change History.....12

Certification.....12

Article I: Name and Purpose

Section 1.01 Name

The name of the organization shall be **Monroe County Republican Party**. In these bylaws and other documents it may be referred to by its initials **MCRP**.

Section 1.02 Purpose

Our purpose is to perform the functions and carry out the activities of the Monroe County Republican Party of Monroe County, Missouri. [Source: RSMO 115.605]

Section 1.03 Goal

Our goal is to provide an organization in Monroe County for the election of Republican candidates to local, state and national office.

Section 1.04 Mission Statement

Recognizing the fundamental principles of the Republican party as reflected in the State and National Platforms, the primary mission of the Monroe County Republican Party (MCRP) shall be to elect Republican candidates to office, to achieve the objectives of the Republican Party at National and State levels, and to perform the functions set forth in the election laws of the State of Missouri for county committees. [Source: MSRC II.2]

Section 1.05 Governing Body

The governing body of the Monroe County Republican Party shall be the Monroe County Republican Central Committee as defined herein. In these bylaws and other documents it may be referred to by its initials **MCRCC**.

Article II: Policy

Section 2.01 State Law

The laws of the State of Missouri applicable to party organization and party committees are incorporated by reference and shall supersede any provision of these Bylaws which are in conflict. [Source: RSMO 115.641]

Section 2.02 Gender

All reference to male includes the female, and the masculine pronoun includes the feminine except where specifically indicated.

Section 2.03 Primary Contests

- A. No candidate for any designation or nomination for partisan public office should be endorsed, supported, or opposed by the Monroe County Republican Central Committee, acting as an entity, or its elected officers individually or as a group, or committees before the Primary Election, unless such candidate is unopposed in the Primary Election. The elected officers shall supervise staff personnel to prevent the appearance that these provisions are being violated.

- B. Prior to the primary, MCRCC officials shall not use their title to endorse, support, or oppose any Republican.
- C. While chairing any meeting occurring prior to the primary, no individual shall endorse, support, or oppose any Republican candidate unless such candidate is unopposed in the Republican primary. Such individual may temporarily relinquish the chair in order to make such a statement. This provision applies to all Republican meetings of any type, including committee meetings.

Article III: Membership

Section 3.01 Composition

- A. County committee, eligibility requirements, selection [Source: RSMO 115.607 1.] No person shall be elected or shall serve as a member of a county committee who is not, for one year next before the person's election, both a registered voter of and a resident of the county and the committee district from which the person is elected ...
- B. All of the properly elected and appointed Township Committee people of the Republican Party of Monroe County shall constitute the membership of the Monroe County Republican Central Committee (MCRCC).
- C. Multiple offices shall not entitle a person to more than one vote; excluding properly executed proxies said person may be voting on behalf of absent members.
- D. If not a Township Committee Person, the individual being elected to the office of secretary and/or treasurer shall provide proof of eligibility for the office to the voting members of the MCRCC prior to his election. [Source: RSMO 115.607.1]
- E. If not a Township Committee Person, the secretary and/or treasurer shall not be entitled to vote on the business of the MCRCC.

Section 3.02 Vacancies

- A. A vacancy of a Township Committee Person shall exist in the event of the committee person's ineligibility to hold office, death, resignation, removal, permanent absence from Monroe County or permanent disability or no one being elected as a committee person. The MCRCC shall decide by a majority vote whether sufficient evidence of a vacancy exists.
- B. Township Committee Persons shall be elected individually and by majority vote of the MCRCC using a secret ballot, unless there is only one nominee for the office. In that case, election shall be by acclamation.
- C. Any individual seeking to fill a vacant Township Committee Person position shall provide proof of eligibility to the voting members of the MCRCC prior to his election.

Article IV: Meetings of the Monroe County Republican Central Committee (MCRCC)

Section 4.01 Call of Meetings

- A. Call of the meetings of the MCRCC shall be in writing, and mailed to the last address of each member on file with the secretary of the MCRCC. The mailing shall be made no fewer than fifteen (15) days before the date of the meeting.
- B. The call shall state the time and place of the meeting and the business to be conducted. The business of the meeting shall not be limited to matters stated in the call unless the call is for a special meeting.
- C. If members provide e-mail addresses to the Republican county officers or their designees, all notices required under these Bylaws for meetings may be given by e-mail. Except for other MCRCC members, e-mail addresses shall not be given to any third party without the written permission of the member.
- D. When a call for the next meeting of the MCRCC is made at a properly convened meeting of the MCRCC, members present shall be deemed to have been notified of said meeting.
- E. Notice of exact time and place of Special Meetings shall be sent to each member of the MCRCC no later than seven (7) days prior to the date of such special meeting. Certification that service of notice was affected must be provided no later than five (5) days prior to the meeting.

Section 4.02 Time and Place of Meetings

- A. In years when a primary election is held the organizational meeting shall be held on the third Tuesday of August at the county courthouse as specified by RSMO 115.615. The time of said meeting in Monroe County shall be at 6:30 pm unless the Chairman issues a call pursuant to Section 4.01 specifying a different time. Said call must include all newly elected committee members whose contact information is known.
- B. Other meetings, either regular or special shall be held either at such time and place as may be designated by the MCRCC, or upon the call of the Chairman, or in the event of his absence or inability to act, upon the call of the Vice-Chairman.
- C. It shall be the duty of the Chairman to call a meeting of the MCRCC upon the written request of one-half (1/2) of the membership. The notice of such meeting shall be mailed within fifteen (15) days after the receipt of the request and the meeting shall be held between fifteen (15) and twenty (20) days after the date such notice is mailed. If the Chairman fails to call such a meeting as provided herein, the MCRCC members who requested the meeting may authorize one of their members to issue the call at the their own expense and request reimbursement from the MCRCC.
- D. No MCRCC meeting or assembly shall be convened for any senatorial, representative or commissioner district while a district with overlapping boundaries is in session.
- E: Electronic Meetings using audio/video equipment where each member can be seen and heard by every other member may be used to conduct MCRP and MCRCC business. All members participating in the meeting must approve of the use of audio/video system before any business can be conducted. Meeting programs, such as Zoom, shall be approved by the MCRCC prior to their usage.

Section 4.03 Quorum

- A. A quorum for conducting of business for the MCRCC shall consist of 40% of all the elected and appointed members of the MCRCC, present or represented by proxy.
- B. A quorum must be present in order to conduct any business other than setting another date, time and place for the next meeting.
- C. A quorum for conducting business for all other committees shall consist of a simple majority of all appointed members, said members being present or represented by proxies.

Section 4.04 Maximum Time Between Meetings

- A. At least one regular meeting of the MCRCC shall be held each quarter of the calendar year subject to section 2.02.C of the Standing Rules.
- B. Regular meetings of the MCRCC shall not be scheduled more than 3 calendar months apart subject to section 2.02.C of the Standing Rules.
- C. For the purpose of this section, the Organizational Meeting shall count as a regular meeting of the MCRCC.

Article V: Voting

Section 5.01 Method

- A. Officers shall be elected individually and by majority vote using a secret ballot, unless there is only one nominee for the office. In that case, election shall be by acclamation.
- B. If more than two (2) persons are nominated for an office, and after three (3) ballots no nominee has received the required majority vote, then, unless one or more nominees have withdrawn during or following this balloting, the nominee receiving the least votes on the last of the three (3) ballots shall be dropped from all subsequent ballots. The nominee receiving the least votes on each ballot thereafter shall also be dropped from subsequent ballots, unless one or more nominees withdraw following such ballot. Balloting shall continue in this manner until the majority vote is cast for one nominee.
- C. In the event that five (5) consecutive ballots result in five (5) consecutive ties, the Chairman may declare an impasse in the election of the officer has occurred.
 - 1. One (1) additional ballot shall be taken and, if it also results in a tie, the current nominations are declared null and void.
 - 2. The Chairman shall again open up the floor for nominations for the office and the election process shall begin anew.
 - 3. Previously nominated persons are not excluded from being nominated again.
 - 4. In the event of a second impasse, the chairman shall ask for a motion to postpone the election of that office
 - a. until after the conclusion of all other business or
 - b. set another date for the election of the office not less than fifteen (15) days nor more than thirty (30) days from the current date.

5. Said motion shall carry by a majority vote of the MCRCC.
 6. In the event of a tie vote of the MCRCC, the chairman shall postpone the election for the office to another date not less than fifteen (15) days nor more than thirty (30) days from the current date.
- D. In cases other than the election of officers and the filling of Township Committee Person vacancies, the Chairman may rule that voting shall be by a particular voting method and such rule shall stand unless a Committee member shall propose, by motion, another method and such motion shall carry.

Section 5.02 Proxies

- A. Any member of the MCRCC who desires to attend any meeting of the Committee by proxy shall designate his proxy on a written form which shall be dated, signed, witnessed and submitted to the Chairman of the MCRCC not later than the convening of the meeting to which the proxy applies.
- B. The proxy shall apply only to a single meeting.
- C. The individual designated by proxy shall be a Republican elector; shall reside in the same constituency as the principal represents; and may vote only if the principal is absent at the time of the vote.
- D. The proxy of a member absent at roll call shall be submitted before the meeting is called to order. This requirement may be waived by the MCRCC in special circumstances. The proxy of a member, present at roll call, who subsequently leaves the meeting, may be submitted at any time during the meeting, but the proxy may be voted on a particular ballot only if submitted before the voting commences on that ballot.
- E. Any member of the MCRCC shall have the right to examine the proxies prior to any particular vote.
- F. At the discretion of the credentials committee check-in procedures may be substituted for the roll calls required by this section.

Article VI: Officers

Section 6.01 Composition

- A. The elected officers of the MCRCC shall be a Chairman, Vice-Chairman, Secretary and Treasurer. [Source: RSMO 115.615]
- B. The officers of the MCRCC must be registered Republican electors and residents of the State of Missouri for one (1) year as shown by the registration records. [Source: RSMO 115.607.1]
- C. The elected officers of the MCRCC shall serve for a two (2) year term following the organizational meeting or until their successors are elected.
- D. The elected chairman and vice-chairman must be Township Committee Persons and members of the MCRCC. The elected Secretary and Treasurer of the MCRCC may or may not be members of the committee. [RSMO 115.615]
- E. The office of the chairman and vice-chairman must be of opposite gender. [Source: RSMO 115.615]

- F. The office of secretary and treasurer must be of opposite gender. [Source: RSMO 115.615]

Section 6.02 Duties

A. Chairman

1. The Chairman shall be the chief executive officer of the MCRCC. He shall issue the call and preside at all meetings of the Committee and shall observe and enforce the rules and regulations prescribed by the Committee.
2. He shall be the custodian of all the funds, books, papers, records and proceedings of the MCRCC, Assembly or Convention, and, in conjunction with the Treasurer, shall prepare the written financial statement provided for in Section 6.02D.
3. He shall have the power to appoint subordinate staff members as necessary.
4. The Chairman shall be responsible for seeing that arrangements are made for any Republican county assembly and/or convention. Upon convening of any such assembly or convention, the Chairman shall call the meeting to order at the time, place and the date designated by the Committee in its call. He shall preside over its deliberations until a Chairman of the Assembly or Convention shall have been chosen. Nothing contained herein shall prohibit the Chairman from serving as Chairman of the Assembly or Convention.
5. The Chairman shall appoint an Audit Committee which shall report to the MCRCC at least every two (2) years as required by section 7.01. The Chairman may appoint such other working committees as are necessary in his judgment.
6. If the Vice-Chairman, Secretary or Treasurer should die, resign, or be permanently absent from the county, the Chairman shall appoint a Vice-Chairman or Secretary to act until the next meeting of the MCRCC when the vacancy shall be filled by the MCRCC.
7. Immediately following the organizational meeting of the MCRCC, the Chairman shall instruct the Secretary to provide the MSRC (Missouri State Republican Committee) Chairman with a list of the officers elected in Monroe County with their post office addresses, zip codes telephone numbers.
8. Immediately following the MCRCC organizational meeting the Chairman shall provide a list of all candidates in his county with their post office addresses, zip codes and telephone numbers to the Chairman of the MSRC.
9. The Chairman shall submit a budget for his term of office to the MCRCC on or before December 1 following his election. This budget shall be revised and resubmitted on or before December 1 of the following year.
10. The chairman shall make sure that the MCRCC bylaws, and any amendments made thereto by the MCRCC, are filed by the secretary with the MSRC within sixty (60) days following the MCRCC organizational meeting.
11. The Chairman, by virtue of his election, becomes a member of the party congressional, senatorial and judicial committees of the district of which their county is a part. The Chairman will represent the MCRCC at said committee meetings. He shall report the proceedings of the meetings to the members of the MCRCC at its next scheduled meeting. [Source: RSMO 115.615]

B. Vice-Chairman

1. The Vice-Chairman shall exercise the functions of the Chairman during the temporary absence from Monroe County or the temporary inability of the Chairman.
2. The Vice-Chairman shall perform such other duties as shall be prescribed by the Chairman.
3. In case of death, resignation, removal from office, permanent inability to act or permanent absence from MCRCC of the Chairman, the Vice-Chairman shall automatically succeed to all powers and duties of the Chairman and shall call within thirty (30) days the MCRCC together as provided herein for the purpose of declaring a vacancy and electing a new Chairman.
4. The Vice-Chairman, by virtue of his election, becomes a member of the party congressional, senatorial and judicial committees of the district of which their county is a part. The Vice-Chairman will represent the MCRCC at said committee meetings. He shall report the proceedings of the meetings to the members of the MCRCC at its next scheduled meeting. [Source: RSMO 115.615]

C. Secretary

1. The Secretary shall be the chief clerical office of the MCRCC and shall make a complete record of all the proceedings of said Committee.
2. The Secretary shall perform such other duties as may be prescribed by the Chairman.
3. He shall attest all calls for meetings of the MCRCC, County Assembly or Convention.
4. He shall prepare and act in readiness upon the convening of any County Assembly or Convention a temporary roll of the delegates entitled to participate.
5. He shall act as Secretary upon the convening of any County Assembly or Convention until a permanent Secretary of the Assembly or Convention is chosen. When a County Assembly or Convention has been called to order by the Chairman, it shall be the duty of the Secretary to read the call authorized by the MCRCC and to read the temporary roll of delegates.
6. He shall be responsible for making and preserving a complete record of all proceedings at the County Assembly or Convention. He shall deliver these records to the Chairman and retain a copy for the MCRCC records.
7. He shall then prepare and have authenticated all credentials for delegates and certificates of designation that shall be made by any County Assembly or Convention.
8. In the event of an emergency and in the absence of the Chairman and Vice-Chairman, the Secretary may call a meeting of the MCRCC.
9. In the event the Treasurer should die, resign, be permanently absent from Monroe County, or otherwise fail to serve, the Secretary shall automatically succeed to the powers and duties of the Treasurer until the vacancy is filled as provided for in Section 6.05.

D. Treasurer

1. The Treasurer shall perform such duties as are prescribed by the Chairman.

2. The Treasurer shall file with the appropriate authorities all statements and reports required by Missouri and Federal law.
3. The Treasurer shall comply with all other applicable Missouri and Federal laws.
4. The Treasurer, in conjunction with the Chairman, shall prepare a written financial statement for the MCRCC at its regular meetings reflecting the income and expenditures since the preceding report. This report and all reports filed with local and state governments shall be available for inspection to members of the MCRCC.

Section 6.03 Election

- A. The Chairman, Vice-Chairman, Secretary and Treasurer shall be elected by a majority of the votes cast by the certified members of the MCRCC at the organizational meeting of the MCRCC. [Source: RSMO 115.613.1 and 115.613.4]
- B. The newly elected officers shall assume their respective offices immediately following their election.

Section 6.04 Removal

- A. Any elected officer of the MCRCC may be removed from office at any time for whatever cause the MCRCC may deem sufficient by a vote of two-thirds (2/3) of the MCRCC at a meeting of the MCRCC called for that purpose.
- B. Written notice giving the time, place and purpose of this meeting shall be mailed to each member of the MCRCC at least fifteen (15) days before the meeting.
- C. The officer or officers shall have at least fifteen (15) days notice in writing of the time, place and the purpose before any such meeting is held.
- D. The action of the MCRCC shall be final. [Source: MSRC III.4]
- E. Any officer may be removed with a simple majority vote if convicted of a violation of Federal or State election law or convicted of any felony during the term of his office.

Section 6.05 Vacancies

- A. A vacancy in an office shall exist in the event of an officer's ineligibility to hold office, death, resignation, removal, permanent absence from Monroe County or permanent disability. Except in the event of a death or resignation, the MCRCC shall decide by a majority vote whether sufficient evidence of a vacancy exists.
- B. A special meeting shall be called to fill a vacancy in the office of Chairman, Vice-Chairman, Secretary or Treasurer.
- C. Vacancies occurring in the office of any other appointive office shall be filled in the same manner as the appointment was originally made.

Article VII: Committees

Section 7.01 Audit Committee

An Audit Committee appointed by the Chairman shall report to the MCRCC at least every two (2) years. The Audit Committee shall be composed of three (3) members. Appointments to the Audit Committee must be approved by the MCRCC, and members thereof may be removed by a 2/3 vote of the MCRCC. The Audit Committee shall

examine the books and records and review the procedures of the MCRCC office before the organizational meeting and shall report at that meeting. It shall also examine the books, records, and procedures at any other time requested by the MCRCC.

Section 7.02 Credentials Committee

A Credentials Committee appointed by the Chairman shall review the eligibility of all MCRCC members, officers, committee members and any other official meeting associated with the MCRCC. The committee shall report to the MCRCC at the first meeting following the organizational meeting and at subsequent meetings as directed by the Chairman. The Credentials Committee shall be composed of at least three (3) members. Appointments to be approved by the MCRCC, and members thereof may be removed by a 2/3 vote of the MCRCC.

Section 7.03 Other Committees

Other committees may be appointed by the County Chairman as are necessary in his judgment.

Section 7.04 Members of Committees

Members of committees may or may not be members of the MCRCC.

Article VIII. Amendment or Revision of Bylaws

Section 8.01

- A. These Bylaws may be amended at any meeting by a two-thirds (2/3) vote of those present and voting, provided that the proposed amendment was submitted to the Bylaws Committee and included in the official call mailed no less than fifteen (15) days before such meeting.
- B. If previous notice was not given in the call, the unanimous consent of all MCRCC members present in person or by proxy must be obtained before an amendment to the Bylaws may be considered.
- C. If the source references to Missouri Election Code or MSRC bylaws change, the reference notations herein may be amended by a majority vote of the MCRCC.

Article IX: Parliamentary Authority

Robert's Rules of Order, Newly, Revised shall govern the MCRCC whenever they are applicable and not inconsistent with the Missouri Election Code, the State Bylaws or these Bylaws.

Article X: Severability

Any section or article hereof determined to be in conflict with any law, rule, or regulation, and invalid or unenforceable by reason thereof, shall be deemed to be severable from any and all other sections and articles and such determination of invalidity or unenforceability shall not affect the remaining sections and articles of these Bylaws.

Change History

Adopted by the Monroe County Republican Central Committee on the 16th day of October 2012 at Paris, Monroe County, Missouri.

Amendments:

21 June 2013 – Organization name changed from Monroe County Republican Committee to Monroe County Republican Party; Section 1.01 Name and page headers; Correct initials from MCRC to MCRP.

29 August 2013 – Replace Monroe County Republican Committee with Monroe County Republican Central Committee and the initials from MCRC to MCRCC; various places throughout the bylaws.

20 March 2014 – Added Section 4.04 Maximum Time Between Meetings and clarified Section 6.05 that a vote of the MCRCC is not required in the event of a death or a resignation.

21 April 2016 – Added Section 3.01 A to clarify eligibility requirements for committee persons.

15 May 2020 – Added Section 4.02 E – The COVID-19 pandemic shutdown prompted the inclusion of being able to use audio/video meeting technology.

Certification

I, Cyril D Penner, certify that this is a correct and accurate copy of the Bylaws of the Monroe County Republican Party approved on 15 May 2020. Originally adopted and approved by the Monroe County Republican Central Committee on 16 October 2012.

Signature of Chairman