



Standing Rules

Republican Committee
Monroe County, Missouri

15 November 2012
Revised 16 November 2015



Monroe County Republican Party

*Cyril D Penner, Chairman
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Article I: Proxy Forms

Section 1.01 General Provisions for all proxy forms

- I.1 Date that the proxy was executed
- I.2 Name of the person giving the proxy
- I.3 Name of the Township Voting District the person giving the proxy is from
- I.4 Name of the person receiving the proxy
- I.5 The name of the meeting or function for which the proxy is given
- I.6 The date of the meeting for which the proxy is being given
- I.7 Actions the proxy holder is permitted to take
 - 7.1 Unrestricted – may perform as if the proxy giver was present
 - 7.2 Restricted
 - 2.a May only vote on certain issues
 - 2.b May only vote a certain way
 - 2.c Only restricted on certain issues
 - 2.d Any combination of the above
 - 2.e Any other restrictions the proxy giver desires
- I.8 Signature of the proxy giver
- I.9 Printed name of the proxy giver
- I.10 Affidavit of the qualifications of the person getting the proxy
 - 10.1 A registered voter in Monroe County for at least one (1) year
 - 10.2 Affiliated with the Republican Party for at least one (1) year
 - 10.3 A resident of the Township Voting District for which the proxy is being given for at least one (1) year
 - 10.4 Current physical address of the person receiving the proxy
- I.11 Signature of the person receiving the proxy
- I.12 Printed name of the person receiving the proxy
- I.13 Witness to the execution of the proxy
 - 13.1 Attests to the proper execution of the proxy
 - 13.2 Signature of the witness(s)
 - 2.a Two (2) witnesses required for a standard proxy
 - 2.b They do not need to be from the Township Voting District



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- 2.c Notary Public does not require an additional witness(s)
- 2.d One (1) witness required for a proxy given between Committee Members from the same Township Voting District
- I.14 Printed name of the witness(s) or stamp of the notary public
- I.15 Attest line for the Party Secretary
- I.16 Signature to indicate reception of the proxy
- I.17 Date the proxy was given to the Party Secretary
- I.18 Other pertinent information that may be needed

Section 1.02 Standard Proxy -Example

Date _____

I, _____, being a qualified member of the Monroe County Republican Committee of the Missouri Republican Party from the _____ Township Voting District appoint _____, in my name, place and stead to vote for me as my proxy at the Monroe County Republican Committee meeting on the _____ day of _____, 20____, or on such day as the meeting may thereafter be adjourned, upon any matter as I could do if personally present, and I hereby ratify and confirm all that he may do in my name, place and stead.

Signature of Committee Member

Printed name of Committee Member

AFFIDAVIT OF QUALIFICATION

As holder of this proxy, I do hereby state that, for at least one (1) year, I meet all of the following qualifications: (1) A registered voter in Monroe County; (2) Affiliated with the Republican Party; (3) A resident of the above named Township Voting District first above written; and, (4) Physically reside at the following address;

Signature of Proxy Holder

Printed name of Proxy Holder

Subscribed and sworn to before us the statements and signatures of the Committee Member and the Proxy Holder on the date and year first above-written.



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Signature of First Witness

Printed Name of First Witness

Signature of Second Witness

Printed Name of Second Witness

ATTEST:

Party Secretary

Date

Section 1.03 Notary Public Proxy - Example

Date _____

I, _____, being a qualified member of the Monroe County Republican Committee of the Missouri Republican Party from the _____ Township Voting District appoint _____, in my name, place and stead to vote for me as my proxy at the Monroe County Republican Committee meeting on the _____ day of _____, 20____, or on such day as the meeting may thereafter be adjourned, upon any matter as I could do if personally present, and I hereby ratify and confirm all that he may do in my name, place and stead.

Signature of Committee Member

Printed name of Committee Member

AFFIDAVIT OF QUALIFICATION

As holder of this proxy, I do hereby state that, for at least one (1) year, I meet all of the following qualifications: (1) A registered voter in Monroe County; (2) Affiliated with the Republican Party; (3) A resident of the above named Township Voting District first above written; and, (4) Physically reside at the following address;

Signature of Proxy Holder

Printed name of Proxy Holder



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Subscribed and sworn to before me the statements and signatures of the Committee Member and the Proxy Holder on the date and year first above-written.

Notary Public _____

My commission expires: _____

ATTEST:

Party Secretary

Date

Section 1.04 Township Voting District Proxy – Example

Date _____

I, _____, being a qualified member of the Monroe County Republican Committee of the Missouri Republican Party from the _____ Township Voting District appoint _____, in my name, place and stead to vote for me as my proxy at the Monroe County Republican Committee meeting on the _____ day of _____, 20____, or on such day as the meeting may thereafter be adjourned, upon any matter as I could do if personally present, and I hereby ratify and confirm all that he may do in my name, place and stead.

Signature of Committee Member

Printed name of Committee Member

AFFIDAVIT OF QUALIFICATION

As holder of this proxy, I do hereby state that I am an elected/appointed Township Committee Person for the above written Township Voting District and as such am fully qualified to exercise this proxy.

Proxy's Signature

Printed Name of Proxy

Subscribed and sworn to before me the statements and signatures of the Committee Member and the Proxy Holder on the date and year first above-written.



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Signature of Witness

Printed Name of Witness

ATTEST:

Party Secretary

Date

Article II: Regular Meetings

Section 2.01 Required by Missouri Law

- A All MCRCC meeting dates required by Missouri Law shall be followed.
- B Missouri State Law requiring a Meeting of the MCRCC shall constitute an official call for the required meeting.
- C The place for the meeting shall be at the Republican Party Headquarters unless Missouri law or a vote of the MCRCC shall designate another place.
- D The time of the meeting shall be 7:00 PM unless otherwise set by Missouri law or by a vote of the MCRCC.

Section 2.02 Regular meetings (Ref. By-Laws Section 4.04)

- A At least one regular meeting of the MCRCC shall be held each quarter of the calendar year subject to section 2.02.C.
- B Regular meetings of the MCRCC shall not be scheduled more than 3 calendar months apart subject to section 2.02.C.
- C Meetings may be postponed more than 3 months by a vote of the MCRCC.

Article III: Payment Vouchers

Section 3.01 Required for Expenditure of Funds

- A The expenditure of any MCRP funds requires a properly filled out Payment Voucher.
- B The Payment Voucher must include the following:
 - B.a Name and address of payee
 - B.b Purpose of the expenditure
 - B.c Amount of the requested payment



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- B.d Amount for each expense categories when payment is for more than one purpose.
- B.e Signature of person making the payment request
- B.f Receipts are to be attached to the Payment Voucher
- B.g Approval signature of MCRCC officer
 - g.i Review and approve the documentation
 - g.ii Must be authorized to sign on the MCRP checking account
- C After the Payment Voucher has been filled out and approved
 - C.a The Treasurer issues the check to pay the expense
 - C.b Treasurer fills out the Office Use area
 - b.i Verifies that the receipts agree with the requested payment amount
 - b.ii Writes in the check number issued for the voucher
 - b.iii Writes in the date the check was issued
 - b.iv Indicates how the payment was delivered

Section 3.02 Payment Voucher - Example

Monroe County Republican Party

Payment Voucher Date _____

Payee: _____
Address: _____
City: _____ State ____ Zip _____

Purpose: _____

Check Amount: \$ _____

Expense Category (s):	Amount
	\$
	\$
	\$

Signature of person making Request:

Approvals: <i>(Officer Signature Required)</i>



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MCRCC Officer: _____

For Office Use Only

Amt. Verified Check # _____ Date: _____
Delivered to: Individual Mailed



Change History

15 November 2012 – Adopted Standing Rules Article I defining proxies.

16 November 2015 – Defined Regular meetings and added provisions for having more than 3 months between meetings. Adopted Payment Voucher for expenditure of funds.