

**BY-LAWS, RULES AND REGULATIONS
OF THE
REPUBLICAN PARTY OF LARAMIE COUNTY
STATE OF WYOMING**

**ARTICLE I
THE REPUBLICAN PARTY**

1. **MEMBERSHIP:** The Republican Party of Laramie County, Wyoming, shall be composed of all persons registered as Republicans to vote in Laramie County.
2. **GOVERNANCE:** The Laramie County Convention of the Republican Party shall be the governing body of the Party and at all other times such governance shall be vested in the County Central Committee and the Executive Committee of the Republican Party.

**ARTICLE II
PROCEDURE AND DEFINITION**

1. All meetings and conventions within the purview hereof shall be governed by Roberts Rules of Order, latest edition.
2. As provided by Roberts Rules of Order, at least two (2) tellers shall be appointed by the County Chairman for all forms of voting herein requiring a count of individual votes.
3. Unless otherwise provided, the use of the masculine shall be deemed to otherwise include the feminine gender.

**ARTICLE III
LARAMIE COUNTY CENTRAL COMMITTEE**

1. **MEMBERSHIP:**
 - a. The Republican Central Committee of Laramie County, Wyoming, shall consist of the duly elected Republican Precinct Committeemen and Committeewomen within the county and their successors, who shall hold office for a term of two (2) years. Each precinct shall elect one committeeman and one committeewoman for each 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 reside in the precinct.
 - c. If a precinct boundary line is changed, 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, as provided in Article III, paragraph 3, herein, shall be allowed to vote at said meeting.
2. **MEETINGS:** The County Central Committee shall meet in the county seat of Laramie County:
 - a. Within thirty (30) days after the Precinct Committeemen and Precinct Committeewomen of the Republican Party shall have been certified elected by the County Canvassing Board following each primary election for the purposes of organizing the County Central Committee.
 - b. During the month of March of each odd-numbered year for the purpose of electing the County Chairman, County Vice-Chairman, County Vice-Chairwoman, and other officers as provided by the county party by-laws. The election of officers shall be by secret ballot.
 - c. Within ten (10) days after the County Chairman receives notice of a vacancy in the office of a member of the State Legislature or in a county elective office from the Board of County Commissioners. At such meeting, the County Central Committee shall select and transmit to the Board of Commissioners the names of three (3) persons qualified to fill the vacancy. The selection of the three (3) persons shall be by secret ballot.
 - d. At such other times and places as may be determined by the County Chairman, County Executive Committee, or by the County Chairman upon written request of twenty-five (25) percent of its existing members.
 - e. Meetings may be called at the request of the Chairman, the Vice Chairman, and/or the Vice Chairwoman when needed.
3. **NOTICE OF MEETING:**
 - a. Regularly scheduled meetings for Laramie County Republican Party Central Committee and Executive Committee shall be announced via email.
 - b. The County Chairman shall cause to be published a notice of all unscheduled meetings and special meetings in the county newspaper being of largest county circulation, not less than two days prior to the meeting and an email notice shall also be sent to each member of the County Central Committee and Executive Committee.
 - c. The County Chairman shall ensure that notice of the March Central Committee meeting occurring each odd numbered year is deposited with the Office of County clerk not less than 10 days prior to the meeting. The County Chairman shall also ensure that such notice is published in the county newspaper being of largest county circulation, not less than 10 days prior to the meeting.
4. **CONDUCT OF CENTRAL COMMITTEE MEETINGS:**
 - a. **Presiding Officer:** The County Chairman shall preside over all meetings of the County Central Committee and, if two consecutive tie votes on a question occur, shall, at his discretion, either vote to break that tie or decide the vote by casting lots, whether or not he is a member of the County Central Committee. If however, the

County Chairman has been duly elected as a member of the County Central Committee, he shall also have a vote on all questions to come before the meeting.

b. Quorum: Those members attending a regularly called meeting of the County Central Committee shall constitute a quorum.

c. Proxy Votes: Proxy votes shall be allowed at a meeting 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. No person shall be allowed more than two (2) proxies.

ARTICLE IV LARAMIE COUNTY CENTRAL COMMITTEE OFFICERS

1. **OFFICERS:** The officers of the Laramie County Republican Central Committee shall consist of the County Chairman, Vice-Chairman, Vice-Chairwoman, Secretary, Treasurer, State Committeeman and State Committeewoman. None of the said officers shall have a vote at County Central Committee meetings, unless they are duly elected Precinct Committeemen or Committeewomen. However, the County Chairman shall vote to break a tie, whether or not he is a member of the County Central Committee.

a. **Eligibility:** None of the foregoing officers need be members of the County Central Committee, but each must be a resident of the county and be a registered Republican. The Chairman can only occupy one office at a time.

b. **Other Officers:** The County Central Committee Chairman may provide or the selection of such other officers as he deems advisable, with the concurrence of a simple majority of the Executive Committee. Appointed and elected officers have voting privileges on the Executive Committee.

2. **DUTIES OF OFFICERS:**

a. **Chairman:** In addition to the duties with which he is by statute and otherwise charged, the County Chairman shall be the chief executive officer of the party in Laramie County. He shall preside over all meetings of the Executive Committee, County Convention and the County Central Committee. He shall effectuate the several policies determined by said committees. In the event of an emergency, he shall determine the course of action, which shall be referred to the Executive Committee for ratification, as soon thereafter as conveniently possible. He shall have the general powers of administration customarily vested in the office of chairman, not inconsistent with the provisions of these By-Laws.

b. **Vice-chairman:** The Vice-Chairman shall be a man. He shall assist the county Chairman in the duties of his office. He shall perform such other duties as may be assigned to him by the County Chairman. He shall perform the duties and exercise the powers of the County Chairman during the Chairman's absence or disability.

c. **Vice-Chairwoman:** The Vice-Chairwoman shall be a woman. She shall assist the County Chairman in the duties of his office. She shall perform such other duties as may be assigned her by the County Chairman. She shall perform the duties and exercise the powers of the County Chairman during the Chairman's absence or disability. In the event that both the Vice-Chairman and Vice-Chairwoman seek to

serve in the Chairman's absence or disability, they shall flip a coin to determine which becomes the acting chairman.

d. **Secretary:** The Secretary shall keep the minutes of all meetings of the Central Committee, County Convention and the Executive Committee.

e. **Treasurer:** The Treasurer shall receive all monies of the county party and shall disburse same as authorized by the County Chairman. Either the County Chairman or the Treasurer may disburse monies as duly authorized. The Treasurer shall compile and file all reports required with the appropriate governmental officials. The Treasurer shall facilitate an internal yearly financial review each February, led by a member of the Executive Committee. Not the Chairman or the Treasurer.

f. The Vice Chairman and Vice Chairwoman shall facilitate a financial review at the end of the Treasurer's term or no later than one month prior to the election or appointment of a new treasurer

g. State Committeeman and State Committee Woman: In addition to the duties with which they are by statute and State Party By-Laws charged, the State Committeeman and State Committeewoman shall abide by the rules of the State Central Committee. The committeeman and committeewoman are hereby charged to abide by resolutions approved by the Laramie County Central Committee.

h. **Other Positions:** The County Chairman and the Executive Committee may create other positions and determine duties as they deem necessary.

ARTICLE V EXECUTIVE COMMITTEE

1. **MEMBERS:** The County Central Committee shall have an Executive Committee. The Executive Committee shall consist of the officers of the County Central Committee; the chairmen of each of the Senate District Committees; and any other committee chairman as selected by the county chairman and executive committee, including those appointed to conduct special projects, etc.
2. **MEETINGS:** The County Chairman shall call meetings of the Executive Committee. He shall preside over said meetings and shall vote in case of a tie. In the absence of the Chairman, either the Vice-Chairman or Vice-Chairwoman shall preside.
3. **POWERS:** The Executive Committee shall have the following powers:
 - a. To call meetings of the County Central Committee, as provided by law.
 - b. To fill vacancies in the offices of precinct committeemen and women.
 - c. To ratify emergency actions taken by the County Chairman.
 - d. To determine the county convention delegate appointment.
 - e. To further the interest of the Republican Party in the county in any manner authorized by law or not inconsistent with the provisions of these by-laws.
4. **RECALL OF EXECUTIVE COMMITTEE MEMBERS:** Recall of any Executive Committee member may be accomplished by special vote at a scheduled Central Committee meeting.

- a. Motions to recall an Executive Committee member must be presented and seconded by an Executive Committee member. The reason(s) for the recall motion shall be stated in the motion.
- b. The County Chairman, Vice Chairman or Chairwoman shall serve notice by certified mail return receipt requested to the central committee not less than ten (10) days prior to such recall meeting
- c. A two-thirds majority of Central Committee Members and Executive Committee members present at the meeting is required to recall the member. All Central Committee members and Executive Committee members are eligible to vote in a recall vote.
- d. In the event the Executive Committee member resigns, in writing, prior to the recall vote, Article VI applies.
- e. The vacancy(ies) shall be filled in accordance with Article VI not later than 30 days from the date of vacancy. If necessary, vacancies may be filled on an interim basis.”

ARTICLE VI VACANCIES

Vacancies in any of the offices or positions herein provided shall occur by death, resignation, expiration of term, inability to act, or removal from the political subdivision represented. Vacancies in the various offices must be filled until the next regular election as follows:

1. Vacancies may not be filled within a 60 day window prior to the first scheduled County Caucus and Bi-Annual County Central Committee Meeting.
2. County Central Committee: A vacancy in the office of precinct committeeman or woman shall be filled by the executive committee. Such committee shall appoint a registered Republican voter residing in the precinct in which the vacancy occurs.
3. County Chairman: A vacancy in the office of county chairman shall be filled by the vice-chairman or vice-chairwoman. In the event these two cannot decide on who will fill the vacancy, they shall flip a coin to decide who becomes chairman. This flip of the coin will take place at a duly called executive committee meeting.
4. Vice-Chairman or Woman: A vacancy in the office of vice-chairman or woman shall be filled by appointment by the county chairman within 120 days of such vacancy.
5. Secretary or Treasurer: A vacancy in the office of secretary or treasurer shall be filled by appointment by the county chairman within 120 days of such vacancy.
6. State Committeeman or Committeewoman: A vacancy in the office of committeeman or woman shall be filled by the executive committee within 120 days of such vacancy.

ARTICLE VII PRECINCT CAUCUSES

1. **ELIGIBILITY:** All registered Republicans who have resided within the precinct at least ten (10) days and who were registered Republicans prior to the date of the call of the Precinct Caucus, shall be entitled to participate and vote at the Precinct Caucus.

Proof of such residence and registration shall be either by the most current and available County Clerk voter list or by signing of a sworn statement.

2. **MEETING:** The Laramie County Republican Party shall hold Precinct Caucuses not more than twenty-five (25) days nor less than ten (10) days prior to the County Convention. Each Precinct Caucus shall be held on a date, time and specified place within the County as directed by the County Chairman.
3. **NOTICE OF MEETING:** The County Chairman shall publish a notice of the date, time, and specified place within the County of each Precinct Caucus in the county newspaper, being of largest county circulation, not less than ten (10) days prior to such Precinct Caucuses. The calls for Precinct Caucuses may be combined in a single notice.
4. **DUTIES OF THE PRECINCT CAUCUSES SHALL BE:**
 - a. To elect a precinct caucus chairman. The chairman shall be a precinct committeeman or woman in attendance at the Precinct Caucus. In the event there is neither a committeeman or woman in attendance, then those assembled and qualified to vote shall elect from their midst a person who shall serve as caucus chairman.
 - b. To elect delegates and alternates from that precinct to the County Convention. Said delegates and alternates need not be present to be elected.
 - c. To elect a secretary who shall take minutes of the caucus and shall sign the county delegate and alternate election forms for the County Chairman.
 - d. To consider resolutions brought up by a registered Republican from the precinct.
 - e. To conduct any further business, not inconsistent with statute or the party by-laws.
5. **CERTIFICATION OF DELEGATES AND ALTERNATES TO COUNTY CONVENTION:**
 - a. The Caucus Chairman shall certify in writing and deliver to the County Chairman the names of those elected as delegates and alternates to the County Convention from that precinct.
 - b. If, for any reason:
 - i. A Precinct Caucus is not held and precinct delegates and alternates are not duly elected as prescribed above, or
 - ii. The Caucus Chairman fails to deliver the certified names of those elected to the County Chairman;then the County Executive Committee is authorized to appoint and certify the prescribed number of delegates and alternates from that precinct to represent that precinct at the County Convention. These appointments shall be made prior to the mailing of the notice of the meeting.

6. **COUNTING OF VOTES**

Results shall be determined by a simple majority of votes cast. The number of votes cast may be less than the number of credentialed voters.”

**ARTICLE VIII
COUNTY CONVENTION**

1. **MEMBERSHIP:** Delegates to the County Convention shall be members of the County Central Committee and those chosen by caucuses of the precincts within Laramie County. The names of such delegates shall be certified in writing by the Caucus Chairman of each Precinct Caucus to the County Chairman within the next five days succeeding the Precinct Caucus.

2. **APPORTIONMENT OF PRECINCT DELEGATES TO COUNTY CONVENTION:**

The County Executive Committee shall designate the overall number of delegates and an equal number of alternates to be elected to the County Convention. The delegates to which each precinct shall be entitled at the county Conventions shall be determined, as nearly as possible, in proportion to the total votes cast in each precinct for all Republican Candidates for the office of House of Representatives of the United States at the last preceding election; provided, however, that no precinct shall be represented by less than two (2) delegates. The number of delegates to be elected at each Precinct Caucus shall be stated in the published call of the Precinct Caucus.

3. **MEETING:** The County Convention of the Laramie County Republican Party shall be held within the time prescribed by the Wyoming State Republican Party By-Laws.

4. **NOTICE OF MEETING:** Notice of the County Convention shall be mailed and emailed to all delegates not less than five (5) days prior to the Convention and shall be published in the county newspaper, being of largest county circulation, not less than two (2) days prior to the Convention.

5. **THE DUTIES OF THE COUNTY CONVENTION SHALL BE:**

- a. To amend the by-laws of the county party.
- b. To elect the delegates and alternates to the state convention and determine the priority in which alternates shall serve.
- c. To elect the delegate(s) and alternate(s) to the national convention as required.
- d. To consider reports from the following committees:
 - i. Credentials
 - ii. By-Laws
 - iii. Platform and Resolutions
 - iv. Nominating
 - v. Any other committee reports
 - vi. In Memoriam
- e. To conduct any further business, not inconsistent with statute or party bylaws.

6. **CONDUCT OF THE COUNTY CONVENTION:**
 - a. **Presiding Officer:** The County Chairman duly elected at the prior March Meeting of the County Central Committee or his successor shall serve as the Chairman of the County Convention. If two 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 Convention. If, however, the County Chairman has been duly elected as a delegate at the Precinct Caucus in his precinct, he shall have a vote on all matters at the convention.
 - b. **Quorum:** Those delegates attending a duly called County Convention shall constitute a quorum.
 - c. **Proxy Vote:** Vote by proxy at the County Convention shall neither be allowed or recognized.
 - d. **Procedure:** The unit rule method of voting shall not be adopted by any precinct delegation. All County Conventions shall be governed by the Roberts Rules of Order.
 - e. The County Convention shall be completed in one session not be reconvened.

7. **ORDER OF BUSINESS:** The Order of Business in the Laramie County Republican Convention shall include, as a minimum, as follows:
 - a. Call to order by the County Chairman
 - b. Report of the Credentials Committee
 - c. Report of the By-Laws Committee
 - d. Report of the Platform and Resolutions Committee
 - e. Report of the Nominating Committee
 - f. Nominations from the floor
 - g. Other Business
 - h. AdjournmentSuch order of business may be changed at the discretion of the Chairman.

8. **VOTING PROCEDURES FOR STATE AND NATIONAL CONVENTION DELEGATES**
 - a. Voting for delegates to national and state conventions will be by secret ballot style determined by the Executive Committee
 - b. National Convention Candidates will be provided time to speak as determined by the County Chairman”
 - c. A two-round voting process may be used, if warranted. In a two-round process, the Executive Committee may determine a process of elimination of candidates after the first round in order to facilitate the voting process.
 - d. Results shall be determined by a simple majority of votes cast. For example, if an odd number of votes are cast, the winning result may be determined by a fraction of a percentage of a vote instead of a full vote. The number of votes cast may be less than the number of credentialed voters.

9. **ROLL CALL VOTES:** A roll call vote (Yeas and Nays) upon any question presented to the Convention may be ordered by the Chairman of such Convention or can be compelled by majority vote of the delegates to such convention. However, a

request for a roll call vote must be sought before the question is first voted upon. The preceding sentence in no way interferes with right of a delegate to request a standing vote on questions presented to the Convention.

ARTICLE IX AMENDMENTS

Amendments to these By-laws shall only be made by a simple majority of members present at the Bi-Annual Laramie County Republican Party Central Committee Meeting or a simple majority of delegates to a County Convention. In all cases where there is a proposed change in the By-laws, the proposed revision shall be posted on the official public Laramie County Republican Party website.

CERTIFICATION

I do hereby certify that I am the County Chairman of the Laramie County Republican Party Central Committee, State of Wyoming, and that the foregoing is a true and correct copy of the By-Laws, Rules and Regulations of the Laramie County Republican Party, State of Wyoming, duly adopted at the duly called and constituted Republican County Central Committee meeting held in Cheyenne, Wyoming on the 14th day of March, 2009.

County Chairman

Dicky Shanor