



3/1/2018

# By-Laws of the YAMHILL COUNTY REPUBLICAN CENTRAL COMMITTEE



As Amended:

- April 2019
- July 2021
- August 2021
- July 2023
- March 2024

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## List of Abbreviations

|        |   |
|--------|---|
| CD 1   | First Congressional District                    |
| GOTV   | Get Out The Vote                                |
| ORP    | Oregon Republican Party                         |
| ORS    | Oregon Revised Statute                          |
| ORPSCC | Oregon Republican Party State Central Committee |
| PCP    | Precinct Committee Person                       |
| YCRCC  | Yamhill County Republican Central Committee     |
| YCRP   | Yamhill County Republican Party                 |

# **By-Laws of the Yamhill County Republican Central Committee**

## **ARTICLE I**

### Organization and Objectives

#### Section A      Name

The organization shall be known as the Yamhill County Republican Central Committee (YCRCC) also referred to simply as “The Central Committee”.

#### Section B      Authority and Organization

1. The Yamhill County Republican Party (YCRP) represents all registered Republicans in Yamhill County and derives its authority from its association with the Oregon Republican Party (ORP).
2. The Yamhill County Republican Central Committee (YCRCC) is the deliberating and decision-making body of the Yamhill County Republican Party.
3. The membership of the YCRCC is made up of Precinct Committee Persons (PCPs) elected by YCRP voters in the biennial Republican Primary. [Some PCPs may also be appointed to fill vacancies not filled by the election (see Article II Section B)].
4. As the highest Republican Party authority in Yamhill County the YCRCC has sole authorization to adopt by-laws, rules or regulations for its own governance provided they do not conflict with those of the state party.
5. In order to conduct its day-to-day business and oversee its financial affairs, the Central Committee elects officers, delegates, alternate delegates and Standing Committee Chairs to serve on its Executive Committee.
6. The Oregon Republican Party does not intend to be subject to the provisions of ORS 248.012 to ORS 248.315 except that the party intends to elect precinct committee persons as per ORS 248.015. (amended 7/2021)

## Section C      Goals and Objectives

The primary goals and objectives of the organization include:

- Electing and supporting Republicans who support the platform and values of the Oregon Republican Party (ORP);
- Coordinating, encouraging and assisting the growth of the Republican Party and Republican values through voter registration, volunteer activity, PCP recruitment and precinct mobilization.

## Section D      Activities

1. The Yamhill County Republican Party Central Committee may engage in any lawful activity to further the above stated goals and objectives.
2. It shall not however endorse, fund or recommend any candidate in the Republican Party primary election.

## **ARTICLE II**

### Precinct Committee Persons (PCPs)

## Section A      Elected PCPs

1. Any registered Republican wishing to become a Precinct Committee Person (PCP) must stand for election in the precinct in which they reside.
2. The YCRP shall follow the rules for the election of PCPs as provided in ORS 248.015 to 248.029 and shall impose no qualifications other than those outlined therein.
3. Elected PCPs serve for two years beginning from the 24<sup>th</sup> day after the date of the biennial primary election until the 24<sup>th</sup> day after the date of the next biennial primary election.

## Section B      Appointed PCPs

1. Anyone who has been a registered Republican for at least 180 days and who resides in a precinct (or an adjacent precinct) in which there is a vacancy to be filled is eligible to become an appointed PCP.
2. Those applying for appointment as a PCP must be nominated by the Executive Committee and approved by the Central Committee.
3. Appointed PCPs serve from the date their appointment is approved until the following biennial primary election.
4. An appointed PCP is not eligible to vote in the YCRCC meeting wherein his/her appointment is approved or in the first Biennial Re-Organization Meeting following his/her appointment but otherwise is entitled to all the rights, privileges and obligations of an elected PCP.

## Section C      Duties and Responsibilities

1. It is the duty and responsibility of all PCPs to aid in achieving the goals and objectives of the YCRP as listed in Article I Section C.
2. PCPs should attend and participate in the meetings of the Yamhill County Republican Central Committee to the fullest extent of their abilities.
3. The duties and responsibilities of PCPs are more fully explained in the ***Yamhill County Republican Party PCP Manual*** that is to be given to them by the Secretary upon their election or appointment.

## ARTICLE III

### Yamhill County Republican Central Committee

#### Section A      Voting Members

1. All certified ***elected*** PCPs are considered voting members of the Yamhill County Republican Central Committee.
2. All certified ***appointed*** PCPs are also considered voting members of the YCRCC except that they may not vote in the meeting in which their appointment is approved or in the election of officers or delegates at the Biennial Re-Organizational Meeting that takes place after their appointment.

#### Section B      Officers

1. Any duly elected or appointed PCP of the Yamhill County Republican Party is eligible to be an officer, delegate or alternate delegate in the Central Committee with one exception: no person who holds, files for or declares him or herself to be a candidate for public office may hold the office of Chair.
2. There shall be four elected officers of the YCRCC: the Chair, the Vice-Chair, the Secretary and the Treasurer. The officers shall be elected by a simple majority of the voting members present at the Biennial Re-Organizational Meeting. Only elected PCPs may vote in this election as stated in Section A (2) above.
3. Officers shall serve two years from their election at the Biennial Re-Organizational Meeting until the following Biennial Re-Organizational Meeting.

#### Section C      Vacancies in Office

1. In the event the Chair, Vice Chair, Secretary or Treasurer (amended 4/16/2019) is unable to serve due to death, resignation or for any other reason the Executive Committee shall appoint one of its members to temporarily fill the vacancy until a successor can be duly elected by the Central Committee in a Special Election as described in Article IX Section C. (amended 3/2024)



2. Except as provided in subsection 3 below it shall be the duty of the Executive Committee to set a date for the election and direct the Secretary to send out the required notifications. These notifications must be sent to all Central Committee voting members at least 14 days prior to the date of the election.
3. Should any vacancy occur within the 2 month period prior to the Biennial Re-Organizational Meeting the Executive Committee may, at its discretion, defer calling a special election and instead allow for the vacant office to be filled at that meeting.

## Section D      Resignations

1. Any PCP who wishes to resign their position must do so in writing to the Director of Elections (Yamhill County Clerk) and to the Executive Committee Secretary.
2. Members of the Executive Committee who wish to resign must submit their resignation in writing to the Chair.
3. PCPs who move from the geographic boundaries of the precinct in which they were elected or appointed shall be considered to have tendered their resignation except if they have moved to an adjoining precinct as allowed by State Statute.
4. PCPs who change their party registration to anything other than Republican automatically surrender their YCRCC membership.
5. An officer, delegate or alternate of the YCRCC who fails to attend 3 consecutive official meetings of the Central Committee or the Executive Committee, without having obtained the consent of the Executive Committee, shall be deemed to have resigned his or her office.
6. If the Chair or Vice-Chair fails to convene a meeting of the YCRCC within any three month period either or both shall be considered to have abdicated their responsibilities under the by-laws and a special election meeting shall be held to elect other members to replace them. Notification of this meeting must be given to all registered PCPs between 90 and 120 days after the last Central Committee meeting.

## Section E        Recalls

1. Any officer, delegate, alternate delegate or Standing Committee chair of the Yamhill County Republican Central Committee is subject to being recalled by the Central Committee membership.
2. A recall petition must be filed with the Secretary and must comply with the requirements for a Petitioned Recall Meeting as found in Article VIII Section D of these by-laws. A majority vote of the members present at such a meeting is required for a recall to succeed.
3. All eligible PCPs whether elected or appointed may vote in a recall election.
4. If any of the officers listed in Article III Section B (2) is recalled the Executive Committee shall appoint a temporary replacement until a Special Election can be held as described in Article IX Section C. (amended 3/2024)

## **ARTICLE IV**

### Duties of the Officers

#### Section A        Duties of the Chair

1. The Central Committee Chair must abide by all applicable Oregon Revised Statutes, Oregon Republican Party by-laws and standing rules as well as the by-laws of the YCRCC.
2. It is the duty of the Chair together with the Executive Committee to see that the provisions of the YCRCC by-laws are faithfully implemented and complied with.
3. The Chair shall call, or direct the Secretary to call, meetings as prescribed in Article IX. (amended 7/2021)
4. The YCRCC Chair is also the Chair of the Executive Committee and shall preside over their meetings.

5. The Chair shall set the agenda and preside over meetings of the YCRCC. At each Central Committee meeting, the Chair shall make a brief report of the activities and actions of the Executive Committee.
6. The Chair shall attend meetings of the Oregon Republican Party State Central Committee. An Alternate Delegate can represent the Chair if the Chair is not available. If an Alternate Delegate is unable to attend the meeting the Chair may appoint a proxy in accordance with Article VII Section D (4). (amended 7/2021)
7. The Chair of the YCRCC shall nominate the Chairs of the Standing Committee and present them to the Central Committee for election.
8. The Chair shall appoint *Ad Hoc* Committees as described in Article VI.
9. It is the responsibility of the Chair to appoint an acting secretary for any meeting in which the Secretary is unable participate.
10. A newly-elected Chair must notify the ORP and the County Clerk's office of his or her election within 5 days

## Section B        Duties of the Vice-Chair

1. The Vice-Chair shall act as the liaison between the Central Committee and other Republican organizations including the 1st Congressional District officers.
2. The Vice-Chair shall have such powers and perform such duties as may be assigned by the Executive Committee or the Chair given that such powers or duties fall within the parameters of these by-laws.
3. In the absence or incapacity of the Chair, the Vice-Chair shall assume all of the powers and duties granted to the Chair by these by-laws.
4. The Vice-Chair shall attend meetings of the Oregon Republican Party State Central Committee. If unable to do so, the Vice-Chair may appoint a proxy in accordance with Article VII Section D (4).

## Section C        Duties of the Secretary

1. The Secretary is responsible for keeping minutes of all meetings and submitting them to the Chair within 10 days.

2. The Secretary shall handle all general correspondence as directed by the Chair or Executive Committee.
3. The Secretary shall also be responsible for:
  - a. Sending out all notices as required by the by-laws;
  - b. Notifying all elected Republican officeholders and candidates in Yamhill County of upcoming Yamhill County Republican Central Committee meetings;
  - c. Notifying the Director of Elections in Yamhill County of all newly appointed PCPs and conveying to him/her any changes in the status of incumbent PCPs, appointed or elected;
  - d. Making all filings required by Oregon Republican Party by-laws and the applicable Oregon Revised Statutes;
  - e. Maintaining the official membership roster of the YCRCC;
  - f. Maintaining a file of all committee reports, date received and action taken;
  - g. Providing current copies of the by-laws and the ***Yamhill County Republican Party PCP Manual*** to all newly elected or appointed PCPs.

## Section D      Duties of the Treasurer

1. As the fiduciary agent of the YCRCC the Treasurer shall maintain proper and timely invoice and expense documentation consistent with good accounting practices and all applicable laws and reporting requirements of the ORP and the Oregon Revised Statutes (ORS).
2. The Treasurer has the authority and the responsibility of paying, with YCRCC funds, all debts legally incurred by or on behalf of the Yamhill County Republican Executive Committee. Prior approval of the Executive Committee is required for amounts exceeding \$500.00. In case of doubt as to the authority for paying a bill, the Treasurer may require a written order from the Chair.  
(amended 7/2023)
3. (This clause deleted by amendment 7/2023)
4. The Treasurer shall ensure that all funds belonging to the YCRP or the Central Committee, whether contributions or otherwise, shall be deposited in the YCRCC account within 2 business days of receipt.
5. A record of all assets owned by the YCRCC is to be maintained by the Treasurer and shall be provided along with all financial records to the successor Treasurer.

6. The Treasurer is responsible for filing all necessary financial reports with the Oregon Secretary of State, including but not limited to the Contribution and Expenditure reports, by whatever deadlines have been established by Oregon State Statutes.

7. Following the regular Biennial General Election, the Treasurer shall submit to the Secretary of State any financial statements required by law. (amended 7/2021)

## **ARTICLE V**

### **The Executive Committee**

#### **Section A      Purpose**

1. As the administrative arm of the Yamhill County Republican Central Committee, the Executive Committee is responsible for:

- Putting into practice the ideas and concepts of the PCPs as expressed in the directives of the Central Committee;
- Administering the day-to-day business and conducting the financial affairs of the Central Committee;
- Implementing and upholding the provisions of the YCRCC by-laws.

2. The Executive Committee acts with the authority of the Central Committee and is subject to its control and direction.

#### **Section B      Membership**

1. Voting members of the Executive Committee are: the YCRCC officers, i.e. the Chair, Vice-Chair, Secretary and Treasurer, and the elected delegates and alternates. Membership runs concurrently with the terms of these offices.

2. Chairs of the six (6) Standing Committees are also considered voting members of the Executive Committee.

3. As stipulated by the ORP by-laws, the Executive Committee shall always consist of more elected members than appointed members.

## Section C Meetings

1. Meetings of the Executive Committee shall be held every two months unless waived by a majority vote of its members. Meetings may also be called by the YCRCC Chair, or the Chair may be requested to call such a meeting by a majority of the voting PCPs at any Central Committee meeting.
2. When appropriate, business of the Executive Committee may be conducted by mail, conference call or e-mail.
3. A quorum, that is a majority of its voting members, must be present to make any decisions at an Executive Committee meeting.

## **ARTICLE VI**

### Committees

#### Section A Standing Committees

1. The YCRCC Chair shall nominate the Chairs of the various Standing Committees. The Chairs must be voting PCPs and those nominated must be approved by the Central Committee.
2. The Standing Committee Chairs report to the Executive Committee.
3. Each Standing Committee shall consist of not less than three members and is responsible for organizing itself according to the YCRCC by-laws.
4. Notification of any meetings are to be given to its membership at least seven days in advance either by the Committee Chair or its Secretary.
5. Chairs of the six (6) Standing Committees are also voting members of the Executive Committee.
6. The Standing Committees are:

- PCP Engagement Coordinator. Responsible for organizing efforts to engage PCPs to Get-Out-The-Vote, recruit PCPs, register Republicans for voting and to coordinate with events that are scheduled all throughout the year. (amended 8/2021)
- By-Laws. Responsible for reviewing and maintaining by-laws and Standing Rules that accord with all Oregon Revised Statutes (ORS), the Oregon Republican Party by-laws and Standing Rules.
- Credentials. Charged with keeping a roster of all current PCPs and their eligibility to vote as well as an accurate count of the number of PCPs attending each Central Committee meeting. The Credentials Committee is also responsible for the preparation and counting of ballots in all YCRP elections.
- Fundraising and Events. Responsible for exploring various means of raising funds for the YCRCC.
- Budget. Responsible for providing a working budget and presenting it to the Central Committee for approval.
- Communications. Responsible for utilizing all mediums for public relations, strategic communications, public affairs, media relations or general public engagement as directed by the Executive Committee. (amended 4/16/2019).

## Section B      *Ad Hoc* Committees

1. *Ad Hoc* Committees may be appointed by the YCRCC Chair or the Executive Committee to address specific topics such as initiative petitions, canvassing, nominations, candidate recruitment, audits, etc.
2. *Ad Hoc* Committees members do not require election or confirmation by the Central Committee.

## **ARTICLE VII**

### Oregon Republican Party State Central Committee Delegates

#### Section A      Number of Delegates

1. The number of delegates and alternate delegates shall be determined by the applicable Oregon Revised Statutes and the Oregon Republican Party State Central Committee (ORPSCC) by-laws.
2. The Chair and Vice-Chair of the YCRCC shall serve as the first two delegates.

#### Section B      Duties and Responsibilities

1. Delegates and alternate delegates are required to represent the YCRCC at the Oregon Republican Party State Central Committee convention and to participate in any related activities as requested by the YCRCC Chair.
2. Delegates and alternate delegates to the ORPSCC automatically become voting members of the Yamhill County Republican Party Executive Committee and are expected to attend meetings of the Executive Committee and the YCRCC.

#### Section C      Eligibility and Election

1. Only elected or appointed PCPs shall be eligible to be delegates or alternate delegates.
2. Delegates and alternate delegates shall be elected by a simple majority of the voting members present at the Biennial Re-Organizational Meeting.
3. (This clause deleted by amendment 4/16/2019).



## Section D      Vacancies and Seating Priority

1. If any delegate or alternate delegate fails to attend three consecutive meetings of the Central Committee or The Executive Committee their positions are to be declared vacant and new delegates or alternates chosen in accordance with sub-section (3) below.
2. If either the Chair or Vice-Chair or both are unable to attend as delegates, the elected delegate and alternates shall take their place according to the rankings described in sub-section (3) below.
3. In the event the Delegate or Alternate Delegate is unable to serve due to death, resignation or for any other reason the Executive Committee shall appoint one of its members to temporarily fill the vacancy until a successor can be duly elected by the Central Committee in a Special Election as described in Article IX Section C. (amended 3/2024)
4. An officer, delegate or alternate delegate to the ORPSCC may designate a “proxy” if they are unable to attend. A proxy holder must be a registered Republican from the same county and the proxy assignment must be made in writing including the name and address of the proxy holder and the person represented.
5. The elected county Secretary and Treasurer are automatic alternate delegates but have a lower priority than elected alternate delegates and a higher priority than proxy holders.

## ARTICLE VIII

### ORP State (Platform) Convention Delegates

#### Section A Time and Place

1. The Oregon Republican Party State Convention, also referred to as the platform convention, takes place each year in which a general election is held.
2. The date and location of the convention is determined by the Chair of the ORP Central Committee.
3. The purpose of the convention is to consider amendments to the party platform.

#### Section B Delegates

1. The delegates and alternates to the platform convention are the same as were chosen to represent the county at the ORP Central Committee meeting; i.e. the delegates and alternates elected at the Biennial Re-Organizational Meeting plus the YCRP Chair and Vice-Chair.
2. In addition to these there shall be one “bonus” delegate awarded for every 5,000 Yamhill County Republicans registered to vote in the statewide primary election.
3. The “bonus” delegates and alternates are to be elected by the Yamhill County Republican Party Central Committee no sooner than 25 days after the primary and no later than 2 weeks prior to the date of the convention.
4. Each “bonus” delegate shall have one vote at the convention. No proxies are allowed.

#### Section C Vacancies

If a “bonus” delegate or alternate (there should be at least one alternate for each delegate) cannot attend the convention, the same rules governing vacancies at the ORPSCC meeting shall apply [Article VII, Section D (3)].

## **ARTICLE IX**

### **Meetings**

#### **Section A Central Committee Meetings**

1. An official meeting of the Yamhill Republican Central Committee is any meeting duly called by the Chair, properly noticed, and held at a specific date, time and location. If unable to meet at a location the Chair may elect to use a virtual online or hybrid meeting process. It shall be presided over by the Chair or, in the Chair's absence, the Vice-Chair. (amended 8/2021)
2. Central Committee meetings shall be held on a monthly basis from January through November each year. A scheduled meeting may be set aside or waived by the Chair provided notice is given to all members within 15 days of the date the meeting was to be held.
3. In order to transact business a quorum consisting of not less than 10% of the current elected and appointed PCPs, an officer and two other members of the Executive Committee must be present.

#### **Section B Biennial Re-Organizational Meeting**

1. The Biennial Re-Organizational Meeting shall take place in every even-numbered year within 50 days following the General Election as prescribed by law.
2. The Biennial Re-Organizational Meeting is considered the official meeting for the quarter in which it falls.
3. The specific purpose of the Biennial Re-Organizational Meeting is to elect YCRCC officers as well as delegates to the Oregon Republican Party State Central Committee. Appointed PCPs may not vote in these elections.
4. The Secretary shall send notification of the Re-Organizational Meeting to each PCP at least 14 days in advance. A copy of the notice must also be sent to the ORP at least 10 days prior to the date of the meeting.

5. Within 15 days after the Biennial Re-Organizational Meeting, the officers of the retiring YCRCC shall deliver all property, records and funds owned or controlled by the YCRCC to the newly elected officers.

## Section C Special Election Meetings

1. A Special Election Meeting may be called by the Executive Committee for the purpose of filling a vacancy as prescribed in these by-laws.
2. A Special Election Meeting is to be held within 45 days of the office being declared vacant.

## Section D Petitioned Meetings

1. A petitioned meeting of the YCRCC may be requested by at least 10% of the PCPs.
2. A petitioned recall meeting may be requested by at least 25% of the PCPs.
3. A petition specifying the date, time, place and purpose of the requested meeting must be filed with the Secretary at least 35 days prior to the date requested.
4. Notice must be given by the Secretary to all members at least 14 days prior to the meeting.

## Section E Notifications

1. All notifications are to specify time, date and place of meeting. They shall be given at least 7 days prior to the meeting unless otherwise specified in these by-laws. Failure to give the required notice shall invalidate the business of the meeting (ORS 248.100).
2. Notices of meetings may be made by the method preferred by each PCP if stated and may be by mail, e-mail, or phone call.
3. All meetings shall be posted on the YCRP website excluding meetings of Standing and *A Hoc* Committees.

## **ARTICLE X**

### **Voting and Elections**

#### **Section A      General Procedures**

1. Unless otherwise specified all elections shall be decided by a majority vote.
2. All elections pertaining to officers, delegates and alternates shall be by written, secret ballot unless the election is uncontested.
3. Nominations may be made in advance of the election meeting or may be made from the floor prior to the vote being taken.
4. All candidates standing for election to the same office shall be accorded equal speaking time and equal treatment before the voters.
5. Proxies may not be used for any purpose at any meeting of the YCRCC or the Executive Committee.
6. Only elected PCPs are eligible to vote in the Biennial Re-Organizational Meeting.

#### **Section B      Voting at the Biennial Re-Organizational Meeting**

1. Unless the election for an office is uncontested, there shall be separate ballots taken for each open position: one each for the four officers, the delegates and the alternate delegates.
2. The names of all candidates for each position shall be written in adequate size in a visible manner in front of the voting body.
3. Each candidate for Chair will have a total of five minutes to address the voters. Candidates for the remaining YCRCC offices will have two minutes each.
4. In any election for any office, if no candidate receives a majority of the votes cast, there shall be a run-off election between the two candidates who received the most votes

## **ARTICLE XI**

### **Operational Procedures\***

In regard to the rules governing the proceedings of the Yamhill County Republican Central Committee the following are observed in descending order of precedence:

- First, Oregon Republican Party By-Laws;
- Second, Oregon Republican Party Standing Rules;
- Third, Yamhill Co, Republican Central Committee By-Laws;
- Fourth, Yamhill Co. Republican Central Committee Standing Rules.

Parliamentary procedures that are in dispute and are not addressed by the foregoing shall be decided by the Chair based on past practice.

\*The Yamhill County Republican Central Committee follows *Roberts Rules of Order* in procedural matters.

## **ARTICLE XII**

### **Accountability**

#### **Section A      Implementation**

It shall be the duty of the Chair together with the Executive Committee to ensure that the provisions of these by-laws, once adopted, are faithfully and fully implemented as regards all activities of the Yamhill County Republican Central Committee and its constituent parts.

#### **Section B      Compliance**

Any instance of non-compliance with any provision of these by-laws may be brought before a duly called meeting of the Central Committee so that the voting members present, by a simple majority vote, can decide whether the existing provision should be upheld as written or should be amended according to the procedures set forth below in Article XII.

## **ARTICLE XIII**

### **Amendments and Revisions**

#### **Section A      Amendments**

1. Amendments to these by-laws may be proposed by YCRCC action, Executive Committee recommendation or by a petition signed by not less than ten voting PCPs.
2. The Secretary shall send out a copy of the proposed amendment or amendments to each of the members at least 14 days prior to the meeting in which it is to be voted on.
3. A 2/3 vote of the eligible voters present is required for adoption.

#### **Section B      Revisions**

1. Revisions of the by-laws shall be undertaken by the Standing By-laws Committee with the participation of all interested PCPs.
2. A copy of the proposed revision shall be provided to all Central Committee members at least 30 days prior to the meeting in which it is to be considered.
3. Any changes suggested by the members to the proposed revision should be made in writing and submitted to the committee or one of its members before the final vote on adoption is taken.
4. Such changes shall be considered individually and may be incorporated into the revision or excluded from it by a majority vote of those present at the meeting.
5. Adoption of the revised by-laws will require a 2/3 vote of the eligible voters in attendance.

#### **Section C      ORP Review**

These by-laws are to be re-submitted to the Oregon Republican Party for review whenever they are amended or revised and, in any event, not later than every two years.