

# BYLAWS

## 15<sup>th</sup> Legislative District

### Republican Party of North Dakota

*Month, Day, Year*

#### Article I – Name

The organization name shall be the 15<sup>th</sup> Legislative District Republican Party of North Dakota.

#### Article II – Purposes

The purposes of this organization shall be:

1. To promote an informed electorate through political education and involvement, foster loyalty to the North Dakota Republican Party Platform and to promote its ideals and purposes.
2. To endorse and promote for election to the North Dakota Legislative Assembly, candidates that align with the North Dakota Republican Party Platform.
3. To encourage the District Party's nominees and legislative office holders to uphold the North Dakota Republican Party Platform, its ideals, and purposes in the legislation they propose and support.
4. To provide representation of the Republican voters of District 15 before the North Dakota Republican Party, its committees, and conventions.
5. To raise funds for the district, district endorsed candidates, and for the North Dakota Republican Party. If funds are deemed to be used outside District 15, it requires a 20-day notice and a two-thirds majority vote of the District Committee members present at a special meeting called by the Chairman.
6. To volunteer and participate in the local election process, local political causes, initiatives, elections and to help ensure proper election function and integrity.
7. To ensure the public has unfettered access to all District 15 processes. All such processes shall remain transparent and open.

### **Article III – Membership**

Membership shall be granted to:

1. Any qualified elector (as defined under North Dakota Century Code Section 16.1-01-04).
2. Who is a legal resident of Legislative District 15 of North Dakota.
3. Who believes in the principles outlined in the North Dakota Republican Party Platform.
4. Who agrees to support candidates that align with the North Dakota Republican Party Platform.
5. Who has completed a membership form approved by the Executive Committee.
6. Who has remitted to the District Treasurer membership dues in the amount of \$20 prior to participation at any district meeting. Dues shall cover one calendar year from January 1st through December 31<sup>st</sup>.

### **Article IV – District Organization**

#### Section 1 – District Committee

The District Committee shall be defined as all Legislative District 15 qualified voters who meet the requirements of Article III.

#### Section 2 – District Committee Business

The District Committee shall:

1. Elect an Executive Committee
2. Adopt bylaws that align with the North Dakota statutes and the North Dakota Republican Party bylaws.
3. Elect delegates to the North Dakota Republican Party Convention.
4. Vote to endorse candidates for election to the North Dakota Legislative Assembly.

### Section 3 – Executive Committee

The Executive Committee shall consist of a Chairman, 1<sup>st</sup> Vice Chairman, 2<sup>nd</sup> Vice Chairman, Secretary, Treasurer, current Republican Legislative Assembly members, most recent republican endorsed candidates for the legislative assembly, not more than 5 members at large elected by the District Committee. The total number of the Executive Committee cannot exceed 16. All members of the Executive Committee, excluding the chairman will be considered voting members. The Chairman may vote in the case of a tie.

### Section 4 – Executive Committee Duties

The Executive Committee shall have the authority to:

1. Transact any necessary business between meetings of the District Committee.
2. To make recommendations as to policies of the District Party.
3. To fill any vacancies which occur on the Executive Committee.
4. To advise the District Chairman.
5. Any other business necessary to fulfill the purposes of this organization under Article II.

### Section 5 – Executive Committee Meetings

1. The Executive Committee shall meet from time to time at the call of the Chairman as necessary to conduct business of the district.
2. The Executive Committee shall forward the name and contact information of the Chairman to the North Dakota Republican Party Headquarters.
3. If the office of the Chairman becomes vacant, the 1<sup>st</sup> Vice-Chairman shall assume the office of Chairman until the next regular election occurs for the Executive Committee.
4. If any Executive Committee position becomes vacant, the Chairman shall call a special meeting of the Executive Committee for the purpose of electing a new member to fill that vacancy.
5. If an Executive Committee member is unable to be present, they may participate via any digital meeting platform. A forty-eight-hour notice to the Chairman of absence is required.

## Article V – Duties of the Officers & Members at large

### Section 1 – Chairman

The Chairman shall preside at all meetings of the District Committee, Executive Committee, and shall have general supervision of the work of the District Party. The Chairman shall call all regular and special meetings of the District and Executive Committees and develop meeting agendas. The Chairman shall see that the organization and work of the District Party proceed according to North Dakota Law. The Chairman shall have the responsibility of appointing committees as necessary. After any reorganizational meeting, the Chairman shall appoint a committee to review the bylaws. The Chairman is a member of the Republican State Party Committee and shall represent the district party before such committee or appoint a proxy to serve in his/her place. The Chairman shall have other duties necessary to carry out the purposes outlined in Article II of the District Party bylaws.

### Section 2 –1<sup>st</sup> and 2<sup>nd</sup> Vice-Chairmen

In the absence of the Chairman, the first Vice Chairman shall perform the Chairman's responsibilities. If both the Chairman and 1<sup>st</sup> Vice Chairman are absent, the 2<sup>nd</sup> Vice Chairman shall perform the responsibilities. In addition, the 1<sup>st</sup> Vice Chairman and 2<sup>nd</sup> Vice Chairman shall perform such other duties as may be assigned by the Chairman.

### Section 3 – Secretary

The Secretary shall keep minutes of all meetings, send out notices of all meetings, and shall be the custodian of all records of the District Party. The Secretary shall maintain a current roster of the membership of the District Committee, maintain the District Committee databases, and shall perform such other duties as the District Chairman directs.

#### Section 4 – Treasurer

The Treasurer shall receive and is custodian of all funds of the District Committee and shall pay all bills upon the direction of the Executive Committee. The Treasurer shall maintain a District bank account in a bank approved by the Executive Committee and shall keep a recorded account of all money received and disbursed. A second signator for the checking account will be appointed by the Executive Committee. The Treasurer shall present the financial report in full at each meeting of the Executive Committee or District Committee and at such other times as may be requested by the District Chairman. The Treasurer shall perform other duties as assigned by the District Chairman.

#### Section 5 – Members at large

The Members at large shall be responsible for representing the interests of the electors of District 15.

**Term of office:** Executive Committee's term of office shall be two years, except after redistricting. (Article VI Section 3)

### **Article VI – Meetings**

#### Section 1 – Required Meetings

The meetings of the District Committee shall be held as provided by law.

#### Section 2 – Reorganization

In every odd-numbered year, the District Committee shall meet on or before May 15 for the purpose of reorganizing at a site within the district boundaries designated by the existing Chairman. The day and hour shall be set by the existing Chairman. The Chairman shall provide 20 days published notice in the official county newspapers that make up District 15.

#### Section 3 – Redistricting

If redistricting of the Legislative Assembly requires reorganization under Century Code section 16.1-01-04, the District Committee shall reorganize under Article VI in a timely fashion to assure compliance with primary election filing deadlines.

#### Section 4 – Convention and Endorsing

In even-numbered years, the District Committee shall convene at a site within the district and at a time designated by the Chairman to elect delegates to the North Dakota Republican Party Convention. If it is an election year for the district's candidates for the Legislative Assembly, the District Committee shall convene at a site within the district and at a time designated by the Chairman to endorse candidates for election to the North Dakota Legislative Assembly. The endorsement of candidates may be accomplished at a meeting separate from the one at which delegates are elected. However, it shall take place before the statutory deadline for filing of petitions of candidacy for the Legislative Assembly.

#### Section 5 – Other Meetings

Other meetings of the District Committee may be held at the call of the chairman. Members of the District Committee shall be given notice via email 20 days prior to the meeting. Special meetings of the District Committee shall be called upon written request signed by two-thirds of the members of the District Committee, or by a two-thirds of the members of the Executive Committee and presented to the Secretary. Such meeting shall be within thirty days of such request. The purpose of a special meeting shall be stated in the notice of such meeting and no other business shall be transacted.

#### Section 6 – Open Meeting Rules

Meetings of the District and Executive Committees are not subject to North Dakota open meeting statutes. Any individual desiring to participate in meetings of District 15 may do so subject to verification of membership status. Digital recording and distribution are permitted.

### **Article VII – North Dakota Republican Party Convention**

#### Section 1 – General Rules

As provided under Article VI Section 4, the Chairman shall call a meeting to elect delegates to the North Dakota Republican Party Convention. The District Committee shall elect qualified Delegates and Alternates in the quantity allowed by the North Dakota Republican Party.

## Section 2 – Automatic Delegates

The current Executive Committee shall be automatic delegates from the District to the Republican State Party Convention.

## Section 3 –Delegates and Alternates

1. The selection of delegates and alternates to the State Party Convention shall occur at a District Committee Meeting called for the purposes of electing delegates to the State Party Convention.
2. Individuals that desire to be nominated as a delegate, but unable to attend the delegate election meeting, must contact the Chairman prior to the meeting and express their interest in the nomination via email, text, or letter.
3. Individuals nominated from the floor and present at the meeting shall automatically be included in the ballot provided the nomination meets the requirements of the bylaws, and the individual's eligibility has been verified.
4. Balloting shall take place via a uniform printed ballot to be distributed to all voting members present. Names shall be placed on the ballot in the receipt of the nomination. Voting tellers shall be appointed by the Chairman to tally votes.
5. Delegates and alternates shall be elected by a plurality vote of those members present in order of votes received. The complete list of delegates and alternates will be provided to all Executive Committee members at the endorsing convention.

## Section 4 – Vacancies after the Delegate Selection Meeting

Any remaining unelected delegate or alternate positions available after the Delegate Selection Meeting or any vacancies created by a delegate or alternate withdrawal shall be filled by the following process. The chairman will email all District members giving notification of the vacancies of Delegates. Anyone interested in being a delegate will be required to notify the chairman via email and the delegates will be approved in the order emails were received.

### **Article VIII – Procedures**

Meetings and proceedings shall be governed by the most recent edition of Robert’s Rules of Order, except where inconsistent with these bylaws or North Dakota Law.

### **Article IX – Amendments**

These bylaws may only be amended by a two-thirds vote of the members of the District Committee present at any regular or special meeting. Members of the District Committee shall be given electronic written notice of proposed amendments prior to such meeting and must be available for viewing 30 days prior to voting on them. Any member of District 15 may propose a bylaw change by submitting an electronic written proposal with a detailed description of those proposed changes. These proposals may be submitted to any Executive Committee member who will be responsible to bring it before the Executive Committee for consideration. If a proposed amendment submitted to the Executive Committee is not brought to the District Committee for a vote, the person proposing that amendment can force a vote on that amendment. To do this that person must secure the signatures of at least thirty verified members of the district. After this requirement has been satisfied, they must submit the signatures to the Executive Committee. The Chairman must present this amendment for a vote at the next annual meeting. Should the amendment fail, it cannot be brought for a vote a second time in this manner.


### **Article X – Bylaw Accessibility**

The current version of District 15 bylaws will always remain accessible to the membership and available upon request from an Executive Committee member.

### **Article XI – State Statutes**

The bylaws of District 15 Republican Party shall be in compliance with the North Dakota Century Code. If any conflicts arise between the North Dakota Century Code and these bylaws the North Dakota Century Code shall prevail.



Approved  \_\_\_\_\_

District 15 Chairman: Jason Pierce

District Secretary: Renae Ahlberg