



# CLARK COUNTY REPUBLICAN PARTY



## Standing Rules of the Clark County Republican Party

### Chapters 1-100

Standing Rules of the Clark County Republican Central Committee

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Standing Rules of the Clark County Republican Party Executive Board

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# **Standing Rules of the Clark County Republican Party**

## **Dates of Amendment**

**Adopted:** 1/26/2010. **Amended:** 5/18/2010. **Amended:** 11/16/2010. **Amended:** 3/15/2011. **Amended:** 9/20/2011. **Amended:** 11/22/2011. **Amended:** 1/17/2012. **Amended:** 7/18/2012. **Amended:** 11/14/2012. **Amended:** 1/23/2013. **Amended:** 11/20/2013. **Amended:** 5/20/2015. **Amended:** 7/26/2016. **Amended:** 8/9/2016. **Amended:** 11/14/2016. **Amended:** 02/06/2017

## **Hierarchy of Rules**

- The Bylaws of the party supersede all rules of the party.
- The Standing Rules of the Central Committee may not be in conflict with the Bylaws.
- The Standing Rules of the Executive Board may not be in conflict with the Bylaws, The Standing Rules of the Central Committee, or the General Rules of Order.

# **Standing Rules of the Clark County Republican Central Committee**

## **Chapter One – General Rules**

### **1 Nominations**

- 1.1 Self-nominations shall be permitted for any election conducted by the CCRCC.
- 1.2 Any elections to be held at any meeting of the CCRCC shall be announced 10 calendar days prior to the election/meeting in the call of the meeting.
- 1.3 Members of the CCRCC who are eligible to be nominated for any vacant office of the CCRP must submit their nomination at least seven calendar days before the election/meeting. This submission may be in one of the following manners: email to the Secretary; first-class mail to the CCRP office in care of the Secretary; in-person delivery to the CCRP office in care of the Secretary.
- 1.4 No nominations shall be permitted from the floor unless there are no nominations submitted pursuant to Standing Rule 1.3 for the vacant offices being filled by election.
- 1.5 In the event that there are proper nominations submitted for vacant offices of the CCRP and these nominations are equal to or fewer than the offices or slots being filled, a vote at any such meeting to elect each unopposed candidate by a show of hands shall be held in lieu of a ballot. A majority is required to elect.

### **2 Candidate Speeches**

- 2.1 Candidates shall be entitled to give a 2 minute speech to the CCRCC.
- 2.2 The order in which candidates give their 2 minute speech shall be alphabetical, by last name.
- 2.3 Because of time constraints, candidates for Representative to the Nevada Republican Central Committee shall not be entitled to make speeches.

### **3 Conducting of Voting and Ballot Counting**

- 3.1 [RESERVED]
- 3.2 [RESERVED]
- 3.3 [RESERVED]
- 3.4 [RESERVED]

- 3.5 No write-in votes shall be permitted.
- 3.6 Upon completion of the speeches made by candidate as referenced in 2.1 and 2.2 of these Standing Rules, the Chair shall direct CCRCC members to cast their ballots.
- 3.7 Once ballots have been collected by the Tellers, the Tellers shall, in the presence of 1 witness designated by each of the nominees, count the votes and report this tabulation to the presiding officer of the CCRCC, who shall then immediately report this tabulation to the CCRCC.
- 3.8 A majority vote shall be required for election to the office or offices being voted on.
- 3.9 In the event of a vote-count where no candidate in an election receives a majority of the votes cast in that election, a run-off election shall be conducted containing only the names of the candidates with the highest 2 vote counts.
- 3.10 Upon the completion of any election or run-off election, the CCRCC shall vote to ratify or reject the tabulation as reported by the Tellers. In no case will a rejection of the results as reported by the Tellers result in any office being filled where such Teller reports are rejected. In the event that a report of the Tellers is rejected by the CCRCC, the process laid out in these Standing Rules beginning with 2.1 shall begin again until the office or offices in question are filled.
- 3.11 If the CCRCC adopts the Teller-reported vote-count and nominees have attained a majority of the votes cast in compliance with 3.8 of these Standing Rules, said candidates/nominees shall enter into their offices immediately.

#### **4 General Provisions**

- 4.1 No person shall be a nominee for, nor once elected hold, any elective office under these rules, unless they are current voting members in good standing of the Clark County Republican Central Committee.
- 4.2 Any person holding any elective office under these rules who dies or ceases to be a voting member in good standing of the Clark County Republican Central Committee immediately forfeits their office and it becomes vacant.
- 4.3 The provisions of these rules apply to the office of Representative to the Nevada Republican Central Committee.

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## **5 Technical Specifications for Electronic Meetings**

5.1 Pursuant to §9 of the General Rules of Order this section hereby establishes the mandatory technical specifications for all electronic meetings of the Central Committee. Any remote location intended to allow members participate as members in attendance at any meeting of the Central Committee must comply with all the requirements of this section.

### **5.2 Statement of Intent and Purpose - Deliberation**

It is the intent of the CCRP that pursuant to §9 of the General Rules of Order that electronic meetings shall be genuinely deliberative and not just consultative. It is the further intent and policy of the CCRP to establish a set of uniform technical standards by which electronic meetings are conducted and that discretion is kept to a minimum, ensuring that all members are treated equally and without favoritism.

5.3 The location at which any meeting of the Central Committee is conducted and the chair presides over is known as the primary location for the purposes of this section.

### **5.4 Statement of Intent and Purpose – Simultaneous Viewing**

Each participant at any meeting of the Central Committee in which electronic meetings are taking place, regardless of whether they are at the primary location or a remote location, must be able to simultaneously view the podium and microphones at the primary location and any remote locations

5.5 Each remote location must have one or more video screens in which real time video and sound of the podium at the primary location from which the chair is presiding as well the video and sound of each microphone on the floor of the Central Committee at the primary location provided for members of the Central Committee to speak at is provided to the remote location.

5.6 The primary location must have a video screen, in which real time video and sound of each microphone on the floor of each remote location provided for members of the Central Committee to speak at is provided to the primary location.

### **5.7 Statement of Intent and Purpose – Video Screen Size**

It is the intent of the CCRP that members of the Central Committee in all locations during an electronic meeting have adequate visual confirmation of the audio portion of deliberations.

- 5.8 It is hereby required at all electronic meetings of the central Committee that all video screens required by this section must be of adequate size to allow for all participants to reasonably view the deliberations of the meeting.

## **6 Procedural Requirements for Electronic Meetings**

- 6.1 Pursuant to §9 of the General Rules of Order this section hereby establishes mandatory procedural requirements for all electronic meetings of the Central Committee. Any remote location intended to allow members participate as members in attendance at any meeting of the Central Committee must comply with all the requirements of this section.
- 6.2 Pursuant to §9 of the General Rules of Order that electronic meetings shall be genuinely deliberative and not just consultative, any attempt to conduct deliberative process by text in an electronic meeting, including but not limited to electronic mail, facsimile machine, synchronous computing including Internet Relay Chat (IRC), Protocol for Synchronous Conferencing (PSYC), Secure Internet Live Conferencing (SILC) and Extensible Messaging and Presence Protocol XMPP or any electronic social media platform is strictly prohibited and is out of order .
- 6.3 Pursuant to Chapter 7, §5.2 of the CCRP Standing Rules, the CCRP Vice Chair shall appoint at least one Teller at remote electronic meeting locations to carry the usual duties of that office.
- 6.4 Pursuant to Chapter 7, §5.3 of the CCRP Standing Rules, the CCRP Secretary shall appoint at least one Clerk at remote electronic meeting locations to carry out registration duties and assist the chair of the meeting in communicating with the remote location. This shall include transmitting to the CCRP Secretary via electronic mail in real time, any written motions made by a member of the Central Committee at the remote location.

## **7 [RESERVED]**

## **8 Parliamentary Provisions**

### **8.1 Consent Calendar**

Pursuant to § 41 of the General Rules of Order the use of a Consent Calendar at meetings of the Central Committee is authorized. The use of a Consent Calendar must meet the following requirements and restrictions:

- 8.1.1 It must be included, in its entirety, in the call of the meeting.
- 8.1.2 It must be scheduled as a Parliamentary Special Order before all other items of business except ceremonial matters such as the Invocation and the Pledge of Allegiance.

- 8.1.3 It may not contain any item of parliamentary business except the following matters; approval of minutes of a prior meeting, approval of the current agenda, approval of admission to membership in the CCRCC and approval of termination of membership in the CCRCC.
- 8.1.4 It must be considered as a single item of business, in gross, without amendment or debate, taken as a single vote. A motion and second to adopt is not required. Once passed, all matters on the Consent Calendar are passed as if they were adopted separately.
- 8.1.5 It shall be in order for a member of the Central Committee to make a motion to remove an item from the Consent Calendar for separate consideration as New Business under the usual rules of procedure, but such a motion shall require a one third vote to pass.
- 8.2 Quorum Requirements – In the calculation of any quorum of the CCRCC only Regular Members shall count towards the establishment of said quorum.
- 8.3 Implementation of a Motion that the Vote be Counted – In the event of a successful motion that the vote be counted pursuant to § 45 of the General Rules of Order, or upon the instruction of the chair, a count shall be conducted in compliance with the following rules:
- 8.3.1 The count shall be conducted by Tellers appointed for the purpose pursuant to § 6.5. of this Chapter.
- 8.3.2 Tellers shall use mechanical devices to conduct and record the count.
- 8.3.3 If more than one Teller is counting, the Chief Teller shall not count votes.
- 8.3.4 Upon completion of the count, each Teller will report their count to the Chief Teller, by showing him the count recorded on their mechanical device and by calling out the count verbally. The Chief Teller will write the number of votes down and verbally repeat the number back to the reporting Teller. The Chief Teller will then add all the votes together and verbally report the count to the Chair. The count will be conducted on the floor of the meeting.
- 8.4 **[RESERVED]**
- 8.5 Motion to Adjourn – Any motion to adjourn prior to the disposition of any First Priority Parliamentary Special Orders shall be out of order.
- 8.6 First Priority Parliamentary Special Orders
- 8.6.1 First Priority Parliamentary Special Orders are special orders at central committee meetings that are hereby required to be disposed of before all other items of business. These orders are as follows and must be disposed of in the order delineated herein:
- 8.6.2 Opening Ceremonies which must include an Invocation and the Pledge of Allegiance and may optionally include the Presentation of the Colors and the National Anthem.
- 8.6.3 The Call To Order and Establishment of a Quorum.
- 8.6.4 The Consent Calendar.

- 8.6.5 Elections.
- 8.6.6 Special Resolutions not included in the Consent Calendar.
- 8.6.7 Bylaws Resolutions.
- 8.6.8 Rules Resolutions.
- 8.6.9 General Resolutions.
- 8.6.10 Community Resolutions.
- 8.6.11 Resolutions are not First Priority Parliamentary Orders unless they were included in the Call to the Meeting and are Formal Resolutions as defined in § 8.7.2.

## 8.7 Definitions of Resolutions

- 8.7.1 General Definition – Resolutions are parliamentary motions made in writing. Resolutions must be one of five categories of resolution; Special, Bylaws, Rules, General or Community. An individual resolution may not cover more than one category.
- 8.7.2 Formal Resolution – Formal Resolutions are resolutions submitted to the County Whip for standardized formatting and the assignment of a unique resolution number. Any resolution not meeting this definition shall be defined as an Ex Tempore Resolution.
- 8.7.3 Special Resolutions – Special Resolutions are resolutions that do not fall under any other category of resolution. This is generally for resolutions of a temporary nature, usually related to making an exception to the Rules or for the setting of a date for an event. However it can also be used to issue an administrative directive of a nature that does not lend itself to a permanent change in the Standing Rules or that is clerically cumbersome such as the membership changes in the Consent Calendar.
- 8.7.4 Bylaws Resolutions - Bylaws Resolutions are resolutions to amend the Bylaws.
- 8.7.5 Rules Resolutions - Rules Resolutions are resolutions to amend the Rules.
- 8.7.6 General Resolutions - General Resolutions are resolutions of an express political nature for recommendations, endorsements or censures of or to any person, group, organization, public agency official, or governmental body. General Resolutions must not be adopted on any topic that is properly a topic for a Community Resolution.
- 8.7.7 Community Resolutions - Community Resolutions are resolutions for making Awards, Commendations or Memorials of individual Clark County Republicans or local groups of Clark County Republicans for their positive service to the CCRP, the Nevada Republican Party, the Republican National Committee, Republican organizations associated or affiliated with the county, state or national party or business organizations, vendors who have supported the Republican Party, or federal, state, or local government. Community Resolutions must not be adopted on any topic that is properly a topic for a General Resolution.

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8.8 Adequate Notice Rule

- 8.8.1 Statement of Intent & Policy – It is the express intent and policy of the CCRP that the actions and deliberations of the central committee be conducted openly and that members be given adequate notice to consider and inquire regarding proposed action of the committee and to that purpose this rule is hereby enacted.
- 8.8.2 No vote for a motion to take action may be taken by the central committee unless it is pursuant to a Formal Resolution as defined in §8.7.2 and was included in the Call To Meeting with not less than a two-thirds vote having approved consideration of the motion.

9 Delegation of Specific Responsibility to Certain Committee Chairs and Officers

The County Chair may, at his sole discretion and for such specific meetings as he may choose, authorize the Chair of the Joint Committee on Proclamations, the Policy Director, or the County Whip, to preside over the Central Committee for the presentation and consideration of matters pertaining to the jurisdiction of their committees or office. This authority may not be extended to any other committee chairs or officers. Such authorization as the County Chair may permit is done solely as a courtesy and a convenience and he may withdraw such authorization at any time, at his sole discretion, and retains all of his rights and privileges as County Chair. This section is hereby declared exempt from § 47 ¶ 12 of the Rules of Order to provide for the implementation of this section. This exemption does not extend to any other purpose other than those established herein.

10 Day of the Week for Regular Meetings of the Central Committee

- 10.1 Regular meetings of the Clark County Republican Central Committee shall be held on a day of the week to be provided for in the Standing Rules of the CCRP Executive Board, except as provided for in § 6.2 of the Bylaws. The Executive Board must adopt Standing Rules to implement the provisions of this section.

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# **Standing Rules of the Clark County Republican Central Committee**

## **Chapter Five – Membership Rules**

### **1 Definition of Cause for Reclassification or Removal of Central Committee Membership**

#### **1.1 Statement of Intent and Purpose**

It is the intent of the CCRP for this section to comply with the provisions of NRS 293.157 (2) requiring cause for the removal of any person from membership in the CCRCC. It is the further intent and policy of the CCRP to establish a set of uniform standards by which it may be determined that cause does or does not exist and that discretion is kept to a minimum, ensuring that all members are treated equally and without favoritism.

#### **1.2 Statement of Intent and Purpose**

It is the intent of the CCRP that persons reclassified from Regular Membership solely for reasons of absence are not to be stigmatized or otherwise made to feel unwelcome in the party and to that purpose, every person removed from membership solely for reasons of absence, shall automatically and immediately, without further action, be reclassified as CCRP Associate Members. It is the further intent and policy of the CCRP that such reclassification does not constitute termination of membership.

#### **1.3 Regular Members who are absent from two consecutive meetings of the CCRCC are to be reclassified pursuant to § 3.6 of the CCRP Bylaws for unexcused absence upon review. The review process may provide for an absence to be excused for the following reasons:**

1.3.1 Extraordinary circumstances, to be limited to unexpected contingencies such as medical emergencies, traffic collisions and deaths in the family.

1.3.2 Active duty as a sworn member of the armed forces or a public safety agency.

1.3.3 Prior unavoidable commitment in the service of the county, state or national Republican Party provided prior notice is provided to the CCRP Secretary.

1.3.4 Attendance by an elected legislator at an actual session of the legislature to which they are a member or an actual meeting of a committee thereof to which they are a member. Legislature is defined as the United States Congress, the Nevada Legislature, the State Board of Regents, the State Board of Education, the Clark County Board of Commissioners, the Board of Trustees of the Clark County School District and any City Council in Clark County.

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#### 1.4 Removal for Cause

Members of any classification of the CCRCC may have their membership terminated for cause only pursuant to a strict interpretation of the procedures for removal in § 61 of the General Rules of Order.

## **2 Associate and Community Membership Provisions**

### 2.1 Statement of Intent and Purpose

It is the intent of the CCRP to recognize that for many Republicans exigent circumstances of time, family, health, work or geographical disadvantage may hinder their ability to participate in the work of the party by participating as members of the Central Committee. It is also the intent of the party to recognize that there are other avenues to participation in the party affairs outside the Central Committee. For these reasons, the positions of CCRCC Associate Member and Community Member are hereby created.

### 2.2 CCRCC Associate and Community Members are entitled to the following privileges.

- 2.2.1 To receive all official communications to CCRCC members, including the calls of the meetings.
- 2.2.2 To be present on the floor of CCRCC meetings other than those in executive session.
- 2.2.3 To speak at pre-convention hearings conducted by the Standing Committee on Platform that are otherwise restricted to CCRCC members.
- 2.2.4 To serve as an officer, member of a committee, task force, project team or other organizational entity of the CCRP except where Central Committee membership is required by the Bylaws or any rule.

### 2.3 CCRCC Associate and Community Members are not entitled to the following privileges:

- 2.3.1 To vote at any meeting of the Central Committee.
- 2.3.2 To be a candidate for elected office of the CCRCC.
- 2.3.3 To speak on the floor of the Central Committee.
- 2.3.4 To introduce any Resolution or other motion to the Central Committee.
- 2.3.5 To exercise any parliamentary privilege to which membership is required under the Bylaws or any rule unless specifically exempted by a rule.
- 2.3.6 Community Members only shall not be contacted by telephone to solicit their participation in party activities, fund raisers or other events.

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- 2.4 CCRCC Associate and Community Membership is subject to the following provisions:
- 2.4.1 Nothing in this section shall be construed to establish privilege pursuant to NRS 293.143, NRS 293.157 or NRS 293.161.
  - 2.4.2 CCRCC Associate and Community Memberships are titles without proprietary parliamentary privilege.
  - 2.4.3 Associate and Community Membership requirements shall be the same as for membership in the Central Committee. The Secretary shall grant Associate and Community Membership status upon application by any qualified Republican or pursuant to Chapter Five, § 1.2 of the Standing Rules.

### **3 Ex Officio Membership Provisions**

#### **3.1 Definition**

*Ex Officio* Members hold automatic membership in the CCRCC by reason of the public office they hold. To both qualify for and to maintain their *Ex Officio* status, they must be currently registered as a Republican, have constituents who are legal residents of Clark County, and hold publicly elected office.

#### **3.2 Voting Rights**

*Ex Officio* Members have full voting rights in the CCRCC. They are not subject to waiting or attendance requirements. *Ex Officio* Members have the right to send a Designated Representative who is a registered Republican in their place to the Plenary Session who may exercise their right to speak and vote at the Plenary Session. Any such Designated Representative shall have their credentials presented to the CCRP in such manner as the CCRP Secretary may specify.

### **4 Honorary Membership Provisions**

#### **4.1 Definition**

Honorary Members hold membership in the CCRCC upon appointment by a majority vote of the elected officers of the CCRP. To both qualify for and to maintain their Honorary status, they must be currently registered as a Republican, and be legal residents of Clark County.

#### **4.2 Voting Rights**

Honorary Members have full voting rights in the CCRCC. They are not subject to waiting requirements, but are subject to attendance requirements. If they do not meet attendance requirements, their membership continues but their voting rights are suspended until they meet the waiting requirement.

**5     Resignation of CCRCC Members**

Any member of the CCRCC may resign at any time by giving notice to the CCRP Registrar, either by postal mail, or by email, that they no longer wish to remain a member or that they no longer wish to receive any CCRCC communications.

**6     Dissolution of the CCRCC**

The CCRCC will be dissolved at the opening gavel of each biennial county convention. The new Membership of the CCRCC will then be comprised of all those who were delegates to the convention and completed a membership application. With the exception of CCRCC officers, honorary and *ex-officio* members, all Members who were not delegates to the convention will be notified that, by virtue of their not attending the convention, their membership has expired due to their having reached the end of their term of office without their filing to run for re-election. Any Member who wishes to remain a Member may rejoin the CCRCC using the standard application process.

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# **Standing Rules of the Clark County Republican Central Committee**

## **Chapter Six – Financial Rules**

### **1.0 Fiscal Year**

The Fiscal Year shall be July 1 through June 30 of each year.

### **2.0 Accounting Standards**

Financial accounting of the CCRP shall use the Cash method of accounting in compliance with Generally Accepted Accounting Principles delineated in the Accounting Standards Codification™ of the Financial Accounting Standards Board, as applicable to non-profit organizations.

### **3.0 Bank Accounts**

#### **3.1 General Fund**

The CCRCC must establish a General Fund checking account with an insured bank with an office physically located in the Las Vegas area of Clark County.

#### **3.2. Ancillary Accounts**

From time to time it may be desirable to establish additional CCRCC checking or savings accounts for specific CCRCC purposes. These ancillary accounts may only be established with the approval of the Executive Board.

#### **3.3. Account Insurance**

All bank accounts of the CCRCC must be kept at a balance below their insured limit.

### **4.0 Expenditures**

#### **4.1 Disbursement Authority**

Disbursements of any kind, including checks, counter checks, transfers either in person or electronically or expenditures using credit or debit cards, from any CCRCC Bank Account shall be controlled pursuant to the signatory requirements of this section. Disbursements requiring signatures, such as bank checks, must be made only by persons authorized in this section.

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#### 4.2 Single Authority Requirements

Expenditures for less than twelve hundred dollars (\$1200.00) may be authorized by any one of the following elected officers; the CCRP Chair, CCRP Vice Chair, CCRP Treasurer or CCRP Secretary.

#### 4.3 Dual Authority Requirements

Expenditures for twelve hundred dollars (\$1200.00) or more must be authorized by any two of the following elected officers; the CCRP Chair, CCRP Vice Chair, CCRP Treasurer or CCRP Secretary. The Executive Board may make an exception to this requirement for amounts pre-approved by the Board.

#### 4.4 Assistant Treasurer Requirements

Expenditures for less than five hundred dollars (\$500.00) may be authorized by the Assistant Treasurer if the specific payees are pre-authorized by the Executive Board.

#### 5.0 Budget Rules

5.1 In no event, are expenditures for any amount permitted unless they are within a budgeted authorization for the type of expenditure previously made by the Board or pre-approved by the Board.

5.2 In no event, are expenditures for any amount permitted in violation of federal or state law or regulations of the Federal Election Commission.

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# **Standing Rules of the Clark County Republican Central Committee**

## **Chapter Seven – Officers and Auxiliaries**

### **1 Administrative Provisions Regarding Officers**

- 1.1 For the purposes of these rules and to properly establish definitions, Officers of the CCRP shall be divided into three categories; Elected, Chartered and Scheduled.
- 1.2 Elected Officers shall be those officers elected by the Central Committee as established in the Bylaws.
- 1.3 Chartered Officers shall be those officers who are appointed as established in the Bylaws.
- 1.4 Scheduled Officers shall be those officers who are appointed as established in the Standing Rules. No person may be appointed as a Scheduled Officer if the position is not established in Schedule A prior to the appointment. All CCRP Appointed Officers shall be registered as Republicans with a legal voting residence in Clark County, Nevada.

#### **1.6 Statement of Policy – Status of Officers**

It is the express intent and policy of the CCRP that membership on the Executive Board or on a committee does not constitute an office, including but not limited to membership on a committee to investigate and report. Furthermore it is the express intent and policy of the CCRP that appointment to an Auxiliary position as defined in this chapter, does not constitute an office.

#### **1.7 Term of Appointed Officers**

The term of appointed officers is indefinite and they shall cease to hold office as soon as a new appointment is made. Appointed officers serve at the pleasure of their appointing authority.

### **2 Schedule A – Scheduled Officers**

- 2.1 Schedule A of the Standing Rules: Scheduled Officers are hereby established as delineated in this section.

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**Job Title: Deputy Director**

Number of Positions Authorized: One per authorized Appointing Authority.

Appointing Authority: CCRP Precinct Director, Political Director, Policy Director, Community Relations Director, Secretary (appointed by default in the office of Deputy Secretary), Communications Director.

**Duties and Responsibilities**

1. To act as the principal assisting officer to the Appointing Authority.
2. To exercise those duties of the Appointing Authority as delegated, provided, that the right to vote vested in any Appointing Authority may not be delegated.
3. Exercise direction, management, supervision and control over any Associate Directors or Auxiliaries appointed by the Appointing Authority.

**Job Title: Associate Director**

Number of Positions Authorized: Three per authorized Appointing Authority.

Appointing Authority: CCRP Precinct Director, Political Director, Policy Director, Community Relations Director, Communications Director.

**Duties and Responsibilities**

1. To act as an assisting officer to the Appointing Authority.
2. To exercise those duties of the Appointing Authority as delegated, provided, that the right to vote vested in any Appointing Authority may not be delegated.
3. Exercise direction, management, supervision and control over such Auxiliaries appointed by the Appointing Authority as delegated.

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**Job Title: Chief of Staff**

Number of Positions Authorized: One.

Appointing Authority: CCRP Chair

**Duties and Responsibilities**

1. To act as the principal assisting officer to the CCRP Chair.
2. To exercise those duties of the CCRP Chair as delegated, provided, that any right to vote or authorize disbursements vested in the CCRP Chair may not be delegated.
3. Exercise direction, management, supervision and control over any Associate Chiefs of Staff or Auxiliaries appointed by the CCRP Chair.

**Job Title: Associate Chief of Staff**

Number of Positions Authorized: Three.

Appointing Authority: CCRP Chair

**Duties and Responsibilities**

1. To act as an assisting officer to the CCRP Chair.
2. To exercise those duties of the CCRP Chair as delegated, provided, that any right to vote or authorize disbursements vested in the CCRP Chair may not be delegated.
3. Exercise direction, management, supervision and control over such Auxiliaries appointed by the CCRP Chair as delegated.

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**Job Title: Operations Director**

Number of Positions Authorized: One.

Appointing Authority: CCRP Vice Chair

**Duties and Responsibilities**

1. To act as the principal assisting officer to the CCRP Vice Chair.
2. To exercise those duties of the CCRP Vice Chair as delegated, provided, that any right to vote or authorize disbursements vested in the CCRP Vice Chair may not be delegated.
3. Exercise direction, management, supervision and control over any Associate Operations Directors or Auxiliaries appointed by the CCRP Vice Chair.

**Job Title: Associate Operations Director**

Number of Positions Authorized: Three.

Appointing Authority: CCRP Vice Chair

**Duties and Responsibilities**

1. To act as an assisting officer to the CCRP Vice Chair.
2. To exercise those duties of the CCRP Chair as delegated, provided, that any right to vote or authorize disbursements vested in the CCRP Vice Chair may not be delegated.
3. Exercise direction, management, supervision and control over such Auxiliaries appointed by the CCRP Vice Chair as delegated.

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**Job Title: County Whip**

Number of Positions Authorized: One.

Appointing Authority: CCRP Chair

**Duties and Responsibilities**

1. Coordinate the planning of the county caucus at meetings of the state convention or state central committee to meet the daily needs of the operation and the CCRP Chair's management objectives.
2. Ensure maximum attendance on the floor to ensure maintenance of a quorum and influence of the county caucus.
3. To communicate to the caucus a call to leave the floor for strategic purposes if so instructed by the CCRP Chair.
4. Moderate a pre-meeting caucus to achieve a consensus on agenda issues and to the priority of voting instructions for those issues, e.g., one whip, two whip, and three whip votes.
5. Assign proxies, through the Registrar, at NRCC meetings.
6. Meet informally, as the CCRP Chair may direct, with specific groups or individuals as a mediator to assist reconciliation and consensus regarding internal disputes within the party.
7. Act as Director of Bylaws & Rules and advise the CCRP Chair on amendments to and other matters regarding Bylaws and Rules and to prepare and index all parliamentary resolutions for the County Convention, Central Committee, the Executive Board and the Permanent Committee on Management.

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**Job Title: Deputy Secretary**

Number of Positions Authorized: One.

Appointing Authority: CCRP Secretary

**Duties and Responsibilities**

1. Prepare Official Calls in the name of the Secretary of the CCRCC, for meetings of the County Convention, the Central Committee, the Executive Board and the Permanent Committee on Management.
2. Send out the Official Calls for meetings of the Executive Board and the Permanent Committee on Management.
3. Maintain a roster of all officer and committee appointments.
4. Signing or counter-signing of legal documents or notices when the signature of a corporate secretary is required.
5. To keep on file all official committee reports.
6. To keep a record of attendance of meetings of the Executive Board and the Permanent Committee on Management.
7. To act as the principal assisting officer to the Secretary.

**Job Title: Recorder**

Number of Positions Authorized: One.

Appointing Authority: CCRP Secretary

**Duties and Responsibilities**

1. Record the minutes of meetings of the County Convention, the Central Committee, the Executive Board and, the Permanent Committee on Management.
2. Prepare all minutes in suitable form for transmission by electronic mail or posting on the internet.
3. Archive all minutes.

Job Title: Registrar

Number of Positions Authorized: One.

Appointing Authority: CCRP Secretary

Duties and Responsibilities

1. Maintain and archive the central membership rosters of the CCRCC, the County Convention and the county caucuses at the State Central Committee and the State Convention.
2. Link the membership rosters so that when contact information for a person who appears on one roster is changed, the same information will be also changed on any other roster that person may appear on.
3. Receive, take custody of and process documentation for Delegates to the County Convention prior to the convention.
4. Receive and review applications for membership in the CCRCC to ensure the applicant meets all the required qualifications. If the new member's application is complete and they qualify, so certify the application and forward it to the Political Director for approval of membership.
5. Inform the CCRP Secretary of any member of the CCRCC whose registration is canceled by the Clark County Registrar of Voters, except for a change of name, or who changes their registration to other than Republican.
6. Adjust the membership lists to reflect the current precinct borders and ensure that vacancies on the CCRCC are determined using the latest precinct boundaries and official registration affidavits and statistics.
7. Certify Members who are absent from two (2) meetings of the Central Committee and inform the CCRP Chair, CCRP Vice Chair and CCRP Secretary.
8. Inform the County Whip of any member of any roster who fails to update contact information.
9. Declare vacant and so inform the CCRP Secretary, the seat of any Representative who fails to attend two meetings of the NRCC during their term, either in person or by recorded proxy.
10. Receive from those NRCC Representatives who wish to do so their proxy forms for a NRCC meeting, and have that proxy recorded so the Representative will receive credit for attending a particular NRCC meeting even if their proxy was not used.
11. Assign proxies at NRCC meetings as assigned by the County Whip.
12. Assign any remaining proxies at NRCC meetings that the County Whip has failed to assign prior to the meeting.
13. Send notices of unexcused absence, in the name of the County Whip, to Representatives of the NRCC who fail to attend meetings, in person or by proxy.

**Job Title: Communications Director**

Number of Positions Authorized: One.

Appointing Authority: CCRP Chair

**Duties and Responsibilities**

1. Develop a public relations and image-enhancing plan with a communication strategy.
2. Establish a positive relationship with media personnel.
3. Prepare press calendar and coordinate press and media events.
4. Prepare news releases.
5. Design press kits.
6. Write opinion-editorial articles.
7. Manage earned media efforts.
8. Develop a letter-to-the-editor program.
9. Manage website content not assigned to others.
10. Arrange for photography at CCRP events.
11. Manage social media for the party.
12. Send out the Official Calls for meetings of the Plenary Session, Precinct Caucuses and the CCRC prepared by and in the name of the CCRP Secretary.

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**Job Title: Finance Director**

Number of Positions Authorized: One.

Appointing Authority: CCRP Chair

**Duties and Responsibilities**

1. Coordinate the planning and execution of CCRP fundraising.
2. Recommend to the CCRP Chair, the creation and appointment of various Special Committees for fundraising purposes, and serve as an *ex officio* member and direct the work of these committees.
3. Personally represent the CCRP in venues where major fund raising development opportunities may exist.
4. Develop special recognition programs for major donors.
5. Manage and develop sustaining contribution programs.
6. Assist the treasurer in developing revenue estimates for purposes of budget planning.

**Job Title: Policy Director**

Number of Positions Authorized: One.

Appointing Authority: CCRP Chair

**Duties and Responsibilities**

The Policy Director shall exercise direction, management, supervision and control over the following responsibilities:

1. Monitoring and reporting on the level of compliance by office holders and candidates with the current CCRP Platform and General Resolutions.
2. Representing the CCRP before official public bodies on issues addressed by the CCRP Platform and General Resolutions.
3. Advising the CCRP Chair and Board on current political issues affecting the current CCRP Platform and General Resolutions.
4. Chairing the Standing Committee on Platform and Legislative Policy.



**Job Title: Assistant Treasurer**

Number of Positions Authorized: One.

Appointing Authority: CCRP Treasurer

**Duties and Responsibilities**

1. To act as the principal assisting officer to the CCRP Treasurer.
2. To exercise those duties of the CCRP Treasurer as delegated, provided, that any right to vote vested in the CCRP Treasurer may not be delegated.
3. Exercise direction, management, supervision and control over such Auxiliaries appointed by the CCRP Treasurer as delegated.

**Job Title: Comptroller**

Number of Positions Authorized: One.

Appointing Authority: CCRP Treasurer

**Duties and Responsibilities**

1. To act as an assisting officer to the CCRP Treasurer for the purposes of accounting and bookkeeping.
2. To exercise those duties of the CCRP Treasurer as delegated, provided, that any right to vote or authorize disbursements vested in the CCRP Treasurer may not be delegated.
3. Exercise direction, management, supervision and control over such Auxiliaries appointed by the CCRP Treasurer as delegated.

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**3 Administrative Provisions Regarding Auxiliary Positions**

- 3.1 For the purposes of these rules and to properly establish definitions, there are established within the CCRP appointed volunteer positions known as Auxiliaries. Auxiliaries are not officers of the CCRP, but support personnel appointed to assist officers. An appointment as an Auxiliary is an individual appointment, and is not an appointment to a committee or sub-committee. Auxiliaries of the CCRP shall be divided into two categories; Scheduled and Un-Scheduled.
- 3.2 No person may be appointed as a Scheduled Auxiliary if the position is not established in Schedule B prior to the appointment. All CCRP Scheduled Auxiliaries shall be registered as Republicans with a legal voting residence in Clark County, Nevada. Each position on Schedule B must have a precise job title, indicate how many positions are authorized, who the appointing authority is and a concise description of the duties and responsibilities of the position.

**4 Schedule B – Scheduled Auxiliaries**

- 4.1 Schedule B of the Standing Rules: Scheduled Auxiliaries are hereby established as delineated in this section.

<p><b>Job Title: <u>Administrative Attaché</u></b></p> <p>Number of Positions Authorized: One per Elected Officer.</p> <p>Appointing Authority: Individual Elected Officers</p> <p>Duties and Responsibilities: As assigned to provide confidential administrative support to the appointing authority to include scheduling, preparation of documents for meetings, assisting with the management of correspondence, both postal and electronic, and maintaining project management logs and task lists in support of the mission of the appointing authority.</p>
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**5 Non-Scheduled Auxiliaries**

- 5.1 All CCRP Non-Scheduled Auxiliaries shall be registered as Republicans with a legal voting residence in Clark County, Nevada. The appointing authority may designate one Non-Scheduled Auxiliary in each position as Chief to act as a supervisor.

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- 5.2 The CCRP Vice Chair may appoint, or delegate the appointment of the following Non-Scheduled Auxiliaries as needed for the conduct of the business of the party during meetings of the Central Committee, the County Convention, the County Caucus or the County Delegation: Doorkeepers, Tellers, Ushers and Sergeants At Arms. No person shall serve simultaneously, or at any time during the same meeting, as both a Teller and a Sergeant At Arms.
- 5.3 The CCRP Secretary may appoint, or delegate the appointment of the following Non-Scheduled Auxiliaries as needed for the conduct of the business of the party during meetings of the Central Committee, the County Convention, the County Caucus or the County Delegation: Clerks.
- 5.4 The CCRP Precinct Director may appoint, or delegate the appointment of the following Non-Scheduled Auxiliaries as needed for the conduct of the business of the Precinct Organization: Precinct District Managers and Precinct Captains.
- 5.5 The CCRP County Whip may appoint, but not delegate the appointment of the following Non-Scheduled Auxiliaries as needed for the conduct of the business of the party during meetings of the Central Committee, the County Convention, the County Caucus or the County Delegation for the purposes of assisting the County Whip on the floor with parliamentary motions, floor attendance and communicating voting priorities on the floor as needed: Proctors.

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## **Standing Rules of the Clark County Republican Central Committee**

### **Chapter Eight – Committees**

#### **1 General Rules Regarding All Committees and Sub-Committees**

- 1.1 All members of a committee must be appointed by a higher authority, not the committee chair.
- 1.2 All appointments to and removals from a committee must be recorded formally according to established rules.
- 1.3 The chair of a committee has no authority apart from the other members of the committee other than as presiding officer.
- 1.4 The chair of a committee has no authority to appoint the vice chair of the committee.
- 1.5 The chair of a committee has no authority to instruct any member of the committee to perform any act or abstain from any action, including how the member votes.
- 1.6 The authority of the committee is shared equally amongst all members of the committee.
- 1.7 A majority of the committee members are free to pass a resolution censuring the committee chair.
- 1.8 All committees shall have a chair. All committees with five or more members shall have a vice chair. Committees with fewer than five members may have a vice chair as an option, except Permanent Sub-Committees in which a Vice Chair shall be required.
- 1.9 All committees shall have not less than three members and not more than eleven members, exclusive of *ex officio* members.

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## **2 Policy Regarding Committees**

### **2.1 Statement of Policy – Definition of the Term Committee**

It is the express intent and policy of the CCRP that the term committee is not be used in a generic sense for any group of persons working on a task. The use of the term committee shall only be used when it is a body that is specifically deliberative or rule making and where the specific membership is of consequence because the committee will have a genuinely independent ability to take votes and to render formal advice or make rules or decisions.

### **2.2 Statement of Policy – Intent of Creation of Committees**

It is the express intent and policy of the CCRP that a committee shall only be created when there is the intention that a defined set of responsibility and/or authority be vested equally in more than one person.

### **2.3 Statement of Policy – Purpose of Committees**

It is the express intent and policy of the CCRP that a committee shall should not, as a general rule, be created to perform specific tasks..

## **3 Specific Rules Regarding All Sub-Committees**

3.1 A sub-committee must be a subordinate committee of an existing full committee as a parent body.

3.2 The chair of a sub-committee must be a member of the parent committee.

3.3 A sub-committee may have only one member, but no more than eleven members, exclusive of *ex officio* members.

## **4 Rules Regarding Registration of All Committees and Sub-Committees**

4.1 Appointing Authorities of committees and sub-committees must register the creation and abolition of said committees with the CCRP Deputy Secretary before their creation or abolition becomes effective.

4.2 Appointing Authorities of committees and sub-committees must register the appointments to and removals from said committees with the CCRP Deputy Secretary before their creation or removal becomes effective.

4.3 The CCRP Deputy Secretary shall announce all committee and sub-committee creations, abolitions, appointments, resignations and removals during regular meetings of the Executive Board.

4.4 The CCRP Deputy Secretary shall maintain an Index of Committee Appointments of all committee and sub-committee appointments which shall be posted on the party website.

**5 Joint Committees**

5.1 No person may be appointed as a member of a Joint Committee if the committee is not established in Schedule C prior to the appointment. All members of Joint Committees shall be registered as Republicans with a legal voting residence in Clark County, Nevada. Each committee on Schedule C must have a precise committee name, indicate how many members are authorized if different from the standard specified in § 1.9, whether Sub-Committees are authorized and the appointing authority for same, and a concise description of the duties and responsibilities of the committee.

5.2 Schedule C of the Standing Rules: Joint Committees is hereby established as delineated in the exhibit below:

<p style="text-align: center;"><b>SCHEDULE C OF THE STANDING RULES OF THE CCRCC JOINT COMMITTEES</b></p> <p><b><u>Committee Name: Joint Committee on Community Resolutions</u></b></p> <p>Number of Members Authorized: Standard.</p> <p>Appointing Authority: CCRP County Chair with consent of the Executive Board. Sub-Committees Authorized: No.</p> <p>Duties and Responsibilities: The committee shall review and make a report to the Executive Board on all proposed Community Resolutions as defined in CCRP Standing Rules, Chapter One, § 8.7.7.</p>
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# **Standing Rules of the Clark County Republican Central Committee**

## **Chapter Twenty One – Auxiliary Precinct Meeting Rules**

### **1.0 General Provisions**

#### **1.1 General Application**

The Standing Rules in this chapter are to govern the preparation in advance of Precinct Meetings to be conducted every two years pursuant to NRS 293.135.

#### **1.2 Executive Resolutions**

Executive Resolutions may be adopted by the Executive Board that will have the purpose and effect of supplementing these rules. Executive Resolutions must comply with all applicable federal and state law and all applicable Bylaws and Rules of the CCRCC. The Executive Board shall adopt Executive Resolution(s) providing for the time and location of Precinct Meetings no later than January 1<sup>st</sup> of every year of the Convention. Executive Resolutions may also be issued providing for a different date or dates for one or more Precinct Meetings. Executive Resolutions may be issued after January 1<sup>st</sup> to make necessary changes in date, time and location of Precinct Meetings due to availability of meeting locations or any other exigent circumstances or *Force Majeure*. All Executive Resolutions adopted under this chapter expire at the conclusion of the Precinct Meetings.

#### **1.3 Procedures**

The CCRP Vice Chair shall adopt procedures to implement these rules for the Precinct Meetings, to include meeting site use agreements, printing, mailing, document control, audio visual training presentations, signage, on site registration, advertising, training workshops, volunteer recruitment outreach, registration, voter verification, ballot security and transportation, location setup and breakdown, and information technology including computers and credit card processing.

### **2.0 Notice Provisions**

#### **2.1 Precinct Meeting Date and Time**

Precinct Meetings shall be conducted on the last Saturday of February beginning at 9:00 A.M., unless a different time(s) and/or date(s) is mandated by Executive Resolution.

## 2.2. Notice of Precinct Meetings

The CCRP Secretary shall give notice of the Precinct Meetings as required in and in the manner specified by NRS 293.135 (3) through (5), inclusive.

## 3.0 Delegate Application Forms

### 3.1 Preparation of Delegate Application Form

The CCRP Registrar shall prepare and approve a Delegate Application Form. Delegate Application Forms shall be provided at the Precinct Meeting. In compliance with NRS 293.137 (3) Delegate Application Forms must be numbered serially and a number of certificate forms equal to the total number of delegates to be elected throughout the county prepared and delivered in the appropriate number to each Precinct Meeting. Each certificate must be in triplicate. The original must be given to the Delegate. The duplicate shall be transmitted to the custody of the CCRP Vice Chair and the triplicate to the custody of the CCRP Registrar not less than twenty four (24) hours after submission.

### 3.2 Completion of Delegate Application Forms

The CCRP Vice Chair shall adopt procedures for accepting payment by cash, check, money order, credit card, debit card or online payment service and for accepting payment at Precinct Meetings as appropriate and available as well as to accept payment afterwards. Completed Delegate Application Forms must be received by the CCRP Office not later than 10 days prior to the opening business session of the Convention for the Delegate to attend the convention.

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# Standing Rules of the Clark County Republican Central Committee

## Chapter Twenty Two – Precinct Meeting Rules

### **1.0 Legal and Parliamentary Provisions**

#### 1.1 General Application

The Standing Rules in this chapter are to govern the conduct of Precinct Meetings to be conducted every two years pursuant to NRS 293.135.

#### 1.2 Definitions

1.2.1 CCRCC means Clark County Republican Central Committee.

1.2.2 NRCC means Nevada Republican Central Committee.

1.2.3 CCRP means Clark County Republican Party and is both synonymous and interchangeable with CCRCC, except where the Bylaws or Rules specifically refer to the plenary session of the Central Committee.

1.2.4 Convention means the County Convention of the CCRCC.

1.2.5 NRS means Nevada Revised Statutes.

1.2.6 Executive Board means Executive Board of the CCRP.

1.2.7 Delegate means a registered, paid and credentialed delegate to the Convention.

#### 1.3 General Legal Compliance and Authority

The Standing Rules in this chapter constitute compliance with Article 12, Section 5 of the Bylaws of the NRCC authorizing the adoption of these Rules under authority of NRS 293.137(5).

#### 1.4 Credentials Compliance

Pursuant to NRS 293.140 (2) (a) and in order to comply with same, the CCRCC does hereby appoint the CCRP Sub-Standing Committee on Credentials Appeals and Ethics to serve as the Preliminary Credentials Committee of the Convention.

#### 1.5 Quorum and Voting Requirements

A quorum for the conduct of business of an individual Precinct Meetings shall be one (1).

#### 1.6 **[RESERVED]**

#### 1.7 Self Nominations

All self nominations at Precinct Meetings shall not require a second.

1.8 **[RESERVED]**

2.0 **Informed Notice**

2.1 **General Notice**

Precinct Meeting members shall be provided at the time of registration at the Precinct Meeting with a Convention Information Notice. The letter shall include all the information provided in §§ 2.2 through 2.5.

2.2 **Delegate Expenses**

Precinct Meetings members shall be informed at the time of registration at the Precinct Meeting that if they attend the Convention they will be responsible for all expenses they incur in addition to the mandatory fees.

2.3 **Submission of Proposals**

Precinct Meeting Members may suggest platform planks for consideration by the Standing Committee on Platform and Legislative Policy. Proposals may be made by electronic mail. The CCRP Vice Chair shall adopt procedures providing a separate electronic mail address for immediate forwarding to the chair of the committee for its consideration. These e-mail addresses shall be provided in the Convention Information Notice. The procedures shall also provide the address of the CCRP Headquarters for proposals by postal mail or delivery by hand.

2.4 **Notice of Platform Committee Hearings**

The CCRP Vice Chair shall adopt procedures providing for not less than two (2) scheduled hearings of the Standing Committee on Platform and Legislative Policy prior to the Convention and inform Precinct Meeting Members of the meetings.

2.5 **Notice of Elections for Executive Board**

Precinct Meetings members shall be informed of the election Process for District Trustees consistent with the bylaws.

3.0 **General Provisions**

3.1 **[RESERVED]**

3.2. **[RESERVED]**

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### 3.3 Precinct Meeting Agenda

Inasmuch as the sole purpose of the Precinct Meetings is to select Delegates, and, in Presidential Election years, to conduct a Presidential Preference Poll, no business other than that which is directly related to the election of Delegates or the conduct of a Presidential Preference Poll shall be in order at a Precinct Meeting.

### 3.4 Precinct Meeting Chair

The CCRP Vice Chair shall appoint Precinct Meeting Chairs for each Precinct Meeting. The Vice CCRP Chair may adopt procedures delegating this authority.

### 3.5 Uncontested Precinct Elections

In the event that a Precinct Meeting has a number of properly nominated individuals to serve as Delegates equal to or less than the total number of Delegates allocated to that Precinct, and the same conditions exist for Alternate Delegates, those nominees shall be declared elected and become certified Delegates and/or Alternate Delegates by the Precinct Meeting Chair for that Precinct and the elections for said Precinct shall be declared closed.

### 3.6 Contested Precinct Elections

In the event that a Precinct Meeting has a number of properly nominated individuals to serve as Delegates greater than the total number of Delegates allocated to that Precinct, or the same conditions exist for Alternate Delegates, or both, the following procedure shall be followed:

3.6.1 The names of the nominees shall be recorded by the Precinct Meeting Chair. Nominations will then be declared closed by the Precinct Meeting Chair.

3.6.2 Each nominee shall be allowed exactly 2 minutes to give a speech regarding their qualifications to the members of the Precinct Meeting.

3.6.3 The Precinct Meeting Chair shall give each member of the Precinct Meeting one (1) ballot.

3.6.4 Each member of the Precinct Meeting shall be allowed to vote for exactly one (1) candidate who has been properly nominated. No other person than a candidate nominated before the Precinct Meeting Chair declared nominations closed shall be eligible to receive votes.

3.6.5 The nominee(s) with the highest number of votes shall be declared the properly elected Delegate(s) to the Convention.

3.6.6 In the event that a tie vote or tie votes make it impossible for a victor to be declared for contested Delegate slot(s), a run-off election shall be held using the same procedures listed above, with the exception being that in the run-off election, only the tie vote-getters will be eligible to receive votes.

3.6.7 Alternate Delegates shall be selected, in order of highest vote tally, from among the nominees, who follow the elected Delegates, thereby providing that in the event of a run-off election or run-off elections, the losing candidates shall be given precedence for Alternate Delegate slots, followed in order of votes received, by all other nominees.

**4.0. Delegate Application Provisions**

4.1 **[RESERVED]**

4.2 **Completion of Delegate Application Forms**

Precinct Meeting Members that are elected as a Delegate at a Precinct Meeting are required to complete a Delegate Application Form and attach a check or money order for their registration fee. Checks or money orders should be made out to CCRP.

4.3 **[RESERVED]**

4.4 **[RESERVED]**

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**Standing Rules of the Clark County Republican Central Committee**

**Chapter Twenty Three – Precinct Meeting Rules for Presidential Elections**

**1.0 General Provisions**

1.1 Applicability

This chapter shall apply only to Precinct Meetings held during a Presidential election year.

1.2 Compliance and Procedures

The CCRP Vice Chair shall adopt procedures for the conduct of a Presidential Preference Poll at Precinct Meetings held during a Presidential election year. Such procedures will strictly comply with all rules governing the poll set forth by the Nevada Republican Central Committee and the Republican National Committee.

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# **Standing Rules of the Clark County Republican Central Committee**

## **Chapter Twenty Six – Pre-Convention Rules**

### **1.0 Legal and Parliamentary Provisions**

#### **1.1 General Application**

The Standing Rules in this chapter are to govern the preparations for the County Convention.

#### **1.2 Procedures**

The CCRP Vice Chair shall adopt procedures to implement these rules for the preparations for the County Convention.

### **2.0 Credentials**

#### **2.1 Notice of Delegate Acceptance or Rejection**

2.1.1 Each verified applicant to be a Delegate to the Convention who submits the completed Delegate Application Form and full payment by the required date shall be sent a letter to the address provided on the Delegate Application Form, or to an electronic mail address or facsimile telephone number if the Delegate so authorizes, acknowledging confirmation as a Delegate. This letter shall serve as the formal admission document when the Delegate registers at the Convention.

2.1.2 Any applicant that cannot be verified is to be sent a letter denying their application, stating the reason(s) for denial and returning their payment of registration fees. Denial letters must be mailed to Delegate applicants via First Class United States Mail not later than seven (7) calendar days prior to the opening of the business session of the Convention.

2.1.3 Any denial of verification may be appealed to the full voting membership of the Permanent Subcommittee on Credentials Appeals and Ethics, which shall have sole jurisdiction to rule on such appeals.

#### **2.2 Delegate Identification Badges**

The CCRP Vice Chair shall adopt procedures for the preparation of identification badges or other identification devices to be worn by all verified delegates to the Convention. These identification devices shall be prepared so as to distinguish Delegates from other authorized attendees to the Convention.

### 2.3 Authorized Guest and Press Identification Badges

The CCRP Chair shall adopt procedures for the preparation of identification badges to be worn by all authorized guests and members of the media admitted to the Convention. These badges shall be prepared so as to identify the wearer's name and to designate them as a guest or member of the media and in such a manner as to differentiate them from Delegates.

### 3.0 Delegate Vacancies

#### 3.1 General Authority

Only those chosen as delegates to the Clark County convention at a precinct meeting will be recognized as delegates by the Permanent Subcommittee on Credentials Appeals and Ethics with the exceptions provided for following in § 3.2.

#### 3.2 Specific Authority

People who were caucus workers or who in some other way were unable to attend their precinct meeting because they were overseeing the caucus operations may self-nominate to be delegates to the convention. These self-nominated delegates will be allocated as follows:

3.2.1 If there is a vacancy in the precinct in which they reside, they will be designated to fill that vacancy as allowed by NRS 293.137(2).

3.2.2 If all the delegate positions within the precinct where they reside are filled, then they may fill a vacancy in another precinct within their county commission.

3.2.3 If no vacancy exists in any precinct within their commission district, they would be a delegate at large within that commission district.

3.2.4 On the day of the convention, the Permanent Subcommittee on Credentials Appeals and Ethics will review the at large delegates to see if an opening comes available in the at large delegate's commission district due to a no show at the convention. Any no show delegate positions will be filled in the order stated in §§ 3.1.1 through 3.2.3 above.

#### 3.3 Elected Officials

Elected officials who reside in Clark County and elected members of the CCRP Executive Board may self-nominate as delegates at large from within their commission districts. If a vacancy exists within their precinct, they will be designated to fill that vacancy. If no vacancy exists in the precinct in which they live, they will be assigned to another precinct within the district they represent.

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### 3.4 Restrictions and Oversight

These provisions apply only to those categories of people listed in this section. They are not intended to be used, nor may they be used, as a general method to bypass the normal precinct meeting selection process. The Permanent Subcommittee on Credentials Appeals and Ethics will review all such requests made under this provision and reject those that do not meet the strict interpretation of this provision.

## 4.0. Delegate Application Provisions

### 4.1 Verification of Delegate Application Forms

4.1.1 All Delegate Application Forms must be verified as having been completed by an active status Clark County Registered Republican who attended a Precinct Meeting the same year, except for vacancies filled pursuant to NRS 293.137(2). Verification will be done by matching each application to the Clark County Registered Voters List that is dated subsequent to the Precinct Meeting and the list of Precinct Meeting attendees.

4.1.2 Verification of Delegate Application Forms shall be completed by the CCRP Registrar, who may appoint temporary clerks to assist him for the purpose. This verification action must be completed before any Delegate may register at the CRCC.

### 4.2 Compilation of Delegate Application Forms

The list of Delegates and Alternate Delegates shall be compiled in electronic form by the CCRP Registrar within ten (10) calendar days of the close of the last Precinct Meeting. This list shall be made available upon request in electronic form to any Member of the Executive Board as soon as it has been compiled.

## 5.0 Nominations for Executive Board

Nominations for District Trustee shall be by Self Nomination Form. Such nominations must be received by the CCRP Secretary not later than fifteen (15) calendar days prior to the business session of the CCRC to appear on the ballot for consideration by Delegates.

## 6.0 Platform Preparation and Notice

The Preliminary Report of the Standing Committee on Platform and Legislative Policy, shall be prepared before the CCRC and posted on the CCRP website not less than five (5) days before the county convention.



# **Standing Rules of the Clark County Republican Central Committee**

## **Chapter Twenty Seven – Convention Rules**

### **1.0 Legal and Parliamentary Provisions**

#### **1.1 Citation**

The Standing Rules of this Chapter are to be cited as the Preliminary Rules of the Clark County Republican Convention.

#### **1.2 Definitions**

1.2.1 CCRCC means Clark County Republican Central Committee.

1.2.2 NRCC means Nevada Republican Central Committee.

1.2.3 CCRP means Clark County Republican Party and is both synonymous and interchangeable with CCRCC.

1.2.4 CCRC means the County Convention of the CCRCC.

1.2.5 NRS means Nevada Revised Statutes.

1.2.6 Executive Board means Executive Board of the CCRP.

1.2.7 Delegate means a registered and paid delegate to the CCRC.

#### **1.3 Legal Authority**

These Rules constitute compliance with Article 12, Section 5 of the Bylaws of the NRCC authorizing the adoption of these rules under authority of NRS 293.137(5).

#### **1.4 Adoption**

The Preliminary Rules of the Clark County Republican Convention are hereby adopted and approved by the Clark County Republican Central Committee. They are continuous and indefinite in nature, do not expire at the end of the CCRC and pursuant to and to comply with Article 12, § 5 of the Bylaws of the NRCC, are in full force and effect for every CCRC without further re-adoption by the CCRCC or any subordinate body therein.

#### **1.5 Preliminary Rules**

The Preliminary Rules of the CCRC shall be in effect for the CCRC until the adoption of the Final Rules.

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## 1.6 Order of Parliamentary Authority

The order of binding parliamentary authority for each CCRC shall be:

1.6.1. NRS.

1.6.2. The Bylaws of the NRCC.

1.6.3. The Bylaws of the CCRP.

1.6.4. The Preliminary Rules of the CCRC until the adoption of the Final Rules of the CCRC.

1.6.5. The most current edition of Robert's Rules of Order Newly Revised, not less than two years in publication.

## 1.7 Motions that are Out of Order

Any of the following motions or any other motions that in the equivalent of the Opinion of the Chair are prohibited at meetings of the CCRC and are hereby declared to be out of order.

1.7.1 Motion to lay on the table.

1.7.2 Motion to suspend the rules.

1.7.3 Motion to postpone indefinitely.

## 1.8 Revision of the Rules

Rules may not be amended by the CCRC until the adoption of the Final Rules. The Final Rules may be amended by the CCRC by an affirmative two thirds vote of the CCRC. Such a motion shall be considered in order at any point subsequent to the adoption of the Final Rules.

## 1.9 Quorum and Voting Requirements

1.9.1 A quorum for the conduct of business, except for a motion to adjourn as scheduled in the adopted agenda, shall be a minimum of fifty percent plus one of the Delegates.

1.9.2 Unless otherwise specified in these rules, approval of any action during the CCRC shall be by a simple majority of a quorum of delegates.

## 1.10 Self Nominations

All self nomination under these Rules shall not require a second.

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## **2.0. General Provisions**

### **2.1 Schedule for the CCRC**

The business session of the CCRC shall be conducted on the second Saturday of March beginning at 9:00 A.M., unless a different time and/or date is mandated by an Executive Resolution of the Executive Board.

### **2.2 Convention Officers**

2.2.1 The Preliminary Chair of the CCRC shall be the current Chairman of the CCRCC.

2.2.2 The Preliminary Secretary of the CCRC shall be the current Secretary of the CCRCC.

2.2.3 The Registrar of the CCRC shall be the current Registrar of the CCRCC.

2.2.4 Upon confirmation, the Permanent Chair of the CCRC shall appoint a Permanent Secretary and Deputy Chair of the CCRC as provided for in the agenda.

### **2.3 Admission to the CCRC**

Only the following persons will admitted to the floor of the CCRC:

2.3.1 Delegates

2.3.2 Any Executive Board members or appointed officers of the CCRP who are not Delegates.

2.3.3 Members of Delegates families that have not yet attained voting age.

2.3.4 Guests of the CCRP invited by the Permanent Committee on Management of the CCRP or the Chairman or Vice Chairman of the CCRP.

2.3.5 Members of the NRCC Executive Committee who are not Delegates.

2.3.6 Authorized members of the media. Authorization shall be made solely by the CCRP Chair.

2.3.7 Employees of the convention site for the purpose of performing their respective jobs.

### **2.4 Wearing of Identification Devices**

All Delegates must wear their CCRC identification devices at all times when participating in CCRC activities. Authorized guests and members of the media will also be required to wear a specifically prepared identification badge.

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## 2.5 Delegate Seating Arrangements

The CCRP Vice Chair shall adopt procedures for the seating of attendees, including, as appropriate, designation of seating areas for such purposes as Delegates, guests, party officers, elected officials, convention volunteers and the media.

## 2.6 Speaking from the Floor of the Convention

2.6.1 Only Delegates may address the CCRC from the floor. Such Delegates seeking the floor shall rise, proceed to a microphone, and when recognized, state their name and delegate number.

2.6.2 Each time a Delegate speaks from the floor he or she shall be limited to two minutes and no delegate may speak on the same subject a second time until all Delegates wishing to speak for the first time have been heard.

## 3.0 Registration of Delegates

### 3.1. Payment of Delegate Registration Fees

Delegates are required to pay their registration fee by cash, check, money order, credit card, debit card or online payment service. Fees may be paid either by mail before the required deadline, or at the time of registration at the CRCC. Delegates must have paid their registration fees not later than the adoption of the final credentials report of the CCRC to retain their Delegate status.

### 3.2 Requirement for Photo Identification

Positive photo-identification shall be required for admission to any of the proceedings of, or participation in, any of the activities of the CCRC.

### 3.3 Registration Fees

Delegates must pay their registration fees prior to entering the convention hall or participating in any of the convention proceedings. Invited guests and members of the media that attend the CCRC shall not be assessed any fee. The CCRP Vice Chair may adopt procedures to admit and charge a fee to other members of the public, space permitting, provided that they pay a fee not less than that of Delegates.

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## **4.0 CCRC Agenda**

### **4.1 Initial Order of Business**

This section is adopted to comply with NRS 293.140. The initial order of business of the CCRC shall be as follows, in the order below.

4.1.1 Call to Order by the Preliminary Chair of the CCRC.

4.1.2 Presentation of the Colors, Invocation, Pledge of Allegiance, and National Anthem.

4.1.3 Call to confirm or contest the Preliminary Chair as Temporary Chair, followed by confirmation of the Preliminary Chair or an election from the floor of another Delegate as Temporary Chair.

4.1.4 Appointment by the Temporary Chair of the Temporary Secretary of the CCRC, the Temporary Deputy Chair of the CCRC, and the Permanent Subcommittee on Credentials Appeals and Ethics as the Credentials Committee of the Convention.

4.1.5 Report of the Permanent Subcommittee on Credentials Appeals and Ethics.

4.1.6 Adoption of the Report of the Permanent Subcommittee on Credentials Appeals and Ethics.

4.1.7 **[RESERVED]**

4.1.8 Call to confirm or contest the Temporary Chair as Permanent Chair followed by confirmation of the Temporary Chair or, at his discretion, nomination by the Temporary Chair of a separate candidate for Permanent Chair, followed by confirmation of that candidate or an election with candidates from the floor if the Temporary Chair's candidate is challenged.

4.1.9 Appointment by the Chair of the CCRC of the Secretary of the CCRC.

4.1.10 Appointment by the Chair of the CCRC of Vice Chair(s) of the CCRC, if any.

4.1.11 Appointment by the Chair of the CCRC of the Deputy Chair of the CCRC.

4.1.12 Presentation of the Proposed Convention Rules & Agenda

4.1.13 Adoption of the Proposed Convention Rules & Agenda Adoption of the Final Rules and the agenda shall be by a two thirds vote.

### **4.2 Revision of the CCRC Agenda**

The agenda for the CCRC may be amended or revised by the delegates to the CCRC upon a motion and second to do so and an affirmative vote by two-thirds of the Delegates. Such a motion shall be considered in order at any point subsequent to the initial adoption of the agenda.

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## **5.0 Elections**

### **5.1 Election of CCRCC Members**

Upon the close of the convention all Delegates who registered and attended the convention, all the elected members of the Executive Board, ex officio members, and honorary members, shall automatically become, inclusively, the new membership of the CCRCC.

### **5.2 Nominations for Executive Board**

Nominations for District Trustee shall be by Self Nomination Form consistent with the CCRP Bylaws.

### **5.3 Nominations for Nevada Republican State Convention Delegates**

Nominations for the Nevada Republican State Convention Delegates shall be by Self Nomination Form. Such nominations must be handed to the CCRC Secretary.

### **5.4 Voting on Nominees to the Nevada Republican State Convention**

If there are fewer nominees than vacancies for the Nevada Republican State Convention, the election of those nominees shall be by a single show of hands held in lieu of a ballot. A majority is required to elect.. If there are more nominees than vacancies, election of state delegates to the Nevada Republican State Convention must be by secret written ballot. Balloting shall be by state legislative Assembly District. Each district shall be entitled to a number of state delegates proportional to its number of registered Republicans resident in Clark County. The CCRP Vice Chair shall adopt procedures to implement this rule, including the type of voting method, i.e., written ballots, voting machines or post convention mail ballots.

## **6.0 Presentation of Platform Committee Reports**

### **6.1 Schedule of Reports**

The Standing Committee on Platform and Legislative Policy of the CCRCC shall make its report to the CCRC in two parts and according to the adopted or revised agenda.

### **6.2 Preliminary and Final Versions of Reports**

6.2.1 A Preliminary Report of the Standing Committee on Platform and Legislative Policy, shall be prepared before the CCRC.

6.2.2 The Final Report of the Committee shall take place according to the adopted or revised agenda. Prior to submitting the final report, the committee shall hold a hearing during a recess of the CCRC at which Delegates may speak and offer suggestions for changes to the respective committees. The committee will consider and deliberate on comments in the hearings and then make such changes, if any, to their preliminary report and then vote on the final report for presentation to the CCRC.

6.2.3 Upon consideration in the agenda for adoption of the Final Report, motions to amend may be introduced pursuant to the usual parliamentary procedures.

## **7.0 CCRCC Platform Limitations**

### **7.1 Platform Limitations**

The proposed platform of the CCRP in the either the Preliminary or Final Reports of the Standing Committee on Platform and Legislative Policy shall be limited to a maximum of twelve (12) single sentence statements.

### **7.2 Changes in Platform Committee Report**

In no case shall any amendments to the Final Report of the Standing Committee on Platform and Legislative Policy result in the adopted platform of the Clark County Republican Party containing more than twelve (12) single sentence statements.

### **7.3 Definition of Single Sentence Statement**

For the purposes of this section a single sentence statement shall not exceed 100 words.

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**Standing Rules of the Executive Board of the  
Clark County Republican Central Committee**

**Chapter One Hundred One – Miscellaneous Rules**

**1.0 Day of the week of CCRCC Meetings**

Regular Meetings of the CCRCC shall be held on Tuesdays.

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**Standing Rules of the Executive Board of the  
Clark County Republican Central Committee**

**Chapter One Hundred Two – Budget Administration Rules**

**1 General Budget Authorization Rules**

- 1.1 Except as otherwise authorized in this chapter, only the Executive Board may grant a budget authorization.
- 1.2 All Budget Authorizations, regardless of the granting authority, must be in writing. If made by the Executive Board it must be by Executive Resolution, if by the Permanent Committee on Management, it must be by Management Resolution, and if by the County Chair, it must be by Administrative Memorandum.
- 1.3 A Revolving Budget Authorization (RBA) is defined as a temporary budget authorization with a fixed limit but with a process somewhat like a temporary municipal enterprise fund.
  - 1.3.1 Unlike an enterprise fund, each RBA is temporary and must have a fixed expiration date.
  - 1.3.2 No RBA may have an expiration date more than one year from its establishment.
  - 1.3.3 Each RBA must be for a specific event or clearly defined activity that is detailed in the Executive Resolution (ER) establishing it.
  - 1.3.4 All funds remaining in an RBA account may only be distributed as authorized in its establishing ER.
  - 1.3.5 Any surplus funds whose distribution is not provided for must be returned to the General Treasury and may not be spent without the appropriate budget authorization.
  - 1.3.6 Revenue and/or donations for the budget event or activity that come into the RBA account may only be spent according to the RBA.
  - 1.3.7 At no time may expenditures for the RBA account exceed the budget authority, however this is revolving. Example:

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- 1.3.7.1 An RBA event has a revolving budget of \$2000.00.
- 1.3.7.2 Two weeks into the preparation for the event, \$1500.00 has been spent, leaving a budget balance of \$500.00
- 1.3.7.3 Four weeks into preparation a total of \$4000.00 in ticket sales have been made, while total expenses have reached \$1800.00. This leaves an account balance of \$2200.00 and a now recharged budget balance of \$2000.00.
- 1.3.7.4 Seven weeks into preparation just prior to the event another \$700.00 has been spent. This brings the total expenses to \$2500.00, but at no time had outstanding expenses exceeded \$2000.00 on a revolving basis.

## **2 Alternative Budget Authorization Rules**

- 2.1 In the absence of an adopted Annual Budget or any other budget authorization, budget authorization is hereby granted to the Treasurer as established under the Standing Budget Authorization Schedule below.
- 2.2 Standing Budget Authorization may not be used if a formal Annual Budget is in effect.

## **3 Standing Budget Authorization Schedule**

- 3.1 Space rental for regular meetings of the central committee, not to exceed \$900.00 per meeting.
- 3.2 Space rental for special meetings of the central committee are not authorized under this schedule.
- 3.3 General liability insurance not to exceed \$150.00 per month.
- 3.4 Storage fees not to exceed \$125.00 per month.
- 3.5 Electronic mail service not to exceed \$30.00 per month.
- 3.6 Fundraising expenses, approved by both the Treasurer and County Vice Chair, not to exceed \$4000.00 per event, provided the event itself has been approved by the Executive Board. This limit is a Revolving Budget Authorization.
- 3.7 Biennial Precinct Meeting expenses, approved by both the Treasurer and County Vice Chair, not to exceed \$6000.00 per event. This limit is a Revolving Budget Authorization.
- 3.8 Biennial County Convention expenses, approved by both the Treasurer and County Vice Chair, not to exceed \$5000.00 per event, provided the convention location has been approved by the Executive Board. This limit is a Revolving Budget Authorization.

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#### **4 Annual Budget Rules**

- 4.1 The County Chair must submit a proposed Annual Budget to the Permanent Subcommittee on Audit & Efficiency no later than April 1<sup>st</sup> of each year.
- 4.2 The Permanent Subcommittee on Audit & Efficiency must submit a report on the proposed Annual Budget to the Executive Board no later than May 1<sup>st</sup> of each year.
- 4.3 The Executive Board must adopt an Annual Budget no later than June 30<sup>th</sup> of each year.

#### **5 Supplemental Budget Rules**

- 5.1 Supplemental Budget Authorizations may be granted by the Executive Board whether an Annual Budget is in effect or not.
- 5.2 The Executive Board hereby restricts the power of the County Chair pursuant to CCRP Bylaws § 4.9.7 to grant a Supplemental Budget Authorization to a maximum of \$500.00. Any such exercise of authority must be reported within 24 hours to all the members of the Executive Board.
- 5.3 The Executive Board hereby restricts the power of the Permanent Committee on Management pursuant to CCRP Bylaws § 8.4.2 to grant a Supplemental Budget Authorization to a maximum of \$2000.00. Any such exercise of authority must be reported within 24 hours to all the members of the Executive Board.

**END OF STANDING RULES**