



Kitsap County Republican Party
BOOK OF STANDING RULES AND POLICIES

Adopted 1/4/2021, Amended 2/1/2021 & 6/7/2021

STANDING RULES

1. NO CONFLICT

Nothing in these Standing Rules shall conflict with Article II, Section 15 of the Washington State Constitution, RCW 29A.80, the Bylaws of the Kitsap County Republican Party (KCRP) or the Bylaws and Rules of the Republican State Committee of Washington (WSRP) or those of the Republican National Committee (RNC).

It shall be out of order to praise the presiding Chair during a session over which the chair is presiding.

Committees which are designed to report findings or make recommendations shall report such to the Executive Board. The Executive Board shall accept the advice, but has the duty and responsibility to act. An argument the committee recommendation should be approved simply because the committee is trusted or has worked hard, shall be out of order.

2. SUSPENSION OR AMENDMENT OF STANDING RULES

These Standing Rules may be suspended or amended at any meeting of the Executive Board by a simple majority vote provided a quorum is present.

3. PRIOR STANDING RULES AND POLICIES

All Standing Rules, Polices, and Directives of the Executive Board of Kitsap County Republican Party enacted prior to January 4, 2021, are hereby rescinded.

4. BOOK OF STANDING RULES AND POLICIES

The KCRP Secretary shall maintain a record of all current Standing Rules and Policies in a single document to be titled "KITSAP COUNTY REPUBLICAN PARTY: BOOK OF STANDING RULES AND POLICIES."

5. DUES – KITSAP COUNTY REPUBLICAN PARTY

There shall be annual dues for membership in the Kitsap County Republican Party of \$15 for full time students under 25 years of age, \$25 for an individual, and \$50 for a family membership. Those who donate \$1,000 are major donors. Those who donate \$5,000 are sponsors.

6. APPOINTMENT OF ASSISTANT TREASURER OR ASSISTANT SECRETARY

The Executive Board shall appoint an Assistant Treasurer and an Assistant Secretary who will serve at the pleasure of the Primary Officer and fill in as needed when the Primary Officer is unavailable.

An assistant may perform any act which his or her principal is authorized to perform, at the will of the principle or their own will in absence of the principle, except they do not, by virtue of this paragraph, have a vote on the Executive Board. The Primary Officer shall be responsible for the acts of his or her appointees. The Executive Board, County Chair or the Primary Officer may revoke any appointment with or without cause at any time.

7. PROCEDURES FOR FILLING A VACANCY - PARTISAN OFFICE COUNTYWIDE OR A DISTRICT ENTIRELY WITHIN KITSAP COUNTY

In accordance with KCRP Bylaws:

- a) These procedures shall apply to the filling of any Kitsap County partisan elective public office when an incumbent who was elected as a Republican retires, resigns or dies while in office prior to the end of his/her term of office, thereby creating a vacancy.
- b) The Kitsap County Republican Party (KCRP) Chair shall call a Special Central Committee Meeting of the elected and appointed, resident KCRP Precinct Committee Officers (PCO's) for the county or such district within the county for the purpose of filling such vacancy. The KCRP Chair or the Chair's designee, shall serve as temporary Chair until a permanent Chair of the meeting is elected. The Secretary of the KCRP or the Chair's designee, shall be the secretary of the Special Central Committee Meeting. Meeting rules passed by the body prevail provided they are not in conflict with the laws of the State of Washington. No other business may be conducted.
- c) Notice of the Special Central Committee Meeting may be emailed. For those whose receipt and acceptance of the email has not been confirmed, notice shall be mailed (USPS) a minimum of ten (10) days in advance of the date of the Special Central Committee Meeting. The call shall include the purpose of the Special Central Committee Meeting; the vacancy to be filled; the time, place, and date of the Special Central Committee Meeting; an agenda; and a copy of these procedures. The call shall be mailed or emailed by the KCRP Chair or his/her designee.
- d) Candidates applications should be submitted to the KCRP Chair for consideration and will be reviewed by the KCRP Executive Board, in accordance with the provisions of State Law, Article X of the KCRP Bylaws, and related KCRP policies. A report with at least three eligible candidates shall be presented for consideration to the Special Central Committee Meeting PCOs.
- e) Only duly elected and appointed resident PCO's of the county or district are eligible to vote in the Special Central Committee Meeting. To be eligible to vote, any appointed, resident PCO must have been appointed by the KCRP Chair no later than thirty (30) days prior to the date of the Special Central Committee Meeting. No proxies or absentee ballots are allowed.
- f) A declaration of candidacy not to exceed five (5) minutes in length shall be made from the floor by the candidate and/or others speaking on his/her behalf. No person ineligible to be appointed to the vacant office may be nominated. Any voting member in attendance may nominate any candidate who is a registered voter in the district. When there are no further declarations of candidacy, the issue shall come to a vote.
- g) Each PCO shall cast one vote on the ballot provided. Voting on candidates shall be by secret ballot. Ballots having more than one vote cast will be considered void and will not be counted. The number of legal ballots will be used to determine the number needed for a majority vote. In the case of a tie, decision shall be a draw by lot.
- h) Separate nominations and elections shall be held for the first, second, and third ranked positions. In the event that no person receives a majority of all votes cast on the first ballot, the person or persons receiving the zero votes and those receiving the least votes up to twenty percent of the candidates, shall be eliminated and another ballot taken. On succeeding ballots, the same rules apply until one person has received a majority of all votes cast for that position.
- i) The KCRP Chair shall promptly transmit the successful candidates' names in ranked order to the Kitsap County Board of County Commissioners and to each PCO in the KCRP.
- j) The KCRP Chair shall retain custody of the ballots for a minimum of three (3) months after the Special Central Committee Meeting.
- k) In all matters not specifically covered herein, Robert's Rules of Order, Newly Revised, shall prevail.

8. PROCEDURES FOR FILLING A VACANCY – MULTI-COUNTY DISTRICT

From the Washington State Republican Party Bylaws:

- a) Legislative vacancies for multi-county positions shall be filled in accordance with Article 2, Section 15 of the Washington State Constitution and the Bylaws of the Republican State Committee according to the following procedure.
- b) Three names shall be submitted to the State Committee by counties in the legislative district where the vacancy occurs. Selection of names will be by Precinct Committee Officers, elected at the last primary election or appointed sixty days prior to occurrence of vacancy, whose precincts are in the legislative district where vacancy occurs.
- c) By agreement of a majority of County Chairmen of the legislative district, a joint meeting of precinct committee officers will be held for selection of three names to be submitted to the State Committee. The meeting shall be held at the call of the State Chair after consulting with the county Chair of the affected counties. The State Chair shall designate the temporary Chair of the meeting. The permanent Chair of the precinct meeting will be elected by a majority vote of the Precinct Committee Officers present. No proxies will be allowed.
- d) The State Committee or, during interim between meetings, the Executive Board, shall review the multi-county legislative district proceedings and the nominations submitted to ensure that (1) proper lawful procedures were followed and (2) nominees are legally qualified to serve if appointed. If such determination is made the State Committee or its Executive Board shall ratify such nominees and submit same as the State Committee's recommendations to the County Commissioners and / or County Councils of the affected counties.
- e) In the event that such review of procedures and legal qualification determine that error has occurred, the State Committee, or its Executive Board, recognizing that timeliness in filling such vacancies dictates that action occur at the earliest possible date, may either reject the nominee(s) not found to be legally qualified or request reconsideration, or adjust the nominee list for only those not found to be legally qualified as appropriate prior to submission.

9. EXECUTIVE BOARD MEETING DEBATE

No member may speak more than twice to the same motion, no longer than three minutes at one time, unless authorized by a two-thirds vote of the board (not a debatable motion).

After being recognized the mover will state the motion without explanation. If a second is heard, a simple explanation of the reason for the motion shall be voiced by the mover of the motion and shall not count as one of their turns to speak. At his time the mover may not engage in debate, but give a simple explanation of the motion.

No member may speak a second time to a motion if any other member desires to speak who has not spoken to the motion.

The member who moved the motion is entitled to close debate, if he has not previously exhausted his six minutes, or twice spoken in debate, but not until everyone else wishing to speak has spoken. He cannot, however, avail himself of this privilege if debate has been closed by a vote.

For those appointments to be made by the Chair and approved by the board, the Chair shall make the motion for which no second is needed. The form shall be "The Chair appoints [name] to [position] and moves the confirmation of his appointment by the Executive Board. Is there discussion?" The Chair may answer questions, but shall not otherwise join the discussion.

10. NOTIFICATION IN WRITING

The KCRP Secretary shall maintain the list of Executive Board Members and PCOs which includes both physical mail and email addresses. Members who include their email address on the list are deemed to have authorized the use of email for written communications to them unless they notify the Secretary otherwise in writing. Email communications are considered to be delivered "in writing" provided that physical mail copies are sent to:

- a) Any members not listing their email address on the list or members who have not authorized the use of email, and
- b) Members whose email address is no longer valid as indicated by a standard bounce or bad email return message.

A single communication may be sent to any physical mail or email address which is shared by multiple members.

11. VIDEO AND PHONE MEETINGS

Meetings may be held using a video conference or conference call service (hereafter referred to as a C-Meeting) provided that:

- a) All eligible participants are notified in writing of the time, date, participant information, and topic(s) for the C-Meeting at least seven (7) days in advance of the meeting;
or
- b) All eligible participants are notified in writing of the time, date, participant information, and topic(s) for the C-Meeting at least three (3) days in advance of the meeting,
and
- c) At least 90% of the eligible participants actually participate in the C-Meeting or asked to be excused in writing.

All C-Meetings must also meet the quorum requirements for regular meetings.

Minutes, including a roll call which lists both participants and excused members, shall be kept for all C-Meetings and approved at the next regular meeting.

12. EMAIL VOTING

Voting using email is not allowed unless a specific vote was previously discussed and an email vote on that issue was authorized by a two-thirds (2/3) vote at a regular or special meeting. Any email votes shall be recorded in the minutes of the next regular meeting.

13. CLOSED EXECUTIVE SESSIONS

Any member of the Central Committee will be allowed to attend and observe an Executive Board meeting except: 1) when a Closed Executive Session is declared by the County Chair or 2) during the Removal or Censure Procedure as defined under the Bylaws.

Votes will only be taken during a Closed Executive Session for matters purely internal to the Executive Board, except as provided in KCRP Bylaws.

14. Dispute Resolution Process

Purpose: To provide Republicans with KCRP guidance for an early intervention process to resolve disputes between two or more Republicans and avert internal conflicts that will reflect poorly on KCRP and Republicans in Kitsap County.

Glossary

Dispute: The matter about which two or more Republicans disagree.

Initiating Party: The person submitting the dispute.

Opposite Party: The person in conflict with the Initiating Party.

Mediator: The person assigned by KCRP to guide all parties through the dispute resolution process.

Submitting a Case

When to Submit a Dispute

Anytime a Republican has acted in a manner that the Initiating Party believes may inhibit or prevent them from working together to elect Republicans in Kitsap County and the parties have attempted at least once to resolve the matter amongst themselves without satisfactory resolution.

Who Can Submit a Dispute

Any Precinct Committee Officer, member or volunteer of KCRP.

How to Submit a Dispute

The Initiating Party sends an email to the KCRP Chair along with the following information:

Initiating Party's Name, Email, and Phone Number

Opposite Party's Name, Email, and Phone Number

Dispute Summary (one paragraph is usually sufficient, please be as direct and specific as possible and include what steps have already been taken to resolve the dispute)

What Happens Next?

The KCRP Chair will contact the Initiating Party to discuss the nature of the dispute. The dispute will be assigned to one of the Mediators who will contact both parties to confirm the nature of the dispute and solicit agreement to the dispute resolution process. The assigned Mediator will work with both parties to resolve the dispute.

Dispute Resolution Training

KCRP will assemble resources to assist Republicans in learning to resolve disputes and make them available to all PCOs, members, and volunteers of KCRP.

POLICIES

Policy 1 - KCRP General Expense Reimbursement Policy

General Policy Statement

The Kitsap County Republican Party (KCRP) has, since its inception, been dependent upon the contribution of time and talent from its members, directors, and committee chairs without compensation. Nevertheless, it is incumbent upon the KCRP to provide for the reimbursement of out-of-pocket expenses incurred in conducting the formal affairs of the Party. It is the intent of the KCRP Executive Board to fairly reimburse out-of-pocket expenses while exercising the Republican principle of fiscal restraint.

Scope

This policy is designed to cover only authorized KCRP work, pertaining to the Chair, State Committeeman, and State Committeewoman or their official designees and volunteers for authorized expenditures. Only the KCRP Executive Board by a majority vote is authorized to make exceptions to the following policy/guidelines and such exceptions should, whenever feasible, to be made in advance of incurring any pertinent expense.

Liability

The financial liability of the KCRP to any volunteer or committee is limited to the funds by line item in the approved budget of the KCRP.

Travel/Transportation Expenses

Reimbursements will be made for all authorized (e.g. state committee meetings) travel more than 50 miles one way from home to meeting location.

- **Private Auto:** Reimbursement will be made at the current IRS rate per mile (or such other rate as set from time to time by the Executive Board), plus tolls, ferries, and parking. No reimbursement will be made for lodging en route.
- **Airfare:** Reimbursement will be made at coach/economy class airfare. Authorized travelers shall seek the lowest possible fares through use of advanced booking.
- **Other:** Reimbursement for any other method of travel will be reimbursed only in an amount that would have been payable had the most economical method of travel been used.
- **Rental Cars:** Rental cars may be used only when necessary and economically practical compared to other modes of local transportation or if local transportation is nonexistent.

Lodging

Hotel/Motel accommodations will be reimbursed at mid-range rates and if necessary may extend from the night preceding the day of the meeting or business through the night of the last day of the meeting. Only lodging expense can be charged to the KCRP Credit Account (if one has been established). Incidentals such as entertainment, personal phone calls, meals etc. are not reimbursable.

Expenses of Spouses/Guests

Unless specifically authorized in advance by the KCRP Executive Board, no reimbursement of expenses incurred by spouses or guests will be allowed.

Office Expenses

Volunteers may occasionally use the resources of their own to conduct KCRP business. Expenses for photocopying and facsimile use will be reimbursed at rates deemed reasonable by the Chair. **No reimbursement will be made for personal costs or professional services without specific advance authorization.**

Miscellaneous

Reimbursement for reasonable and necessary expenses may be allowed when fully documented and approved. The Executive Board has the authority to approve any such reimbursement deemed necessary in the conduct of KCRP business or caused by extenuating circumstances.

Reimbursement Procedures

- All requests for reimbursement shall be made in writing and shall be signed and dated by the person seeking reimbursement. A receipt or adequate documentation must accompany all expenditures.
- Reimbursable expense claims must be approved by the Chair or his/her designee, subject to review by the KCRP Treasurer on request.
- Expense reports should be submitted within 45 days of incurring the expense.

Policy 2 - KCRP Safeguarding and Use of KCRP Assets Policy

Kitsap County Republican Party (KCRP) is the duly assembled and recognized arm of the Republican Party in Kitsap County (RCW 29.42.030) to properly execute the responsibilities assigned, KCRP has, over time, organized and collected to itself, at considerable monetary expense and effort, many tangible and intangible assets of importance. Safeguarding those assets and controlling the use of the assets to further the goals and objectives of KCRP is essential.

Assets

The following assets are the organizational “property” of the Kitsap County Republican Party. The use of the assets is at the sole discretion of the KCRP and subject to the terms and conditions established by the KCRP.

1. Republican Party Label
2. Kitsap County Republican label and platforms
3. Kitsap County Republican Party Goodwill (fund raising ability gained by access to the Kitsap County Republican Party label and platform and lists)
4. Kitsap County Republican Party Get-Out-The-Vote (GOTV) activities
5. Kitsap County Republican Party email list for posting campaign events
6. Kitsap County Republican Party paid promotional (i.e. fair booth)
7. KCRP access to national and state Republican figures for appearances, endorsements, and support.
8. Kitsap County Republican Party lists of donors, volunteers, etc.

Use

KCRP assets may be used by either candidates for office or by campaigns carrying forth Republican ideals. The following general terms apply for such use.

Candidates will be entitled to use the assets released to them and only for the current campaign.

Campaigns (not candidates):

1. The campaign seeking approval for use of KCRP assets **must first receive formal endorsement by the KCRP Executive Board.**
2. The campaign must agree to use KCRP assets released to them in strict accordance with the applicable terms and conditions.
3. Use of assets provided will be for a single campaign cycle only.

Asset Use Authority

Sole authority for release of any KCRP asset, for use by any candidate or campaign, rests with the KCRP Executive Board and such authority may not be delegated.

Asset Use Control

The KCRP Chair shall maintain control of the KCRP asset base. The Chair shall appoint such individual(s) as necessary to have access to the GOP database.

The KCRP Chair shall be the direct interface with the state party regarding the use and safeguarding state assets available for use by KCRP. To that end, the Chair, on behalf of KCRP, shall execute such agreements as may be necessary for access to state level information including GOP database. The Chair shall ensure that all requirements within such use agreements with the state party are included in all agreements for use by candidates or campaigns. The Chair shall actively monitor asset use by candidates and campaigns to verify that required safeguards are being carried out and that assets are being properly employed.

Policy 3 – Candidate Certification and Endorsement

The Kitsap County Republican Party Executive Board has determined the following process for candidate Certification and Endorsement.

The Executive Board may choose to take no action if another committee of the Washington State Republican Party has made an endorsement of a candidate or has the authority to Certify or Endorse. The Republicans of Kitsap County may look to the KCRP for advice concerning their votes, therefore the KCRP reserves the right to Certify or Endorse whom the Executive Board deems fit.

Process of Certification and/or Endorsement

The Candidate Committee shall recommend to the Executive Board whether a candidate should be Certified as a Republican, Certified as a Republican Candidate or Endorsed as a Republican Candidate.

Certification as a Republican

A person shall be a Certified Republican if they meet the definition of a Republican contained in the KCRP Bylaws.

Certification as a Republican Candidate

A Certified Republican Candidate is a Certified Republican who is qualified for the office sought and is viable as a candidate. The likelihood of the candidate to win the race is not a consideration.

Endorsement as a Republican Candidate

An Endorsed Republican Candidate is an individual who: 1) has been Certified as a Republican Candidate by the Executive Board; 2) is not in a contested primary election (an election where two or more **Certified Republicans Candidates** are running for the same office); and 3) is Endorsed as the preferred candidate in a race by a vote of the Executive Board. An Endorsed Candidate shall be the Party's choice and standard bearer for that race.

Endorsement and use of assets

Notwithstanding any other consideration, the Executive Board reserves the authority to use KCRP assets as it wishes. No person is entitled to the time, energy or money of the KCRP. It is never intended that the KCRP be the primary source of support for a candidate.

Elected Republicans (Partisan Office Holders)

All incumbent Republican elected officials who hold partisan office shall be considered to be a Certified Republican Candidate, provided the candidate meets the definition of Republican contained in the KCRP Bylaws. Incumbent Republicans may be endorsed before filing week by a unanimous vote of the Executive Board.

Candidate Committee Process

A candidate who desires to be certified must submit the Required Items below to the Candidate Committee and request a meeting of the Committee to review these items and their candidacy.

Required Items

- 1) Candidate Questionnaire
- 2) Resume (including Education and Professional Background)
- 3) Recent Individual Credit Report (supplied by the candidate, not to be more than 30 days old)
- 4) WSP Background Check (completed form with \$12 fee, made payable to the KCRP)
- 5) Submission of social media identities/handles for review

For Certification as Republican, candidates must demonstrate:

- 1) They are a Republican as defined by the KCRP Bylaws.
- 2) Good moral character

For Certification as a Republican Candidate, candidates must demonstrate:

- 1) They meet the definition of Certified Republican.
- 2) They are qualified for office they seek.
- 3) They are a viable candidate.
- 4) They have complied with Public Disclosure Commission filing requirements to-date.

For Endorsement by the KCRP, a candidate must demonstrate:

- 1) They meet the definition of Certified Republican.

- 2) They meet the definition of Certified Republican Candidate.
- 3) They should be the Standard Bearer of the Kitsap County Republican Party.

Potential Disqualifying Items (including, but not limited to the list below)

- 1) Criticism of the Party (except to endorse the Party Platform over the actions of the Party)
- 2) Refusal to discuss the candidacy with the Candidate Research Committee
- 3) Civil Proceedings in which the candidate is a defendant.
- 4) Criminal Proceedings
- 5) Domestic Violence
- 6) Sexual Misconduct

The Candidate Committee shall meet with the individual seeking certification as a Republican Candidate and during the interview the Committee shall ask questions of the candidate and clarification on the items above.

At the conclusion of the meeting, within 30 days, the Committee shall forward its findings to the Executive Board with a recommendation to: Certify as a Republican, Certify as a Republican Candidate, Endorse as a Republican Candidate or take no action.

The Candidate Committee shall notify the candidate of their recommendation no less than seven (7) days before the Executive Board Meeting where they will be presenting their findings unless the candidate waives their right to this notice. A candidate who disagrees with the Committee's recommendation will be offered an opportunity to speak to the Executive Board in Executive Session. In all cases the Executive Board shall meet in Executive Session to discuss the Committee's recommendation before a vote is taken in open session on the recommendation.

The Executive Board shall Certify Republicans, Certify Republican Candidates, Endorse Republican Candidates or take no action.

The KCRP Chair shall notify the candidate of the determination of the Executive Board within seven (7) days of the Executive Board's decision.

Certifications or endorsements may be made public knowledge as the Chair or the Executive Board sees fit. When no action is taken, there will be no formal dissemination of the determination to take no action.