

Bylaws for the Fourth Congressional District of the Oregon Republican Party

Organization

Name

The name of this organization shall be The Fourth Congressional District of the Oregon Republican Party, hereinafter referred to as CD4.

Mission

The mission of CD4 shall be to advance public policy in accordance with the Republican National Committee and Oregon Republican Party platforms and resolutions by:

- Overseeing Republican Congressional District nomination process, candidate vetting, and recruitment with the objective of garnering the support of the NRCC and ensuring the most viable candidate pool.
- Ensuring the election of the 4th Congressional District nominee.
- Assist in coordination and communication for all County Parties within the District.
- Maintain a dialogue, solicit input, and provide information about the activities of the Oregon State Party Executive Committee.
- Helping Republican voters to learn about candidates for the CD4 nomination and to best understand the CD4 nomination process.
- Maintaining relevant records, data, and opposition research information about non-Republican Congressional officer holders and potential candidates.

The CD4 mission shall be accomplished by activities authorized by the Bylaws of the Oregon Republican Party, Article XIV Section F, as amended.

Membership

No portion of this Section may be suspended.

CD4

CD4 membership shall consist of all elected and appointed precinct committeepersons (PCPs) from each precinct within the boundaries of Oregon's 4th congressional electoral district.

Appointed PCPs are not eligible to vote for officers at the National Convention Delegate Election meeting in Presidential election years.

A person elected as a PCP who moves to a different precinct within the district and is subsequently appointed as a PCP in that county shall retain their "elected" status for the purpose of these Bylaws.

Executive Committee

The CD4 Executive Committee shall consist of:

- Chair (voting)
- Alternate Chair (voting)
- Vice Chair (voting)

- Alternate Vice Chair (voting)
- Secretary (voting)
- Treasurer (voting)
- Chair of each county having at least one precinct within the district; the county Vice-Chair shall be seated in the absence of the county Chair (voting).
- Elected Republican Member of Congress from the district, or their designee (voting, but not counted for quorum).
- Republican CD4 nominee for Congress from the district, or their designee (non-voting)
- Standing and Ad Hoc Committees (Chairs all non-voting, appointed by CD4 Chair, removable by the CD4 Chair or a majority vote of CD4 Executive Committee, except for Budget):

Standing Committees:

- Finance Committee
- Budget Committee
- Audit Committee

Ad Hoc Committees:

- Communications and Voter Education
- Data and Technology
- Congressional Candidate Vetting and Recruitment
- Bylaws and Rules
- County Organization Support and Development

Officers

Officers and Duties

The officers of CD4 shall be a Chair, Vice Chair, Secretary, Treasurer, Alternate Chair, and Alternate Vice Chair. These officers shall perform the duties prescribed by these Bylaws and by the governing documents and parliamentary authority by which CD4 is bound.

Duties and Responsibilities of the District Chair

In addition to performing the duties outlined in other Articles of these Bylaws and the duties of any organizational president, the CD4 Chair shall:

Subject to the control of the CD4 PCPs, have general charge of the affairs of the Fourth Congressional District. The Chair shall promote the interests of the Oregon Republican Party and the Republican National Committee.

The Chair shall call meetings as prescribed in these Bylaws.

The Chair shall hire, dismiss, supervise, and direct all employees of CD4 without need of approval by the CD4 Executive Committee except the Chair shall not use funds for this purpose unless in the approved budget or enter into employment contracts without prior approval of the CD4 Executive Committee.

The Chair shall appoint Chairs and membership of Standing and Ad Hoc Committees. Committee Chairs may appoint their own membership, subject to the approval of the District Chair. The Chair shall make a report to CD4 at each meeting. This report shall include a summary of the Chair's activities and actions of the CD4 Executive Committee during the interval between meetings of CD4.

The Chair shall be a signer on all bank accounts of the District and shall serve as the Acting Treasurer in the event of a vacancy in both the Treasurer and Vice Chair position or they unable to fulfill the duties of that position.

Duties and Responsibilities of the District Alternate Chair

The Alternate Chair shall have such powers and perform such duties as may be assigned from time to time by the Chairman.

If the Chair is temporarily unable to perform their duties, the Alternate Chair shall perform and assume all the duties of the Chair.

Duties and Responsibilities of the District Vice-Chair

The Vice-Chair shall have such powers and perform such duties as may be assigned from time to time by the Chairman.

If the Chair and Alternate Chair are temporarily unable to perform their duties, the Vice-Chair shall perform and assume all the duties of the Chair. The Vice Chair shall be a signer on all bank accounts of the District and shall serve as the Acting Treasurer in the event of a vacancy in or unable to fulfill the duties of that position.

Duties and Responsibilities of the District Alternate Vice Chair

The Alternate Vice Chair shall have such powers and perform such duties as may be assigned from time to time by the Chairman.

If the Vice Chair is temporarily unable to perform their duties, the Alternate Vice Chair shall perform and assume all the duties of the Vice Chair.

Duties and Responsibilities of the District Secretary

The Secretary shall be responsible for keeping the minutes of all meetings of the District PCPs and the Executive Committee in books or electronic means provided for this purpose. Minutes of all meetings shall be transcribed within ten days after the meeting and within fifteen (15) days when the Executive Committee and District PCP meetings are held on the same or consecutive days. An electronic copy of the District PCP meeting minutes shall be delivered within a reasonable time to each member of the Executive Committee and be included with the meeting notices when calling the subsequent District PCP meeting. A draft copy of the Executive Committee minutes or a report of Executive Committee meetings shall be delivered within a reasonable time to each member of the Executive Committee.

The Secretary also shall be responsible for ensuring the preservation and chain of custody of correspondence and all other data, materials, and records of the District, the Executive Committee, Standing Committees, and all other Committees. This includes opposition research information compiled for the benefit of current and future District congressional nominees.

An up-to-date roster, including phone and email contact information of all District Executive Committee members, shall be maintained by the Secretary in an electronic format that is viewable and shared by the District Chair. If the Secretary finds unfilled vacancies in Executive Committee positions, they shall immediately notify the District Chair and the ORP Secretary.

The Secretary shall be responsible for sending, by email or similar electronic means, notices of all meetings of the District PCPs and Executive Committee.

Duties and Responsibilities of the District Treasurer

The Treasurer shall act as fiscal agent for the CD4 Executive Committee for the receipt and disbursement of its funds; shall safely keep an account for all moneys and funds which are received; and shall deposit the same to the credit of the CD4 Executive Committee under its name in such bank or banks or depository as the CD4 Executive Committee shall designate. The Treasurer shall file timely Expenditure and Contributions reports with the Secretary of State as required by law. In the event someone is hired by the Executive Committee to be

responsible for record keeping and filing with the Oregon Secretary of State and payment of financial obligations, the Treasurer shall serve as liaison to the hired service.

The Treasurer shall keep a complete account of all receipts and disbursements in a manner prescribed by CD4 Executive Committee and in accordance with generally accepted accounting practices for political action committees. At a minimum, reports shall include a statement showing receipts, disbursements, and relationship of both to the budget.

The Treasurer shall assure compliance with all local, state and federal laws relating to the financial affairs of the Oregon Republican Party, and file all reports in a timely manner.

The CD4 Executive Committee may, at its discretion, choose to reimburse the Treasurer for fines assessed by the Oregon Elections Division. However, failure-to-file related fines may be reimbursed only by a 2/3rds vote.

ORP Executive Committee

The CD4 Chair and Vice Chair are voting members of the ORP Executive Committee and Central Committee in accordance with ORP Bylaws.

In the absence of the Chair, the following persons shall be seated, in priority order:

- 1) Alternate Chair
- 2) Alternate Vice-Chair
- 3) Secretary
- 4) Treasurer

In the absence of the Vice-Chair, the following persons shall be seated, in priority order:

- 1) Alternate Vice-Chair
- 2) Alternate Chair
- 3) Secretary
- 4) Treasurer

Nomination and election

Officers shall be nominated and elected as provided in the Bylaws of the Oregon Republican Party.

Term of Office, Removal from Office, Vacancies in Office

No portion of this Section may be suspended.

Term of Office

The officers shall be elected by ballot to serve for four years or until their successors are elected, and their term of office shall begin at the close of the meeting at which they are elected. Officers elected to fill a vacancy, or filled a vacancy by succession, shall serve until the next quadrennial (*every four years*) election meeting or until their successors are elected.

Removal from Office

Officers may be removed from office by the CD4 membership as provided in the Bylaws of the Oregon Republican Party.

No person removed from office shall be eligible to hold any CD4 office or voting position for a period of two years from the date of their removal.

Vacancies

Shall be handled per ORP Bylaws Article XIV Section D. Vacancies, as amended, with the exception of Treasurer which defined under Duties and Responsibilities of the District Chair and Vice Chair of these Bylaws Article II Section 1. Subsection A and B.

Office-Holding Limitations

No member shall hold more than one permanent office at a time, and no member shall be eligible to serve four consecutive terms in the same office.

Meetings

Quadrennial Election Meetings

The requirements and procedures of the quadrennial election meeting are established in the Bylaws of the Oregon Republican Party. This meeting fulfills the requirement of an annual meeting.

Regular Meetings

A minimum of four CD4 PCP meetings per year shall be held. Each meeting will require a 14-day notice.

Special and Petitioned Meetings

Special meetings may be called by:

- The Chairman
- A majority vote (or petition) of the CD4 Executive Committee
- PCPs by written petition signed by PCPs residing within the District .

Valid signers which match or exceed 20% of the number of credentialed PCPs who attended the breakout session at the previous Delegate Selection Convention.

Must include at least one PCP from every organized county in the District.

The purpose of the meeting shall be stated in the call, which shall be sent to all members at least 14 days before the meeting.

Virtual Meetings

Meetings of CD4 PCPs, CD4 Executive Committee, Standing and Ad Hoc Committees, and any other CD4 meeting held under these Bylaws may be conducted electronically or by similar means, providing that if election balloting takes place, it is by written secret ballot or its electronic equivalent.

Quorum.

No portion of this Section may be suspended.

CD4

At least one PCP from a majority of organized counties and twenty percent of the total PCPs of the district shall constitute a quorum for meetings of the CD4 PCPs, except a quorum for the quadrennial organizational meeting shall be those PCPs present and voting.

Executive Committee

A quorum of the CD4 Executive Committee shall be a majority of voting members, not including any elected Republican Member of Congress from the district, or their designee (voting, but not counted for quorum).

Executive Committee

The Executive Committee shall have general supervision of the affairs of CD4 between its PCP meetings and perform such other duties as are specified in these bylaws. In no case will the Executive Committee be allowed to deficit spend.

Unless otherwise specified in these Bylaws, regular meetings of the Executive Committee shall be held not fewer than three times per year. Meetings may be called by:

- The CD4 Chair.
- A petition from a majority of the CD4 Executive Committee members.
- A majority vote of 2/3rds of the county executive committees within the district.

Committees

Unless specifically indicated, Standing Committee chairs shall be non-voting members of the Executive Committee.

Section 1. Finance Committee

The purpose of the Finance Committee is to develop a fundraising plan and lead the implementation of that plan.

The Finance Committee shall consist of a Chair and members in sufficient numbers to adequately plan fundraising activities. The minimum number of members is the Chair plus three. The CD4 Treasurer shall also be a member of this group but may not serve as Chair.

The plan will be used to guide development of the CD4 budget. As such, they will be submitted to the Budget Committee no later than February 1st of each year. The fundraising plan will consist of one or more fundraisers and include details of the expected expenses for each fundraiser as well as an estimate of the excess funds that the various activities will generate.

Section 2. Budget Committee

The Budget Committee shall be composed of the Treasurer and the county treasurers within the district. The purpose of the budget is to provide spending authority to the Executive Committee in furtherance of the CD4 mission. It shall be the duty of this committee to prepare a budget for the fiscal year beginning the first day of April each year. The Budget Committee shall submit the proposed budget to the Executive Committee at least ten days in advance of action on the proposed budget. Budget Committee may from time to time submit amendments to the budget for the current fiscal year, which may be adopted by a majority vote of the Executive Committee.

The CD4 Treasurer and/or designates from the Budget Committee shall work with the Finance Committee on the funding plan. The CD4 Treasurer and/or designates from the Budget Committee shall work with the Finance Committee to develop a spending plan based on the projections of the funding plan.

The CD4 Treasurer will maintain a 10% reserve fund, based on current ongoing obligations of the district, or \$250, whichever is larger. To use a portion of the reserve, the Executive Committee must vote by a two-thirds majority of those present and voting.

Section 3. Auditing Committee

An Auditing Committee of not fewer than three members shall be appointed by the CD4 Chair annually, whose duty it shall be to audit the Treasurer's accounts at the close of the fiscal year or whenever there is a change in the office of Treasurer, and submit a report to the CD4 Executive Committee. No voting member of the CD4 Executive Committee may serve on the Auditing Committee.

Section 4. Bylaws and Rules Committee

A Bylaws and Rules Committee of five members shall be appointed by the CD4 Chair. This committee as an ongoing task shall review these Bylaws and any Standing Rules or Special Rules and propose amendments as required to meet current requirements or to remain in compliance with governing documents.

Any CD4 PCP may submit to the Bylaws and Rules Committee amendments to these Bylaws and any Standing Rules or Special Rules. The committee shall forward all submissions to the CD4 PCPs at the next available opportunity with a DO PASS, DO PASS WITH CHANGES, or DO NOT PASS recommendation.

Section 5. Congressional Candidate Vetting and Recruitment

The purpose of the Congressional Candidate Vetting and Recruitment Committee is to create and implement a process for ensuring the most highly qualified, electorally-viable, and thoroughly-vetted pool of candidates for the Fourth Congressional District Republican nomination possible in order to advance the public policy goals set forth in the mission statement of the CD4 bylaws.

This committee is also responsible for helping co-host candidate primary and general election debates and forums, and for coordinating with the organized GOP county organizations within CD4 to conduct primary straw polls and candidate endorsements, in accordance with each county's bylaws and rules.

The goal of this committee will be to attract funding and other support for CD4 general election nominees from the National Republican Congressional Committee (NRCC), Republican National Committee (RNC), and other entities that help GOP Congressional nominees compete and win in the general election.

Section 6. Communications and Voter Education

The purpose of the Communications and Voter Education Committee shall be to assist Republican voters, precinct committeepersons, and grassroots volunteers and activists within the district to receive:

- GOP messaging on issues relevant to the district.
- Information about the congressional nomination process.
- Activities and accomplishments of a serving elected Republican member of Congress.
- Opposition research information on currently serving and potential candidates from other parties seeking to be elected to Congress from Oregon's Fourth District.
- Information about the policy positions, background, and qualifications of candidates for the CD4 GOP nomination.

Section 7. Data and Technology

The purpose of the Data and Technology Committee shall be to research, deploy, and maintain technologies that assist the district organization with efficiently and reliably achieving its mission as defined in these bylaws, in coordination with the ORP and with organized county GOP organizations within the district. This shall include

maintaining a secure, perpetual record of schematics, account information, logins, and passwords for any software and IT services required by the district organization.

This committee shall also assist and support the District Secretary with their responsibility of preserving and maintaining the committee's data and records.

Section 8. County Organization Support

The purpose of the County Organization Support Committee shall be to obtain and help coordinate resources and expertise to assist and support local and county GOP organizations within the district for the purposes of:

- Electing the Fourth Congressional District nominee.
- Maximizing Voter Registration and GOTV activities.
- Developing and maintaining a powerful GOP candidate Farm Team.
- Assisting the ORP to organize and strengthen disorganized counties.
- Training and advising county organizations and leadership, when needed or requested, in conducting their activities and responsibilities.
- Assisting county GOP organizations with coordination and communication across county boundaries within the district, when needed or requested.

The committee shall also assist and support the District Officers with their mission to facilitate dialogue, solicit input, evaluate county needs, and provide information about the activities of the Oregon State Party Executive Committee.

Section 9. Other Committees

Such other committees, ad hoc or special, may be established by the CD4 Executive Committee as it shall from time to time deem necessary to carry on its work. Their members shall be appointed by the Chair. The Chair shall be ex officio a member of all committees except any nominating committee or any disciplinary committees.

Bylaws

No portion of this Article may be suspended.

Parliamentary Authority

These Bylaws govern the organization, operation, and governance of CD4 subject to the following precedence where applicable:

1. Federal law.
2. Oregon law.
3. Rules of the Republican National Committee.
4. Bylaws of the Oregon Republican Party.
5. Bylaws of The Fourth Congressional District of the Oregon Republican Party.
6. Standing Rules of The Fourth Congressional District of the Oregon Republican Party.
7. Special Rules of The Fourth Congressional District of the Oregon Republican Party.
8. The current edition of Robert's Rules of Order Newly Revised, in all cases to which they are applicable and in which they are not inconsistent with the above governing documents. Though least in priority, Robert's takes precedence over all governing documents, except state and federal law, in matters where Robert's specifically calls out as not alterable, such as secret ballots.

Adoption and Amendment of these Bylaws

These Bylaws, and any associated Standing Rules, shall remain in effect until amended or rescinded. Initial adoption of these Bylaws shall be by majority vote.

These Bylaws may be amended as follows:

- At the quadrennial meeting of the entire body of CD4 PCPs at which officers are elected, these Bylaws may be amended by a simple majority vote of those present and voting, with no pre-notification requirement.
- At any other meeting of the entire body of CD4 PCPs, these Bylaws may be amended by a two-thirds majority vote of those present and voting, provided that any proposed amendments are included in the meeting notice.

Amending proposed Bylaws amendments shall be constrained in accordance with the most recent edition of Robert's Rules of Order.

Standing Rules and Special Rules

The CD4 PCPs may from time to time adopt Standing Rules and Special Rules, not in conflict with applicable governing documents. Such Rules shall be adopted or amended by a majority vote. Standing Rules shall remain in effect until amended or rescinded. Special Rules are in effect until the time specified or implied when adopted.

Suspension

Unless otherwise specifically noted in these Bylaws, at any meeting of the entire body of CD4 PCPs:

- A specific provision of these Bylaws may be suspended for a time specific by a two-thirds majority vote of those present and voting.
- A specific provision of Standing Rules or Special Rules may be suspended for a time specific by a majority vote of those present and voting.