

**BY-LAWS, RULES AND REGULATIONS
OF THE
REPUBLICAN PARTY OF LARAMIE COUNTY
STATE OF WYOMING**

**ARTICLE I
THE REPUBLICAN PARTY**

1. **MEMBERSHIP:** The Republican Party of Laramie County, Wyoming, shall be composed of all persons registered as Republicans to vote in Laramie County.
2. **GOVERNANCE:** The Laramie County Convention of the Republican Party shall be the governing body of the Party and at all other times such governance shall be vested in the County Central Committee and the County Executive Committee of the Republican Party
3. **ORDER OF RESPONSIBILITY FOR THE REPUBLICAN PARTY OF LARAMIE COUNTY:** The County Central Committee is ultimately responsible for all business of the Republican Party of Laramie County.
 - a. Under the supervision of the County Central Committee of the Republican Party of Laramie County, The County Executive Committee is responsible for conducting business on behalf of the Republican Party of Laramie County, but the County Executive Committee must give a full accounting of all conducted business including, but not limited to the following:
 1. Treasurer's Report – The treasurer is to keep accurate and complete records of all monetary transactions including, but not limited to keeping records of all monies on hand and itemized records of all revenues and expenditures.
 2. Secretary's Report – The secretary is to keep minutes including all motions, reports, and business conducted by the County Executive Committee, and a record of the attendance of Executive Committee members in addition to:
 - Details of all contracts e.g. Fall Rendezvous and Lincoln Day Dinner, including all monies, gifts, and lodging provided to special guests and speakers
 - Accurate and complete committee reports
 - Appointment of all committees
 - Appointment of additional County Executive Committee members
 - Appointments to fill County Executive Committee vacancies
 - Any and all other business of the County Executive Committee
 - b. The Treasurer's and Secretary's reports shall be presented to and accepted by the County Central Committee of the Republican Party of Laramie County at its next regular meeting.

ARTICLE II PROCEDURE AND DEFINITIONS

All meetings and conventions within the purview hereof shall be governed by Roberts Rules of Order, latest edition.

1. As provided by Roberts Rules of Order, at least two (2) tellers shall be appointed by the County Chairman for all forms of voting herein requiring a count of individual votes.
2. Unless otherwise provided, the use of the masculine shall be deemed to otherwise include the feminine gender.
3. Whenever the term “casting lots” appears in the By-Laws, it means the flipping of coins or the drawing of names to determine the outcome of a vote.
4. Proxy voting: As provided by Wyoming State Statutes, §22-4-114, “a member of a political committee or subcommittee may be represented at any meeting of the committee or subcommittee by written proxy. A person holding a proxy must be a resident of the same political subdivision as the member he represents. No person shall be allowed to vote more than two (2) proxies.” A designation of proxy must be signed by the person giving the proxy. As provided in the By-Laws of the Wyoming Republican Party, proxies are not recognized at precinct caucuses or county conventions.
5. Voting procedures – elections of persons: These voting procedures shall apply to election of persons at meetings of the full County Central Committee and at meetings of the portion of the County Central Committee from a particular state legislative district.
 - a. Persons eligible to vote shall be seated in a designated area of the meeting room separate from persons not eligible to vote.
 - b. Proof of identity and of residence may be required by the Credentials Committee at the time of registration for the meeting.
 - c. Any person appearing on the ballot has the right to observe the counting of the ballots personally.
 - d. All ballots shall be counted and the results reported before the conclusion of the meeting.
 - e. Tie votes shall be resolved by casting lots before the conclusion of the meeting.
 - f. At the end of the meeting, all ballots shall be locked and sealed with a single-use seal within a lockable container and retained by the Secretary for a period of ten (10) days during which a recount may be requested by any candidate.
 - g. If a recount is requested, it shall be conducted by the Credentials Committee. All candidates who may be affected by a recount shall be notified of the recount at least forty-eight hours prior to the actual recount.

- h. Nothing herein or in the way an election is conducted shall interfere with the right of voters to cast secret ballot.
- i. All nominations for officers of the Republican Party of Laramie County shall be made from the floor on the day of election.

**ARTICLE III
LARAMIE COUNTY CENTRAL COMMITTEE**

1. MEMBERSHIP:

- a. The Republican County Central Committee of Laramie County, Wyoming, shall consist of the duly elected Republican Precinct Committeemen and Committeewomen within the county and their successors, who shall hold office for a term beginning immediately following their election. Each precinct shall elect one committeeman and one committeewoman for each 250 votes or major fraction thereof case for the Republican candidate for U.S. Representative in the last general election, but provided no precinct shall be represented by no less than one (1) Precinct Committeeman and one (1) Precinct Committeewoman.
- b. Precinct Committeemen and Committeewomen shall be electors registered in the Republican Party and reside in the precinct they are elected to represent.
- c. If a precinct boundary line is changed, the County Commissioners shall determine the number of Precinct Committeemen and Committeewomen to which the affected precinct is entitled.
- d. All County Central Committee members in office on the date that notice of the County Central Committee meeting is published, as provided in Article III, paragraph 3, herein, shall be allowed to vote at said meeting.

2. MEETINGS: The County Central Committee shall meet in Laramie County:

- a. Within thirty (30) days after the county chairman has received the certified election results of all members elected to the committee for the purpose of organizing the County Central Committee.
- b. During the month of March of each odd-numbered year for the purpose of electing the County Chairman, County Vice-Chairman, County Vice-Chairwoman, and other officers as provided by the county party By-Laws. The election of officers shall be by secret ballot.
- c. Within twenty (20) days after the County Chairman receives notice of a vacancy in the office of a member of the State Legislature or in a county elective office from the Board of County Commissioners. At such meeting, the County Central Committee shall select and transmit to the Board of Commissioners the names of three (3) persons qualified to fill

the vacancy. The selection of the three (3) persons shall be by secret ballot. As provided by Wyoming State Statutes, §22-18-111, only those persons serving as committeemen and committeewomen at least thirty (30) days prior to the vacancy, or if the vacancy occurs within twenty (20) days of the first Monday in January in odd-numbered years, those precinct committeemen and committeewomen elected at the immediate past primary election and those selected by appointment prior to December 2 of the year in which the election occurred for vacant positions shall be authorized to vote.

- d. At such other times and places as may be determined by the County Chairman, County Executive Committee, or by the County Chairman upon written request of twenty-five (25) percent of its existing members.
- e. Meetings may be called at the request of the Chairman, the Vice Chairman, and/or the Vice Chairwoman when needed.
- f. County Central Committee meetings shall be on a regular monthly basis unless there are no reports or other business to conduct. A cancellation shall be decided by vote of the County Executive Committee.

3. NOTICE OF MEETING:

- a. Regularly scheduled meetings for the Laramie County Republican Party County Central Committee and County Executive Committee shall be announced W.S. 22-4-104 via a notice in a newspaper of largest circulation at least two days prior to the meeting and via email to all County Executive Committee and Central Committee Members who provide an email address.
- b. The County Chairman shall cause to be published a notice of all unscheduled meetings and special meetings in the county newspaper being of largest county circulation, not less than two days prior to the meeting. An email notice shall also be sent to each member of the County Central Committee and County Executive Committee, whose email address has been provided, not less than two days prior to the meeting. If the newspaper of largest circulation does not reach a portion of the county adequately, then the notice of meeting shall be posted in the largest newspaper that covers that portion of the county.

4. CONDUCT OF COUNTY CENTRAL COMMITTEE MEETINGS:

- a. Presiding Officer: The County Chairman shall preside over all meetings of the County Central Committee and, if two consecutive tie votes on a question occur, shall, at his discretion, either vote to break that tie or decide the vote by casting lots, whether or not he is a member of the County Central Committee. If, however, the County Chairman has been duly elected as a member of the County Central Committee, he shall also have a vote on all questions to come before the meeting.
- b. Quorum: Those members attending a regularly called meeting of the County Central Committee shall constitute a quorum.
- c. Voting: Only properly elected or appointed Precinct Committeemen and Precinct Committeewomen in office on the date the official meeting notice is published shall be entitled to vote at all County Central Committee meetings. Eligibility to vote shall begin as specified in state statutes.
- d. Proxy Votes: Proxy votes shall be allowed at a meeting of the County Central Committee. A person holding a proxy for an absent Precinct Committeeman or Precinct Committeewoman must be a resident of the same precinct as the member he represents. No person shall be allowed more than two (2) proxy votes.
- e. County Chair or their designee to report to County Central Committee, at the next County Central Committee meeting, on the State Central Committee Meeting.
- f. Any member wishing to add business to the agenda shall submit the business to the County Chairman at least 10 days prior to the scheduled meeting, and the business shall be posted on the agenda and distributed to members in advance of the Central Committee meeting.

5. In considering how the county party uses its campaign money, including how to finance candidates, it will take into account the candidate's stance on the county Platforms and Resolutions.

**ARTICLE IV
LARAMIE COUNTY CENTRAL COMMITTEE OFFICERS**

1. **OFFICERS:** The officers of the Laramie County Republican County Central Committee shall consist of the County Chairman, Vice-Chairman, Vice-Chairwoman, State Committeeman and State Committeewoman to be elected by the County Central Committee at its March meeting in the odd numbered years to serve for a term of two (2) years.
- i. The Secretary and Treasurer shall be appointed by the County Chairman and serve a term of 2 years concurrent with the other officers.

- a. **Eligibility:** The County Chairman, County Vice-Chairman, County Vice-Chairwoman, State Committeeman and State Committeewoman shall be members of the County Central Committee. The Chairman can only occupy one office at a time.
- b. **Other Officers:** The County Central Committee Chairman may provide for the appointment of such other officers as he deems advisable, with the concurrence of a simple majority of the County Executive Committee. Appointed and elected officers have voting privileges on the County Executive Committee.

2. DUTIES OF OFFICERS:

- a. **Chairman:** In addition to the duties with which he is charged by statute, the County Chairman shall be the chief executive officer of the party in Laramie County. He shall preside over all meetings of the County Executive Committee, County Convention and the County Central Committee. He shall effectuate the several policies determined by said committees. In the event of an emergency, he shall determine the course of action, which shall be referred to the County Executive Committee for ratification, as soon thereafter as practicable. He shall have the general powers of administration customarily vested in the office of chairman, not inconsistent with the provisions of these By-Laws. The Chairman of the Republican Party of Laramie County shall be familiar with, promote and defend the Republican Party of Laramie County platform.
- b. **Vice-Chairman:** The Vice-Chairman shall be a man. He shall assist the County Chairman in the duties of his office. He shall perform such other duties as may be assigned to him by the County Chairman. He shall perform the duties and exercise the powers of the County Chairman during the Chairman's absence or disability.
- c. **Vice-Chairwoman:** The Vice-Chairwoman shall be a woman. She shall assist the County Chairman in the duties of his office. She shall perform such other duties as may be assigned her by the County Chairman. She shall perform the duties and exercise the powers of the County Chairman during the Chairman's absence or disability. In the event that both the Vice-Chairman and the Vice-Chairwoman seek to serve in the Chairman's absence or disability, they shall flip a coin to determine who becomes the acting chairman.
- d. **Secretary:** The Secretary shall keep the minutes of all meetings of the Central Committee, County Convention and the County Executive Committee.
- e. **Treasurer:** The Treasurer shall receive all monies of the county party and shall disburse the same as authorized by the County Chairman. Either the County Chairman or the Treasurer may disburse monies as duly authorized. The Treasurer shall compile and file all reports required with the appropriate governmental officials. The Treasurer shall facilitate an internal yearly financial review each February, led by a member of the County Executive Committee.
- f. **The Vice Chairman and Vice-Chairwoman** shall facilitate a financial review at the end of the Treasurer's term or no later than one month prior to the election or appointment of a new treasurer.

- g. State Committeeman and State Committeewoman:** In addition to the duties with which they are charged by statute and State Party By-Laws, the State Committeeman and State Committeewoman shall abide by the rules of the State County Central Committee. The committeeman and committeewoman are hereby charged to abide by resolutions approved by the Laramie County Central Committee.
- h. Other Positions:** The County Chairman and the County Executive Committee may create other positions and determine duties as they deem necessary.

ARTICLE V COUNTY EXECUTIVE COMMITTEE

- 1. MEMBERS:** The County Central Committee shall have an County Executive Committee. The County Executive Committee shall consist of the officers of the County Central Committee; the Chairman of each of the Senate District Committees; and any other committee chairman as selected by the County Chairman and County Executive Committee, including those appointed to conduct special projects, etc.
- 2. MEETINGS:** The County Chairman shall call meetings of the County Executive Committee. He shall preside over said meetings and shall vote in case of a tie. In the absence of the Chairman, either the Vice-Chairman or Vice-Chairwoman shall preside.
- 3. POWERS:** The County Executive Committee shall have the following powers:
 - To call meetings of the County Central Committee, as provided by law.
 - To fill vacancies in the offices of precinct committeemen and women.
 - To ratify emergency actions taken by the County Chairman.
 - To determine the county convention delegate appointment.
 - To further the interest of the Republican Party in any manner authorized by law or not inconsistent with the provisions of these By-Laws.
- 4. RECALL OF COUNTY EXECUTIVE COMMITTEE MEMBERS:** Recall of any Executive Committee member may be accomplished by special vote at a scheduled County Central Committee meeting.
 - a. Motions to recall a County Executive Committee member must be presented and seconded by a County Executive Committee member. The reason(s) for the recall motion shall be stated in the motion.
 - b. The County Chairman, Vice Chairman or Chairwoman shall serve notice by certified mail, return receipt requested, to the member being recalled not less than ten (10) days prior to such recall meeting. County Central Committee members shall be notified in the same manner as regular meetings not less than ten (10) days prior to such recall meeting.

- c. A two-thirds majority of County Central Committee members and County Executive Committee members present at the meeting is required to recall the member. All County Central Committee members are eligible to vote in a recall vote.
- d. In the event the County Executive Committee member resigns, in writing, prior to the recall vote, Article VI applies.
- e. The vacancy shall be filled in accordance with Article VI not later than 30 days from the date of vacancy. If necessary, vacancies may be filled on an interim basis.

ARTICLE VI VACANCIES

1. Vacancies in any of the offices or positions herein provided shall occur by death, resignation, expiration of term, inability to act, or removal from the political subdivision represented. Vacancies in the various offices must be filled until the next regular election as follows:
2. Vacancies may not be filled within a 60 day window prior to the first scheduled County Caucus and Bi-Annual County Central Committee Meeting.
 - a. County Central Committee: A vacancy in the office of precinct committeeman or woman shall be filled by the County Executive Committee. Such committee shall appoint a registered Republican voter residing in the precinct in which the vacancy occurs.
 - b. County Chairman: If there is a permanent vacancy in the County Central Committee Chairman's position, and there is not an agreement between the Vice-Chairman and the Vice-Chairwoman as to who will fill the vacancy, the vacancy will be filled by a majority vote at the next County Central Committee meeting.
 - c. Vice-Chairman or Woman: A vacancy in the office of vice-chairman or woman shall be filled by appointment by the county chairman within 120 days of such vacancy.
 - d. Secretary or Treasurer: A vacancy in the office of secretary of treasurer shall be filled by appointment by the county chairman within 120 days of such vacancy.
 - e. State Committeeman or Committeewoman: A vacancy in the office of State Committeeman or State Committeewoman shall be filled by election by the County Central Committee within thirty (30) days of the vacancy."
 - f. Senate District Chair: A vacancy in the office of Senate District Chair shall be filled by appointment by the County Chairman within 120 days of such vacancy.

**ARTICLE VII
PRECINCT CAUCUSES**

1. **ELIGIBILITY:** All registered Republicans who have resided within the precinct at least ten (10) days and who were registered Republicans prior to the date of the call of the Precinct Caucus, shall be entitled to participate and vote at the Precinct Caucus. Proof of such residency and registration shall be either by the most current and available County Clerk voter list or by signing of a sworn statement.
2. **MEETING:** The Republican Party of Laramie County shall hold Precinct Caucuses not more than forty (40) days nor less than ten (10) days prior to the County Convention. Each Precinct Caucus shall be held on a date and at a time and place within the County specified by the County Chairman.
3. **NOTICE OF MEETING:** The County Chairman shall publish a notice of the number of Delegates to be selected from each precinct, date, time, and specified place within the County of each Precinct Caucus in the county newspaper, being of largest county circulation, not less than ten (10) days prior to such Precinct Caucuses. If the newspaper of largest circulation does not reach a portion of the county adequately, then the notice of meeting shall be posted in the largest newspaper that covers that portion of the county. The calls-for Precinct Caucuses may be combined in a single notice.
4. **DUTIES OF THE PRECINCT CAUCUSES SHALL BE:**
 - a. To elect a precinct caucus chairman. The chairman shall be a precinct committeeman or woman in attendance at the Precinct Caucus. In the event there is neither a committeeman or woman in attendance, those assembled and qualified to vote shall elect from their midst a person who shall serve as caucus chairman.
 - b. To elect delegates and alternates from that precinct to the County Convention. These delegates and alternates need not be present to be elected.
 - c. To elect a secretary who shall take minutes of the caucus and shall sign the county delegate and alternate election forms for the County Chairman.
 - d. To consider resolutions brought up by a registered Republican from the precinct.
 - e. To conduct any further business not inconsistent with statute or the By-Laws.
5. **CERTIFICATION OF DELEGATES AND ALTERNATES TO COUNTY CONVENTION:**
 - a. The Caucus Chairman shall certify in writing and deliver to the County Chairman the names of those elected as delegates and alternates to the County Convention from that precinct.

- b. If, for any reason:
 - i. A Precinct Caucus is not held and precinct delegates and alternates are not duly elected as prescribed above, or
 - ii. The Caucus Chairman fails to deliver the certified names of those elected to the County Chairman; then, the County Executive Committee is authorized to appoint and certify the prescribed number of delegates and alternates from that precinct to represent that precinct at the County Convention. These appointments shall be made prior to the mailing of the notice required in Article VIII, Section 4.
6. **COUNTING OF VOTES:** Results shall be determined by a simple majority of votes cast. The number of votes cast may be less than the number of credentialed voters.

ARTICLE VIII COUNTY CONVENTION

1. **MEMBERSHIP:** Delegates to the County Convention shall be members of the County Central Committee and those chosen by caucuses of the precincts within Laramie County. All County Convention Delegates and Alternates shall at the time of the call for the County Convention be residents of the precinct they represent and registered Republicans
2. **APPORTIONMENT OF PRECINCT DELEGATES TO COUNTY CONVENTION:** If the prescribed number of Delegates is not duly elected by the Precinct Caucuses in certain precinct(s), the County Chairman with approval of the majority of the County Executive Committee is authorized to appoint the prescribed number of Delegates from the precinct(s) to the County Convention.
 - a. Each Precinct Caucus may also choose alternate Delegates equal in number to its allocated Delegates and shall designate the priority in which the Alternates shall replace absent Delegates.
 - b. If a Precinct Committeeman or Committeewoman vacancy exists at the time of the Precinct Caucus, the Precinct caucus may elect delegates equal in number to the vacancies.
3. **MEETING:** The County Convention of the Republican Party of Laramie County shall be held within the time prescribed by the Wyoming State Republican Party By-Laws.
4. **NOTICE OF MEETING:** Notice of the County Convention shall be mailed and emailed to all delegates not less than five (5) days prior to the Convention and shall be published in the county newspaper being of largest county circulation not less than ten (10) days prior to the Convention. If the newspaper of largest circulation does not reach a portion of the county adequately, then the notice of meeting shall also be posted in the largest newspaper that covers that portion of the county.

5. THE DUTIES OF THE COUNTY CONVENTION SHALL BE:

- a. To amend the By-Laws of the county party.
- b. To elect the delegates and alternates to the state convention and determine the priority in which alternates shall serve.
- c. In presidential election years, to elect the delegate(s) and alternate(s) to the national convention as required. Precinct Committeemen and Precinct Committeewomen shall be provided the first priority to serve as delegates or alternates to the national convention. If the authorized number of delegates and/or alternates are not filled with the Precinct Committeemen or Precinct Committeewomen, then other members of the Laramie County Republican Party may be elected delegates and alternates to the national convention.
- d. To consider reports from the following committees:
 - i. Credentials
 - ii. By-Laws
 - iii. Platform and Resolutions
 - iv. Nominating
 - v. Any other committee reports
 - vi. In Memoriam
- e. To conduct any further business, not inconsistent with statute or party By-Laws.

6. CONDUCT OF THE COUNTY CONVENTION:

- a. **Presiding Officer:** The County Chairman duly elected at the prior March Meeting of the County Central Committee or his successor shall serve as the Chairman of the County Convention. If two consecutive tie votes on a question occur, the County Chairman, at his discretion, shall either vote to break the tie or decide the vote by casting lots, whether or not he is a delegate to the Convention. If, however, the County Chairman has been duly elected as a delegate at the Precinct Caucus in his precinct, he shall have a vote on all matters at the convention.
- b. **Quorum:** Those delegates attending a duly called County Convention shall constitute a quorum.
- c. **Proxy Vote:** Vote by proxy at the County Convention shall be neither be allowed or recognized.
- d. **Procedure:** The unit rule method of voting shall not be adopted by any precinct delegation. All County Conventions shall be governed by Robert's Rules of Order, latest edition.
- e. **The County Convention** shall be completed in one session, not to be reconvened.

7. ORDER OF BUSINESS: The Order of Business at the Laramie County Republican Convention shall include, as a minimum, the following:

- a. Call to order by the County Chairman
- b. Report of the Credentials Committee
- c. Report of the By-Laws Committee
- d. Report of the Platform and Resolutions Committee
- e. Report of the Nominating Committee
- f. Nominations from the floor
- g. Other Business
- h. Adjournment

Such order of business may be changed at the discretion of the Chairman.

8. VOTING PROCEDURES FOR STATE AND NATIONAL CONVENTION DELEGATES

- a. Voting for delegates to national and state conventions will be by some form of secret ballot determined by the County Executive Committee. All Republican Party of Laramie County delegates to the state conventions will be voted by delegates of the Republican Party of Laramie County Convention. All candidates for delegate to the state convention will be listed on the ballot unless nominated from the floor during the convention. Candidates receiving the highest number of votes will be selected as delegates. Alternates will be listed and chosen via the highest number of votes received once all delegate positions have been filled. If there is a tie among delegates or alternates, their order will be chosen by vote. All attempts will be made to notify those selected as delegates and active alternates. An active alternate is one who has been selected to fill a vacant delegate position.
- b. During presidential election years, National Convention Candidates will be provided time to speak as determined by the County Chairman.
- c. A two-round voting process may be used, if warranted. In a two-round process, the County Executive Committee may determine a process of elimination of candidates after the first round in order to facilitate the voting process.
- d. Results shall be determined by a simple majority of votes cast. For example, if an odd number of votes are cast, the winning result may be determined by a fraction of a percentage of a vote instead of a full vote. The number of votes cast may be less than the number of credentialed voters.

9. **ROLL CALL VOTES:** A roll call vote (Yeas and Nays) upon any question presented to the Convention may be ordered by the by the Chairman of such Convention or can be compelled by majority vote of the delegates to such convention. However, a request for the roll call vote must be sought before the question is first voted upon. The preceding sentence in no way interferes with the right of a delegate to request a standing vote on questions presented to the Convention.

**ARTICLE IX
AMENDMENTS**

Amendments to these By-Laws shall only be made by a simple majority of members present at the Bi-Annual Laramie County Republican Party Central Committee Meeting or a simple majority of delegates to a County Convention. In all cases where there is a proposed change in the By-Laws, the proposed revision shall be posted on the official public Republican Party of Laramie County website.

CERTIFICATION

I do hereby certify that I am the Chairman of the Republican Party of Laramie County Central Committee, State of Wyoming, and that the foregoing is a true and correct copy of the By-Laws, Rules and Regulations of the Republican Party of Laramie County, State of Wyoming, adopted at the duly called and constituted Republican County Convention held in Cheyenne, Wyoming on March 5, 2022.

Dani Olsen, County Chairman

Attest:

Angela Loetscher, Convention Secretary