



Date: 5-6-21

Approved: [Signature]

## **BCRP Policy 1.1 Organizational Documents and Statement of Need**

### **1. Statement of Need**

Documents of the Benton County Republican Party allow an organized approach for party operations. The typical content of each of these types of documents are defined below. Bylaws provide the overall foundation while supporting policies and procedures can be changed to reflect the current operation of the party.

### **2. Platform**

The party platform forms the guiding principles of the organization.

### **3. Bylaws**

The Bylaws provide an overview of the structure of the organization:

1. Name and Authorities of Organization.
2. Objectives.
3. Central Committee.
4. Officers of the Executive Committee.
5. Executive Position Duties.
6. Committees.
7. Meetings.
8. Quorum.
9. Conduct and Discipline
10. County Caucuses and County Convention.
11. Bylaws and Governing Documents

### **4. Committee Charters**

Some of the functions and duties of standing committees are defined in the current bylaws. Committee Charters are developed by their respective committee members and approved by the BCRP Executive Committee. Committee Charters could be used to define the purpose, organization, functions, and scope of duties and responsibilities. Committee charters should be changeable by a majority vote of the Executive Committee. Changes approved by the Executive Committee can be ratified by the Central Committee if desired.

### **5. Purpose of Policies**

BCRP *policies* establish guidelines for best practices in certain organizational situations. They offer clear communication to Central Committee members on how the party conducts

business. *Policies* also contribute to the overall culture of the organization because they instill norms and values.

#### **6. Purpose of Procedures**

Procedures guide the body on the conduct of business for routine operation and implementation of Policies. An important purpose of procedures is to ensure consistency of operations. Procedures are designed to help reduce variation within a given process. Clearly stating the purpose for your procedure helps you gain member cooperation or compliance, and it instills in your members a sense of direction, urgency and fairness because of the consistent manner in enforcing the policies of the organization.

- Procedures for operation may be developed by Committees (Standing and Ad hoc) as well as the Executive Committee.
- The motion or ratification of a Procedure shall be deemed approved, and the proposed standing procedure adopted, by a simple majority vote (50%+1) of the quorum for the committee proposing the Procedure.
- Ratified Procedures will be forwarded to the Executive Committee to ensure consistency with BCRP Policy and incorporation into the BCRP PCO handbook.
- If a Procedure is deemed inconsistent with BCRP Policies, the Executive Committee will return the Procedure with comments to the chair of the committee proposing the Procedure for comment incorporation and revision.

#### **7. Prerequisite requirements for consideration of a Policy or Procedure**

- In the case of a motion from the floor by a member of the BCRP, the Chair shall call for an ad hoc committee which includes the BCRP member making the motion to develop the Statement of Need and the Policy or Procedure.
- In all cases, copies of a Statement of Need containing the proposed Policy or Procedure shall be distributed to all BCRP members in a manner consistent with normal meeting notification.
- Approval of a Statement of Need and Policy or Procedure shall be by a majority vote of the quorum that is present at the next meeting following the publication of the motion or Statement of Need request.
- The order of vote will be voice acclamation. If there is a division of the house, a hand count will be automatic.

#### **8. Rules**

- There are several Rules that have evolved to govern the proceedings of the Organization Meeting, Caucuses, Convention, and other functions. There are other rules that flow down from the Washington State Republican Party (WSRP). Some of these rules are addressed in the Bylaws and some are addressed in the supporting Policies and Procedures.
- Source of authority: RCW 29A.80.010 Rule-making authority

*"Each political party organization may adopt rules governing its own organization and the non-statutory functions of that organization."*