



BYLAWS
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POLICIES

BY LAWS



2025-26

Signed Copy on File

BCRP Chair

May 1, 2025

Date Approved

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ACRONYMS

BCR = Benton County, WA Republicans
BCRP = Benton County Republican Party
BCRPV = Benton County Republican Party Volunteer
CC = Central Committee
CEO = Chief Executive Officer
CIF = Candidate Interview Forum
EC = Executive Committee
ECO = Executive Committee Officer
GS = Good Standing
LD = Legislative District
NGS = Not in Good Standing
PCap = Precinct Captain
PCO = Precinct Committee Officer
PDC = Washington State Public Disclosure Commission
RNC = Republican National Committee
RCW = Revised Code of Washington
SP = Strategic Plan
SOP = Standard Operating Procedure
WAGOP = Washington State Republican Committee

1. NAME AND AUTHORITIES OF ORGANIZATION

1.1. Name

- 1.1.1. The name of this organization shall be the BENTON COUNTY REPUBLICAN PARTY CENTRAL COMMITTEE, hereafter referred to as the “Central Committee.” The Benton County Republican Party (**BCRP**) is the only other acceptable derivation of the formal name.
- 1.1.2. The Executive Committee (**EC**) is the governing body elected by the Central Committee (**CC**) for the purpose of achieving the objectives of the CC.

1.2. Duration

- 1.2.1. The duration of the BCRP shall be in perpetuity.
- 1.2.2. The Bylaws and Policies of the organization shall be valid for the duration of the biennium of 2 years as ratified or amended.
- 1.2.3. The Bylaws as the constitution of this organization cannot be suspended.
- 1.2.4. Suspension of a BCRP Policy requires a 75% vote of the Comprehensive Quorum.

1.3. Sources of Authority

- 1.3.1. Constitution of the State of Washington.¹
- 1.3.2. Revised Code of Washington (**RCW**) – RCW 29A.80 – Political Parties², 26 US Code §527³ - Political Organizations, and RCW 40.14⁴ - Preservation and Destruction of Public Records.
- 1.3.3. BCRP Bylaws
- 1.3.4. BCRP Policies
- 1.3.5. Robert’s Rules of Order, Current Edition

1.4. Reporting Authority

- 1.4.1. Washington State Public Disclosure Commission⁵.

1.5. Severability

- 1.5.1. If any section or sub-section provision of the BCRP Bylaws is held invalid by the Constitution of the State of Washington or the RCW, the remainder of the BCRP Bylaws are not affected.

2. OBJECTIVES OF THE CENTRAL COMMITTEE

- 2.1. To represent the constituents of Benton County.
- 2.2. To promote the values of the Benton County Republican (**BCR**) Platform into every aspect of local, state, and national government.
- 2.3. To recruit candidates for election to public office who share the values described in the BCR Platform. Candidates worthy of the BCRP Endorsement shall be endorsed in accordance with BCRP Policy 3.7 – Endorsements
- 2.4. To attract voters and volunteers to strengthen the Republican Party.
- 2.5. To plan, organize, administer, and finance the CC activities
- 2.6. To coordinate BCRP activities with the local Legislative Districts, Congressional Districts, Washington State Republican Party (**WAGOP**) and Republican National Committee (**RNC**).

¹ <https://leg.wa.gov/CodeReviser/RCWArchive/Documents/2019/WA%20Constitution.pdf>

² <https://app.leg.wa.gov/rcw/default.aspx?cite=29A.80>

³ <https://uscode.house.gov/view.xhtml?req=code+of+federal+regulations&f=treesort&num=3969>

⁴ <https://app.leg.wa.gov/rcw/default.aspx?cite=40.14>

⁵ <https://www.pdc.wa.gov/>

3. CENTRAL COMMITTEE

3.1. Committee Membership

- 3.1.1. Eligibility for Voting Members is determined by RCW 29A.80.031 & RCW 29A.80.041
- 3.1.2. Eligibility for Non-Voting Members is defined in BCRP Policy 3.1 – Membership
- 3.1.3. Duly elected Precinct Committee Officers (**PCOs**) – voice & vote
- 3.1.4. Duly appointed PCOs – voice & vote
- 3.1.5. Duly appointed Precinct Captains (**PCap**) – no voice & no vote
- 3.1.6. Executive Committee Officers (**ECO**) who are not PCOs are ex-officio members– voice & no vote
- 3.1.7. Republicans holding an elected office who are not PCOs are ex-officio members – voice & no vote
- 3.1.8. BCRP Volunteers in accordance with Policy 3.1 – Membership - no voice & no vote.

3.2. Member Duties

- 3.2.1. Member Duties are defined in BCRP Policy 3.2 – Member Duties.
- 3.2.2. Duly appointed PCOs’ eligibility to vote begins at the next meeting after their appointment.

3.3. Term of Office

- 3.3.1. The term of office of all elected PCOs is in accordance with RCW 29A.80.051.
- 3.3.2. The term of office of all appointed PCOs coincides with the term of elected PCOs in accordance with RCW 29A.80.031.
- 3.3.3. The outgoing BCRP Chair will perform duties at the biennial Organization Meeting until the election of a Temporary BCRP Chair.
- 3.3.4. The outgoing BCRP ECOs and committee chairs may perform duties at the biennial Organization Meeting until the election of the permanent ECOs or appointment of committee chairs as appropriate.

3.4. PCOs in Good Standing

- 3.4.1. PCOs are considered in “good standing” (**GS**) by regular attendance, or by assigning a delegate/proxy at scheduled CC meetings in accordance with BCRP Policy 3.2 – Member Duties.
- 3.4.2. PCOs are deemed to be “not in good standing” (**NGS**) upon two consecutive absences without a delegate or proxy to scheduled CC meetings.
- 3.4.3. PCOs who are deemed NGS are returned to GS after attending two consecutive scheduled CC meetings. Reinstatement is official at the beginning of second CC meeting.

3.5. Delegate/Proxy

- 3.5.1. A delegate is defined as a person who is authorized to function as the precinct’s PCO or ECO at the CC Meetings as described in BCRP Policy 3.5 – Delegate/Proxy.
- 3.5.2. A proxy is defined as a person who is directed by the PCO or ECO how to act and vote at the CC Meetings as described in BCRP Policy 3.5 – Delegate/Proxy.

3.6. Resignation

- 3.6.1. A PCO may resign their position by written notice to the Chair and/or by announcing their resignation at a CC, EC meeting or as otherwise confirmed by any ECO.
- 3.6.2. All resignations must be entered into the CC meeting minutes.

3.7. Endorsements

- 3.7.1. **Candidate Requirements** - All candidates requesting BCRP endorsement shall sign the BCRP Candidate Contract found in BCRP Policy 3.7 – Endorsements.
- 3.7.2. **Vote Requirement** – Voting shall be conducted on a per position basis. No grouping positions into one vote, known as “voting the slate.”
- 3.7.3. **Endorsement Requirements** - Endorsement of candidates shall receive the following vote approval from the BCRP comprehensive business quorum:
 - Pre-Filing Endorsement – 67% approval vote
 - Post-Filing and Pre-Primary Endorsement – 60% approval vote
 - Post-Primary Endorsement – 55% approval vote

3.8. Intellectual Property

- 3.8.1. All graphics, files, procedures, and other materials created for use by the BCRP is the property of the BCRP.

4. EXECUTIVE COMMITTEE

4.1. Executive Committee Officers (ECO) and Terms of Office as defined in RCW 29A.80

- 4.1.1. Chair – two years in even years RCW 29A.80.020
- 4.1.2. Vice-Chair – two years in even years RCW 29A.80.020
- 4.1.3. Secretary – two years in odd years
- 4.1.4. Treasurer – two years in odd years
- 4.1.5. State Committeewoman – two years in even years RCW 29A.80.020
- 4.1.6. State Committeeman – two years in even years RCW 29A.80.020
- 4.1.7. 8th Legislative District Chair – two years in even years RCW 29A.80.061
- 4.1.8. 14th Legislative District Chair – two years in even years RCW 29A.80.061
- 4.1.9. 15th Legislative District Chair – two years in even years RCW 29A.80.061
- 4.1.10. 16th Legislative District Chair – two years in even years RCW 29A.80.061
- 4.1.11. Elected officials other than PCOs shall not serve as an ECO.
- 4.1.12. ECOs are elected in accordance with Policy 4.1 – Election of Officers

4.2. Executive Committee Duties

- 4.2.1. Exercise the powers and perform the duties as directed by the CC.
- 4.2.2. Establish the date, time and location for EC and CC meetings.
- 4.2.3. Recommend and supervise the execution of approved political fundraising, programs, budget plans and organization goals.
- 4.2.4. Review issues and provide recommendations to the CC.
- 4.2.5. Approve authorized expenditures of funds for the BCRP activities and functions.
- 4.2.6. The Chair, Vice-Chair, Secretary and Treasurer are authorized to have access to all accounts of the BCRP as defined in BCRP Policy 4.2 – Financial Transactions.
- 4.2.7. The Chair and Treasurer are authorized to jointly execute contracts.

5. EXECUTIVE COMMITTEE OFFICER DUTIES

5.1. Chair

- 5.1.1. The Chair is elected in accordance with RCW 29A.80.020.
- 5.1.2. Is the Chief Executive Officer (**CEO**) of the BCRP
- 5.1.3. Presides at meetings of the CC and EC.
- 5.1.4. Is the Ex-officio member of all committees except the Vetting Committee.
- 5.1.5. Must initiate the development of a Strategic Plan (**SP**) for the current Biennium within 45 days and completed within 90 days of assuming office.
- 5.1.6. Must appoint chairs for all standing committees, except the Vetting Committee, following the Organization Meeting as defined in Policy 5.1 – Authority to Appoint.
 - Shall call for committee charters to be submitted within 30 days of confirmation of appointment.

- 5.1.7. Should an EC office be vacant, the Chair will appoint a member of the CC at the time the vacancy begins to serve as Pro Temp-ore as defined in BCRP Policy 5.1- Authority to appoint and will serve with the full authority of the elected position until the BCRP Chair can cause an election that is consistent with Policy 4.1 – Election of Officers
- 5.1.8. Must call for a BCRP Biennial Budget to be presented by the Finance Committee following the Organization Meeting.
- 5.1.9. Must call for CC approval of the BCRP Biennial Budget following the Organization Meeting.
- 5.1.10. Must call for an internal audit of the BCRP financial record to be completed after assuming office.
- 5.1.11. Must call for a review of the BCRP administrative records to be completed after assuming office.
- 5.1.12. Must call for a review of the BCRP Bylaws to occur.
- 5.1.13. Must call for permanent adoption of the BCRP Bylaws.
- 5.1.14. Must call for a review of BCRP Policies.
- 5.1.15. Must call for a permanent adoption of the BCRP Policies.
- 5.1.16. Establishes Ad Hoc Committees and appoints respective chairs.
- 5.1.17. Appoints PCOs in accordance with RCW 29A.80.031 to precinct vacancies.
- 5.1.18. Is the official BCRP Spokesman for external communications established in the BCRP Policy 6.3 – Communications and approves written communications.
- 5.1.19. Represents the BCRP at WAGOP meetings.
- 5.1.20. Will maintain neutrality by refraining from voting unless the chair's vote will determine the outcome.
- 5.1.21. Shall call for the BCR Precinct Caucuses and County Convention to be held, suggest that the Caucus and County Convention Rules be updated and provide Caucuses and Convention notification RCW 29A.56.620 – Convention - Notice ⁶.

5.2. Vice-Chair

- 5.2.1. The Vice-Chair is elected in accordance with RCW 29A.80.020.
- 5.2.2. Assist the Chair in the administration of duties.
- 5.2.3. Presides at meetings and exercises powers of the Chair in the absence of the Chair.
- 5.2.4. Oversees the process to elect a new Chair in the event of a vacancy as established in BCRP Policy 5.1 – Authority to Appoint.

5.3. Secretary

- 5.3.1. Keeps minutes of all action items of meetings of the CC and EC Meetings in accordance with Policy 5.3 – Secretary Duties and the current edition of Robert's Rules of Order.
- 5.3.2. Submits minutes of the previous meeting to the CC or EC for approval
- 5.3.3. Ensures that the approved minutes are signed by the Chair.
- 5.3.4. Keeps signed records of all approved minutes including voting results on motions.
- 5.3.5. Takes attendance to establish quorum at EC Meetings.
- 5.3.6. Creates and maintains an accurate list of the membership and their contact information.
- 5.3.7. Makes membership list available to the ECOs and the Credentials Committee for use of BCRP business on a quarterly basis.
- 5.3.8. Retains administrative, financial, and legal records in accordance with state-mandated record retention schedule in RCW 10.14.060.
- 5.3.9. Ensures that any required permits and licenses maintained with the Washington State Department of Revenue or Washington State Secretary of State are properly filed and maintained.
- 5.3.10. Must turn over all BCRP administrative records within 10 days of an election or appointment of BCRP Secretary.

⁶<https://app.leg.wa.gov/rcw/default.aspx?cite=29A.56.620>

- 5.3.11. Is the custodian of the BCRP Bylaws, BCRP Policies, and all administrative and working documents of the BCRP.
- 5.3.12. The BCRP Secretary is automatically a member of the Communications Committee.
- 5.4. Treasurer**
 - 5.4.1. Is custodian of all funds and financial records of the BCRP.
 - 5.4.2. Keeps accurate records of all financial transactions including categorized invoices and receipts with correlating budget line item designations.
 - 5.4.3. Makes all financial records available for review as requested by the EC.
 - 5.4.4. Submits a Treasurer's Report at the CC and EC meetings.
 - 5.4.5. Submits financial and related legal records to the Secretary for retention in accordance with state-mandated record retention schedules per RCW 40.14.060.
 - 5.4.6. Files financial records as required by the Washington State Public Disclosure Commission.
 - 5.4.7. Ensures that the U.S. tax-exempt organization status is maintained in accordance with Section 527 of the U.S. Internal Revenue Code (23 U.S.C. §527) and Bylaws § 1.3 .
 - 5.4.8. Must turn over all BCRP financial records and funds by the end of January after election of the Treasurer at the Organization Meeting or within 30 days after appointment of BCRP Treasurer.
 - 5.4.9. All BCRP disbursements shall be authorized in accordance with BCRP Policy 4.2 – Financial Transactions.
 - 5.4.10. The BCRP Treasurer is automatically a member of the Finance Committee.
- 5.5. State Committeeman and State Committeewoman**
 - 5.5.1. Are elected in accordance with RCW 29A.80.020.
 - 5.5.2. Represent the BCRP at WAGOP meetings, including 4th Congressional District Meetings.
 - 5.5.3. Appoint a delegate/proxy when unable to attend WAGOP or 4th Congressional District Meetings.
 - 5.5.4. Report to the CC and the EC on the WAGOP activities.
- 5.6. Legislative District Chair**
 - 5.6.1. Is elected as Chair of the PCOs in the respective legislative district in accordance with RCW 29A.80.061.
 - 5.6.2. Submits a Legislative District Strategic Plan to the BCRP Chair for approval 30 days after assuming office. The Chair shall turn over the plan to the Secretary for records retention.
 - 5.6.3. Recruits new PCOs in their respective districts in accordance with BCRP Policy 3.1 – Membership and vets the prospective PCO jointly with an LD Chair from another legislative district.
 - 5.6.4. Supports, trains and mentors new district PCOs.
 - 5.6.5. Maintains communications by phone, email, or in person with district PCOs regarding CC attendance status: GS or NGS
 - 5.6.6. If a PCO is NGS, then the respective LD Chair may recruit and vet a PCap.
- 5.7. Resignation**
 - 5.7.1. An ECO may resign their position by written notice to the Chair or by announcing their resignation at a CC or EC meeting.
 - 5.7.2. All resignations must be entered into the CC meeting minutes.
- 5.8. Removal**
 - 5.8.1. ECOs may be removed from the office for misconduct and/or for dereliction of duties in accordance with BCRP Policy 9.2 – Discipline.

6. COMMITTEES

6.1. Standing Committees

- 6.1.1. Committee chairs will perform duties until replacements are named.
- 6.1.2. Committee chairs must turn over all committee records, working files, and funds within 10 days of an election or appointment to the new committee chair.
- 6.1.3. Standing Committees are committees that are essential to the functioning of the BCRP and consist of the following:
 - Vetting Committee,
 - Communications Committee,
 - Finance Committee,
 - Credentials Committee
 - Bylaws Committee.
 - Outreach Committee
 - Fundraising Committee,
 - Oversight Committee
 - Candidate Development Committee
- 6.1.4. Appointments of committee chairs, except the Vetting Committee, shall be approved by a simple majority vote of the CC.
- 6.1.5. Contested appointments must be approved with a ballot vote. The candidate receiving a majority of votes cast will be announced by the BCRP Chair.
- 6.1.6. The committee chairs shall be non-voting members of the EC acting in an advisory capacity.
- 6.1.7. The purposes of each standing committee shall be established by a Charter that details the organization, functions, scope, and standard operating procedures.
- 6.1.8. Committee Charters shall be submitted for approval by the EC (by a simple majority) within 30 days of the confirmation of the committee chairs.
- 6.1.9. The adoption of a new Standing Committee requires a Statement of Need Report to be presented to the CC and 67% resultant vote of a Comprehensive Business Quorum

6.2. Vetting Committee

- 6.2.1. The Vetting Committee will consist of five PCOs elected by the CC within 90 days of the Organization Meeting.
- 6.2.2. The Vetting Committee shall serve from the time elected until the election of a new committee. Vacancies shall be filled by an election by the CC with an eligible PCO to fill the vacancy for the remainder of the biennium.
- 6.2.3. ECOs shall not serve on the Vetting Committee.
- 6.2.4. Excepting PCOs, elected public officials shall not serve on the Vetting Committee.
- 6.2.5. Members shall recuse themselves from the Vetting Process:
 - of the position that they plan to run for;
 - of a campaign for whom they function as staff members of elected office;
 - when the candidate is a family member, or member of the same governing body; or
 - for any perceived conflict of interest.
- 6.2.6. The Vetting Committee Chair is chosen by the Vetting Committee members and must be one of the five members.

- 6.2.7. With the exception of floor nominations in the Organization Meeting, the Vetting Committee will be responsible for vetting, collating, and providing collected information to the CC in accordance with Policy 6.2 – Vetting Process for all:
- candidates for a vacant EC office
 - candidates seeking to be appointed as PCOs and/or Pcaps,
 - candidates seeking elected office, and
 - candidates requesting BCRP endorsements.
- 6.2.8. Members may be removed from the committee for misconduct and/or for dereliction of duties in accordance with BCRP Policy 9.2 – Discipline
- 6.3. Communications Committee**
- 6.3.1. The Communications Committee has the responsibility to manage the communications of the BCRP with the approval of the BCRP Chair in accordance with BCRP Policy 6.3 – Communications.
- 6.3.2. Will manage the BCRP website and other electronic communications.
- 6.4. Finance Committee**
- 6.4.1. The Finance Committee shall be responsible for developing and presenting a biennial budget to the CC.
- 6.4.2. The BCRP Chair shall be an automatic member of this committee but not serve as chair.
- 6.4.3. The committee chair shall coordinate with the Treasurer to make regular Budget Comparison Reports on income and expenses on a quarterly basis.
- 6.5. Credentials Committee**
- 6.5.1. Verifies quorum at CC meetings.
- 6.5.2. Shall maintain a current database of attendance of current PCOs attending the CC Meetings.
- 6.6. Bylaws Committee**
- 6.6.1. Committee functions in accordance with §11 of the BCRP Bylaws.
- 6.7. Outreach Committee**
- 6.7.1. Will build a strong community presence with local businesses and other civic organizations within Benton County.
- 6.7.2. Will encourage all Benton County constituents and the community to participate in BCRP activities in accordance with BCRP Policy 6.7 – Outreach.
- 6.8. Fundraising Committee**
- 6.8.1. Raise funds for the operation of the BCRP activities outlined in BCRP Policy 6.8 – Fundraising.
- 6.9. Oversight Committee**
- 6.9.1. Will monitor various governmental entities and provide reports to the CC their performance, be it good, bad or ugly:
- Federal House of Representatives and Senate
 - State House of Representatives and Senate
 - County Elected Officials
 - City Elected Officials
 - School Boards
 - Other local elected offices
- 6.10. Candidate Development Committee**
- 6.10.1. Will assist in preparing the candidates for running a campaign
- 6.10.2. Candidate support may include, but is not limited to:
- Recruit Campaign Staff
 - Assist in setting up Candidate Websites
 - Provide Voter Data Analysis

6.11. Ad Hoc Committees

- 6.11.1. The BCRP will form Ad Hoc Committees to conduct the functions and mission of the BCRP as needed in accordance with BCRP Bylaws §5.1.16.
- 6.11.2. Ad Hoc Committees are created, approved and report to the organization level that formed them. This includes the BCRP Chair and the CC level, EC level, Standing Committee level and within an Ad Hoc Committee level.
- 6.11.3. Ad Hoc Committee approval is by a simple majority vote at the organization level at which the committee was created.
- 6.11.4. Shall be limited to a single purpose or event.
- 6.11.5. Are dissolved after the completion of the task.
- 6.11.6. Ad Hoc Committee chairs must turn over all committee records, working files and funds within 10 days of the completion of the task to the committee chair that formed the Ad Hoc Committee.

7. MEETINGS

7.1. Meeting Notification

- 7.1.1. A meeting is a gathering of members of the BCRP with a quorum present to transact business.
- 7.1.2. The BCRP Chair (or designee) must give appropriate meeting notification to the CC that includes date, time, place, and reason for the meeting.
- 7.1.3. Notification shall include a proposed agenda and supporting documents for items that will be called to question or require consideration during the meeting.
- 7.1.4. Regular CC and EC meeting notification is seven calendar days.
- 7.1.5. Special CC and EC meeting notification is 72 hours by email or verbal communications.
- 7.1.6. Standing and ad hoc committee meeting notifications are at the discretion of the respective chairs.

7.2. Central Committee Meetings and Executive Committee Meetings

- 7.2.1. Are held a minimum of six times annually, generally every other month beginning the first month following the Organization Meeting.
- 7.2.2. Shall be conducted in accordance with the BCRP Bylaws, BCRP Policies, and the current edition of Robert's Rules of Order.

7.3. Special Meetings

- 7.3.1. Is defined as a separate meeting of the BCRP CC or EC held at a time different from the regular meeting schedule.
- 7.3.2. The BCRP Chair shall have discretion to call for Special Meetings.
- 7.3.3. When the CC makes a motion to call a Special Meeting, it shall require a simple majority vote of the PCOs in attendance.
- 7.3.4. When the EC makes a motion to call a Special Meeting, it shall require a simple majority vote of the ECOs in attendance.
- 7.3.5. Shall be conducted in accordance with the BCRP Bylaws, BCRP Policies, and the current edition of Robert's Rules of Order .

7.4. Organization Meeting

- 7.4.1. Is held once every two years to elect officers to the EC in accordance with RCW 29A.80.030 and Policy 7.4 – Organization Meeting.
- 7.4.2. Shall be conducted in accordance with the temporary Bylaws, Policies and current edition of Robert's Rules of Order.

8. QUORUM

- 8.1. Prior to conducting business in any committee meeting, the committee's appointed chair shall determine quorum in accordance with BCRP Policy 8.1 – Quorum.

9. CONDUCT AND DISCIPLINE

- 9.1.** CC members will conduct themselves in accordance the current edition of Robert’s Rules of Order,
- 9.2.** CC members with conduct issues are subject to disciplinary action in accordance with BCRP Policy 9.2 – Discipline and the current edition of Robert’s Rules of Order.

10. PRECINCT CAUCUSES AND COUNTY CONVENTION

- 10.1.** The governing documents for the Precinct Caucuses and County Convention Rules are as described in BCRP Policy 10.1 - Caucuses and Conventions.

11. BYLAWS, POLICIES, AND GOVERNING DOCUMENTS

11.1. Bylaws and Policies

- 11.1.1. The Bylaws Chair will review and make Bylaws and Policies recommendations to the CC within 90 days of the appointment.
- 11.1.2. Temporary Bylaws and Policies approved at the Organization Meeting are not amendable in accordance with BCRP Policy 7.4 – Organization Meeting.
- 11.1.3. Recommendations for adoption of the Bylaws and Policies must be presented to the CC in accordance with BCRP Bylaws § 7.1.
- 11.1.4. Ratification of the Bylaws and Policies requires a 60 percent majority vote of the comprehensive business quorum.

11.2. Amendment of BCRP Bylaws or Policies

- 11.2.1. These Bylaws and Policies are subject to amendment in accordance with BCRP Policy 11.2 – Amendment of BCRP Bylaws and Policies.
- 11.2.2. Recommendation to amend a Bylaw or Policy must be added to the meeting agenda to be presented to the CC in accordance with meeting notification per BCRP Bylaws § 7.1.
- 11.2.3. Amendment of the Bylaws or Policies are adopted by a 60 percent majority vote of the comprehensive business quorum.

11.3. Governing Documents

- 11.3.1. The BCRP Bylaws, BCRP Policies, Robert’s Rules of Order, Committee Charters, and Standard Operating Procedures (SOP) are documents that are essential to the governing of the day-to-day operation of the BCRP and form the governing documents.

11.4. Administrative Changes

- 11.4.1. Bylaws, Amendments to the Bylaws and all Governing Documents shall be subject to consistency and continuity review of the Bylaws Committee.
- 11.4.2. Administrative, grammatical and reference updates to any document are not subject to an approval vote provided the content is otherwise unchanged.

11.5. Additional Reviews

- 11.5.1. The need for additional review or recommendations for Bylaws and Governing Documents shall be determined by the BCRP Chair or by the approval of a motion of the CC or EC.

POLICY REFERENCES

Policy	Invoked in Bylaws §	Invoked in Policy #
Policy 3.1 – Membership	§3.1.2, §5.6.3	P3.1 -Form 2, P3.5, P5.1
Policy 3.2 – Member Duties	§3.2, §3.4.1,	
Policy 3.5 – Delegate/Proxy	§3.5.1, §3.5.2	P3.2,
Policy 3.7 – Endorsement	§3.7.1	P6.2
Policy 4.1 – Election of Officers	§5.1.7	P7.4
Policy 4.2 – Financial Transactions	§4.2.6, 5.4.9	
Policy 5.1 – Authority to Appoint	§5.1.6, §5.1.7, §5.2.4,	
Policy 5.3 – Secretary Duties	§5.3.1	
Policy 6.2 – Vetting Process	§2.4,	
Policy 6.3 – Communications	§5.1.18, §6.3,	
Policy 6.7 – Outreach		
Policy 6.8 – Fundraising	§6.8.1	
Policy 7.4 – Organization Meeting	§7.4.1, §11.1.2	
Policy 8.1 – Quorum	§5.3.4, §8.1	P3.7
Policy 9.2 – Discipline	§5.8, §6.2.8, §9.2	
Policy 10.1 – Caucuses and Conventions	§10.1	
Policy 11.2 – Amendment of BCRP Bylaws and Policies		

Membership

- 1 **Precinct Committee Officer (PCO) Eligibility** – The elected PCO shall meet the qualifications as dictated in RCW 29A.80.041¹.
 - 1.1 The appointed PCO shall meet the following qualifications:
 - 1.1.1 The person appointed must have the same qualifications as the candidates when filing for election to the office for that precinct as dictated in RCW 29A.80.0411 and RCW 29A.80.031².
 - 1.1.2 Prior to being appointed, they must sign a statement validating that they are a registered Republican voter and will abide by the BCRP Bylaws, Policies, and Benton County Republican (**BCR**) Platform.
- 2 **Precinct Captain (PCap) Eligibility – Non-voting**
 - 2.1 A registered voter may be appointed as a PCap.
 - 2.2 Prior to the PCap being appointed, they must sign a statement validating that they are a Republican and will abide by the BCRP Bylaws, Policies, and BCR Platform.
 - 2.3 A PCap is required to live in Benton County, WA but not required to live within the precinct to which they are appointed and may serve in multiple precincts.
- 3 **BCRP Volunteer (BCRPV) Eligibility – Non-voting**
 - 3.1 A registered voter may serve on a BCRP Committee (Committee).
 - 3.2 Prior to serving on a Committee, the BCRPV must sign a statement validating that they are Republicans and will abide by the BCRP Bylaws, Policies, and BCR Platform.
 - 3.3 The Volunteer shall live in Benton County.

Signed Copy on File

BCRP Chair

May 1, 2025

Date Approved

¹ <https://app.leg.wa.gov/RCW/default.aspx?cite=29A.80.041>

² <https://app.leg.wa.gov/RCW/default.aspx?cite=29A.80.031>



2025–26

POLICY 3.1

BENTON COUNTY REPUBLICAN PLATFORM

After reviewing the platform at <https://bcrpwa.com/wp-content/uploads/2025/05/2024-Platform.pdf>, please confirm your support of each plank listed or briefly state the specific areas of your disagreement.

Plank #	Individual BCR Platform Planks	Do You Support (Y/N)	If “No” Briefly Explain Your Disagreement (attach additional sheet if needed)
1	Election Integrity		
2	National Defense		
3	Law and Justice		
4	Economic Opportunity		
5	Taxation		
6	Immigration		
7	Education		
8	Health Care		
9	Energy		
10	Agriculture		
11	Transportation		
12	Environment and Natural Resources		

Check the position you are applying for:

☐ Precinct Committee Office (**PCO**) ☐ Precinct Captain (**PCap**) ☐ BCRP Volunteer (**BCRPV**)

I, _____(print), a candidate for the position of PCO, PCap, or BCRPV with the BCRP, do hereby attest to the above information regarding my support of the BCR Platform.

Signature

Date

Thank you for your interest and willingness to become an active member of our Benton County Republican Party!

BCRP Member & Volunteer Attestation

I, _____, attest that I reside and am a registered voter in precinct _____, that I am a Republican, and am qualified to assume the office of

☐ Precinct Committee Officer (**PCO**) ☐ Precinct Captain (**PCap**) ☐ BCRP Volunteer (**BCRPV**)

I attest that I will support the Benton County, WA Republican Platform and to abide by the Constitution and laws of the United States and Washington State, and the BCRP Bylaws and Policies in my capacity of PCO, PCap or BCRP Volunteer.

I hereby attest that I will not disclose or misuse confidential or personal information including , but not limited to: email addresses and phone numbers provided to the BCRP for the purpose of BCRP communications; statements, data, other information made or presented in a closed meeting, and verbal or written information identified as confidential.

Signature:_____

Date:_____

In accordance with BCRP Policy 3.1 – Membership, elected or appointed PCOs, PCaps and BCRPV are required to sign this Attestation. Completed Attestation form shall be returned to the BCRP Secretary.

For Official Use Only:

Term Expired:_____ ☐ Elected ☐ Appointed ☐ Volunteer

LD:_____

Member Duties



2025-26

1. **Precinct Committee Officer (PCO) Duties:**

- 1.1. Attend Central Committee (CC) meetings or provide support by means of a Delegate/Proxy if meeting attendance is not possible in accordance with BCRP Policy 3.5 – Delegate/Proxy.
- 1.2. Recruit candidates and refer them to the Vetting Committee for vetting.
- 1.3. A precinct can have only one voting representative.
- 1.4. Read and have a working knowledge of BCRP Bylaws, Policies, Robert's Rules of Order (**RRO**), and BCR Platform.
- 1.5. Communicate with and represent the constituents in their precinct with the intent to build a better community by helping to elect good people and informing constituents on ballot issues.
- 1.6. Serve as members on BCRP Standing and/or Ad Hoc Committees and participate in BCRP Activities.
- 1.7. Elect BCRP Executive Committee Officers (**ECO**) at the Organization Meeting in accordance with RCW 29A.80.030¹.
- 1.8. Serve as a mentor to
 - 1.8.1. Communicate with the PCO being mentored on a routine basis,
 - 1.8.2. Listen to the PCO being mentored; communication is a two-way street,
 - 1.8.3. Remind the PCO of upcoming meetings and events,
 - 1.8.4. Assist the PCO with determining where their interest may best be applied to the organization interests and suggest committees in which they can participate, and
 - 1.8.5. Take an active interest in the PCO being mentored.
- 1.9. Chair Precinct Caucus meetings, serve as a delegate to County Conventions, and serve as a delegate to State Conventions, if elected.
- 1.10. Take such other actions as are provided for in these Bylaws, Policies or current edition of RRO.

2. **Precinct Captain's (PCap) and BCRP Volunteer (BCRPV) Opportunities:**

- 2.1. Recruit candidates and refer them to the Vetting Committee for vetting.
- 2.2. Be willing to assist your PCO in their responsibilities including, but not limited to, standing as your PCO's Delegate/Proxy accordance with Policy 3.5 – Delegate/Proxy.
- 2.3. Serve as members on BCRP Standing and/or Ad Hoc Committees and participate in BCRP Events and Activities.
- 2.4. Communicate with and represent the constituents in precincts they serve.
- 2.5. Read and have a working knowledge of BCRP Bylaws, Policies and RRO.
- 2.6. Take such other actions as are provided for in these Bylaws, Policies or current edition of RRO as requested.

Signed Copy on File

May 1, 2025

BCRP Chair

Date Approved

¹ <https://app.leg.wa.gov/rcw/default.aspx?cite=29A.80.030>

Delegate/Proxy



2025-26

POLICY 3.5

- 1 **PURPOSE** – It is recognized that attendance at all meetings may be difficult for PCOs and **Executive Committee Officers (ECOs)**. This policy provides options that will allow the PCO and ECO to submit a designated replacement at the CC meeting(s) or EC meeting(s) to ensure sufficient representation during committee business.
- 2 **PROCESS**- It is the duty of the PCO or ECO to submit a completed delegate/proxy form as follows:
 - 2.1 Delegates or proxies are not allowed at the Organization Meeting.
 - 2.2 A Delegate/Proxy for a PCO must be a declared Republican and a registered voter *in the same precinct*.
 - 2.3 A Delegate/Proxy for an ECO must be a declared Republican and a registered voter in Benton County, WA.
 - 2.4 The BCRP Chair's automatic delegate/proxy is the BCRP Vice-Chair in accordance with §5.2.3 of the BCRP Bylaws.
 - 2.5 A delegate/proxy, as a member of the BCRP, must comply with §1.2 of BCRP Policy 3.1 – Membership.
 - 2.6 All delegates or proxies shall be in writing and delivered to the Credentials Chair via electronic transmittal, mail, or in person at least 24 hours prior to the meeting.
 - 2.6.1 The **Credentials Chair** shall verify the Delegate/Proxy's credentials at CC meetings.
 - 2.6.2 The **Secretary** shall verify the delegate or proxy's standing at EC meetings.
 - 2.7 Standing delegates/proxies are permitted.
 - 2.8 Delegates/Proxies shall sign in with the Credentials Committee under the PCO or ECO that they are representing.

Signed Copy on File

May 1, 2025

BCRP Chair

Date Approved

Benton County Delegate/Proxy Form

☐ Precinct Committee Officer (PCO)

☐ Executive Committee Officer (ECO)

Email completed forms to credentials@bcrpwa.com or secretary@bcrpwa.com

BCRP, P.O. Box 2141, Richland, WA 99352

☐ **Delegate** – A person who is authorized to participate and vote on behalf of the PCO or ECO at CC meetings or EC meetings.

I, _____, of Precinct _____ do hereby appoint _____ to act as my delegate at a meeting of the BCRP CC or BCRP EC to be held on _____ or at any adjourned meeting thereof, with all the power I should possess if personally present, hereby revoking all previous delegations.

☐ **Proxy** – A person who is instructed how to participate and vote on by the PCO or ECO at CC meetings or EC meetings.

I, _____, of Precinct _____ do hereby appoint _____ to vote as my proxy at a meeting of the BCRP CC or BCRP EC to be held on _____ or at any adjourned meeting thereof, hereby revoking all previous proxies.

DELEGATE/PROXY ACCEPTANCE OATH

I, _____, affirm that I am a registered voter in Precinct _____, that I am a Republican, I support the Benton County, WA and National Republican Platforms, and swear to abide by the Bylaws and Policies in my capacity of delegate or proxy.

Delegate/Proxy Signature: _____ Date: _____

Time Frame: _____ to _____

Signed: _____
PCO

Verified by: _____
Member of Credentials Committee

Date: _____

Date: _____

Endorsements



2025–26

POLICY 3.7

- 1 **Purpose** – BCRP Endorsements (**Endorsements**) are intended to help elect Republicans to both partisan and non-partisan offices at the local, state, and federal levels. An endorsement is a privilege.
- 2 **Objective** – The objective of the Endorsement is to announce to Benton County constituents that the candidate is worthy of their vote in the upcoming election. An endorsement signifies that a candidate is viable, qualified, and worthy of the support of voters.

For this policy, ENDORSEMENT means:

 - To give approval of or support by public statement.
 - To give official sanction.
 - To become eligible for financial backing.
- 3 **Types Of Endorsements**
 - 3.1 **Partisan Elections** – For local, county, state, and congressional candidates, BCRP endorsement opportunities are open to all Republican candidates, upon request, for partisan offices during a regular or special election cycle within the respective election regions.
 - 3.2 **Non-Partisan Elections** – The BCRP may endorse candidates for local, county, state, or congressional non-partisan office during a regular or special election cycle within the respective election regions.
 - 3.3 **Presidential and WA Statewide Elections** – Presidential and WA Statewide Candidates are not required to request BCRP Endorsement.
- 4 **Opportunity For Endorsements** – Washington State participates in a Top-Two Primary process. When more than two candidates file to run for office, a Primary Election is held in which the top two vote recipients will be included in the General Election Ballot. BCRP has identified the following opportunities for endorsement:
 - 4.1 Candidate who has declared a campaign for an office prior to the official candidate filing period.
 - 4.2 Candidate who has filed for an elected office and will participate in a contested Primary Election.
 - 4.3 Candidate who has filed for an elected office that will appear in the General Election Ballot.
 - 4.4 Candidate who did not file for office during the official filing period, who is campaigning as a write-in candidate in accordance with RCW [29A.24.311](#)
 - 4.5 Any member of the Central Committee may make recommendations to include additional nominees in the list of candidates for endorsement.
- 5 **Policy** – The BCRP believes that fair and open primary competition will provide the strongest Republican candidate for the general election.

- 6 Pre-Primary Endorsement** – Because of the lateness of the Washington State Primary, Pre-Primary Endorsements are vital to the success of the candidate’s campaign. The candidate must meet the following criteria:
- 6.1 declared their candidacy as a Republican running for office and filed with the Washington State Public Disclosure Commission,
 - 6.2 declared their support for the BCRP platform. If there are portions of the platform that the candidate disagrees with, they shall submit a written explanation,
 - 6.3 provide evidence of a campaign action plan and responsible campaign committee to support their campaign,
 - 6.4 assembled a campaign staff to support their campaign,
 - 6.5 shown the ability to raise funds to support their campaign, and
 - 6.6 requested endorsement.
- 7 Voting On Endorsements** –
- 7.1 It is the purpose of the BCRP to be deliberate and informed when considering endorsement of candidates. Following the presentation of facts from the Vetting Committee, the Central Committee should allow members the time to review and evaluate the facts so far presented.
 - 7.1.1 A Candidate Interview Forum (**CIF**), which should follow the Vetting Committee presentation will be conducted allowing BCRP members and community to attend and ask questions of candidates.
 - 7.1.2 When the vetting and CIF process has been concluded for each candidate seeking endorsement for a given elected office, the CC shall vote on candidate endorsements at a CC or special meeting. A comprehensive business quorum is required in compliance with BCRP Policy 8.1 -Quorum.
 - 7.2 **Endorsement Vote** - Regardless of the number of candidates for a single elected office considered for endorsement, the Central Committee members will vote for only one candidate to be endorsed. To be endorsed, a candidate must receive votes equal to or exceeding the percentage requirements specified in Bylaws § 3.7.3. If the percentage requirements are not met, there is no endorsement.
- 8 Revocation Of An Endorsement** – A candidate who has received the endorsement of the Central Committee may be subject to proceedings wherein the previously conferred endorsement may be revoked with just cause. The Executive Committee will review the circumstances of a candidate who has received the endorsement of the BCRP. Upon a majority vote of the Executive Committee quorum, a special meeting of the Central Committee will be called to consider the revocation of any prior endorsement of the organization. If a Special Meeting is called, notification will be in accordance with Section 7.1 of the BCRP By-Laws. The revocation of endorsement approval vote shall be greater than 50 percent (>50%) of a Comprehensive Business Quorum in accordance with Policy 8.1 – Quorum.

Signed Copy on File

May 1, 2025

BCRP Chair

Date Approved



Candidate Contract

PURPOSE: This document outlines the BCRP Candidate Endorsement process and requirements for candidates seeking an endorsement from BCRP.

1. _____
Name Elective Office Sought

_____ City State Zip
Address

_____ Phone No.
Email Address

2. Are you a Republican voter? _____ Yes _____ No
3. Do you subscribe to and support the current BCRP Platform? Please use the attached form to detail your answer to this question.
4. Do you intend to seek an endorsement from BCRP? _____ Yes _____ No
5. By your signature below, you grant permission to BCRP to conduct a background check.
6. By your signature below, you grant permission to BCRP to publish your photo.
7. By your signature below, you agree to participate in a recorded interview and acknowledge that it will be made available to the public.
8. Candidate Interview Form
 - a. You will be invited to participate in a Candidate Interview Forum at a BCRP Special Meeting.
 - b. You will have an opportunity to present your campaign in a brief speech to the BCRP Central Committee and participate in a question and answer session.

I, _____, a candidate for _____ in Benton County, Washington, do hereby agree to the BCRP Candidate Endorsement process and requirements as described in this Candidate Contract. I will regularly update the BCRP on the status of my campaign. Should I be elected to the office for which I am endorsed, I do hereby commit to periodically attend BCRP Central Committee Meetings in-person, or by representation, to give a report on the governmental activities to which my office operates.

Signature Date

Election of Officers

1. Election Of Officers -

- 1.2 County Chair in accordance with RCW 29A.80.030.
- 1.3 County Vice-Chair in accordance with RCW 29A.80.030.
- 1.4 State Committeeman and State Committeewoman in accordance with RCW 29A.80.020.
- 1.5 Secretary
- 1.6 Treasurer
- 1.7 8th, 14th, 15th, and 16th Legislative District Chairs (**LDC**) in accordance with RCW 29A.80.061

2. Rules Of Election – Election for each office is handled separately. All nominations are to be made verbally or in written form by a PCO. Self-Nominations are allowed. Nominations shall be accepted when present at the Organization Meeting by the nominee; written acceptance by nominees not present is sufficient.

2.1 Nomination and Candidate Process:

- 2.1.1 The Chair allows two minutes for each person making a nomination to address the body in support of their nomination.
 - 2.1.2 The nominee shall be allowed three minutes to speak in support of the nomination.
 - 2.1.3 All nominees shall be allowed to speak in the order that they were nominated. In the event that the nominee is not present at the meeting, then the person making the nomination will be allowed a full three minutes to address the body in support of the nominee.
 - 2.1.4 When all nominees have had the opportunity to speak, the Chair shall facilitate a Candidate Forum for the PCOs to question the nominees.
 - 2.1.5 When the Candidate Forum concludes, the Chair shall read sequentially the names of all nominees for that office to assure that all voters have the complete list of nominees.
 - 2.1.6 The Chair shall then call for the vote and have the tellers distribute the ballots. The completed ballots shall be collected and counted by the tellers.
- 2.2 The results of each election and the votes received for each candidate shall be announced promptly and entered into the meeting minutes. *The results shall be made available for inspection.*
- 2.2.1 A simple majority of a general business quorum of ballots or votes cast for any office is required to win election.
 - 2.2.2 If no candidate wins a majority on any ballot or vote, the candidate receiving the lowest vote will be dropped from the list of candidates and another ballot or vote will be cast; this process will continue until a majority is reached and a winner is declared.
 - 2.2.3 In the event of a tie vote, another ballot shall be called for. If a tie vote persists, then the results shall be determined by a coin toss.
- 2.3 Balloting for the Legislative Districts Chairs shall be by their respective districts.



2025–26

POLICY 4.1

3 Nomination And Election Process

- 3.1 Nominations shall continue for each office until three consecutive calls for nomination are unanswered; then nominations are closed by the Chair.
- 3.2 Nomination Support and Election shall take place after each nomination is closed.
- 3.3 Elections of the officers are by ballot.
- 3.4 The order of nominations accepted will be:
 - 3.4.1 In December of the even numbered years:
 - Chair
 - Vice-Chair
 - State Committeeman
 - State Committeewoman
 - Legislative District Chairs – The BCRP Chair will call for separate District caucuses to nominate and elect their respective Legislative District Chair during this meeting in accordance with RCW 29A.80.061¹.
 - 3.4.2 In December of the odd number years:
 - Secretary
 - Treasurer

Signed Copy on File

BCRP Chair

May 1, 2025

Date Approved

¹ <https://app.leg.wa.gov/rcw/default.aspx?cite=29A.80.061>

Financial Transactions

- 1 **Purpose** – Financial transactions by the organization require fiscal responsibility of the Treasurer, Finance Committee, and BCRP Executive Committee.
- 2 **Signatory Guidance:**
 - 2.1 All BCRP Central Committee checks shall be signed by authorized signatories.
 - 2.2 Checks of \$500 or more shall be signed by at least two signatories.
 - 2.3 Authorized signatories for BCRP checks are the Chair, Vice-Chair, Treasurer, and Secretary as designated and approved by Executive Committee.
 - 2.4 A list of authorized signatories will be provided to the financial institution in use by the BCRP.
- 3 **Document Retention:**
 - 3.1 Financial documents including budgets, transactions, and invoices shall be retained for five to seven years in compliance with RCW 40.14.060.
- 4 **Reimbursements**
 - 4.1 Request for reimbursement for expenses incurred within the BCRP budget must be submitted to the Treasurer within 90 days of incurring the expense, otherwise the expense will be considered a gift to the BCRP.
 - 4.2 Expenses for items not within the BCRP budget shall be approved by the BCRP Chair and Treasurer prior to incurring the expense. Expenses incurred without prior approval will be considered gifts to the BCRP. Request for reimbursement for approved expenses must be submitted to the Treasurer within 90 days of approval of the expense, otherwise the expense will be considered a gift to the BCRP.



2025–26

POLICY 4.2

Signed Copy on File
BCRP Chair

May 1, 2025
Date Approved

Authority to Appoint

- 1 **Purpose** – Every organization requires the need to appoint board or committee members if a vacancy occurs. This policy describes the method for filling vacancies of the Executive Committee Officers (**ECOs**), Central Committee (**CC**) and Committee Chairs.
- 2 **Executive Committee**
 - 2.1 **Temporary Appointment** – In the event of a vacancy on the Executive Committee (**EC**), a temporary appointment may be necessary for the organization to conduct normal operations. A temporary appointment (Pro Tempore) to fill a vacant office will be made by the BCRP Chair (**Chair**) and majority concurrence of the Executive Committee. If the vacancy is the Chair, then the Vice Chair will preside in accordance with BCRP Bylaws §5.2.3.
 - 2.2 Within 60 days of vacancy, the EC shall call for nominees from the CC for consideration to fill the vacancy in the EC. Within 90 days of vacancy, the CC members by a majority vote will fill the vacancy in the EC. The Chair may participate in the process but does not have the authority to be the sole determiner in the selection of replacement officers.
- 3 **Precinct Committee Officer (PCO)** – If there is a precinct that has a PCO position open, and a candidate expresses a desire to serve, then the candidate shall be nominated by the *respective candidate's* Legislative District Chair (**LDC**) and vetted by the Vetting Committee prior to appointment by the BCRP Chair in accordance with RCW 29A.80.041 and BCRP Policy 3.1 – Membership.
- 4 **Precinct Captain (PCap)** – If an individual expresses an interest to volunteer with the BCRP and there is already a PCO in their precinct, they may serve as a PCap to assist the PCO. The volunteer *shall* be approved by the PCO, and the *respective* LDC shall vet and nominate the candidate prior to the appointment by the BCRP Chair.

Signed Copy on File

May 1, 2025

BCRP Chair

Date Approved



2025–26

POLICY 5.1

Secretary Duties



2025–26

POLICY 5.3

Purpose – Provide job description, responsibilities, and guidance of the BCRP Secretary.

Job Description

- 2.1 The BCRP Secretary (**Secretary**) is a member of the Executive Committee (**EC**) and will assume the duty of clerical and administrative support to optimize workflow procedures in the BCRP Organization.
- 2.2 The Secretary will assist Executive Committee Officers (**ECOs**), Precinct Committee Officers (**PCOs**), Precinct Captains (**PCaps**), and Benton County Citizens by supporting them with the planning and distributing of information, except when specifically assigned to others. The Secretary will provide assistance as needed to the Communications Committee chair.
- 2.3 The Secretary will function as a point of reference for queries, requests or issues and will be an integral part of the BCRP's organization.

Responsibilities

- 3.1 Send to the Washington State Republican Party a list of the newly elected ECOs after the Organization Meeting.
- 3.2 The Secretary is secretary for the EC meetings and Central Committee (**CC**) meetings.
 - 3.2.1 Prepare, prior to each meeting, an agenda showing in the exact order, under the correct headings, all matters approved of by the chair that are to be addressed.
 - 3.2.2 Send out to the membership any required notice of each meeting, known as the call of the meeting.
 - 3.2.3 Provide copies of agendas and the previous month's draft minutes at the meeting entrance table at each CC regular meeting.
 - 3.2.4 Provide the list of standing committee chairs to the Chair at the beginning of each CC meeting and provide copies of the most current agenda and the previous month's draft minutes to the Chair.
- 3.3 Retain meeting minutes, maintain the BCRP Members List current, and make the minutes and records available to members upon request.
- 3.4 Support and facilitate the completion of regular reports:
 - 3.4.1 Meeting Minutes, in accordance with Robert's Rules and
 - 3.4.2 Current BCRP Member Lists in accordance with BCRP Bylaws 5.3.6
- 3.5 Develop and maintain a filing system of electronic and printed materials in accordance with BCRP Bylaws 5.3 so that any BCRP member may examine, upon request, the organization documents:
 - 3.5.1 Meeting Minutes,
 - 3.5.2 Members List and Oaths of Office,
 - 3.5.3 Bylaws and Policies – including amendments,
 - 3.5.4 Committee Chair List,
 - 3.5.5 Standing Committees, and
 - 3.5.6 Ad hoc Committees formed at the EC or CC.

Signed Copy on File

BCRP Chair

May 1, 2025

Date Approved

Vetting Process



2025-26

POLICY 6.2

- 1 **Purpose** – The BCRP Vetting Committee researches candidate’s qualifications for the position they are seeking. Therefore, it is essential to outline a process by which the Vetting Committee performs their duties in an organized and transparent manner.
- 2 **Objective** – This policy will provide a clear outline for an efficient and effective vetting process.
- 3 **Vetting Requirements For Candidates**
 - 3.1 Vetting of candidates will be performed so the Central Committee (CC) can be better informed voters and identify CC recommended candidates.
 - 3.2 Members may request the Vetting Committee to vet potential candidates.
 - 3.3 Vet and review the candidate’s qualifications for office.
 - 3.4 Verify that the candidate’s political philosophy agrees with the BCR Platform; document where it differs and why.
 - 3.5 Provide vetting and review findings in an unbiased report to the CC.
- 4 **Additional Vetting Requirements For Candidates Seeking Endorsement**
 - 4.1 **Prerequisites** -
 - 4.1.1 The candidate must have filed with the Washington Public Disclosure Commission signifying their intent and the position they are running for prior to being considered for vetting by the BCRP.
 - 4.1.2 The candidate must have requested and completed the BCRP Candidate Packet and signed the Candidate Contract.
 - 4.2 **Timeline for Vetting**
 - 4.2.1 After meeting the prerequisites, the candidate may request a vetting interview no greater than 24 months prior to the general election for the office for which they are running.
 - 4.2.2 The Vetting Committee must officially acknowledge the candidates request for a vetting interview via email within seven days of receipt and schedule the vetting interview to occur within 30 days after receiving the initial vetting request, or on a mutually accepted date.
 - 4.3 **Vetting Interview**
 - 4.3.1 Prior to any vetting interview, the Vetting Committee must submit a standard interview questionnaire targeted to the elected office to the BCRP Executive Committee (EC) for approval. Any changes to the questionnaire must be approved by the BCRP Executive Committee. This does not prohibit follow up or other vetting questions.

4.3.2 All vetting interviews will be video recorded after notifying the candidate of this requirement. All recorded interviews will be shared with PCOs for review prior to the meeting scheduled for an endorsement vote.

4.4 **Vetting Report**

4.4.1 the Vetting Committee will provide a factual and unbiased report to the CC **two weeks** prior to scheduling of an endorsement meeting .

5 **Candidate Interview Forum (CIF)**

5.1 The Vetting Committee will organize a CIF for the CC.

- The CIF shall be a Special Meeting.
- All candidates shall be invited.
- Candidates will present their campaign to the CC.
- The CC will be given ample opportunities to ask questions of the candidates.
- The CC may proceed with an endorsement at the conclusion of the CIF in accordance with Policy 3.7 – Endorsements.

Signed Copy on File

BCRP Chair

May 1, 2025

Date Approved

Communications



2025–26

POLICY 6.3

- 1 **Purpose** - The purpose of the Communications Committee (**Comms**) is to manage internal and external BCRP formal and general communications that are not inherent to other offices or committees, to facilitate an informed Central Committee, constituents, and community.
- 2 **Approved Communications:**
 - 2.1 External formal communications shall be approved by the BCRP Chair in accordance with Bylaws §5.1.18.
 - 2.2 Communication of general information and management of information posted on the BCRP website and BCRP social media shall be in accordance with approved guidance from the BCRP Chair.
- 3 **Formal Communications**
 - 3.1 **Call of Meeting:** Meeting notices shall be sent via email to each CC member in accordance with Bylaws §7. Meeting notices should also be posted in the public section of the BCRP website and may be posted on other BCRP social media pages.
 - 3.2 **Press Releases:** BCRP press releases shall be sent to local print media, broadcast news, and selected community social media sites. Press releases shall also be posted in the public section of the BCRP website and may be posted on other BCRP social media pages.
 - 3.3 **Public Notices:** BCRP public notices shall be sent to local print media, broadcast news, and selected community social media sites. Public notices shall also be posted in the public section of the BCRP website and may be posted on other BCRP social media pages.
- 4 **General Communications:**
 - 4.1 **BCRP Website:** The BCRP website shall have a Public section and BCRP Members section.
 - 4.1.1 The public section shall include the following:
 - 4.1.1.1 Benton County Republican Platform as adopted at the Benton County Republican Convention,
 - 4.1.1.2 Press releases [resolutions, endorsements, etc.],
 - 4.1.1.3 Public notices [call for candidates, LDD, etc.],
 - 4.1.1.4 BCRP Bylaws,
 - 4.1.1.5 BCRP Policies,
 - 4.1.1.6 EC members list and contact information,
 - 4.1.1.7 General BCRP contact information, and
 - 4.1.1.8 List of elected officials in Benton County with contact information.
 - 4.1.2 The public section should include the following:
 - 4.1.2.1 Meeting notices,
 - 4.1.2.2 Event Calendar,
 - 4.1.2.3 Links to Benton County Auditors site for precinct and district maps, voter registration, etc,
 - 4.1.2.4 Republican candidate information,
 - 4.1.2.5 Links to voter information guides
 - 4.1.2.6 Links to WA legislative information and comment
 - 4.1.2.7 Current topical information

- 4.1.3 The BCRP Members section shall include:
 - 4.1.3.1 List of Standing Committee chairs, and
 - 4.1.3.2 Standing Committee Charters.
- 4.1.4 The BCRP Members section should include:
 - 4.1.4.1 PCO training materials.

4.2 BCRP Social Media

- 4.2.1 Comms shall manage BCRP social media sites.
- 4.2.2 No creation of social media accounts without the approval of the EC.
- 4.2.3 Social media accounts will remain under the administration control of the Comms Chair.
- 4.2.4 The account will be transferred to the new Comms Chair within 10 days of receipt of the new Comms Chair's account credentials.

4.3 Mailers and Fliers

- 4.3.1 Comms shall coordinate and manage the creation and distribution of printed marketing and voter information materials.

5 Subscriptions

- 5.1 Subscriptions must be approved by the EC.
- 5.2 Approved subscriptions should be on the BCRP Account.

6 Procurement

- 6.1 Contracts must be approved by the EC.
- 6.2 Negotiations for Comms related approved expenses shall be retained by the Comms Chair.

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BCRP Chair

May 1, 2025

Date Approved

Outreach



2025–26

- 1 **Purpose** – The purpose of the Outreach Committee (**Outreach**) is coordinating, implementing, and assisting efforts to present the BCRP principles to the community, often in the context of civic engagement, community service, and educational outreach.
- 2 **Responsibility** - Outreach is the link between the community and the BCRP. Outreach’s responsibility is to inform and engage the CC, Benton County constituents and the community around events expressing the principles of the BCRP. The Committee will use printed materials, targeted marketing materials, social media, video, alliances with mass media outlets, other community groups, and individual Outreach members as ambassadors to convey information tailored to the needs of the day. All materials created and disseminated by the Committee will be aligned with the interests and the goals of the BCRP as approved by the BCRP Chair.
- 3 **Traditional Events** -
 - Benton Franklin Fair Booth
 - Benton Franklin Fair Parade
 - 4th of July Parade
 - Veterans Day Parade; West Richland
- 4 **Potential Events** – not an exhaustive list
 - Candidate Interview Forum
 - Town-hall with Candidates
 - Town-hall with Elected Officials
 - Cinco de Mayo
 - Boat Races
 - Kid’s Fishing Day
- 5 **Peaceful Activism** – Pro/Con
 - protests
 - marches
 - rallies
 - support gatherings
- 6 **Civic Engagements** - The Outreach Committee is to coordinate civic engagements such as participating in local governance.
 - cities
 - schools
- 7 **Community Service**
 - volunteering and
 - community clean-up
- 8 **Educational Outreach** -
 - Meetings
 - Biblical Constitutional Civics
 - RRO
 - tutoring

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May 1, 2025

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Date Approved

Fundraising

1. **Purpose** – The purpose of Fundraising Committee (**Fundraising**) is to raise funds to satisfy the goals of the BCRP.
2. **Responsibilities** - Fundraising oversees the planning, development, management, implementation, and documentation of the BCRP's fundraising plan.
 - 2.1. **Record Retentions**
 - donor list and support history
 - fundraising event performance reports
 - fundraising event calendars
 - marketing materials and methods
 - 2.2. **Traditional Events**
 - Lincoln Day Dinner
 - 2.3. **Potential Events** – non exhaustive list
 - Fireworks Stand



2025–26

POLICY 6.8

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May 1, 2025

BCRP Chair

Date Approved

Organization Meeting



2025–26

POLICY 7.4

1. **Purpose Of The Organization Meeting** – The BCRP Organization meeting is held every two years to elect officers to the Executive Committee (**EC**) and adopt Temporary Bylaws and Policies. The meeting follows this policy, as approved by those in attendance. The business that shall be conducted at the Organization Meeting consists of the following:
 - 1.1 **Adoption of Temporary Bylaws and Policies** - The Temporary Bylaws and Policies adopted at the Organization Meeting are in effect until the adoption of Permanent Bylaws and Policies. Business shall be conducted by these adopted Bylaws and Policies and the current edition of the Robert's Rules of Order.
 - 1.2 **Electing of Officers** – The election of officers shall be in accordance with BCRP Policy 4.1 – Election of Officers.
2. **Rules Of Conduct** –
 - 2.1 The Sergeant of Arms is appointed by the outgoing BCRP Chair (**Chair**) and is responsible for ensuring the orderly conduct of the Organization Meeting and enforcement of these rules.
 - 2.2 The outgoing Chair shall appoint at minimum three individuals to function as the Teller Committee to assist the Credentials Chair with gathering ballots and counting ballots. Excepting LD Chair candidates, no candidates may serve on the Teller Committee.
 - 2.3 The outgoing chair shall appoint a Parliamentarian.
 - 2.4 Only elected and credentialed Precinct Committee Officers (**PCO**) of Benton County, Washington in accordance with RCW 29A.80.041 shall vote. A PCO must reside in the respective precinct to which they were elected and be credentialed by the BCRP Credentials Chair at the time of the Organization Meeting. The Credentials Chair shall require proof of identity and residence.
 - 2.5 There shall be no Delegate/Proxy votes allowed in the Organization Meeting
 - 2.6 The voting members at the meeting shall be seated by legislative district and separated from any non-voting guests or visitors by a physical space surrounding the voting area.
 - 2.7 All voting members shall wear identifying nametags provided by the Credential Chair to differentiate between the 8th, 14th 15th, and 16th Legislative District PCOs.
 - 2.8 Only attending PCOs may nominate a candidate for office.
 - 2.9 No one shall have the floor or be given voice unless they are seated PCOs, nominees, or elected officers. The following individuals may have the floor, or given voice: Outgoing chair until they are replaced by temporary chair, seated PCOs, nominees, newly elected officers, secretary & treasurer.
- 3 **Rules Of Election** – Election for each office is conducted separately. All nominations are to be made during the Organization Meeting verbally or in written form. Self-Nominations are allowed. Nominations shall be accepted or

declined by the nominee; written acceptance by nominees not present is sufficient. BCRP Policy 4.1 – Election of Officers.

- 4 **Agenda** - See Attachment for a recommended agenda.
- 5 **Adoption Of Temporary Bylaws And Policies** – The Parliamentarian shall briefly describe the Bylaws for the consideration of the Central Committee. Following discussion, the outgoing Chair shall entertain a motion that the Bylaws and Policies be adopted in full as Temporary Bylaws and Policies. A simple majority shall be required for the motion to pass. The Temporary documents shall be in effect until the permanent Bylaws are adopted.
- 6 **Election Of A Temporary Chair** – Upon adoption of the Temporary Bylaws and Policies , the outgoing Chair shall then entertain a motion that the Temporary Chair be elected to conduct the Election of the Organization Meeting until a Permanent Chair is elected in accordance with BCRP Policy 4.1 – Election of Officers. The outgoing Chair shall maintain their voice until the Temporary Chair has been elected.
- 7 **Election of Executive Committee** – The BCRP Chair shall conduct election of the vice chair, state committeeman, and state committeewoman in accordance with Policy 4.1 – Election of Officers.

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BCRP Chair

May 1, 2025

Date Approved



ORGANIZATION MEETING AGENDA

Opening:

- 1) Invocation *Outgoing Chair*
- 2) Pledge of Allegiance
- 3) Welcome, Biennium Report & Meeting Purpose
 - a) Meeting Appointments
 - i) Sergeant of Arms
 - ii) Teller Committee *three or more volunteers*
 - iii) Parliamentarian
 - b) Conduct and Discipline
 - i) Robert's Rules of Order
- 4) Approval of Agenda.
- 5) Adoption of the Rules

New Business:

- 6) Review BCRP Bylaws and Policies for the Temporary Bylaws *Parliamentarian*
- 7) Motion to adopt Temporary Bylaws and Policies *PCOs*
- 8) Election of a Temporary Chair *Outgoing Chair*
- 9) Open the floor for nominations for a new Chair; this is a ballot vote *Temporary Chair*
- 10) Election of the Executive Committee *BCRP Chair*
 - a) Vice-Chair,
 - b) State Committeeman, and
 - c) State Committeewoman.
- 11) Introduce Executive Committee *BCRP Chair*
- 12) Election of Legislative District Chairs in respective Legislative District caucuses may occur at this meeting.

Closing:

- 13) Good of the Order
- 14) Announcement of meetings
- 15) Announcement to Adjourn *BCRP Chair*

Quorum

1. **Quorum:** The minimum number of members of an assembly that must be present at any of its meetings to make the proceedings of that meeting valid. Any number that is not a whole number, round the number up; i.e., 35.4 rounds to 36.
2. Official action by the Central Committee (**CC**) requires a quorum as outlined herein.
 - 2.1 Majority of Executive Committee Officers (**ECO**) in Attendance.
 - 2.2 General Business Quorum shall be 35% of the Precinct Committee Officers (**PCOs**) in good standing.
 - 2.2.1 Number of PCOs in Good Standing = GS
 - 2.2.2 $GS \times .35$ (35%) = Number needed for this Quorum
 - 2.3 Comprehensive Business Quorum shall be a minimum of 50% of the PCOs in good standing.
 - 2.3.1 Number of PCOs in Good Standing = GS
 - 2.3.2 $GS \times .5$ (50%) = Number needed for this Quorum
 - 2.3.3 A Comprehensive Business Quorum is required for the following actions:
 - Election or Removal of Officers, except at the Organization Meeting
 - Ratification of Bylaws and Policies
 - Adoption of an amendment to the Bylaws or Policies
 - Sanctioning or Discipline of a PCO
 - Candidate Endorsement/Revocation of Endorsement
 - Approval of candidates for Partisan Office Vacancies
 - Suspending Policies
3. Executive Committee, Standing Committees and Ad Hoc Committees need a simple majority
4. At the Organization Meeting, the quorum is defined as the elected PCOs in attendance. All actions at the Organization Meeting require a simple majority.

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BCRP Chair

May 1, 2025

Date Approved



2025-26

POLICY 8.1



2025-26

POLICY 9.2

Discipline

- 1 **Purpose** – The BCRP has the right to enforce its rules and expect conduct in a proper manner of decorum as laid out in the BCRP Bylaws, Policies and current edition of Robert’s Rules of Order (**RRO**). Violators of the rules will be disciplined in accordance with:
 - 1.1 BCRP Bylaws
 - 1.2 BCRP Policies
 - 1.3 RRO, current edition
- 2 **Discipline Process**
 - 2.1 BCRP Chair (**Chair**) shall intervene in situations that can cause harm to the BCRP. If the Chair and the offending member cannot reach an understanding on corrective measures, then the issue shall be taken to the Executive Committee (**EC**) for further action.
 - 2.2 A quorum of the EC shall intervene in the situation that can cause harm to the BCRP. If the EC and the offending member cannot reach an agreement on corrective measures, the issue is required to be brought before the Central Committee (**CC**) for their decision. The EC may make recommendations to the CC.
 - 2.3 CC shall attempt to meet with the offending member and determine a course of discipline, if one is needed. The EC, CC members and offending member may present their evidence to the CC.
- 3 **Making a Motion to Censure, Suspend or Expel** – A member may be censured, suspended, or expelled for any conduct that potentially undermines the interests of the BCRP dependent upon the severity of the violation. Misconduct may occur at a BCRP meeting or elsewhere and include, but is not limited to disruption of meetings, violating confidentiality, absenteeism, working against the BCRP, any unethical or illegal activity deemed detrimental to the BCRP, or willfully violating the BCRP Bylaws and Policies.
 - 3.1 **Censure** is a method of discipline a member or an officer to warn them that if a certain behavior continues the next step is suspension or expulsion. *Censure* is to reprimand the member with the hopes of reforming them so that they will not repeat disruptive behavior.
 - 3.2 **Suspension** is a method of discipline when the act of censuring the member fails to correct the problem or the severity of the violation warrants such action. *Suspension* revokes the voting rights and the participation of the member for a period of time set forth by the motion.
 - 3.3 **Expulsion** is a method of discipline when the act of suspending the member fails to correct the problem or the severity of the violation warrants such action. *Expulsion* does not remove a PCO from an elected office, but it removes them from participating in the BCRP.
 - 3.3.1 Expulsion may be considered for acts that are contrary to the CC values, cannot be justified, and require direct intervention to preserve the integrity of the Republican Party and BCRP CC.
 - 3.3.2 Prior to the act of expulsion, the CC should confront the PCO in question and determine if the PCO will voluntarily resign.

- 3.3.3 Expulsion is the most drastic form of action to be taken against a PCO by the BCRP. It restricts the individual from attending meetings and voting on issues of the party for the term of their office.
- 3.3.4 If there is no Precinct Captain (**PCap**), the Chair may appoint a PCap to act on behalf of the expelled PCO's precinct during the period of expulsion in a non-voting capacity. The CC must ratify the appointment by simple majority vote.

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BCRP Chair

May 1, 2025

Date Approved

Caucuses and Conventions



2025-26

POLICY 10.1

1. Precinct Caucuses –

- 1.1. The BCRP Chair shall call for the precinct caucuses to be held in each precinct or at declared polling site(s) in Benton County for the purpose of electing delegates and alternates to the county convention. The caucus date shall be at least three weeks prior to the date of the County Conventions.
- 1.2. The Precinct Committee Officers (**PCO**) in Good Standing or a registered voter designated by the PCO, shall preside as chair of the precinct caucus. A temporary chairman who is appointed by the BCRP Chair, or is elected by the participants attending their precinct caucus, may chair caucuses in precincts not represented by a PCO.
- 1.3. The Caucus Chair shall instruct the participants that comments on the current platform and resolutions must be delivered to the Chair of the Platform Committee no less than seven days prior to the County Convention in order to be considered for inclusion into a revised final draft platform and resolutions to be distributed for review and acceptance by the participants at the County Convention.
- 1.4. The Executive Committee shall prescribe the rules and order of business of Precinct Caucuses.

2. Benton County Republican (BCR) Convention – Following the caucuses, the BCRP Chair shall make arrangements for and call a BCR Convention. The BCRP Chair shall call the convention to order as the temporary chair.

- 2.1. The principal purpose of the BCR Convention shall be the election of delegates to the State Republican Convention, the election of county representatives to state convention committees, and adoption of a County Platform and Resolutions.
- 2.2. All funds and completed registrations shall be received by the Treasurer 10 days before the start of the Convention.
- 2.3. At the convention, the EC shall make available to all delegates the proposed rules and order of business, proposed platform and resolutions, and the Platform Committee Report.
- 2.4. The platform shall be the official position of the BCR.

3. State Convention – Delegates to the State Republican Convention shall be determined in accordance with Washington State Republican Party (**WAGOP**) Rules for the State Republican Convention.

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May 1, 2025

BCRP Chair

Date Approved

Amendment of BCRP Bylaws and Policies



2025-26

POLICY 11.2

1 Process

- 1.1 Any PCO or ECO in good standing may propose and submit a suggested Bylaws or Policy amendment in writing to the BCRP Chair and Bylaws Chair. The proposed amendment submittal must be signed by the originator of the amendment and co-signed by four (4) PCOs.
- 1.2 All proposed amendments shall be submitted no less than thirty (30) days prior to any regularly scheduled CC meeting. Copies of the proposed amendments must be sent to all PCOs in compliance with Bylaws §7.1.4.
- 1.3 The Bylaws Committee will review each proposed amendment to assure it is consistent with other provisions of the Bylaws and Policies. The Bylaws Committee is authorized to revise the wording of proposed amendments as necessary to maintain consistency, context, and logical content, while maintaining the intent of the proposed amendment.
- 1.4 The Bylaws Committee shall make a recommendation of "Pass" or "Don't Pass" during their report to the Executive and Central Committees in accordance with Bylaws §11.2.
- 1.5 Non-substantive errors in the bylaws or policies such as spelling, grammar, or numbering can be changed without formal amendment, subject to approval by the Executive Committee.

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BCRP Chair

May 1, 2025

Date Approved

We the People

of the United States, in order to form a more perfect Union, establish Justice, insure domestic Tranquillity, provide for the common defence, promote the general Welfare, and secure the Blessings of Liberty to ourselves and our Posterity, do ordain and establish this Constitution for the United States of America.

Article I

Section 1. All legislative Powers herein granted shall be vested in a Congress of the United States, which shall consist of a Senate and House of Representatives.

Section 2. The House of Representatives shall be composed of the most numerous Branch of the People of the several States, and the Electors in each State shall have the Qualifications requisite for Electors of the most numerous Branch of the State Legislature.

No Person shall be a Representative who shall not have attained to the Age of thirty five Years, and seven Years a Citizen of the United States, and who shall not, when elected, be an Inhabitant of that State in which he shall be chosen.

Representatives and direct Taxes shall be apportioned among the several States which may be included within this Union, according to their respective Numbers, which shall be determined by adding to the whole Number of free Persons, including those bound to Service for a Term of Years, and including Indians not taxed, three fifths of all other Persons. The actual Enumeration shall be made within three Years after the first Meeting of the Congress of the United States, and in every subsequent Term of ten Years, in such Manner as they shall direct. The Number of Representatives shall not exceed one for every thirty thousand, but each State shall have at least one Representative, and until such Enumeration shall be made, the State of New Hampshire shall be entitled to three, Rhode Island and Massachusetts each to two, and the other States proportionally, according to their respective Numbers. When an actual Enumeration shall have been taken, the House of Representatives shall direct each State the Number of Electors in that State, and the Electors in each State shall have the Qualifications requisite for Electors of the most numerous Branch of the State Legislature.

Section 3. The Senate of the United States shall be composed of two Senators from each State, chosen by the Legislature thereof, for a Term of six Years, and each Senator shall have one Vote.

Immediately after they shall be assembled in Consequence of the first Election, they shall be divided as equally as may be into three Classes. The Seats of the Senators of the first Class shall be vacated at the Expiration of the second Year, of the second Class at the Expiration of the fourth Year, and of the third Class at the Expiration of the sixth Year, so that one third may be chosen every second Year; and if Vacancies happen by Resignation, or otherwise, during the Term of which any of the Senators elected have not taken their oaths of Office, the Electors in that State shall choose another Senator, to fill the Vacancy, who shall have the same Qualifications, Terms, and Electors, as the Senators of the first Class.

No Person shall be a Senator who shall not have attained to the Age of thirty Years, and seven Years a Citizen of the United States, and who shall not, when elected, be an Inhabitant of that State in which he shall be chosen.

The Vice President of the United States shall be President of the Senate, but he shall not be qualified to vote, unless he is also a Senator. He shall choose the other Officers, and also a President pro tempore, in the Absence of the Vice President, or when he shall exercise the Office of President of the United States.

They shall have the sole Power to try all impeachments. Notice being given to that Person, they shall be on oath or affirmation. When the President of the United States is tried, the Chief Justice shall preside: And no Person shall be convicted without the Concurrence of two thirds of the Members present. Judgment in Cases of Impeachment shall not extend further than to removal from Office, and disqualification to hold and enjoy any Office of Honor, Trust, or Profit under the United States: but the Party convicted shall nevertheless be liable and subject to Indictment, Trial, Judgment, and Punishment, according to Law.

Section 4. The Times, Places and Manner of holding Elections for Senators and Representatives, shall be prescribed in each State by the Legislature thereof; but the Congress may at any time by Law make or alter such Regulations, except as to the Places of choosing Senators.

The Congress shall assemble at least once in every Year, and such Meeting shall be on the first Monday of December, unless they shall by Law appoint a different Day.

Section 5. Each House shall be the Judge of the Elections, Returns and Qualifications of its own Members, and a Majority of each shall constitute a Quorum to do Business, but a smaller Number may adjourn from day to day, and may be authorized to compel the Attendance of absent Members, in such Manner, and under such Penalties as each House may provide.

Each House may determine the Rules of its Proceedings, punish its Members for disorderly Behaviour, and, with the Concurrence of two thirds, expel a Member.

Each House shall keep a Journal of its Proceedings, and from time to time publish the same, excepting such Parts as may in their Judgment require Secrecy; and the Yeas and Nays of the Members of either House on any question shall at the Desire of one fifth of that House be recorded on the Journal.

Neither House during their Session of Congress, shall, without the Consent of the other, adjourn for more than three Days, nor to any other Place than that in which the last House shall be sitting.

Section 6. The Senators and Representatives shall receive a Compensation for their Services, to be ascertained by Law, and paid out of the Treasury of the United States. They shall in all Cases, except Treason, Bribery, or other high Crimes and Misdemeanors, be privileged from arrest, during their Attendance at the Session of their respective Houses, and in going to and returning from the same, and for any Speech or Debate in either House; they shall not be questioned in any other Place.

No Senator or Representative shall, during the Term for which he was elected, be appointed to any civil Office under the Authority of the United States, which shall have been created or the Emolument whereof shall have been increased during such Term; and no Person holding any Office under the United States, shall be a Senator or Representative during his Continuance in Office.

Section 7. All Bills for raising Revenue shall originate in the House of Representatives; but the Senate may propose or concur with Amendments as to the Matter thereof. Every Bill which shall have passed by both Houses, shall before it become a Law, be presented to the President of the United States; and if he approve, he shall sign it, and thereupon it shall become a Law; but if he disapprove, he shall return it with his Objections to the House in which it shall have originated, and that House may, by a two thirds Vote, override his Objections, and it shall become a Law.