

SENATORIAL DISTRICT BYLAWS

COUNTY: _____

DATE PASSED BY COMMITTEE: _____

Bylaws of the Republican Committee for Senate District xx

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The statutes used throughout the manual are listed at the end of the document with links.
Original text created by Linda Rantz. Modifications have been made by REPACCMO.

REPACCMO

Please contact us if you have any questions about the modifications.

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1 ARTICLE – AUTHORITY, NAME, PURPOSE, COMMITMENT

1.1 Authority to Establish the Committee and Adopt Bylaws

This committee is established pursuant to RSMo 115.603 and manages its functions and duties according to these bylaws, which are adopted as authorized by RSMo 115.627. No other organizations or committees may make requirements of, nor impose directives upon, this committee that violate or contradict these bylaws. This committee is not subordinate to any other committee.

Should any provisions of these bylaws be determined to be in violation of current statutes, or statutes adopted or amended by the legislature at a future date, any provisions not deemed to contradict or violate statutes shall stand and the Chair shall call a special meeting for the purpose of reviewing and amending the bylaws, as necessary.

1.2 Organization Name

The name of this organization shall be the Missouri Republican Senate District xx Committee. All references to either the name or the Senate District itself will hereinafter be referred to as the “SDxx”.

1.3 Organization Purpose

This district committee is formed for the overall purpose of representing and acting for the Republican Party, and specifically for Republicans residing in SDxx, in the interim between party conventions as per RSMo 115.605. SDxx serves as the nominating committee of the Republican Party for candidates for the office of State Senator of SDxx, when necessary or required pursuant to the circumstances set forth in RSMo 115.365, Par. (2) due to a vacancy of the office.

Additionally, SDxx will maintain communications with the State Senator for SDxx to share any input and preferences expressed by Republican residents of SDxx, and the opinions of SDxx as a committee.

1.4 Commitment

The duty of nominating a candidate of quality requires a commitment from the members of SDxx to stay informed of the activities of the Missouri State Senate, to be actively engaged in communicating with the current or future SDxx senator, and to express a committee viewpoint on bills, joint resolutions, and/or other issues before the State Senate.

2 ARTICLE – MEMBERS

2.1 Membership

The members of SDxx are the Chairs and Vice Chairs from the counties and legislative districts included in whole or in part in SDxx as set forth in RSMo 115.619, herein referred to as “qualified membership”. For certain situations outlined in these bylaws, the term “affiliated” refers to the specific county committee and legislative committee associated with the residential location of a specific member of SDxx.

If a secretary or treasurer is elected pursuant to Section 2, Par. 2.1, they will be considered members of SDxx, and shall have a vote on SDxx committee business.

2.2 Vacancies

If a vacancy exists on SDxx, the vacancy is filled by the affiliated county and legislative committees based on the home address where the vacancy originates, as set forth in RSMo 115.617.

2.3 Censure of a Member

This committee has no authority to censure SDxx members. Any actions to censure members are governed solely by the bylaws of the affiliated county and legislative committees, if such bylaws exist.

2.4 Removal of a Member

This committee has no authority to remove SDxx members. Any actions to remove members are governed solely by the bylaws of the affiliated county and legislative committees, if such bylaws exist.

If an SDxx member is removed from his or her affiliated committee, a vacancy will exist on SDxx and shall be filled as set forth in Par. 2.2 above.

2.5 Appeal by Member

Any member facing censure or removal from their affiliated committee has no recourse of appeal to SDxx. All decisions made by the affiliated county and legislative committees shall be final.

3 ARTICLE – OFFICERS

3.1 Officer Positions

Pursuant to RSMo 115.619, Par. 1, the officers of SDxx shall consist of a Chair and Vice Chair, one a man and one a woman, who shall be elected from the membership of SDxx, and a Secretary and Treasurer, one a man and one a woman, who may or may not be members of the committee pursuant to RSMo 115.621 but must reside within SDxx pursuant to RAMo 115.619. All officers shall be voting members of SDxx.

Elected officials who receive government salaries or wages in their positions as elected officials are not eligible to serve as officers of SDxx. This provision does not apply to committeemen and committeewomen who are elected to their positions.

The officers shall be elected for two-year terms during the Reorganization Meeting as set forth in Section 4, Par. 4.1.

3.2 Nominations and Elections of Officers

Nominations of candidates for the officers of SDxx must be made by a member of SDxx. The election will be by voice vote with those participating via teleconference having to individually state their vote.

The traditional voting method shall be used, which is one vote per person and the candidate receiving the most votes will be elected, unless otherwise specified in these bylaws.

3.3 Quorum

Quorum shall be the members present at a duly called meeting, with at least five days' notice, during which an election or vote is being conducted. At least one voting officer must be present.

3.4 Officer Vacancies

In the event a vacancy occurs in any of the four elected offices, it shall be filled by an election at a special meeting of SDxx, providing that all members of SDxx are notified at least two (2) weeks in advance of such meeting.

If the vacancy is the Chair, the Vice Chair may assume the office of Chair and the position of Vice Chair shall be deemed vacant and filled according to this paragraph. If the Vice Chair declines to assume the office of Chair, both the Chair and Vice Chair positions will be deemed vacant and filled according to this paragraph. The current Vice Chair may run to fill the vacant office of Vice Chair. The gender requirements of RSMo115.621 shall be maintained in selecting candidates for these two offices.

3.5 Removal of an Officer

Any officer of SDxx may be removed from the office by a two-thirds vote of SDxx members. Notice shall be served upon the members at least two weeks in advance of such meeting to which the matter is to be considered. Any vote for removal must proceed by secret ballot, except for those participating by teleconference who will have to submit their vote electronically. The vote will be overseen by the Chair, unless the Chair is the officer being considered for removal. In such case, the Vice Chair shall chair the meeting and oversee the vote.

If an officer is removed from office, an officer vacancy occurs and will be filled according to Par. 3.4 above, except that the election may take place at the same meeting as the vote for removal.

3.6 Duties of the Chair

The Chair shall preside over all meetings of SDxx. If the Chair is absent, unable, or unwilling to preside, the Vice Chair shall do so. The Chair shall manage the affairs of SDxx between meetings, preserve decorum and order at all meetings, and shall rule on all questions of order. Such rulings, however, may be overridden by a majority vote of the members present and voting. The Chair may vote on any issues that come before SDxx.

3.7 Duties of the Vice Chair

Perform all the duties of the Chair in the absence of the Chair.

3.8 Duties of the Secretary

The Secretary shall attend all meetings of SDxx and shall keep an account of the proceedings to be recorded in a permanently maintained book or file.

During the absence of the Secretary or vacancy of the Secretary position, the Chair shall appoint one of the members to act as Secretary.

Following the election of officers at the Reorganization, or after an election to fill an officer vacancy, the Secretary shall, as a courtesy, send the names and contact information of the Chair and Vice Chair, to the Missouri Republican Party, the incumbent or incoming State Senator for SDxx, and the qualified membership.

3.9 Duties of the Treasurer

The Treasurer shall attend all meetings of SDxx. All records of the Treasurer are official privileged records of SDxx.

If SDxx has no financial accounts and holds no cash because it has no regular income or expenditures but may have occasional expenses requiring payment or reimbursement (such as venue rental for meetings or postage for notices), the officers of SDxx may explore options for managing such transactions without opening financial accounts. Any such option must comply with all applicable laws and regulations. The Chair shall call a special meeting of the SDxx members to present proposed options and a majority vote of those present is required to adopt the options presented.

If SDxx has funds in cash or bank accounts, the Treasurer shall maintain them in the manner set forth in the following sub-paragraphs.

- a. The Treasurer shall receive all monies and shall disburse funds only by check as authorized by SDxx, except those checks or other disbursements of \$50.00 or less may be signed or made by either the Treasurer or the Chair. The Chair shall also be permitted to disburse funds up to \$100.00.
- b. The Treasurer shall keep proper books of all receipts and expenditures, which shall be open to the inspection of any member of SDxx, at any reasonable time.
- c. The Treasurer shall make a consolidated quarterly report to SDxx and the Missouri Ethics Commission (MEC) on receipts and disbursements by the deadlines specified by the MEC. The Treasurer shall report at every regular meeting of SDxx on all receipts and disbursements of the last period and year to date.
- d. The Treasurer shall file any financial reports required by law to local, state, and federal authorities, and provide copies of all reports submitted, if requested by the Chair.
- e. The Treasurer shall keep informed of laws regarding contributions and expenditures by political committees and the requirements for complying with said laws and provide the information to SDxx when necessary.

3.10 Records

Records of SDxx including, but not limited to, bylaws, meeting minutes, SDxx correspondence, Secretary's reports, Treasurer's reports, receipts and expenditures, election strategies, and events and planning thereof, are privileged information of SDxx and are not subject to be provided or otherwise be made publicly available to any entity outside SDxx unless by a two-thirds vote of all members of SDxx, or as required by matters of the law. Members of SDxx may request a copy of the bylaws. SDxx is not subject to the Sunshine Laws of Missouri, and no Sunshine request for privileged information shall be considered.

3.11 Executive Committee

There shall not be an executive committee of SDxx.

3.12 Subcommittees

In addition to the standing committees defined in Section 5, the Chair may appoint any other standing or special subcommittees as deemed necessary and may name the chair of any committee so created. The Chair and Vice-Chair of SDxx shall be Ex Officio members of all committees.

4 ARTICLE – MEETINGS

4.1 Organizational Meeting

The current Chair of SDxx shall determine a place and date for the reorganization meeting, to be held not earlier than the fourth Tuesday after each primary election, or later than the fifth Saturday after the primary election, as set forth in RSMo 115.621. The place for the meeting shall be within SDxx.

The chair and vice chair of each county and legislative district located in whole or in part may be present either in person, by tele-meeting, or by proxy, subject to section 4.5.

Notice of the date and time of the SDxx reorganization meeting will be sent by the current Chair of SDxx to the qualified membership. It is the responsibility of the current chair to obtain contact information for each of those individuals.

The order of business for the reorganization meeting shall be:

- a. Call to order

- b. Prayer and Pledge
- c. Roll Call and determination of quorum
- d. Approval of Minutes from previous meetings
- e. Nominations and Election of Officers
- f. Transfer of duties from previous officers to newly elected officers
- g. Adoption or Amendment of Bylaws if desired
- h. Appointment of Chairs for subcommittees if desired
- i. Adjournment

The new chair will assume the role following his/her election and will conduct the remainder of the meeting.

4.2 Regular Meetings

Meetings may be held as needed and with five days' notice.

4.3 Special Meetings

Special meetings of SDxx may be called at any time by the Chair, the Vice Chair in absence of a chair, or two-thirds of the Members. Notice of said meetings shall include the names of those who called the meeting and shall include the business to be taken up.

Notice of the exact time and place for Special Meetings shall be mailed, emailed, or delivered at least one week before the meeting to the qualified membership.

A quorum being present, no business other than that set forth in the call for a special meeting may be acted upon during a special meeting.

Any guest(s) allowed in the meeting space during a special meeting must declare themselves to be Republicans, unless specifically invited to attend. The Chair has the power to admit or remove guests. Guests attending meetings have no rights with reference to the proceedings, as set forth in Robert's Rule of Order, Newly Revised.

4.4 Quorum

The majority of members present, either in person, by teleconference, or by proxy, shall constitute a quorum when assembled at a duly called meeting of SDxx. At least one voting officer must be present.

4.5 Proxy

Pursuant to RSMo 115.620, a proxy shall be admitted, unless otherwise herein specifically prohibited, only when notarized by the SDxx member giving the proxy and submitted by the proxy holder to the SDxx Chair or credentialing committee designated by the chair. The person serving as proxy must reside in SDxx and must present identification proving such residence. Any one person shall vote no more than one (1) proxy. Proxies shall only last for the duration of the meeting to be conducted.

4.6 Teleconference Option

All meetings of SDxx, including committee meetings, must take place at a physical location located within SDxx. However, due to the long distances members may have to travel for meetings, a teleconference option (online meeting) is authorized for all meetings, unless otherwise herein specifically prohibited.

Given the common difficulties of online meetings, such as poor connectivity, low bandwidth, audio settings, etc., a member having difficulties participating in the meeting but who logged in and was counted in the roll call, will be considered as being in attendance and may phone or text another member to relay comments or their vote(s), to be sure they are counted.

4.7 Meeting Postponement

If inclement weather, technical difficulties with teleconferencing software, or any other circumstances make it difficult or impossible to conduct or complete a duly called meeting, the Chair may postpone the meeting and reschedule it. The new date, location, and time will be set for as soon as possible and will not be subject to any advance notice timelines from other sections of these bylaws.

The SDxx Chair and Secretary shall advise the qualified membership of the rescheduled meeting details.

5 ARTICLE – STANDING COMMITTEES

5.1 Eligibility for Standing Committees

All members of SDxx are eligible to serve on standing or other committees, except if they are elected officials who receive government salaries or wages in their positions as elected officials. This provision does not apply to committeemen and committeewomen who are elected to their positions.

5.2 State Senate Nominating Committee

Pursuant to RSMo 115.365, the qualified membership of SDxx shall be the nominating committee (NC). Alternatively, the Chair may appoint a subset of the qualified membership to serve as the NC. The NC shall meet at a time and place designated by the Chair, or the Vice Chair in absence of the chair. If boundary changes have occurred due to redistricting, the rules in RSMo 115.365.2 shall apply.

Proxies will not be allowed at any meeting held for the purpose of filling the position of state senator of SDxx, pursuant to RSMo 115.371.

If notified by the Secretary of State or election authority, pursuant to RSMo 115.369, of a vacancy of SDxx State Senatorial office, the NC shall proceed as follows:

- a. If the Chair of the NC is interested in or is being considered as a potential candidate to fill the vacancy, that Chair shall temporarily step down and the SDxx Vice Chair shall conduct the business of the NC through the certification of the nomination.
- b. The Chair of the NC shall call an initial meeting of the NC as soon as possible, notifying all NC members of the time and place of the meeting.
- c. Additional meetings shall be called as needed to discuss potential candidates to fill the vacancy. These preliminary meetings may be in person and shall include a teleconference option. A quorum must be present at all meetings.
- d. The NC shall not consider candidates who are considered disqualified as defined in RSMo 115.364.
- e. The initial meeting and any preliminary meetings shall be open to members of SDxx but who are not members of the SRNC. Any member of SDxx shall be allowed to offer opinions, evidence, or insights regarding potential candidates. As many preliminary meetings as needed of long enough durations must be scheduled by the NC Chair to ensure that all SDxx members have a reasonable opportunity to speak before the NC.
- f. Potential candidates being considered must demonstrate a loyalty to the Republican Party and the principles it represents. To ensure this, candidates will be required to take, complete, and pass a vetting process. The vetting process that will be used is that which is established by the Republican Association of Central Committees of Missouri (REPACCMO). Potential candidates who decline or fail the vetting process shall not be considered by SDxx to fill the vacancy.

- g. Meetings must be scheduled and completed in a timely manner to ensure compliance with the deadlines for submitting the name of the nominee to the proper authority pursuant to RSMo 115.373:
- (1) Not later than 5:00 pm on the 28th day after the vacancy occurs, or later than 5:00 pm on the 8th Friday prior to the election, where vacancy was created by death, withdrawal, or disqualification;
 - (2) Not later than 5:00 pm on the day which is midway between the day the election is called and election day, where the vacancy fills an unexpired term;
 - (3) Not later than 5:00 pm on the 21st day after a writ of election issued by the governor for a vacancy to fill an unexpired term of a state representative.

The Chair of the NC shall have the authority to discern when SDxx members have been heard and the NC has completed its work considering potential candidates and be able to meet the deadlines mentioned in the preceding subparagraph.

A meeting shall be called by the Chair of the NC for the purpose of voting to select the candidate who will be nominated to fill the vacancy. This meeting is open only to members of the NC, including the SDxx Chair and Vice Chair. RSMo 115.371 requires attendance in person of the members of the NC, and a majority of the NC members must be present. No teleconference option will be allowed. Proxies are not allowed.

The Chair of the Nominating Committee shall conduct the vote which shall be one vote per NC member, including the SD Chair, unless the chair is the candidate, and Vice Chair. The candidate receiving the most votes shall be deemed to be the nominee of SDxx to fill the vacancy.

The Chair (or Acting Chair) of the NC shall certify the nomination as set forth in RSMo 115.377.

5.3 Senatorial Liaison Committee

The SDxx Chair shall appoint members to serve on the Senatorial Liaison Committee (hereinafter “SLC”) and appoint one of the members to serve as the chair. The SDxx Chair has discretion to determine how many members to appoint to the committee but shall strive to ensure that the affiliated committees each have a fair representation on the SLC.

The purpose of this committee is to maintain open communications between the SDxx State Senator, the members of SDxx, and the Republican residents of SDxx.

The members of this committee will monitor legislation moving through the Missouri State Senate when the Senate is in session. They will monitor bills as they are filed when the filing date opens, and they will communicate the preferences of the SDxx members to the SDxx senator, as well as preferences expressed by Republicans residing in SDxx.

The SLC Chair shall coordinate the work and efforts of this subcommittee. Their meetings may be formal or informal. Periodic reports may be provided to the SD Chair and Secretary who will forward them to the qualified membership, who then will forward the information to the members of their respective committees. Neither the SLC Chair nor SLC Committee members may speak on behalf of SDxx, unless a special meeting is called by the SDxx Chair to obtain approval of a position. At such a meeting, SDxx members attending the meeting will be presented with the information and question at hand, and a majority of votes in favor of an official position is required to state that the position is endorsed by SDxx.

5.4 Resolutions and Censure Committee

The SDxx Chair shall appoint members to serve on the Resolutions and Censure Committee (hereinafter “RACC”) and appoint one of the members to serve as the chair. The SDxx Chair has discretion to determine how many members to appoint to the committee.

Any five members of SDxx may bring a proposed resolution or a request to censure an elected official to the SDxx Chair and request that SDxx approve and publish the resolution or censure. Given the purpose of SDxx, the resolutions or censures should relate to legislative issues and/or elected officials.

If the SDxx Chair is unavailable when the resolution or censure request is submitted, or for any reason declines to act upon it, the SDxx Vice Chair shall assume the responsibility of the Chair in the matter.

The SDxx Chair will refer the matter to the RACC Chair, who will, with haste, work with the RACC committee members to review the subject and provide commentary and recommendations. The RACC Chair and committee should be prepared to submit their commentary and recommendations within 24 to 48 hours of receiving the resolution or censure request.

If the RACC Chair is unavailable or for any reason declines to act upon the resolution or request, the SDxx Chair shall appoint an acting chair for the matter.

Concurrent with the referral of the resolution or censure request to the RACC Chair, the SDxx Chair will set a meeting date and time for a special meeting. The SDxx Chair will direct the SDxx Secretary to send notification to the qualified membership of the special meeting.

If time is of the essence in the matter, all parties must be prepared to act within 24 hours, if possible.

The purpose of the special meeting shall be to vote on the proposed resolution or censure request. A teleconference option shall be offered. Proxies will be permitted. Quorum shall be the majority of SDxx members who attend the meeting. Voting shall be traditional, one vote per member. The question shall be whether the proposed resolution or censure request shall be passed or rejected. The response which receives the most votes shall be the decision of the members of SDxx.

If the resolution or censure request passes, the SDxx Chair and Secretary shall ensure that the information is published, preferably in a press release.

6 ARTICLE – AMENDING THE BYLAWS

6.1 Amendments to the Bylaws

These bylaws may be amended within 60 days of the reorganization meeting of SDxx by the affirmative vote of a simple majority of the members of SDxx voting in person or by proxy.

Following the 60-day period, these bylaws may be amended at any meeting of SDxx by a two-thirds vote of the active members of SDxx. Amendments to these Bylaws may be offered by any member of SDxx. Amendments may be considered during a Special Meeting and must be offered one week prior to the meeting at which they are to be considered.

Upon passage of these bylaws or any amendments, the bylaws or revised bylaws will become effective on the next business day.

7 ARTICLE – PARLIAMENTARY AUTHORITY

Except where inconsistent with these bylaws, Robert's Rules of Order, Newly Revised, shall govern all proceedings of SDxx and any subcommittees appointed by the Chair. The Chair may appoint a

Parliamentarian to interpret the rules either temporarily or for the rest of his or her term, if he or she chooses to do so. The Chair may suspend Robert's Rules of Order for any meeting.

These Bylaws of SDxx were approved on _____

These Bylaws are effective _____

Signed on _____

_____, Chair SDxx

8 STATUTES REFERENCED IN THESE BYLAWS

If reading online, click any statute number below to go to that statute.

[115.603](#) – Requirement for parties to have CC, LD, SD, CD, JD committees

[115.605](#) – Purpose of the committee

[115.607](#) – Committee eligibility requirements

[115.619](#) – Composition of the LD, SD, CD, and JD committees

[115.621](#) – Election of officers

[115.364](#) - Disqualified candidates

[115.365](#) – Nominating committee for various offices

[115.367](#) – District boundary changes

[115.369](#) - Notification of candidate vacancy

[115.371](#) – Nominating committee, majority required

[115.373](#) – Filling candidate vacancies

[115.617](#) – Vacancies, how filled