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ACRONYMS

PCR = Pacific County Republicans
PCRP = Pacific County Republican Party
PCRPV = Pacific 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 AUTHORIZATION OF OGRANIZATION

1.1 Name

- 1.1.1 The name of this organization shall be the PACIFIC COUNTY REPUBLICAN PARTY CENTRAL COMMITTEE, hereafter referred to as the “Central Committee.” The Pacific County Republican Party (**PCRP**) 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 objective of the CC.

1.2 Duration

- 1.2.1 The duration of the PCRP 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 Bylaws as the constitution of this organization cannot be suspended.
- 1.2.4 Suspension of a PCRP Policy requires a 75% vote of the Comprehensive Quorum.
- 1.2.5 Amendments to the proposed amendments may be made at the meeting where the amendment is proposed, before the amendment is voted upon.

1.3 Sources of Authority

- 1.3.1 RCW 72.17A.001 Declaration of Policy.
- 1.3.2 Constitution of the State of Washington.
- 1.3.3 Revised Code of Washington (**RCW**) – RCW 29.A.80 – Political Parties², 26 US Code §537³ – Political Organizations, and RCW 40.14⁴ – Prevention and Destruction of Public Records.
- 1.3.4 PCRP Bylaws.
- 1.3.5 PCRP Policies.
- 1.3.6 Robert’s Rules of Order, Current Edition.

1.4 Reporting Authority

- 1.4.1. Washington State Public Closure Edition.

1.5 Severability

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

2. OBJECTIVES OF THE CENTRAL COMMITTEE

- 2.1. To represent the constituents of Pacific County.
- 2.2 To promote the values of the Pacific County Republican (**PCR**) 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 PCR Platform. Candidates worthy of the PCRP Endorsement shall be endorsed in accordance with PCRP 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 PCRP 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?reg=code+of+federal+regulations&f=treesort&num=3969>

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

3. CENTRAL COMMITTEE

3.1 Committee Membership

- 3.1.1. Eligibility for voting Members is determined by RCW 29.A.80.031 & RCW 29.A.80.041.
- 3.1.2. Eligibility for Non-Voting Members is defined in PCR 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**) – voice & vote
- 3.1.6. Executive Committee Officers (**ECO**) who are not PCOs are ex-officio members – no voice & no vote.
- 3.1.7. Republicans holding an elected office who are not PCOs are ex-officio members – no voice & no vote.
- 3.1.8. PCR Volunteers in accordance with Policy.

3.2 Member Duties

- 3.2.1. Member duties are defined in PCR Policy 3.1 – Membership – yes voice & no vote
- 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 the office of all elected PCOs is in accordance with RCW 29A.80.051.
- 3.3.2. The term of the office of all appointed PCOs coincides with the term elected PCOs in accordance with RCW 29.A.80.031.
- 3.3.3. The outgoing PCR Chair will perform the duties at the biennial Organizational Meeting until the election of a Temporary PCR Chair.
- 3.3.4. The ongoing PCR ECs and committee chairs may perform duties at the biennial Organizational Meeting until the election of the permanent ECs 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 the PCR Policy 3.2 – Member Duties.
- 3.4.2. PCOs are considered to be “not in good standing” (**NGS**) upon two consecutive absences in person or remote by phone of digital conferencing. Without a delegate or proxy to scheduled CC meetings. “consecutive absences”.
- 3.4.3. PCOs are considered NGS are returned to GS after attending two consecutive scheduled CC meetings, Reinstatement is official at the beginning of the second CC meeting.

3.5 Delegate/Proxy

- 3.5.1. A delegate is defined as a person who is authorized to function as a precinct’s PCO or ECO at the CC Meetings as described in PCR 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 PCR 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 and ECO.
- 3.6.2. All resignations must be entered into the CC meeting minutes.

3.7 Endorsements

- 3.7.1. **Candidate Endorsements** – all candidates requesting PCR endorsements shall sign the PCR Candidate Contract found at PCR 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 PCR 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 PCRCP are the property of the PCRCP.

4. EXECUTIVE COMMITTEE

4.1 Executive Committee Officers (ECO) and Terms of Office 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. 19th Legislative District Chair – Two years in even years RCW 29A.80.061
- 4.1.8. Elected officials other than PCOs shall not serve as ECO.
- 4.1.9. 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 organizational goals. Develop and propose PCRCP platform and planks to the CC for approval.
- 4.2.4. Review issues and provide recommendations to the CC.
- 4.2.5. Approve authorized expenditures of funds for the PCRCP activities and functions.
- 4.2.6. The Chair, Vice-Chair, Secretary, and Treasurer are authorized to have access to all accounts of the PCRCP as defined in PCRCP Policy 4.2 – Financial Transaction.
- 4.2.7. The Chair and the Treasurer are authorized to jointly execute contracts.

5. EXECUTIVE COMMITTEE OFFICERS 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 PCRCP.
- 5.1.3. Presides at meetings of the CC and the EC.
- 5.1.4. Is the Ex-officious member of all committees except the Vetting Committee.
- 5.1.5. Must initiate the development of 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 Organizational 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 PCRCP Policy 5.1 – Authority to appoint and will serve with the full authority of the elected position until the PCRCP Chair can cause an election that is consistent with Policy 4.1 – Election of Officers.
- 5.1.8. Must call for a PCRCP Biennial Budget to be presented by the Finance Committee following the Organizational Meeting.
- 5.1.9. Must call the CC approval of the PCRCP Biennial Budget following the Organizational Meeting.
- 5.1.10. Must call for an internal audit of the PCRCP financial record to be completed after assuming office.
- 5.1.11. Must call for a review of the PCRCP administrative records to be completed after assuming office.
- 5.1.12. Must call for a review of the PCRCP Bylaws.
- 5.1.13. Must call for a permanent adoption of PCRCP Bylaws.
- 5.1.14. Must call for a review of PCRCP Policies.
- 5.1.15. Must call for the adoption of PCRCP Policies and **Platform**.
- 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 PCRSP Spokesman for external communications established in the PCRSP Policy 6.3 – Communications and approves written communications.
- 5.1.19. Represents the PCRSP 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 PCR Precinct Caucuses and County Convention to be held, suggest that the Caucus and County Convention Rules be updated and provide Caucuses and Convention by notification RCW 29.A.56.620.

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 administrative 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 PCRSP Policy 5.1 – Authority to Appoint.

5.3 Secretary

- 5.3.1. Keeps minutes of all action items of meetings of the CC and the 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 and EC for approval.
- 5.3.3. Ensure that the minutes are signed by the Chair.
- 5.3.4. Keep signed records of all approved minutes including voting results and 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 EOCs and the Credentials Committee for use of PCRSP 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 PCRSP administrative records within 10 days of an election appointment to PCRSP.
- 5.3.11. Is the custodian of the PCRSP Bylaws, PCRSP Policies, and all administrative and working documents of the PCRSP.
- 5.3.12. The PCRSP Secretary is automatically a member of the Communications Committee.

5.4 Treasurer

- 5.4.1. Is the custodian of all funds and financial records of the PCRSP.
- 5.4.2. Keeps accurate records of all financial transactions including categorized invoices and receipts with correlating budget line-item designations.
- 5.4.3. Make 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 (26 U.S.C. §527) and Bylaws §1.3.
- 5.4.8. Must turn over all PCRSP financial records and funds by January after election of the Treasurer at the Organizational Meeting or within 30 days after appointment of PCRSP Treasurer.
- 5.4.9. All PCRSP disbursements shall be authorized in accordance with PCRSP Policy 4.2 – Financial Transactions.
- 5.4.10. The PCRSP 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 PCRSP at WAGOP meetings or 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 CC and E 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 29.A.80.061.
- 5.6.2. Submits a Legislative District Strategy Plan to the PCRP 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 perspective districts in accordance with PCRP Policy 3.1 – Membership and vets the prospective PCO jointly with the 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.

5.8 Removal

- 5.8.1 ECOs may be removed from the office for misconduct and/or for dereliction of duties in accordance with PCRP Policy 9.2 – Discipline.

6.0 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 Committee are committees that are essential to the functioning of the PCRP 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 PCRP 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 for a Comprehensive Business Quorum.

6.2 Vetting Committee

- 6.2.1. The Vetting Committee will consist of a minimum of three (3) PCOs elected by the CC within 90 days of the Organizational Committee 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 Organizational 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 or elected office,
 - candidates seeking elected office, and
 - candidates requesting PCRP endorsements.
- 6.2.8. Members may be removed from the committee for misconduct and/or for dereliction of duties in accordance with PCRP 9.2 – Discipline.

6.3 Communications Committee

- 6.3.1. The Communications Committee has the responsibility to manage the communications of the PCRP with the approval of the PCRP Chair in accordance with PCRP Policy 6.3 – Communications.
- 6.3.2. Will manage the PCRP website and other electronic communications.
- 6.3.2. Director of Technology will lead the members of this committee.

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 PCRP 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 PCRP Bylaws.

6.7 Outreach Committee

- 6.7.1. Will build a strong community presence with local businesses and other civic organizations within Pacific County.
- 6.7.2. Will encourage all Pacific County constituents and the community to participate in PCRP activities in accordance with PCRP Policy 6.7 – Outreach.

6.8 Fundraising Committee

- 6.8.1. Raise funds for the operation of the PCRP activities outlined in PCRP Policy 6.8 – Fundraising
- 6.8.2. Includes a donate button on the PCRP website.

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:
- State House and 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 PCRP will form Ad Hoc Committees to conduct the functions and mission of the PCRP as needed in accordance with PCRP Bylaws §5.1.16.
- 6.11.2. Ad Hoc Committees are created, approved, and reported to the organization level that formed them. This includes the PCRP 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 organizational 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 event.
- 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 that formed the Ad Hoc Committee.

7. MEETINGS

7.1 Meeting Notification

- 7.1.1. A meeting is a gathering of members of the PCRP with a quorum present to transact business.
- 7.1.2. The PCRP Chair (or designer) 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 30 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 Organizational Meeting.
- 7.2.2. Shall be conducted in accordance with the PCRP Bylaws, PCRP 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 PCRP CC or EC held at the time different from the regular meeting schedule.
- 7.3.2. The PCRP 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 aa Special Meeting, it shall require a simple majority vote of the ECOs in attendance.
- 7.3.5. Shall be conducted in accordance with the temporary Bylaws, Policies, and current edition of Robert's Rules of Order.

7.4 Organizational 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 – Organizational Meeting.
- 7.4.2. Shall be conducted in accordance with the temporary Bylaws, Policies, and current edition of Robert's Rules of Order.
- 7.4.3 PCRP Credential Chair will verify visually over Conference Channel(s) PCO through Conference windows and ask a challenge question of each channel attendee as a secondary verification. Name tags for channel attendees will be PID names in conference windows.

8. QUORUM

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

9. CONDUCT AND DISCIPLINE

- 9.1** CC members will conduct themselves in accordance with the current edition of Robert's Rules of Order.
- 9.2.** CC members with conduct issues are subject in disciplinary action in accordance with PCRP 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 PCRP 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 Organizational are not amendable in accordance with PCR Policy 7.4 – Organizational Meeting.
- 11.1.3. Recommendations for adoption of the Bylaws and Policies must be presented to the CC in accordance with PCR 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 PCR Bylaws or Policies

- 11.2.1. These Bylaws and Policies are subject to amendment in accordance with PCR Policy 11.2 – Amendment of PCR 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 PCR 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 PCR Bylaws, PCR Policies, Robert’s Rule of Order, Committee Charter, and Standard Operating Procedures (SOP) and the US Constitution, WA State Constitution, and RCWs are documents that are essential to the governing of the day-to-day operation of the PCR 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. Amendments to the proposed amendments may be made at the meeting where the amendment is proposed, before the amendment is voted upon.
- 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 the additional review or recommendations for Bylaws and Governing Documents shall be determined by the PCR Chair or by the approval of a motion of the CC or EC.

POLICY REFERENCES

<u>Policy</u>	<u>Invoked in Bylaws §</u>	<u>Invoked in Policy #</u>
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 & Conventions	§10.1	
Policy 11.2 – Amendment of PCR Bylaws and Policies		

Policy 3.1 Membership-Policy

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 PCRPP Bylaws, Policies, and Pacific County Republican (PCR) 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 PCRPP Bylaws, Policies, and PCR Platform.

2.3 A PCap is required to live in Pacific County, WA but not required to live within the precinct to which they are appointed and may serve in multiple precincts.

3. PCRPP Volunteer (PCRPPV) Eligibility – Non-voting

3.1 A registered voter may serve on a PCRPP Committee (Committee).

3.2 Prior to serving on a Committee, the PCRPPV must sign a statement validating that they are Republicans and will abide by the PCRPP Bylaws, Policies, and PCR Platform.

3.3 The Volunteer shall live in Pacific County.

Pattie Gray Signed copy in File
PCRPP Chair

3/22/26
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>

3

3.1 PF PACIFIC COUNTY REPUBLICAN PLATFORM

After review at the platform at _____. Please confirm your support of each plank listed or briefly state the specific areas of your disagreement.

Plank #	Individual PCR Platform Planks	Do You Support (Y/N)	If “No” Briefly Explain
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		

Circle the position you are applying for:

Precinct Committee Officer (**PCO**) Precinct Captain (**PCap**) PCR/Volunteer (**PCR/V**)

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

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

Pattie Gray Signature of file
PCR/V Chair

3/22/26
Date Approved

3.2 Policy PCRPP 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:

Circle the position you are applying for:

Precinct Committee Officer (**PCO**) Precinct Captain (**PCap**) PCRPP Volunteer (**PCRPPV**)

I attest that I will support the Pacific County, WA Republican Party and to abide by the Constitution and laws of the United State and Washington State, and the PCRPP Bylaws and Policies in my capacity of PCO, PCap, or PCRPP 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 PCRPP for the purposes of PCRPP communications, statements, data, other information made or presented in a closed meeting, and verbal or written information identified as confidential.

Pattie Gray Signature on file
PCRPP Chair

10/22/25
Date Approved

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

For Official Use Only:

Term Expired _____ Elected _____ Appointed _____ Volunteer _____

LD: _____

MEMBERSHIP DUTIES

2. 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 PCR 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 the PCR Bylaws, Policies, and Robert's Rules of Order (RRO), and PCR 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 PCR Standing and/or Ad Hoc Committees and participate in PCR activities.
- 1.7 Elect PCR Executive Committee Officers (ECO) at the Organization Meeting in accordance with RCW 29A.80.030.
- 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 PCOs 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 Captains (PCAP) and PCR Volunteer (PCRVP) 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 PCOs Delegate/Proxy in accordance with Policy 3.5 – Delegate/Proxy.
- 2.3 Serve as members on PCR Standing and/or Ad Hoc Committees and participate in PCR Events and activities.
- 2.4 Communicate with and represent constituents in precincts they serve.
- 2.5 Read and have a working knowledge of the PCR Bylaws, Policies, and RRO.
- 2.6 Take such actions as are provided for in the Bylaws, Policies, or current edition of RRO as requested.

Pattie Gray Signature on file
PCR Chair

10/22/25
Date Approved

¹ <https://app.leg.wa.gov/rcw/default.aspx?cite=29A80.030>

3.5 Policy DELEGATE/PROXY

1. **PURPOSE** – It is recognized that attendance at all meetings may be difficult for PCOs and **Executive Committee Officers (ECOs)**. The party 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 Organizational Meeting.
 - 2.2 A Delegate/Proxy for a PCO must be declared Republican and a registered voter in the same precinct.
 - 2.3 A Delegate/Proxy for an ECO must be a declared Republican in Pacific County, WA.
 - 2.4 The PCRPP Chair’s automatic delegate/proxy is the PRP Vice-Chair in accordance with §5.2.3 of the PCRPP Bylaws.
 - 2.5 A delegate/proxy, as a member of the PCRPP, must comply with §1.2 of PCRPP 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 Delegates/Proxy’s credentials at CC meeting.
 - 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.

Pattie Gray Signature on file
PCRPP Chair

10/22/25
Date Approved

3.5PF - DELEGATE/PROXY FORM

- ☐ **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 PCRPP CC or PCRPP 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 Pacific 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: _____ Verified by: _____

PCO Member of Credentials Committee

Date: _____ Date: _____

3.7 Policy - Endorsements

1. **Purpose** – PCRP Endorsements (**Endorsements**) are intended to help elect Republicans to both partisan and non-partisan offices at the local, state, and federal levels. Endorsement is a privilege.
2. **Objective** – The objective of the Endorsement is to announce to Pacific 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 the voters.
For this policy, ENDORSEMENT means:
 - To give approval of or support any public statement.
 - To give official sanctions.
 - To become eligible for financial backing.
3. **Types of Endorsements**
 - 3.1 **Partisan Elections** – For local, county, state, and congressional candidates, PCRP 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 PCRP may endorse candidates for local, county, state, or congressional non-partisan office during regular or special election cycle within the respective election process.
 - 3.3 **Presidential and WA Statewide Elections** – Presidential and WA Statewide Candidates are not required to request for PCRP endorsement.
4. **Opportunity for Endorsement** – Washington State participants in a Top Two Primary process. When more than two candidates file for running for office, a Primary Election is held in which the top two recipients will be included in the General Election Ballot. PCRP has identified the following opportunities for endorsement.
 - 4.1 Candidate who 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 contested Primary. Election.
 - 4.3 Candidate who has filed for an elected office 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' endorsements.
5. **Policy** – The PCRP 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 PCRP 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 PCRP 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 PCRП 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 meeting or special CC meeting. A comprehensive business quorum is required in compliance with PCRП 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 PCRП. 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 PCRП 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.

Pattie Gray Signature on file
PCRП Chair

10/22/25
Date Approved

3.7 PF-CANDIDATE CONTRACT

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

1. _____
Name _____ Elective Office Sought _____

Address _____ City _____ State _____ Zip _____

Email Address _____ Phone Number _____
2. Are you a Republican voter?
3. Do you subscribe to and support the current PCRCP? _____ Yes _____ No
4. Do you intend to seek an endorsement with PCRCP? _____ Yes _____ No
5. By your signature below, you grant permission to PCRCP to conduct a background check.
6. By your signature below, you grant permission to PCRCP to publish your photo.
7. Candidate Interview Form
- a. You will be invited to participate in a Candidate Interview Forum at a PRCP Special Meeting.
- b. You will have the opportunity to present your campaign in a brief speech to the PCRCP Central Committee and participate in a question-and-answer section.

By your signature below, you agree to participate in a recorded interview and acknowledge that it will be made available to the public.

I, _____, a candidate for _____ in Pacific County, Washington, do hereby agree to the PCRП Candidate Endorsement process and requirements as directed in this Candidate Contract. I will regularly update the PCRП 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 PCRП Central Committee Meetings in-person, or by representative, to give a report on the governmental activities to which my office operates.

Pattie Gray Signature on file
PCRPP Chair

10/22/25
Date Approved

4.1 P - 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** 19th 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 the election.
- 2.2.2. If no candidate wins a majority on any ballot or vote, the candidate receiving the lowest vote 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.

3. Nomination and Election Process

- 3.1** Nominations shall continue for each office until three consecutive calls for nominations 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 in the even numbered years:
 - Chair
 - Vice-Chair
 - State Committeeman
 - State Committeewoman
 - Legislative District Chairs – The PCRP Chair will call a separate District caucuses to

Nominate and elect their respective Legislative District Chair during this meeting in accordance with RCW 29A.80.061.

3.4.2. In December of the odd years:

- Secretary
- Treasurer

Pattie Gray Signature on file
PCRPP Chair

10/22/25
Date Approved

4.2 P - Financial Transactions

- 1. Purpose** – Financial transactions by the organization require fiscal responsibility of the Treasurer, Finance Committee, and PCRCP Executive Committee
- 2. Signatory Guidance:**
 - 2.1** All PCRCP 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 PCRCP checks are the Chair, Vice-Chair, Treasurer, and Secretary as designed and approved by Executive Committee
 - 2.4** A list of authorized signatories will be provided to the financial institution in use by the PCRCP.
- 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 PCRCP budget must be submitted to the Treasurer within 90 days of incurring the expense, otherwise the expense will be considered a gift to the PCRCP.
 - 4.2** Expenses for items not within the PCRCP budget shall be approved by the PCRCP Chair and Treasurer prior to incurring the expense. Expenses incurred without prior approval will be considered gifts to the PCRCP. 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 PCRCP.

Pattie Gray Signature on file
PCRCP Chair

10/22/25
Date Approved

5.1 P - 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 PCRPP Chair (Chair) and majority concurrence of the Executive Committee. If the vacancy is the Chair, then the Vice Chair will preside in accordance with PCRPP 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 PCRPP Chair in accordance with RCW 29A.80.041 and PCRPP Policy 3.1 – Membership.
- 4. Precinct Captain (PCap)** – If an individual expresses an interest to volunteer with the PCRPP 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 PCRPP Chair.

Pattie Gray Signature on file
PCRPP Chair

10/22/25
Date Approved

5.3 P - Secretary Duties

1. **Purpose** – Provide job description, responsibilities, and guidance of the PCRCP Secretary
2. **Job Description**
 - 2.1 The PCRCP 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 workflow procedures PCRCP Organization.
 - 2.2 The Secretary will assist Executive Committee Officers (ECOs), Precinct Committee Officers (PCOs), Precinct Captains (PCaps), and Pacific 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 PCRCP's organization.
3. **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 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 PCRCP 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 PCRCP Member Lists in accordance with PCRCP Bylaws. 5.3.6.
 - 3.5 Develop and maintain a filing system of electronic and printed materials in accordance with PCRCP Bylaws 5.3 so that any PCRCP 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.

Pattie Gray Signature on file
PCRCP Chair

10/22/25
Date Approved

6.2 P - Vetting Process

1. **Purpose** – The PCRP Vetting Committee research 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 PCR 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 PCRP.
 - 4.1.2. The candidate must have requested and completed the PCR 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 PCR Executive Committee (EC) for approval. Any changes to the questionnaire must be approved by the PCR 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.

Pattie Gray Signature on file
PCR Chair

10/22/25
Date Approved

6.3 P - Communication

1. **Purpose** - The purpose of the Communications Committee (Comms) is to manage internal and external PCRP 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 PCRP Chair in accordance with Bylaws §5.1.18.
 - 2.2 Communication of general information and management of information posted on the PCRP website and PCRP social media shall be in accordance with approved guidance from the PCRP Chair.
3. **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 PCRP website and may be posted on other PCRP social media pages.
 - 3.2 Press Releases: PCRP 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 PCRP website and may be posted on other PCRP social media pages.
 - 3.3 Public Notices: PCRP 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 PCRP website and may be posted on other PCRP social media pages.
4. **General Communications:**
 - 4.1 PCRP Website: The PCRP website shall have a Public section and PCRP Members section.
 - 4.1.1. The public section shall include the following:
 - 4.1.1.1. Pacific County Republican Platform as adopted at the Pacific 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 PCRP Bylaws,
 - 4.1.1.5 PCRP Policies,
 - 4.1.1.6 EC members list and contact information,
 - 4.1.1.7 General PCRP contact information, and
 - 4.1.1.8 List of elected officials in Pacific 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 Pacific 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 PCRP 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 PCRP Members section should include:
 - 4.1.4.1 PCO training materials.

4.2 PCR Social Media

- 4.2.1. Comms shall manage PCR 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 PCR 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.

Pattie Gray Signature on file
PCR Chair

10/22/25
Date Approved

6.7 P - Outreach

1. **Purpose** – The purpose of the Outreach Committee (Outreach) is coordinating, implementing, and assisting efforts to present the PCRCP 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 PCRCP. Outreach's responsibility is to inform and engage the CC, Pacific County constituents and the community around events expressing the principles of the PCRCP. The Committee will use printed materials, targeted marketing materials, social media, video, alliances with mass media outlets, and 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 PCRCP as approved by the PCRCP Chair.
3. **Traditional Events** -
 - Pacific County Fair Booth, Menlo WA
 - Come and Play on Labor Day Parade, South Bend, WA
 - Loyalty Day Parade, Long Beach WA
 - Willapa Harbor Festival and Parade, Raymond, WA
 - Rod Run Event/Parade, Ocean Park, WA
4. **Potential Events** – not an exhaustive list
 - Candidate Interview Forum
 - Town-hall with Candidates
 - Town-hall with Elected Officials
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

Pattie Gray Signature on file
PCRCP Chair

10/22/25
Date Approved

6.8 P - Fundraising

- 1. Purpose** – The purpose of Fundraising Committee (Fundraising) is to raise funds to satisfy the goals of the PCRCP.
- 2. Responsibilities** - Fundraising oversees the planning, development, management, implementation, and documentation of the PCRCP'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

Pattie Gray Signature on file
PCRCP Chair

10/22/25
Date Approved

7.4 P - Organization Meeting

1. **Purpose Of The Organization Meeting** – The PCRCP 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 PCRCP Policy 4.1 – Election of Officers.
2. **Rules Of Conduct** –
 - 2.1 The Sergeant of Arms is appointed by the outgoing PCRCP 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 Pacific 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 PCRCP 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 19th 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 and 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. PCRCP 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 PCRCP 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 PCRCP Chair shall conduct election of the vice chair, state committeeman, and state committeewoman in accordance with Policy 4.1 – Election of Officers.

Pattie Gray Signature on file
PCRCP Chair

10/22/25
Date Approved

7.4 PF - Organizational 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 PCRPP 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 *PCRPP Chair*
 - a) Vice-Chair,
 - b) State Committeeman, and
 - c) State Committeewoman.
- 11) Introduce Executive Committee *PCRPP 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 *PCRPP Chair*

8.1 P - 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 either in person or over digital Conference Channel. All actions at the Organization Meeting require a simple majority.

Pattie Gray Signature on file
PCRP Chair

10/22/25
Date Approved

9.2 P - Discipline

1. **Purpose** – The PCRCP has the right to enforce its rules and expect conduct in a proper manner of decorum as laid out in the PCRCP Bylaws, Policies, and current edition of Robert’s Rules of Order (RRO). Violators of the rules will be disciplined in accordance with:
 - 1.1 PCRCP Bylaws
 - 1.2 PCRCP Policies
 - 1.3 RRO, current edition
2. **Discipline Process**
 - 2.1 PCRCP Chair (Chair) shall intervene in situations that can cause harm to the PCRCP. If the Chair and the offending member cannot reach an understanding of 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 PCRCP. 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 PCRCP dependent upon the severity of the violation. Misconduct may occur at a PCRCP meeting or elsewhere and include, but is not limited to disruption of meetings, violating confidentiality, absenteeism, working against the PCRCP, any unethical or illegal activity deemed detrimental to the PCRCP, or willfully violating the PCRCP 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 PCRCP.
 - 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 PCRCP 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 PCRCP. 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 a simple majority vote.

Pattie Gray Signature on file

10/22/25

10.1 P - Caucuses and Conventions

1. **Precinct Caucuses –**
 - 1.1 The PCRП Chair shall call for the precinct caucuses to be held in each precinct or at declared polling site(s) in Pacific 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 Chairperson who is appointed by the PCRП 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. **Pacific County Republican (PCR) Convention –** Following the caucuses, the PCRП Chair shall make arrangements for and call a PCR Convention. The PCRП Chair shall call the convention to order as the temporary chair.
 - 2.1 The principal purpose of the PCR 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 PCR #3 State Convention.
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 Conventions.

Pattie Gray Signature on file
PCRП Chair

10/22/25
Date Approved

11.2 P - Amendment of PCRPP Bylaws and Policies

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 PCRPP 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.

Pattie Gray Signature on file

PCRPP Chair

10/22/25

Date Approved