

**BYLAWS  
OF THE  
ALBANY COUNTY  
REPUBLICAN PARTY**



**2024**

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# ARTICLE I THE REPUBLICAN PARTY

## 1. MEMBERSHIP

The Albany County, Wyoming Republican Party shall be composed of all persons registered as Republicans to vote in Albany County.

## 2. GOVERNANCE

The Delegates at the County Convention of the Albany County Republican Party shall be the governing body of the Party. At all other times, the County Central Committee shall be the governing body.

# ARTICLE II PROCEDURE AND DEFINITION

1. All meetings and conventions shall be governed by Robert's Rules of Order, Revised.
2. The use of the masculine shall be deemed to include the feminine gender.
3. At least two (2) tellers shall be appointed by the Chairman of a meeting or convention for all forms of voting requiring a counting of individual votes.
4. Whenever the term "casting lots" appears in these bylaws, it means the flipping of a coin or the drawing of a name to determine the outcome of a vote.
5. The unit rule method of voting shall not, apart from the Caucus process described in Article IV of these Bylaws, be used by the Albany County Republican Party at any of its meetings or convention. The rule is defined as:
  - (a) Permitting a delegate to vote on an issue on behalf of another delegate, or,
  - (b) Binding a delegate to vote in any particular manner, or
  - (c) Any device which would cast a vote to the delegation as a block rather than pursuant to the wishes of the individual delegates.

# ARTICLE III ALBANY COUNTY CENTRAL COMMITTEE

## 1. MEMBERSHIP

- (a) The County Central Committee shall consist of the properly elected or appointed Republican Precinct Committeemen and Committeewomen within Albany County.
- (b) Each precinct shall elect one (1) Committeeman and one (1) Committeewoman for each two hundred fifty (250) votes or major fraction thereof cast for the Republican candidate for U. S. Representative in the last general election, but provided no precinct shall be entitled to less than one (1) Precinct Committeeman and one (1) Precinct Committeewoman.

- (c) Precinct Committeemen and Committeewomen shall be electors registered in the Party and residents of the precinct.
- (d) If a precinct boundary line is changed for any reason, the County Commissioners shall determine the number of Precinct Committeemen and Committeewomen to which the affected precinct is entitled.
- (e) The term of office for all Precinct Committeemen and Committeewomen shall be two (2) years and shall begin on the first Monday in January of the year following the regular biennial primary election. Those who fill vacancies shall only hold office for the unexpired term.
- (f) All County Central Committee members in office on the date that notice of a County Central Committee meeting is published shall be allowed to vote at that meeting.

## 2. POWERS

(a) The County Central Committee shall exercise those powers conferred upon it by law, the Bylaws of the Wyoming Republican Party and the Bylaws of the Albany County Republican Party. The County Central Committee is empowered to determine policy, to make rules, to settle disputes, and to perform all functions necessary to further the interests of the Wyoming Republican Party.

## 3. QUORUM

(a) Those members of the County Central Committee attending either in person or by proxy, a properly called County Central Committee meeting shall constitute a quorum and be entitled to vote on the issues before the meeting. Proxies shall be in writing as provided for in 7(b) of this article and entered into the minutes.

## 4. MEETINGS

(a) The County Central Committee shall meet as follows:

- (i) Within thirty (30) days after the County Chairman has received the certified election results from the County Clerk of all members elected to the County Central Committee, for the purpose of organization under the direction of the County Chairman. The meeting shall be held at the time and place determined by the County Chairman.
- (ii) During the month of March of each odd-numbered year at the County seat at a time and place determined by the County Chairman. The County Chairman shall also deposit notice of this meeting in the office of the County Clerk not less than ten (10) days before this meeting. The County Chairman shall publish a notice of this meeting in a newspaper of general county circulation no less than ten (10) days before this meeting. At the meeting, the County Central Committee shall elect the Chairman of the County Central Committee, one (1) State Committeeman and one (1) State Committeewoman and other officers as provided by the Party bylaws. Neither the Chairman, State Committeeman, nor State Committeewoman need be members of the County Central Committee.
- (iii) In January of odd-numbered years.
- (iv) At other times and places as may be determined by the County Chairman or the County Executive Committee, or as requested in writing by twenty-five percent (25%) of the County Central Committee members.

(b) With the exception of the required notice in 4(a)(ii) of this article, the County Chairman shall publish a notice of all other meetings of the County Central Committee in a newspaper of general county circulation not less than two (2) days prior to each meeting.

- (c) All meetings of the County Central Committee shall be open to the public.
- (d) In the event of a declared Federal or State Emergency, all meetings, caucuses, and conventions may be conducted via electronic means in which all participants can simultaneously hear each other and have the opportunity for recognition similar to an in-person meeting. Any requirements for ballot votes may be waived, votes may be conducted via email vote or other electronic means as determined by the meeting. Other allowances for electronic meetings may be allowed elsewhere in these rules. Any conflicting language in the rules shall defer to this rule.
- (e) In the absence of a declared Federal or State Emergency, The County Executive Committee may permit executive committee members as well as precinct committeemen and committeewomen attendance via video or telephone conference for reasons of distance, disability, or weather.

## 5. CONDUCT OF COUNTY CENTRAL COMMITTEE MEETINGS

- (a) The County Chairman shall preside over all County Central Committee meetings.
- (b) If two (2) consecutive tie votes on a question occur, the County Chairman shall at his discretion, exercise his right to vote as Chairman as provided for in Robert's Rules of Order, Revised, to break the tie or decide the vote by casting lots.

## 6. VOTING

- (a) Only properly-elected or appointed Precinct Committeemen and Precinct Committeewomen shall be entitled to vote at County Central Committee meetings. All County Central Committee members in office on the date the notice of a County Central Committee meeting is published shall be allowed to vote at that meeting.
- (b) In the event the County Chairman is also a Precinct Committeeman or Precinct Committeewoman, he or she shall be entitled to his or her vote as a Precinct Committeeman or Precinct Committeewoman.

## 7. PROXY VOTES

- (a) Votes by proxy may be allowed at a meeting of the County Central Committee. A person holding a proxy for an absent Precinct Committeeman or Precinct Committeewoman must be a resident of the same precinct as the member he represents and be a verified registered Republican or another person as allowed by the Bylaws of the Wyoming Republican Party. No person shall be allowed to vote more than two (2) proxies.
- (b) Proxies shall specify the identity of the authorized substitute voter and the specific meeting at which the substitution is authorized, be an original document signed and dated by the absent member or sent via e-mail or facsimile from the absent member authorizing the proxy and shall be delivered to the presiding officer prior to the authorized substitute casting any vote. All proxies shall be entered into the minutes.

## 8. OFFICERS AND TERMS OF OFFICE

- (a) The County Chairman, Vice Chairman, State Committeeman and State Committeewoman shall be elected by the County Central Committee at its March meeting in the odd-numbered years to serve for a term of two (2) years. These elections shall be by secret ballot and the number of votes cast for each candidate announced. If only one nominee is put up for an office, the County Chairman can take a voice vote — or can declare the nominee is elected — thus effecting the election by unanimous consent or 'acclamation.' The County shall immediately notify the State

Chairman in writing of the names and addresses of persons elected to offices of County Chairman, State Committeeman and State Committeewoman.

- (b) The County Secretary, County Treasurer, other committee chairmen and positions created by the County Central Committee shall be appointed by the County Chairman. The appointments of Secretary and Treasurer shall take place within thirty (30) days after election of the County Chairman.
- (c) None of the foregoing officers, committee chairmen, or committee members need be members of the County Central Committee, but each must be registered in the Party and a resident of the County.
- (d) Any county officer of the County Republican Party may be removed for cause from his position by a vote of twothirds (2/3) majority of the County Central Committee represented at a properly called meeting.

## 9. COUNTY PARTY VACANCIES

- (a) A vacancy in the County Central Committee or among its officers shall occur in the case of death, resignation, removal of residence from the precinct or county, inability to act as determined by the County Central Committee, or failure to elect at a regularly-scheduled election.
- (b) A vacancy in the office of Precinct Committeeman or Precinct Committeewoman shall be filled by appointment of a registered Republican resident in the precinct in which the vacancy exists. This appointment is made by the County Executive Committee. The replacement shall serve until the current term expires for the Precinct Committeeman or Precinct Committeewoman and shall be entitled to vote on all issues coming before the County Central Committee. The County Chairman shall submit the name of the new Precinct Person to the State Party and the County Clerk within fifteen (15) days of his or her appointment.
- (c) A vacancy in the office of County Chairman shall be filled by the Vice Chairman.
- (d) A vacancy in the office of the County Vice Chairman shall be filled by the County Central Committee.
- (e) A concurrent vacancy in both offices of the County Chairman and the County Vice Chairman shall be filled by election by the County Central Committee under the direction of the County Executive Committee. The County Executive Committee shall publish a notice of this meeting in a newspaper of general county circulation no less than ten (10) days before this meeting.
- (f) A vacancy in the office of County Secretary or County Treasurer shall be filled by the County Chairman.
- (g) A vacancy in the office of State Committeeman or State Committeewoman shall be filled by election by the County Central Committee within thirty (30) days of the vacancy.

## 10. DUTIES OF OFFICERS

- (a) County Chairman. In addition to the duties which he is charged by statute, the County Chairman shall be the chief executive officer of the County Republican Party and shall preside over all meetings of the County Executive Committee, County Convention, and County Central Committee. He shall carry out policies established by the County Central Committee and shall have all general powers of administration customarily vested in the office of Chairman.
- (b) County Vice Chairman. The County Vice Chairman shall assist the County Chairman in the duties of his office. He shall perform other duties as assigned to him by the County Chairman. He shall perform the duties and exercise the powers of the County Chairman during the County Chairman's absence or disability.

- (c) County Secretary. The County Secretary shall keep the minutes of all meetings of the County Central Committee, County Convention, and County Executive Committee and shall serve on the County Credentials Committee. The Secretary shall distribute said minutes to County Central Committee members one (1) week prior to all regularly scheduled County Central Committee meetings. The County Secretary shall perform other duties as assigned to him by the County Chairman or as described in a handbook for County officers and their duties.
- (d) County Treasurer. The County Treasurer shall be responsible for money received and disbursed by the County Republican Party. The County Treasurer shall provide regular financial reports to the County Executive Committee and as directed by the County Chairman. The County Treasurer shall perform other duties as assigned to him by the County Chairman or as described in a handbook for County officers and their duties.

## 11. COUNTY COMMITTEES

- (a) The County Central Committee shall have a County Executive Committee with standing Finance, Publicity, Precinct Organization, and Candidate Recruitment Committees, and other committees and subcommittees as it may from time to time determine as proper and it may delegate any of its powers to such committees or sub-committees.
- (b) The County Executive Committee shall consist of the following:
  - (i) The elected and appointed officers of the Albany County Republican Party,
  - (ii) Chairmen of the following standing committees: Finance, Publicity, Precinct Organization, and Candidate Recruitment, and
  - (iii) Those additional persons appointed in accordance with paragraph (c) below.
- (c) Special Appointments. The County Chairman, with advice and consent of the County Executive Committee, shall appoint a County Finance Chairman, Publicity Chairman, Precinct Organization Chairman, Candidate Recruitment Chairman, Legal Advisor, and other such committee chairmen as deemed necessary and at-large appointees to the Executive Committee.
- (d) Meetings. The County Chairman shall call meetings of the County Executive Committee. He shall preside over said meetings and shall vote in case of a tie.
- (e) The County Executive Committee shall have, but not limited to, the following powers:
  - (i) To ratify emergency actions taken by the County Chairman.
  - (ii) To ensure the financial stability of the Albany County Republican Party by raising funds and only committing to expenditures within its means.
  - (iii) To further the interests of the Wyoming Republican Party.
- (f) Quorum – County Executive Committee. A quorum for meetings of the County Executive Committee shall be five (5) members.

## **ARTICLE IV PRECINCT CAUCUSES**

### **1. APPORTIONMENT OF PRECINCT DELEGATES TO COUNTY CONVENTION**

- (a) The County Executive Committee shall designate the total number of Delegates to be elected to the County Convention.
- (b) The Delegates to which each precinct shall be entitled at the County Convention shall be determined, as nearly as possible, in proportion to the total votes cast in each precinct for the Republican candidate for the office of U.S. House of Representatives at the preceding general election.
- (c) Each precinct shall be entitled to at least two (2) Delegates.

### **2. MEETING**

- (a) Precinct Caucuses shall be held not less than ten (10) days prior to the County Convention.
- (b) The County Chairman shall issue the call for the Precinct Caucuses by publishing a notice of the number of Delegates to be selected from each precinct, the date, time, and place for each caucus in a newspaper of general circulation in the county not less than ten (10) days prior to the Precinct Caucuses.
- (c) The several Precinct Caucuses may be held in a single location. When Precincts cover a very large geographic area they may be divided into multiple Caucuses.
- (d) All Republicans who have registered within the precinct at the date of the call of the Precinct Caucus, shall be entitled to participate and vote at the Precinct Caucus.
- (e) Proof of such residence and registration shall be by the County Clerk's voter list as of the date of the call of the precinct caucus.

### **3. CONDUCT OF PRECINCT CAUCUSES**

- (a) Either a Precinct Committeeman or Precinct Committeewoman in attendance at the Precinct Caucus shall be elected Precinct Caucus Chairman.
- (b) In the event there is neither a Precinct Committeeman nor a Precinct Committeewoman in attendance, those assembled and qualified to vote shall elect from among them a person to serve as Precinct Caucus Chairman.
- (c) The Precinct Caucus Chairman shall conduct the Precinct Caucus. The Chairman shall take nominations of qualified Republicans residing within the precinct to be Delegates or Alternates to the County Convention and shall call for any Resolutions, Platform planks and County and State Bylaw changes to come before the caucus.
- (d) Precinct Committeemen and Precinct Committeewomen shall be automatic Delegates to the County Convention.
- (e) If Precinct Committeemen or Precinct Committeewomen vacancies exist at the time of the Precinct Caucus, the Precinct Caucus may elect Delegates equal in number to the vacancies.
- (f) Each Precinct Caucus may also choose additional Delegates equal in number to its allotted Delegates and shall designate the priority in which the Alternates shall replace absent Delegates.



- (g) The election of Delegates and Alternates shall be by secret ballot if desired by anyone in attendance at the Precinct Caucus.
- (h) Each Precinct Caucus Chairman shall, within five (5) days after his precinct caucus, submit electronically or in writing to the County Chairman the names of those elected as Delegates and Alternates to the County Convention, and all Resolutions, Platform planks, and Bylaw changes proposed by his Precinct Caucus in typed print.

## **ARTICLE V COUNTY CONVENTION**

### **1. MEMBERSHIP**

- (a) Delegates to the County Convention shall be members of the County Central Committee and those chosen by caucuses of the several precincts within the County. All County Convention Delegates and Alternates shall, at the time of the call for the County Convention, be residents of the precinct they represent and registered Republicans.
- (b) If the prescribed number of Delegates is not duly elected by Precinct Caucuses in certain precinct(s), the County Chairman, with approval of the majority of the County Executive Committee, is authorized to appoint the prescribed number of Delegates from the precinct(s) to the County Convention.
- (c) County Central Committee members shall retain their seats as County Convention Delegates until the Credentials Committee at County Convention presents its report. County Central Committee members not present at that time forfeit their seats at County Convention to Alternates.

### **2. MEETING**

- (a) The County Convention of the Albany County Republican Party shall meet in accordance with the state statutes.

### **3. NOTICE OF MEETING**

- (a) Notice of the County Convention shall be published in an official County newspaper of general county circulation, not less than fifteen (15) days prior to the County Convention.

### **4. POWERS**

- (a) Delegates to the County Convention shall have, but not be limited to, the following powers:
  - (i) To adopt or amend the Bylaws of the Albany County Republican Party.
  - (ii) To elect Delegates and Alternates to the State Convention and to determine a priority in which Alternates shall serve. Each Delegate and Alternate shall be a registered Republican.
  - (iii) To elect the Delegate or Alternate to the Republican National Convention.
  - (iv) To adopt Resolutions and Platform planks which shall be submitted to the State Convention.
  - (v) To propose changes to the State Party Bylaws, which shall be submitted to the State Convention.

### **5. COMMITTEES**

(a) A Credentials Committee shall act at the County Convention. A Bylaws Committee, Platform Committee, Resolutions Committee, and Nominating Committee may act at the County Convention. The powers and duties of committees, if formed, shall be as follows:

- (i) Credentials. The Credentials Committee shall consist of the County Secretary and other members appointed by the County Chairman. The Committee shall be responsible for examining and certifying credentials of all Delegates and Alternates to the County Convention.
- (ii) Bylaws. The Bylaws Committee shall consist of members appointed by the County Chairman. The Committee shall meet at least one (1) week prior to the County Convention to draft and propose revisions to the County and/or State Bylaws to be presented to the County Convention. Proposed revisions should be distributed to each Delegate attending the County Convention prior to his arrival. However, nothing shall preclude any Delegate from submitting additional County or State Bylaw revisions from the floor, in writing, at the County Convention.
- (iii) Platform. The Platform Committee shall consist of members appointed by the County Chairman. The Committee shall meet at least one (1) week prior to the County Convention to draft platform proposals pertaining to timeless principles of the Republican Party to be presented to the County Convention. However, nothing shall preclude any Delegate from submitting additional platform proposals from the floor, in writing, at the County Convention.
- (iv) Resolutions. The Resolutions Committee shall consist of members appointed by the County Chairman. The Committee shall meet at least one (1) week prior to the County Convention. The Committee shall be responsible for drafting resolutions, acting on specific issues of the day, governed by the principles articulated in the Party Platforms to be presented to the County Convention. However, nothing shall preclude any Delegate from submitting additional resolutions from the floor, in writing, at the County Convention.
- (v) Nominating. The Nominating Committee shall consist of members appointed by the County Chairman. The Committee shall meet at least one (1) week prior to the County Convention to prepare a slate of nominations for Delegates and Alternates to the State Convention to be presented to the County Convention. However, nothing shall preclude any Delegate from submitting additional qualified nominations from the floor at the County Convention. In any year in which the Republican National Convention will be called, the Committee may, at its meeting prior to the County Convention, prepare a slate of nominations for Delegates or Alternates to the Republican National Convention to be presented at the County Convention. However, nothing shall preclude any Delegate from submitting additional qualified nominations from the floor at the County Convention.

## 6. ORDER OF BUSINESS

(a) The order of business at the County Republican Convention shall be as follows:

- (i) Call to order by the County Chairman.
- (ii) Report of the Credentials Committee.
- (iii) Report of the Bylaws Committee.
- (iv) Report of the Platform Committee.
- (v) Report of the Resolutions Committee.
- (vi) Report of the Nominating Committee.

(vii) Elections of Delegates and Alternates to the State Convention.

(viii) Election of Delegate or Alternate to the Republican National Convention (in presidential election years only).

(ix) Other Business.

(x) Adjournment.

(b) The County Chairman, at his discretion, may change the order of business prior to convening the Convention. After the Convention is convened, the order of business may be changed by a majority vote of the Delegates.

(c) Platforms, Resolutions, and State Bylaws adopted at the County Convention shall be submitted to the Executive Director of the State Party no later than thirty (30) days prior to the State Convention. Failure to submit the adopted Platforms, Resolutions, and State Bylaws by this deadline may result in those not being considered by the State Convention Committees.

## 7. CONDUCT OF COUNTY CONVENTION

(a) Presiding Officer. The County Chairman properly elected at the prior March meeting of the County Central Committee, or his successor, or his designee, shall serve as Chairman of the County Convention. If two (2) consecutive tie votes on a question occur, the County Chairman, at his discretion, shall either vote to break the tie or decide the vote by casting lots, whether or not he is a Delegate to the County Convention. (b) Quorum. Those Delegates attending a properly called County Convention shall constitute a quorum.

(c) Proxy Votes. Vote by proxy shall not be allowed at a County Convention.

(d) Unit Rule. The unit rule method of voting shall not be adopted by any County Convention.

## 8. SELECTION OF DELEGATES AND ALTERNATES TO STATE AND NATIONAL CONVENTIONS

(a) The County Chairman, State Committeeman and State Committeewoman are automatically Delegates to the State Convention.

(b) All registered Republicans as of the date of the call for the County Convention shall be considered in their nomination and election as Delegates or Alternates to State Convention and as Delegates or Alternates to the National Convention in any year in which the National Convention will be called.

(c) Voting shall be by secret ballot only when there are nominees in excess of the minimum, thereby creating a contest.

(d) The priority in which Alternates shall replace Delegates at State Convention shall be determined by total votes received, or in the event of a tie, the casting of lots.

(e) In the event of a tie for Delegate or Alternate to the National Convention, the winner will be decided by the casting of lots.

## 9. ROLL CALL VOTES

- (a) A roll call vote (“Ayes” and “Nays”) or a secret ballot vote upon any question presented at the County Convention may be ordered by the County Chairman or can be compelled by a majority vote of the Delegates.
- (b) A request for a standing vote, roll call vote, or a secret ballot vote must be sought before the question is first put for vote. The preceding in no way interferes with the right of a Delegate to request a standing vote on questions presented to the County Convention.

## ARTICLE VI RATIFICATION AND AMENDMENTS

### 1. RATIFICATION

- (a) These Bylaws, upon adoption by a majority vote of the Delegates to the County Convention, shall repeal and replace all Bylaws that precede them and shall be binding upon adjournment of the Convention at which they are adopted.

### 2. AMENDMENTS

- (a) These Bylaws may be repealed or amended only by a majority vote of the Delegates to a County Convention of the Albany County Republican Party.
- (b) Amendments to these Bylaws shall become effective upon adjournment of the County Convention at which the amendments were approved.
- (c) The adoption of these Bylaws and all amendments to these Bylaws shall be certified by the County Chairman and County Secretary.

Duly certified as amended and adopted by a majority vote of the Delegates at the County Convention of the Albany County Republican Party held March 2, 2024.



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Albany County Republican Party Chairman



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Albany County Republican Party Secretary

## NOTES