



The Polk County Republican Central Committee

BYLAWS

Article I. NAME

The name of this organization shall be “The Polk County Republican Central Committee” hereinafter referred to as Central Committee.

Article II. CENTRAL COMMITTEE MEMBERS

Section 1. Membership. A member of the Central Committee (hereafter referred to a Central Committee member) must be a registered Republican throughout his/her term of office. Each voting precinct will be represented by a maximum of two (2) persons on Central Committee, as specified by the Code of Iowa. These two (2) persons will be elected at their precinct caucus, or otherwise provided by law.

Section 2. Role. As a Republican leader, the Central Committee is the foundation for the Central Committee organization, as he/she fulfills the roles of Precinct Committee Person for his/her designated precinct. The Central Committee members’ primary focus is to work to win elections and to organize and lead the precinct caucus. He/She will work diligently to elect Republicans and is responsible for building and maintaining a strong Republican Party organization in his/her precinct.

Section 3. Duties. Shall strive to:

- a. Attend two-thirds or more of the regular and specially-called meetings .
- b. Be the catalyst in his/her precinct for County Party’s activities, including fundraising.
- c. Raise awareness of the Party and Republican candidates at various events throughout the year. Examples include, but are not limited to: parades, festivals, etc.
- d. Assist campaigns for local, state, and national Republican candidates. Examples include,

but are not limited to: stuffing campaign literature packets, dropping off campaign literature in various precincts, writing postcards, door knocking, making phone calls, and/or finding yard-sign locations.

- e. Assist in registering Republican voters in his/her precinct.
- f. Assist with Get-Out-The-Vote (GOTV) efforts and other canvassing efforts in his/her precinct and Polk County.
- g. Assist in the recruitment of poll watchers.
- h. Support the precinct caucuses – Be available to act as Temporary Chair/Chair of the caucus or help recruit one, help execute caucus night, encourage caucus participation from registered voters in his/her precinct, and assist the County party in finding a suitable location when requested.
- i. Be available to be a delegate for the County, District, and State Conventions.

Section 4. Term. The regular term of a Central Committee member shall begin at the next Central Committee meeting following the precinct caucuses. If filling a vacancy mid-term, the term will begin after being approved by the Central Committee. Central Committee members' terms continue until the next precinct caucus.

Section 5. Removal. A member of the Central Committee can be removed from membership by the Chair with the approval of the Central Committee members present at the next meeting, with or without recommendation of the Executive Committee, for failure to strive to attend two-thirds or more Central Committee meetings; for inattention to duty; for incompetence, or for failure to support the candidates nominated by the Republican Party. The Chair may act to remove a Central Committee member, with the approval of the Central Committee whenever there is somebody in the precinct, who will actively fill his/her position. The Central Committee member shall receive written notification of their proposed removal at least seven (7) days prior to the next Central Committee meeting, and must be allowed to address the central committee prior to removal. Removal must be affirmed by a 60% vote of the Central Committee members present at the meeting.

Article III. OFFICERS AND DUTIES

Section 1. Officers. Officers of the Central Committee shall be a Chair, Co-Chair, Secretary, Treasurer, and other officers as may be deemed necessary by the Central Committee.

- a. Chair – Upon election by the Central Committee, the Chair is empowered to preside at meetings of the Polk County Central Committee and serve as its spokesperson; provide the leadership and direction necessary for the fulfillment of the roles and duties of the

Central Committee, subject to the provisions of these Bylaws; appoint a Legal Counsel; present an annual budget for approval to the Central Committee, no later than April 30 of each year; establish committees as necessary and nominate committee chairs; nominate committee members; and may sit on any or all committees as an observer and will be considered an ex officio, non-voting member of the committee, unless approved as a voting member by the Central Committee.

- b. Co-Chair – shall assist the Chair in the fulfillment of his/her duties; act as Chair when the Chair is absent, deceased, or when the Chair turns over temporary control of a meeting to the Co-Chair; and may sit on any or all committees as an observer and will be considered an ex officio, non-voting member of the committee, unless approved as a voting member by the Central Committee.
- c. Secretary – shall keep minutes of all meetings of the Central Committee and of the Executive Committee, file them as a permanent record, and present these minutes for review to the Central Committee by the next regularly scheduled meeting.
- d. Treasurer – shall maintain all financial records of the Central Committee and prepare and file records required by Federal and State law; shall make all deposits of funds received and make payments approved by the Executive Committee or Central Committee; and shall sit on the Finance Committee.

Section 2. Organization. The Central Committee shall organize immediately following each caucus, but no later than the following March 31st. The Central Committee shall choose from its membership or otherwise Chair, Co-Chair, Treasurer, and Secretary after each general election, but no later than the following March 31st.

Section 3. Duties. Duties of the officers shall be such as implied by their respective titles with such additional duties as may be determined by the Executive Committee.

Article IV. EXECUTIVE COMMITTEE

Section 1. Membership. The Executive Committee shall be composed of the elected officers of the Central Committee, the heads of all Standing Committees, and other appointed individuals with abilities to promote the work of the County Central Committee, not less than fifteen (15) and not more than thirty (30) Republicans who may or may not be members of the Central Committee, provided that a majority of the Executive Committee shall be members of the Central Committee.

Section 2. Appointment. Members of the Executive Committee shall be appointed at any time by the Chair and Co-Chair, subject to the approval of the Central Committee; alternatively, a Central Committee member who receives signatures of support from twenty other Central Committee

members will also be nominated to be seated, subject to the approval of the Central Committee.

Section 3. Duties. Strive to attend 66% or more of the regular and specially-called Executive Committee meetings, with exception due to illness or other issues, when notification of absence is received by the Central Committee Co-Chair prior to the meeting. In the interim of Central Committee meetings, the Executive Committee shall have authority to speak and act on behalf of the Central Committee on time-sensitive matters affecting it. All other matters will be presented at the next Central Committee meeting for discussion and/or voting.

Section 4. Removal from Executive Committee. A member of the Executive Committee may be removed from membership by the Central Committee Chair with the approval of the Central Committee. An Executive Committee member may be removed for failure to attend 66% of Executive Committee meetings, for an inattention to duty, for incompetence, or for failure to support the Republican candidates who win their primary election. The Executive Committee member shall receive written notification of their proposed removal at least seven (7) days prior to the next Central Committee meeting, and must be allowed to address the central committee prior to their removal. Removal must be affirmed by a 60% vote of the present Central Committee members.

Article V. VACANCIES

Section 1. Central Committee. A vacancy may be filled by nomination from the Chair and confirmation of the Central Committee, or in the interim, by the Executive Committee, subject to the approval of the Central Committee.

Section 2. Chair and/or Co-Chair. When a vacancy occurs in the office of County Chair, and/or Co-Chair, the Central Committee shall be notified at least ten (10) days in advance of the meeting to fill said vacancy. The call to said meeting shall include notice of the proposed action.

Article VI. COMMITTEES

Section 1. Standing Committees. There shall be such Standing Committees as the Chair and/or Executive Committee may deem necessary. Examples may include but are not limited to: Caucus, Community Outreach, Elections, Finance, Fundraising, Rules, Social Media, Technology, and Volunteer.

Section 2. Standing Committee Chairs. The Chairs of said Standing Committees shall be chosen by the Chair from the Central Committee membership and/or from the Executive Committee and then approved by simple majority vote of the Central Committee members present at the next scheduled meeting.

Section 3. Standing Committee Membership. The Chair and the Standing Committee Chair may both nominate members to the Standing Committee. These membership candidates shall become

committee members upon simple majority vote of the Central Committee.

Section 4. Special Committees. Special Committees may be appointed by the Chair when deemed necessary for special activities, not necessarily of a permanent nature. Special Committee Chairs and Special Committee members will be appointed by the Chair or by the Executive Committee, and they may be members of the Central Committee or Executive Committee.

Section 5. Duties of Standing Committee and Special Committee Chairs. The Central Committee and the Executive Committee shall prescribe all the Committee Chair duties, including the making of regular reports to the Chair, to the Central Committee, and to the Executive Committee, as requested.

Article VII. MEETINGS

Section 1. Central Committee. The Central Committee shall meet on call of the Chair, Co-Chair or forty (40) of the duly elected members of the Central Committee, and there shall be not less than four (4) meetings per year. Quorum of the Central Committee shall be set at forty (40) duly elected members of the Central Committee.

Section 2. Executive Committee. The Executive Committee shall meet on call of the Chair or Co-Chair as frequently as proper administration requires, or thirty percent (30%) of the Executive Committee Members.

Article VIII. AUXILIARIES

Section 1. Authorization. The Central Committee may recognize official auxiliaries as authorized by the County Party Constitution.

Section 2. Purpose. Auxiliaries must subscribe to the objectives, platforms, and principles of the Republican Party. Their affiliation with the Central Committee shall be encouraged, provided that their activities shall be coordinated with authorized Party activities and approved by the Central Committee.

Section 3. Duties. Said Auxiliaries shall retain their autonomous identities and carry on their programs and activities when consistent with Section 2 of this Article.

Section 4. Representations on the Central Committee. A representative of any recognized auxiliary, duly appointed by said Auxiliary, may be an advisory member, without vote, of the Central Committee.

Article IX. CONTRACTS AND AGREEMENTS, LOANS, DEBTS

Section 1. The Central Committee may authorize the Chair to enter into any contract to execute and deliver any instrument on behalf of the Central Committee. Any budget passed by the Central Committee gives the Chair authority to act consistent with such budget.

Section 2. Only the Central committee may authorize a contractual obligation or enter into any agreement that creates any financial liability that is more than 90-days past the Chair's term in office as described in Article III, Section 2 of the Bylaws.

Section 3. Debts and Bills. For debts and bills not authorized by the Central Committee, it is the obligation of the Chair, Co-chair, and other remembers of the Executive Committee, before the end of the Chair's term, to order repayment from the person who spent said unauthorized funds.

Article X. AMENDMENTS

These Bylaws may be amended by a two-thirds (2/3) vote of the Central Committee members present at any duly authorized meeting, provided that notice of a proposal to amend will have been given in the call (announcement) to such meeting and the call of such meeting must be sent at least seven (7) calendar days prior to the meeting, and such call shall also include the date, time, place, and the text of the proposed amendments. A proposal to amend must have the recommendation of the Executive Committee, or upon recommendation of ten (10) members of the Central Committee presented to the Chair of the Central Committee at least three (3) calendar days prior to the issuance of the call to the meeting at which the amendment(s) are to be considered.

Article XI. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the Polk County Republican Central Committee at all meetings of the Central Committee and sub-bodies of the Central Committee where they are not inconsistent with these Bylaws and any special rules of order the Republican Party of Polk County may adopt.

Article XII. COUNTY CONVENTION

At the County Convention the delegates from each precinct shall meet as a house district to elect Delegates and Alternate Delegates to the District Convention and State Convention. The number of Delegates and Alternates elected from each house district shall be designated in the call of the County Convention. Said number shall be based on the Republican vote for Governor or President in the previous election. The County Convention may also elect an At-Large slate of Delegates to the District Caucus and State Convention. Said At-Large slate shall be proposed by the Republican Party of Polk County Chair with the approval of Polk County Central Committee and included in the call of the County Convention. The proposed At-Large slate is subject to amendment by and requires the approval of a majority of the Delegates attending the County

Convention and becomes final with the adoption of the Polk County Convention Rules. At Large Delegates shall not be eligible to be elected by their precinct to the County Convention, but may participate in the election of Delegates from their precinct. The At-Large slate shall only consist of:

- 1) The County Chair, Co-Chair, Treasurer, and Secretary
- 2) Elected statewide Republican officeholders who are registered to vote in Polk County
- 3) Elected Republican members of the United States House of Representatives and the United States Senate who are registered to vote in Polk County
- 4) Elected Republican members of the Iowa General Assembly who are registered to vote in Polk County
- 5) Elected Republican Polk County officeholders
- 6) National Committee Members and State Central Committee members who are registered to vote in Polk County
- 7) Anyone elected to serve on the Rules, Credentials, Platform, or Permanent Organization committees to the 3rd District Caucus shall automatically be slated as an At Large Delegate to the 3rd District Caucus and State Conventions according to the rules for At Large Delegates.

The At-Large slate need not include all of the six (6) categories. However, if a category is included in At-Large slate, it shall not exclude any individuals within that category.

It is presumed that all officials on the At-Large slate of Delegates meet the necessary eligibility requirements to be a Republican Party of Polk County Delegate to the District Caucus and State Convention and all are subject to challenge and verification.

The Republican Party of Polk County shall elect only Delegates from the county convention to serve on each of the following committees at the 3rd District Caucus: Rules, Credentials, Platform, and Permanent Organization. No one person can serve on more than one 3rd District Caucus committee.

Should the number of Delegates to the District Caucus and State Convention who were elected from the precincts, elected to a Standing Committee, and the At-Large slate be less than the total number of Polk County Delegate slots allowed to the District Caucus and State Convention, then Alternates shall be selected in the following manner to become Delegates:

- 1) Randomly selected from the list of Alternates elected in the precincts to the District Caucus and State Convention,
- 2) Randomly selected from the seated Delegates to the Polk County Convention who were not otherwise elected to the District Caucus and State Convention,
- 3) Randomly selected from the Alternate Delegates to the Polk County Convention.

The selection of Alternate Delegates shall be publicly conducted and occur no later than one (1) week after the County Convention in a manner, and at a time and place announced at the County Convention by the County Chair.

Polk County Republican Party shall not certify any list of Delegates to the District Caucus and State convention until proper determination of eligibility of all persons to hold such position is made. No person shall be denied eligibility due to determination of inability to pay any requisite fee. All requests for fee waiver must be received by the Chair no later than fourteen (14) calendar days prior to the District Caucus, all requests for waiver must be in writing stating the inability to pay and state all other factors to be considered in making the determination. All personal identifying information shall be redacted by the Chair and forwarded to the Credentials Committee to be voted upon. All waiver requests shall be anonymous to the members of the Credentials Committee at all times.

Effective Date:

These Bylaws were adopted and became effective at a meeting of the Polk County Central Committee on June 14, 1974. These Bylaws were filed with the County and State Commissioners on the 14th day of June, 1974.

The Polk County Central Committee amended these Bylaws on November 18, 2003.

The amended Bylaws were filed with the County Commissioner of elections on January 2, 2004. The Polk County Central Committee amended these Bylaws on April 4, 2012.

The amended Bylaws were filed with the County Commissioner of Elections on February 25, 2013. The Polk County Central Committee amended these Bylaws on January 26, 2016.

The Polk County Republican Central Committee amended these Bylaws on September 28, 2021.

The Polk County Republican Central Committee amended these Bylaws on March 11, 2025.

The Polk County Republican Central Committee amended these Bylaws on December 9, 2025.