

SPOKANE **GOP**

SPOKANE COUNTY REPUBLICAN CENTRAL COMMITTEE

Official Policy and Procedure Manual

Spokane County Republican Central Committee (Spokane GOP)
PO BOX 3621
Spokane, WA 99220
509-838-6162

DOCUMENT RANKING

This policy and procedure manual sits below the Bylaws of the SCRCC Organization. The SCRCC Bylaws will outweigh or out rank any contradiction between this policy and procedure manual document and the SCRCC Bylaws

- *Ranking of Documents*
 - *SCRCC BYLAWS*
 - *SCRCC POLICY AND PROCEDURE*
 - *ROBERT'S RULES OF ORDER*

ADOPTED OR AMENDED

14.2 Policies and Procedures may be adopted or amended by a two-thirds (2/3) vote of the Executive Board. The Central Committee may set aside a policy with a simple majority vote of the Central Committee.

VERY IMPORTANT

Only Approved Policies by 2/3 vote of the Executive Board may be placed in this document.

EXECUTIVE BOARD

Who is the Executive Board?

5.1 Membership on the Executive Board shall consist of the following:

5.1.1 Elected Officers and District Leaders of the Central Committee.

5.1.2 Appointed Officers of the Central Committee (non-voting).

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POLICY DOCUMENTATION EXAMPLES

EXAMPLE OF HOW A POLICY AND PROCEDURE IS TO BE DOCUMENTED

Policy and Procedure Name:

SPOKANE GOP EMAIL POLICY

Policy and Procedure Text or Motion:

Emails will clearly identify who they are being sent by and the position in which that person holds with the Spokane GOP.

Policy and Procedure Date and Approved By:

This policy was adopted by the SCRCC Board of Directors on 12/3/20XX– the motion for this policy and/or procedure can be found in the minutes.

EXAMPLE of how an adopted policy will be documented in this manual.

SPOKANE GOP EMAIL POLICY

Emails will clearly identify who they are being sent by and the position in which that person holds with the Spokane GOP.

This policy was adopted by the SCRCC Board of Directors on 12/3/20XX– the motion for this policy and/or procedure can be found in the minutes.

EXAMPLE of how a removed policy will be documented in this manual.

~~**SPOKANE GOP EMAIL POLICY**~~

~~Emails will clearly identify who they are being sent by and the position in which that person holds with the Spokane GOP.~~

~~This policy was adopted by the SCRCC Board of Directors on 12/3/20XX– the motion for this policy and/or procedure can be found in the minutes.~~

This policy was removed by the SCRCC Board of Directors on 12/4/20XX– the motion for this policy and/or procedure can be found in the minutes.

SCRCC BY-LAWS REFERENCES TO Policies and Procedure

Procedure

An established or official way of doing something.

Policy

A course or principle of action adopted or proposed by the board. This action is often documented as a guardrail.

*4.4.7 When not specifically addressed in these Bylaws, voting at a Central Committee meeting may be by voice, a show of hands, standing, voting card, or by secret ballot to be determined by the Chair, in accordance with **Policies and Procedures**, and with a simple majority required to prevail of those voting.*

5.2 Purpose and Objective

*5.2.1 The Executive Board shall be the Board of Directors of the Central Committee with the purpose and objective of **establishing the policies and procedures for conducting the affairs** of the Central Committee. This shall include:*

*5.2.1.1 Implementing the **policies** and directions of the Central Committee.*

5.2.1.2 Developing and implementing the policies of the Executive Board through direction to the officers.

5.2.1.3 Accounting for funds, establishing budgets and priorities for the Central Committee.

5.2.1.4 Carrying out the purpose and objectives for the Central Committee and the Republican Party in Spokane County.

5.2.1.5 Monitoring and acting on issues that are important to the Central Committee and the Republican Party.

*5.4 The Executive Board should have monthly meetings and **shall adopt its own procedural rules and standing policies, provided such approved rules or policies are not in conflict** with these Bylaws.*

5.4.1 In the event that both the Chair and Vice Chair are absent from a meeting, the members present shall elect a Temporary Chair from among its members for the meeting.

5.4.2 Emergency Meetings. The Chair, or a majority of the Executive Board members by petition in writing to the Chair, may call an emergency meeting of the Executive Board upon 24-hour notice to the Executive Board members. Said petition shall state the purpose of the emergency meeting. The call shall be issued in accordance with the Policies and Procedures of the SCRCC.

*10.9 **Policies and Procedures** Committee – The County Chair shall appoint a Policies and Procedures Committee Chair*

*14.2 **Policies and Procedures may be adopted or amended** by a two-thirds (2/3) vote of the Executive Board. The Central Committee may set aside a policy with a simple majority vote of the Central Committee.*

Who is the Executive Board?

5.1 Membership on the Executive Board shall consist of the following:

5.1.1 Elected Officers and District Leaders of the Central Committee.

5.1.2 Appointed Officers of the Central Committee (non-voting).

ORGANIZATION DETAILS (UBI AND EIN)

Spokane County Republican Central Committee shall be referred to as the SCRCC¹ throughout this document and is the official title of the Spokane County GOP², affiliated with the Washington State Republican Party (WSRP) and the Republican National Committee (RNC).

The SCRCC is an active, Washington State registered perpetual nonprofit corporation with UBI Number 602 92 6803. The registration was filed on May 22, 2009 and must be renewed by May 31 each year. Title 24 RCW, CORPORATIONS AND ASSOCIATIONS (NONPROFIT) governs the Spokane County Republican Central Committee as a nonprofit corporation.

The SCRCC is registered with the US Internal Revenue Service as an Internal Revenue Code 527 organization (26 U.S. Code § 527 - Political organizations) under Tax ID/Employer Identification Number (EIN) 91-0558320.

Approved as Policy and noted in the minutes of the SCRCC Executive Board Meeting on 11 July 2017

¹ SCRCC Bylaws Article 1.1

² SCRCC Bylaws Article 2.2

FINANCIAL POLICIES AND PROCEDURES

FIDUCIARY RESPONSIBILITY ³

A fiduciary is responsible for managing the assets of another person, or of a group of people. Asset managers, bankers, accountants, executors, board members, and corporate officers can all be considered fiduciaries when entrusted in good faith with the responsibility of managing another party's assets.

Members of the Executive Board of the SCRCC act as fiduciaries for the assets of the Central Committee.⁴ Upon their election to the Executive Board⁵, members become fiduciaries with powers to act on behalf of the Central Committee. As fiduciaries, members are held to a higher standard of conduct and have two primary duties: (i) duty of care, and (ii) duty of loyalty.

Fiduciary negligence occurs when a fiduciary fails to act on breaches of fiduciary duty when his or her actions could have prevented an infraction.

It is the responsibility of each member ⁶ of the Executive Board to familiarize themselves with the Bylaws and State Law, especially Title 24 (<https://apps.leg.wa.gov/rcw/default.aspx?Cite=24>) of the Revised Code of Washington, to ascertain what, if any, liability they may incur by acting as a member of the Executive Board of the SCRCC.

It is our sincere desire that we provide a standard that provides uniformity and protection for you, the members of the SCRCC Executive Board.

Approved as Policy and noted in the minutes of the SCRCC Executive Board Meeting on 11 July 2017

³ SCRCC Bylaws Article 5.2.1.3

⁴ SCRCC Bylaws Article 1.1

⁵ SCRCC Bylaws Article 5.2.1

⁶ SCRCC Bylaws Article 5.2.1

TITLE 24 LINK 24 (<https://apps.leg.wa.gov/rcw/default.aspx?Cite=24>)

ACCOUNTING/BOOKKEEPING

The SCRCC shall provide appropriate tools, including but not limited to software and printable checks that enable the Treasurer to produce financial statements for the Executive Board of the SCRCC quarterly and at the end of each fiscal year. Quarterly and yearly financial statements shall include a balance sheet, cash flow statement and income statement. Detailed statements of budget line items, General Ledger, income and expenditure shall be available on request by any Exec Board Member

WRITE ACCESS CONTROL. The SCRCC accounting database is confidential information and must be handled with the highest standard of care. Write Access to the database shall be limited to the Chair, Treasurer, and Budget Chair who shall serve as its administrators. The administrators may grant access to any professional, including but not limited to Accountant, CPA, PDC filer or any other professional hired by the SCRCC to aid in the maintenance of the SCRCC accounting system.

Approved as Policy and noted in the minutes of the SCRCC Executive Board Meeting on 11 July 2017

DIRECTORS AND OFFICERS INSURANCE

NO POLICY CURRENTLY SET

INCOME AND EXPENDITURES⁷

This policy describes the responsibilities and guidelines for approval and processing of expenditures incurred and payments disbursed on behalf of the SCRCC.

Accounts payable are invoices for goods and services rendered to the SCRCC for payment. The term invoice refers to an original vendor prepared bill submitted for payment. A statement may not be substituted for an invoice. At minimum, original invoices/receipts must provide the following information:

- Vendor Name
- Vendor Address
- Vendor Contact Information
- Remittance Address
- Invoice Date
- Unique Invoice Number (uniquely numbered, no duplicates)
- Itemization of Goods/Services provided

By paying invoices in a timely and accurate manner, the SCRCC maintains good relationships with the business community. The accounts payable process ensures that expenditures by the SCRCC are for the intended purposes as proposed in the budget, that sufficient funds are available to pay the invoice, and that payments are accurately posted to the general ledger.

All checks/withdrawals of funds from accounts owned by the SCRCC must have the signature of two [2] authorized persons who are members of the Executive Board of the SCRCC. Authorized persons may include, but not be limited to the Chair, Budget Chair and Treasurer.

VENDORS are responsible for submitting invoices to the Treasurer of the SCRCC along with any supporting documentation in a timely and accurate manner.

Approved as Policy and noted in the minutes of the SCRCC Executive Board Meeting on 11 July 2017

⁷ SCRCC Bylaws Article 6.7.3

THE TREASURER

THE TREASURER of the SCRCC is responsible for

- receiving invoices,
- receiving requests for reimbursement ⁸
- reviewing invoices and requests for reimbursement for compliance with budget and Board approval,
- processing invoices for payment,
- disbursement of funds/payment to vendors,
- documentation.
- Issuance of receipts for monies received ⁹

Invoices and payments due which fulfill a previously signed contract, approved by the Board, shall be paid in a timely manner and do not require additional approval by the Board. Those payments should be reported at the next board meeting to advise that the money has been expended.

The Treasurer shall present a detailed list of paid invoices, and invoices to be paid at the regularly scheduled monthly meeting of the Board along with the balance of funds available.¹⁰

REVIEW AND APPROVAL

THE EXECUTIVE BOARD OF THE SCRCC is responsible for reviewing accounts payable, authorizing payment requests, and/or approving sundry expense that may arise at its regular monthly meeting.¹¹ No payment shall be made, no funds shall be committed and no contract entered unless authorized by the Executive Board as outlined below. The Budget Chair and Treasurer should verify that funds are available before presenting the request to the Board or incurring the expense.

CONTRACTS

When it is necessary to enter into a contract, and after approval by the board, the SCRCC Chair acting in the capacity of SCRCC Chief Executive Officer (CEO)¹² shall sign the contract. If the Chair is not available to sign the contract the Chair may authorize in writing (e.g., via email or text) the Vice Chair or, in the Vice Chair's absence, a person of the Chair's choice to sign the contract on behalf of the Chair. If the Chair is not available to either sign the contract or provide an authorization, the Vice Chair may sign the contract or provide the authorization. Contracts shall be made available to the Executive Board for review at least seven days in advance of the monthly SCRCC Board meeting where the contract shall be presented for the Board's approval.

Approved as Policy and noted in the minutes of the SCRCC Executive Board Meeting on 11 July 2017

⁸ REQUEST FOR PAYMENT/REIMBURSEMENT Form

⁹ SCRCC Bylaws Article 6.7.1

¹⁰ SCRCC Bylaws Article 6.7.3

¹¹ SCRCC Bylaws Article 5.2.1.3

¹² SCRCC Bylaws Article 6.3.1

DISPUTES

Sometimes disputes between a vendor and the SCRCC occur concerning the purchase of goods and services. When a dispute occurs, the SCRCC Chair acting in the capacity of SCRCC CEO¹³, with the aid and advice of any person who may have knowledge of the disagreement, shall conduct any necessary negotiations. The Treasurer shall document all actions to resolve the dispute on the invoice or supporting documentation. Original expenditure documents shall be maintained on file for seven years. At the end of the retention period these documents shall be destroyed by shredding.¹⁴

EMERGENCY

In the event of an emergency that requires an immediate expenditure or contract signing, authorization must be obtained from the SCRCC Chair and Budget Chair plus one additional board member. If the SCRCC Chair is not available, authorization must be obtained from the Vice Chair and Budget Chair. If the Budget Chair is not available then the authorization must be obtained from the SCRCC Chair and Vice Chair.

An “emergency” is an unforeseen development that requires action before the regularly scheduled monthly meeting. Any expenditure authorized or contracts signed under the emergency powers granted by this section must be presented to the Executive Board for ratification at the next regularly scheduled Executive Board meeting. The Exec Board shall be notified by electronic transmission of any emergency within 5 days of the occurrence of the emergency.

EXPENSE/SUNDRY REIMBURSEMENT

It is not the intent of this policy to control the business of the SCRCC by dictating such restrictions as may impede progress on any event or function. Expenditures including but not limited to office supplies, parade candy, decorations for events, etc., may require that persons involved spend their own money and time in order to realize success. In those cases, a “Request for Reimbursement” form (Exhibit 1) should be submitted to the Treasurer, who shall in turn submit the request to the Board. Requests for reimbursement must have all invoices/receipts attached to the “Request for Reimbursement” form. (See Exhibit 1)

Approved as Policy and noted in the minutes of the SCRCC Executive Board Meeting on 11 July 2017

¹³ SCRCC Bylaws Article 6.3.1

¹⁴ SCRCC Bylaws Article 12.4

REIMBURSEMENT OF OFFICER TRAVEL EXPENSES ¹⁵

It is the policy of the SCRCC that no reimbursement of travel expense is available.

FINANCE ¹⁶

The Finance Committee is the fundraising arm of the party. It is responsible for developing, planning, and carrying out the fundraising activities of the Central Committee. As a minimum, the Finance Committee Chair, Budget Committee Chair, Treasurer and the SCRCC Chair shall serve on this committee.

BUDGET ¹⁷

The Budget Committee shall create a flexible master budget and present it to the Executive Board of the SCRCC for approval. This budget shall cover two consecutive one-year periods, each beginning January 1 and ending December 31.

The budget shall include a minimum year-end cash reserve that ensures the Executive Board's ability to operate in the new budget year pending receipt of new budget year revenues.

Ongoing evaluations are necessary and give the Executive Board more latitude in making adjustments as needed. The Budget Committee conducts a periodic budget revision process to trim excess spending, re-allocate revenues and make allowances for unexpected or uncommon expenses. Budget revisions shall be presented to the Executive Board during a regularly scheduled board meeting and prior to being implemented.

The Budget Chair shall ensure that a monthly report is delivered to the Executive Board showing Revenues and Expenditures compared to the proposed Budget for these items by month and year to date and explanation for significant variances from the expected budget forecast.

Whenever an Executive Board member identifies a need for an expense, or an Events committee (such as Lincoln Day, County Fair, GOTV) determines a need for funding which is not included in the current budget, the requestor must submit the request with justification for incurring the expense, referencing the applicable budget line item and anticipated sources of funding, to the Budget Chair who shall present it to the Executive Board for approval. No funds may be committed or spent until the Executive Board has approved the funding and spending plan. The Board's approval of the requested spending plan shall include authorization for spending up to the amount of funds made available.

Approved as Policy and noted in the minutes of the SCRCC Executive Board Meeting on 11 July 2017

¹⁵ SCRCC Bylaws Article 12.3

¹⁶ SCRCC Bylaws Article 10.2

¹⁷ Bylaws Articles 5.2.1.3 & 10.1

AUDIT ¹⁸

The books and financial records of the SCRCC shall be examined in detail by a 3 (three) to 5 (five) member committee, including knowledgeable person(s) outside the Central Committee, appointed by the SCRCC Chair.

This committee must include at least one person who is not a member of the SCRCC or the exec board.

As a minimum, this examination shall occur in approximately the last month of the term of service of the outgoing Board.

The intent of this examination is to provide both the outgoing and the incoming Board an assurance that the financial records of the SCRCC provide an accurate and correct record of the financial accounts of the SCRCC during the term being completed.

The Treasurer shall not be a member of this committee but shall participate as a technical assistant to produce/make available all SCRCC financial records, help identify and locate items the committee wants to examine, explain the functions of the office of Treasurer and the procedures used to record the financial transactions, and the reporting requirements of the SCRCC/Executive Board.

The results of this examination along with any recommendations of the committee shall be reported to the Executive Board at the board meeting immediately following the examination.

CONFLICT OF INTEREST ¹⁹

A conflict of interest or the appearance of conflict of interest occurs when an Executive Board Member or any member of any standing or special committee seeks to conduct or authorize any business with any entity in which he/she or any committee or sub-committee member holds any direct or indirect interest. If such a conflict should arise, the Board or committee member so involved shall immediately disclose that conflict to the Executive Board. The Board shall not authorize such business without first carefully examining the proposed agreement, how the Board or committee member would profit from the agreement and whether the agreement is in the best interest of the SCRCC. The Board must then unanimously approve any such business arrangement in advance.

Approved as Policy and noted in the minutes of the SCRCC Executive Board Meeting on 11 July 2017

¹⁸ SCRCC Bylaws Article 12.1

¹⁹ SCRCC Bylaws Article 5.8

PUBLIC DISCLOSURE COMMISSION (PDC) REPORTING

The Treasurer is responsible for required reporting to the PDC based on PDC timetables and requirements.

The SCRCC Treasurer, Finance Committee, and the Executive Board shall share the responsibility of ensuring that reports are accurate, complete, and timely filed. (See www.pdc.wa.gov for complete discussion of PDC requirements.)²⁰

INTERNAL REVENUE SERVICE

The SCRCC is a federal tax-exempt US Code Section 527 “Qualified State or Local Political Organization” (QSLPO). To maintain Federal Tax-Exempt status the SCRCC must be involved only in state and local elections and issues, and may not contribute to or accept donations from Federal Candidates or Organizations.

The major criteria for QSLPOs is that the organization is required under a state law to report to a state agency, and that the organization does so.

The SCRCC is NOT required to file reports with the IRS unless there is taxable income, including but not limited to dividends, interest, rental income, royalties, capital gains, or any other form of taxable income. The SCRCC is required to file IRS Form 1120-POL if any revenues qualify as taxable income.²¹ (See Exhibit 2, “Income” section, lines 1-8)

FEDERAL ELECTIONS COMMISSION (FEC)²²

Any SCRCC activity in connection with an election in which a candidate for Federal office appears on the ballot is subject to the Code of Federal Regulations.

Prior to the beginning of a federal election cycle the SCRCC Executive Board must determine FEC reporting requirements.

Since FEA contribution limits are allocated by the FEC to State Parties, the SCRCC must coordinate all Federal Elections Activities with WSRP.

Approved as Policy and noted in the minutes of the SCRCC Executive Board Meeting on 11 July 2017

²⁰ SCRCC Bylaws Article Bylaws Articles 5.2.1.3 and 6.7.4

²¹ 1120-POL US Income Tax Return for Certain Political Organizations

²² http://www.fec.gov/ans/answers_party.shtml

MEETING POLICIES

ORGANIZATIONAL MEETING

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

RCW 29A.80.030 County central committee—Organization meetings. The county central committee of each major political party consists of the precinct committee officers of the party from the several voting precincts of the county. Following each state general election held in even-numbered years, this committee shall meet for the purpose of organization at an easily accessible location within the county, subsequent to the certification of precinct committee officers by the county auditor and no later than the second Saturday of the following January. **The authorized officers of the retiring committee shall cause notice of the time and place of the meeting to be mailed to each precinct committee officer at least seventy-two hours before the date of the meeting.**

At its organization meeting, the county central committee shall elect a chair and vice chair of opposite sexes.

[2003 c 111 § 2003; 1987 c 295 § 12; 1973 c 85 § 1; 1973 c 4 § 5; 1965 c 9 § 29.42.030. Prior: 1961 c 130 § 4; prior: 1943 c 178 § 1, part; 1939 c 48 § 1, part; 1927 c 200 § 1, part; 1925 ex.s. c 158 § 1, part; 1909 c 82 § 6, part; 1907 c 209 § 22, part; Rem. Supp. 1943 § 5198, part. Formerly RCW 29.42.030.]

EMERGENCY MEETING PETITION
DISTRICT LEADER SCRCC EMERGENCY MEETING

Date Submitted: _____

DISTRICT LEADER INITIATING THE PETITION NAME: _____

Sub District # _____ **Precinct Number #** _____

FROM SCRCC BYLAWS

5.4.2 Emergency Meetings. The Chair, or a majority of the Executive Board members by petition in writing to the Chair, may call an emergency meeting of the Executive Board upon 24-hour notice to the Executive Board members. Said petition shall state the purpose of the emergency meeting. The call shall be issued in accordance with the Policies and Procedures of the SCRCC.

Purpose: Said petition shall state the purpose of the emergency meeting.

PETITION SIGNER

Printed Name of District Leader

Sub District # _____ Precinct Number # _____

Signature

Date

PETITION SIGNER

Printed Name of District Leader

Sub District # _____ Precinct Number # _____

Signature

Date

PETITION SIGNER

Printed Name of District Leader

Sub District # _____ Precinct Number # _____

Signature

Date

Approved as Policy and noted in the minutes of the SCRCC Executive Board Meeting on 7 March 2023

PCO SUB-DISTRICT CAUCUS MEETING PETITION

PCO MEETING

Date Submitted: _____

PCO INITIATING THE PETITION NAME: _____

Sub District # _____ Precinct Number # _____

DISTRICT LEADER NAME: _____

FROM SCRCC BYLAWS

7.9 Sub-District Caucus (Meeting)

7.9.1 The District Leaders can call a meeting of their Sub-District Caucus whenever they believe there is an issue that affects their caucus or when requested by 30% or more of the qualified PCOs within the Sub-District.

7.9.2 In the event that the District Leader fails to call for a Caucus within seventy-two (72) hours after receiving the request by 30% or more of the qualified PCOs, the PCOs may petition the County Chair to enact the call. Notice and call for meetings shall be the same as outlined in article 4.3

4.3 Call and Notice of Meetings

4.3.1 All notices of such meetings shall be mailed to all voting members via U.S. mail or by electronic transmission, at least ten (10) days prior to the meeting. The agenda, date, time, and place for such meetings shall be specified in the notices.

4.3.2 In the event a meeting or venue for a meeting is cancelled due to circumstances beyond the control of the Executive Board, the Chair/Executive Board may make necessary arrangements to reschedule, even on short notice.

Purpose: Said petition shall state the purpose of the emergency meeting.

PETITION SIGNER

Printed Name of District Leader

Sub District # _____ Precinct Number # _____

Signature

Date

Approved as Policy and noted in the minutes of the SCRCC Executive Board Meeting on 7 March 2023

SPECIAL MEETING PETITION

SPECIAL MEETING

Date Submitted: _____

PERSON INITIATING THE PETITION NAME: _____

Sub District # _____ Precinct Number # _____

DISTRICT LEADER NAME: _____

FROM SCRCC BYLAWS

4.2 Special Meetings

- 4.2.1 A Special Meeting of the Central Committee, or applicable portion thereof, may be called by the Chair of the Central Committee at any time for the purpose of conducting any business of the Central Committee.
- 4.2.2 The Special Meeting shall be limited to consideration and action upon the items set forth in the call and notice of any such Special Meeting.
- 4.2.3 A Special Meeting may also be called upon receipt of a petition signed by a simple majority of the Executive Board or thirty percent (30%) of the PCOs. In such case, the call must be issued by the County Chair within seventy-two (72) hours of the receipt of such a petition requesting a Special Meeting and specifying the purpose for the Special Meeting. Upon the County Chair's failure to act within said seventy-two (72) hours, the County Vice Chair must act within seventy-two (72) hours thereafter in accordance herewith. In the event that both the Chair and the Vice Chair are unable or unwilling to so act, any three (3) voting Executive Board members shall make the call.

4.3 Call and Notice of Meetings

- 4.3.1 All notices of such meetings shall be mailed to all voting members via U.S. mail or by electronic transmission, at least ten (10) days prior to the meeting. The agenda, date, time, and place for such meetings shall be specified in the notices.
- 4.3.2 In the event a meeting or venue for a meeting is cancelled due to circumstances beyond the control of the Executive Board, the Chair/Executive Board may make necessary arrangements to reschedule, even on short notice.

Purpose: Said petition shall state the purpose of the emergency meeting.

PETITION SIGNER

Printed Name of District Leader

Sub District # _____ Precinct Number # _____

Signature

Date

Approved as Policy and noted in the minutes of the SCRCC Executive Board Meeting on 7 March 2023

ELECTION POLICIES AND PROCEDURES

CHAIR AND VICE CHAIR POLICIES AND PROCEDURES

Chair/CEO

Chair/CEO Monthly Executive Summary Report

Date Submitted:

Name:

Precinct #:

The following monthly update is critical to complete thoroughly and on time (Please turn it in to the SCRCC Dropbox 72 hours prior to the 1st Tuesday of the Month.

Page 1 – Executive Summary
All other Pages – Supporting Docs

Celebrations: What can we celebrate with you?

-
-
-
-
-
-

Numeric:

-
-
-
-
-
-

Status of Current Projects: What is the status of the projects you are working on?

-
-
-
-
-
-

Roadblocks w/ Possible Solution: Any Roadblocks hindering your ministry?

-
-
-

Family Update: How is your family doing? Any Special or Major events?

-
-
-

Supporting Documents (LESS IS MORE)

BEST PRACTICE NOT OFFICIALLY APPROVED

Vice Chair

Vice Chair Monthly Executive Summary Report

Name:

Date Submitted:

Precinct #:

The following monthly update is critical to complete thoroughly and on time (Please turn it in to the SCRCC Dropbox 72 hours prior to the 1st Tuesday of the Month.

Page 1 – Executive Summary
All other Pages – Supporting Docs

Celebrations: What can we celebrate with you?

-
-
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-
-
-
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Numeric:

-
-
-
-
-
-
-

Status of Current Projects: What is the status of the projects you are working on?

-
-
-
-
-
-
-

Roadblocks w/ Possible Solution: Any Road Blocks hindering you?

-
-
-
-
-
-
-

Family Update: How is your family doing? Any Special or Major events?

-
-
-
-
-

Supporting Documents (LESS IS MORE)

BEST PRACTICE NOT OFFICIALLY APPROVED

STATE COMMITTEE MAN/WOMAN POLICIES AND PROCEDURES

STATE COMMITTEEMAN

State Committeeman Monthly Executive Summary Report

Date Submitted:

Name:

Precinct #:

The following monthly update is critical to complete thoroughly and on time (Please turn it in to the SCRCC Dropbox 72 hours prior to the 1st Tuesday of the Month.

Page 1 – Executive Summary
All other Pages – Supporting Docs

Celebrations: What can we celebrate with you?

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-
-
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-

Numeric:

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-
-

Status of Current Projects: What is the status of the projects you are working on?

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Roadblocks w/ Possible Solution: Any Roadblocks hindering your ministry?

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-
-

Family Update: How is your family doing? Any Special or Major events?

-
-
-

Supporting Documents (LESS IS MORE)

BEST PRACTICE NOT OFFICIALLY APPROVED

STATE COMMITTEEWOMAN

State Committeewoman Monthly Executive Summary Report

Name:

Date Submitted:

Precinct #:

The following monthly update is critical to complete thoroughly and on time (Please turn it in to the SCRCC Dropbox 72 hours prior to the 1st Tuesday of the Month.

Page 1 – Executive Summary
All other Pages – Supporting Docs

Celebrations: What can we celebrate with you?

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Numeric:

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Status of Current Projects: What is the status of the projects you are working on?

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Roadblocks w/ Possible Solution: Any Road Blocks hindering you?

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Family Update: How is your family doing? Any Special or Major events?

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-
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Supporting Documents (LESS IS MORE)

BEST PRACTICE NOT OFFICIALLY APPROVED

COMMUNICATION POLICIES AND PROCEDURES

SOCIAL MEDIA POLICIES AND PROCEDURES

DL LEADERSHIP POLICIES AND PROCEDURES

District Leader (Representative)

DL Monthly Executive Summary Report

Name: _____ **Date Submitted:** _____

District#: _____ **Sub District #** _____

Precinct #: _____

The following monthly update is critical to complete thoroughly and on time (Please turn it in to the SCRCC Dropbox 72 hours prior to the 1st Tuesday of the Month.

Page 1 – Executive Summary
All other Pages – Supporting Docs

Celebrations: What can we celebrate with you?

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Numeric:

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Status of Current Projects: What is the status of the projects you are working on?

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Roadblocks w/ Possible Solution: Any Roadblocks hindering you?

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Family Update: How is your family doing? Any Special or Major events?

-
-
-
-

Supporting Documents (LESS IS MORE)

BEST PRACTICE NOT OFFICIALLY APPROVED

EMERGENCY MEETING PETITION

District Leader SCRCC Emergency Meeting

Date Submitted: _____

DISTRICT LEADER INITIATING THE PETITION NAME: _____

Sub District # _____ **Precinct Number #** _____

FROM SCRCC BYLAWS

5.4.3 Emergency Meetings. The Chair, or a majority of the Executive Board members by petition in writing to the Chair, may call an emergency meeting of the Executive Board upon 24-hour notice to the Executive Board members. Said petition shall state the purpose of the emergency meeting. The call shall be issued in accordance with the Policies and Procedures of the SCRCC.

Purpose: Said petition shall state the purpose of the emergency meeting.

PETITION SIGNER

Printed Name of District Leader

Sub District # _____ Precinct Number # _____

Signature

Date

PETITION SIGNER

Printed Name of District Leader

Sub District # _____ Precinct Number # _____

Signature

Date

Approved as Policy and noted in the minutes of the SCRCC Executive Board Meeting on 7 March 2023

DISTRICT LEADER PROXY FORM

The Bylaws of the Spokane County Republican Central Committee state the following:
FROM SCRCC BYLAWS

5.5.2 Proxies. Any voting member of the Executive Board who is unable to attend an Executive Board meeting may issue a written proxy notice authorizing a PCO to represent that member at the Executive Board meeting specified in the notice. The Chair should receive notice of the proxy at least twenty-four (24) hours prior to the meeting and the written proxy notice shall be delivered to the Secretary at the meeting. No written proxy notice may be issued for more than one meeting.

5.5.2.1 The proxy for all elected officers must be of the same gender as the officer

5.5.2.2 The proxy for any District Leader may be given by that District Leader only to a PCO in the District Leader's district who does not otherwise have a vote on the Executive Board.

5.5.2.3 Under no circumstances may any person have more than one vote.

Proxy

BE IT KNOWN that I, _____, the undersigned District Leader Officer of Subdistrict _____, hereby appoint.

PRINTED NAME OF PROXY

PHYSICAL ADDRESS OF PROXY

as my true and lawful agent for me and in my name, place and stead, to vote as my proxy at the Spokane County Republican Central Committee meeting, to be held on _____, for the transaction of any business which may legally come before the meeting, and for me and in my name, to act as fully as I could do if personally present.

WITNESS my and hand and seal the _____ day of _____, 20_____.

DL Signature: _____.

Proxy Signature

Date

BEST PRACTICE NOT OFFICIALLY APPROVED

District Leader Resignation Form

Date Submitted: _____

District Leader Name: _____

Sub District: _____

Precinct# (if applicable) _____

I am writing to inform you about my decision to leave my position as a board member of the Spokane County Republican Central Committee, effective _____.

Reasons for why you cannot continue to serve on the board: _____

Thank you for the opportunity to contribute to such an incredible organization. I've truly valued the opportunity to work with such a strong and dedicated team. I wish the best to you and the other members going forward.

Sincerely,

Approved as Policy and noted in the minutes of the SCRCC Executive Board Meeting on 7 March 2023

PRECINCT COMMITTEE OFFICER POLICIES AND PROCEDURES

PRECINCT COMMITTEE OFFICER REPORT

Executive Summary Report

PCO Name:

Date Submitted:

District#:

Sub District #

Precinct #:

DISTRICT LEADER NAME:

PCO if you would like to communicate with your district leader and/or notify the board. Please use this template. Please email the report to your district leader, AND CC Vice Chair (vchair@spokanegop.com) and Chair (chair@spokanegop.com)

Page 1 – Executive Summary
All other Pages – Supporting Docs

Celebrations: What can we celebrate with you?

Numeric: What are you measuring? (For Example: I contacted 3 people or 80% of the project is done)

Status of Current Projects: What is the status of the projects you are working on?

Roadblocks w/ Possible Solution: Any Roadblocks hindering you?

Family Update: How is your family doing? Any Special or Major events?

-

Supporting Documents (LESS IS MORE)

This policy was adopted by the SCRCC Board of Directors on 01/03/2023– the motion for this policy and/or procedure can be found in January 2023 minutes.

**APPLICATION FOR PRECINCT COMMITTEE OFFICER POSITION
Spokane County Central Committee (Page 1 of 2)**

We are so pleased that you are willing to be a positive force for good in Spokane County by applying to become a Republican Precinct Committee Officer. We are looking for like-minded individuals who love freedom and support the U.S. Constitution and the Bill of Rights! As of December 31, 2022 there are 439 precincts in Spokane County...and almost 200 are unfilled...what an opportunity! We look forward to reading your completed application! Please note that we will be contacting you about the next steps!

Full Legal Name: _____

Residential Address: _____

City and Zip Code: _____

Email Address: _____

Home Phone: _____

Cell Phone: _____

Your Precinct: _____

Birthdate: _____

- 1 – I affirm that I am a citizen of the United States.
- 2 – I affirm that I am a registered voter in the State of Washington at the above listed address.
- 3 – I affirm that I am currently living in the precinct listed above.
- 4 – I affirm that I am a Republican.
- 5 – I affirm that I support the most recent Spokane County Republican Party Platform.
- 6 – I affirm that I support the Constitution and laws of the United States and Washington State.
- 7 – I affirm that the District Leader has given me a copy of the Spokane County Republican Central Committee PCO Duties and Responsibilities and answered my questions about this role.

Applicant Signature: _____

Date Signed: _____

Your District Leader (DL) would love to answer any follow-up questions that you have! Please write brief answers to the questions on the back of this form and route the completed application to your DL.

District Leader Name: _____ **Signature:** _____

Email Address: _____ **Phone:** _____

SCRCC Chair Signature: _____ **Date:** _____

Approved as Policy and noted in the minutes of the SCRCC Executive Board Meeting on 7 March 2023

APPLICATION FOR PRECINCT COMMITTEE OFFICER POSITION (Page 2 of 2)

1. **Motivation** – What motivated you and/or motivates you to become a PCO in Spokane County?

2. **Strengths** – What strengths and talents could you bring to the table to become an effective PCO?

3. **Concerns** – No one is a “Perfect PCO”! What concerns do you have about serving as a PCO?

4. **Learning** – We are all learners, what areas about being a PCO would you like to learn more about?

5. **Interests** – In what ways would you like to help our candidates during the election periods?

6. **Committees** – Spokane County GOP Committees work between elections, any areas of interest?

7. **Miscellaneous** – Is there anything else that you would like to tell us about yourself or your family?

_____ **Date Vetted:** _____

Approved as Policy and noted in the minutes of the SCRCC Executive Board Meeting on 7 March 2023

**Spokane County Republican Central Committee
PCO DUTIES AND RESPONSIBILITIES**

Let's start with the basics and then we will move on to the more specific ways our PCO's serve. First, Article 8 of the Bylaws provide information about the duties and responsibilities of PCO's as follows:

Article 8 – Precinct Committee Officers

8.1 – Duties – Each PCO shall have the responsibility and authority for Republican activity in his or her Precinct, shared with the Committee, Executive Board and District Leader and subject to these Bylaws. The PCO shall:

- **8.1.1** – Arrange for and hold Precinct Caucuses at certain designated times for the purposes as set forth in these Bylaws.
- **8.1.2** – Serve as liaison to the voters within the Precinct for purposes of recruitment, training, support of Republican candidates, and encouragement of Republican activity within the Precinct.
- **8.1.3** – Attend and participate in meetings of the Central Committee and District Caucuses or District Meetings called from time to time.
- **8.1.4** – PCO's should be trained as election observers and assist with the recruitment of Republicans to do the same, pursuant to the current RCW.
- **8.1.5** – Perform duties as assigned by the County Chair and/or District Leader.

Your Resources – Resources that PCO's could take advantage of when learning how to be effective:

- **Your GOP District Leader** – Get to know your District Leader. He or she will help you learn and discover ways to be involved. His or her contact information is on the face of the application.
- **Your GOP Chair and Vice Chair** – Both our Chair and Vice Chair are approachable and helpful. If you have questions that your District Leader could not answer, please call our Vice Chair, MJ Bolt at 509-838-6162 or email her at vchair@spokanegop.com She would love to hear from you!
- **Your Copy of the Bylaws** – The Bylaws are a wonderful educational tool...please read them. If you are unclear about any portion of the Bylaws, please call one of the people listed above. The Bylaws provide a structure that is important for the Spokane County GOP to run well.
- **Your Training Opportunities** – From time to time, there are training sessions offered to our PCO's. These sessions provide excellent opportunities to have your questions answered and to get to know other PCO's in Spokane County.

Here are some ways that you could serve as a PCO who is actively engaged (you don't have to do it all!):

Meeting voters in your precinct, praying for our elected officials, suggesting individuals who could run for office, observing a monthly GOP board meeting, getting to know and encouraging other PCO's, knocking on doors to share candidate literature, attending the Annual Lincoln Day dinner, making contributions to individual candidates or the GOP, facilitating a precinct caucus, joining a GOP committee, becoming an election observer, hosting a GOP booth at a community event, etc.

Approved as Policy and noted in the minutes of the SCRCC Executive Board Meeting on 7 March 2023

**WHAT DO THE BYLAWS SAY ABOUT
FILLING VACANT PRECINCT COMMITTEE OFFICER POSTIONS?**

Selected Sections from the Spokane County Republican Central Committee Bylaws*
[Parenthetical comments are not in the bylaws but are intended to help the read understand]

Article 1 – Name, Affiliation, and Authority

1.1 – The name of this organization shall be The Spokane County Republican Central Committee, Inc. and is referred to as the “Central Committee” in these Bylaws.

1.2 – The Central Committee is the organization functioning as and also known as the Spokane County Republican Party.

1.3 – The Central Committee is affiliated with the Washington State Republican Central Committee, and the Republican National Committee, which are also otherwise known as the Republican Party.

1.4 – These Bylaws shall be construed with the Bylaws of the Washington State Republican Central Committee.

Article 2 – Purpose and Objectives

2.1 – the purposes and objectives of the Central Committee shall be as follows:

- **2.1.1** – To promote good government by providing Republican Party leadership in Spokane County, Washington
- **2.1.2** – To promote the election of Republican candidates in Spokane County, Washington State and National elections.
- **2.1.3** – To conduct the political and business affairs of the Republican Party in Spokane County consistent with the best interests of all people under our government.
- **2.1.4** – To provide for precinct caucuses and County Republican Convention in accordance with Bylaws, rules of the Republican State Committee, and laws of the State of Washington.
- **2.1.5** – To collect and disburse funds in support of good government, in support of the Central Committee’s affairs, and in support of the election of Republican candidates.

Approved as Policy and noted in the minutes of the SCRCC Executive Board Meeting on 7 March 2023

Article 3 – Membership

3.1 – The membership of the Spokane Republican Party is made up of individuals who believe better government will be achieved by organizing and uniting with others of similar mind, to further causes of mutual interest, including but not limited to, the purposes and objectives of the Central Committee, and who identify themselves as Republicans.

3.2 – The membership of the Central Committee shall consist of the Spokane County Republican Precinct Committee Officers, elected or appointed, the Officers of the Central Committee, and the District Leaders.

- **3.2.1** – PCO’s shall be American citizens, qualified registered voters, resident within their precinct, and must declare themselves to be Republicans.
- **3.2.2** – Elected PCO’s shall consist of those elected according to Washington State Law.
- **3.2.3** – Appointed PCO’s shall consist of those appointed as set forth in these Bylaws.
- **3.2.4** – A PCO who moves from their precinct must notify their District Leader within 30 days of their change of address.

Section 9 – Vacancies

9.1 – Vacancies Defined – An office will become vacant by death, resignation, or removal from office of the person holding such office or the absence of a candidate for that office [*this often happens when no candidate runs for PCO (Precinct Committee Officer) in a particular precinct*].

9.6 – Precinct Committee Officers – In the event of a vacancy in the position of a PCO, the District Leader from the Sub-District where the precinct is located has the responsibility to nominate a candidate as defined in Section 3.2.1 to the County Chair. The County Chair shall appoint or decline in writing said nominee as PCO for the precinct within thirty (30) days of their nomination. If there is a vacancy at the time of the PCO election, the affected position may not be appointed until after the Organization Meeting. The term of the person filling such vacancy shall be for the unexpired term of the position. No appointed PCO shall have any voting authority for the first thirty (30) days of his/her appointment.

* The current Bylaws open to the public for review and are available at www.spokanegop.com

Approved as Policy and noted in the minutes of the SCRCC Executive Board Meeting on 7 March 2023

WHAT POLICY EXPLAINS HOW TO FILL VACANT PRECINCT COMMITTEE OFFICER POSTIONS?

It is the aim of the SCRCC to have every precinct represented by a Precinct Committee Officer. When a vacancy occurs the District Leader has the responsibility to fill that vacancy with a qualified representative.

1. Identify people qualified and interested in becoming a PCO.
2. Explain the duties of a PCO.
3. Complete PCO Application Form
4. Determine whether the candidate is a registered voter, votes "Republican", is an American citizen, lives in the vacant precinct and is familiar with and supports the SCRCC platform.
5. After "vetting" the candidate, determine if this person would be a suitable PCO. All steps of the vetting process are performed by the DL and must be completed prior to forwarding for approval.
6. Forward the "Application for PCO Position to the Chair & Vice Chair with your comments & recommendation (Positive or negative).
7. All applications must be submitted to the Chair & Vice Chair within 2 weeks of receipt.
8. The Chair will appoint or decline, in writing, the nominee within 30 days of the application.
9. The term is for the unexpired term of the position.
10. Appointed PCOs have no voting authority for the first 30 days of their appointment
11. No PCOs are to be appointed between the PCO election date and the Organizational Meeting.

QUESTIONS DISTRICT LEADERS MAY ASK WHILE VETTING PCO CANDIDATES

As District Leaders interview/vet PCO candidates, they are encouraged to ask the following questions. District Leaders should avoid questions about things like the candidate's church affiliation or theology.

1. **Constitution:** Will you feel comfortable swearing to do the following: *I do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter: So help me God.*
2. **Experience** – Would you describe any previous leadership experiences that you have had as a PCO...or in non-profits, businesses, churches, or other community organizations?
3. **Loyalty** – Please help us better understand your activity as a Republican. Have you voted for candidates of other parties? If so, would you describe the context of that decision?
4. **Foundation** – In your own words, would you describe the primary purpose or purposes of government in the United States?
5. **Motivation** – Please describe what circumstances, convictions or values motivated you to seek an appointment to serve as a Precinct Committee Officer.
6. **Fiscal** – Would you describe yourself as a "fiscal conservative"? Please elaborate so that we can better understand your position.
7. **Social** – Would you describe yourself as a "social conservative"? Please elaborate so that we can better understand your position.
8. **Platform** – After reading and understanding the current Spokane County Platform, would you be willing to actively support every element of that platform? Do you disagree with any elements?
9. **Background** – Are you willing to undergo a formal background check? Do you have any conflicts of interest that we should be aware of while vetting you for this position?
10. **Availability** – Please describe how you would make yourself available to be actively engaged in advancing the mission of the Spokane Republican Party and support Republican candidates.
11. **Process** – PCO's make up the voting membership of the Spokane County Republican Party. When business is conducted, we use Robert's Rules. How familiar are you with Robert's Rules?

Approved as Policy and noted in the minutes of the SCRCC Executive Board Meeting on 7 March 2023

**CURRENT LIST OF THOSE SERVING ON THE GOP BOARD
From December 10, 2022 to December 10, 2024**

Chair	Brian Noble	509.838.6162 x807 chair@spokanegop.com
Vice Chair	MJ Bolt	509.838.6162 x801 vchair@spokanegop.com
State Committeewoman	Ericka Lalka	509.838.6162 x808 statecommitteewoman@spokanegop.com
State Committeeman	Matt Hawkins	509.838.6162 x809 statecommitteeman@spokanegop.com
District Leader – 3A	Natalie Poulson	509.838.6162 x810 DL3a@spokanegop.com
District Leader – 3B	Mark Anthony	509.838.6162 x812 DL3b@spokanegop.com
District Leader – 3C	Tim Kinley	509.838.6162 x813 DL3c@spokanegop.com
District Leader – 4A	Kellie Rizzi	509.838.6162 x814 DL4a@spokanegop.com
District Leader – 4B	Alicia Puryear	509.838.6162 x815 DL4b@spokanegop.com
District Leader – 4C	Melinda Seymour	509.838.6162 x816 DL4c@spokanegop.com
District Leader – 4D	Brenda Dutton	509.838.6162 x817 DL4d@spokanegop.com
District Leader – 6A	Laura Pierce	509.838.6162 x818 DL6a@spokanegop.com
District Leader – 6B	Jeremy Scarpelli	509.838.6162 x819 DL6b@spokanegop.com
District Leader – 6C	Nora Monroe	509.838.6162 x820 DL6c@spokanegop.com
District Leader – 6D	Stephanie Brenden	509.838.6162 x821 DL6d@spokanegop.com
District Leader – 7	Vangie Hieryonymous	509.838.6162 x822 DL7@spokanegop.com
District Leader – 9A	Ty Lingo	509.838.6162 x823 DL9a@spokanegop.com
District Leader – 9B	Rob Linebarger	509.838.6162 x805 DL9b@spokanegop.com

Approved as Policy and noted in the minutes of the SCRCC Executive Board Meeting on 7 March 2023

PCO PROXY FORM

The Bylaws of the Spokane County Republican Central Committee state the following:
FROM SCRCC BYLAWS

“4.4.5: Any PCO who is unable to attend a Central Committee meeting may issue a written proxy notice authorizing another Republican residing within that PCO’s precinct to vote in place of that PCO at that meeting. Such proxy notice shall include the Proxy’s name and residential address and shall be delivered to the Credentials Committee at least 24 hours prior to the meeting. No person may have more than one vote. If a PCO is unable due to unforeseen circumstances to give proxy notification at least 24 hours prior to the meeting, the proxy may be admitted pending Credits Committee certification and a simple majority of vote of the Central Committee.”

Proxy

BE IT KNOWN that I, _____, the undersigned Precinct Committee Officer of Precinct _____, hereby appoint.

PRINTED NAME OF PROXY

PHYSICAL ADDRESS OF PROXY

as my true and lawful agent for me and in my name, place and stead, to vote as my proxy at the Spokane County Republican Central Committee meeting, to be held on _____, for the transaction of any business which may legally come before the meeting, and for me and in my name, to act as fully as I could do if personally present.

WITNESS my hand and seal the _____ day of _____, 20_____.

PCO Signature: _____.

Proxy Signature

Date

Approved as Policy and noted in the minutes of the SCRCC Executive Board Meeting on 7 March 2023

PRECINCT CAPTAIN APPOINTMENT FORM

Date Submitted: _____

District Leader Name: _____

Sub District: _____

Precinct # (if applicable) _____

I _____, am willing to undertake the duties of Precinct Captain, which may include all the responsibilities of the Precinct Committee Officer. I am also aware that this appointment does not include any voting rights at any Spokane County Republican Central Committee Meeting unless approved as a proxy (see applicable proxy form)

I acknowledge that the District Leader in my Sub-District has discussed these responsibilities and expectations with me.

Precinct Captain Printed Name: _____

Precinct Captain Cell Phone: _____

Precinct Captain Email: _____

Physical Address: _____

Precinct Captain Signature: _____

Approving District Leader Signature: _____

Approved as Policy and noted in the minutes of the SCRCC Executive Board Meeting on 7 March 2023

PCO Resignation Form

Date Submitted: _____

District Leader Name: _____

Sub District: _____

Precinct# _____

I am writing to inform you about my decision to leave my position as a Precinct Committee Officer of the Spokane County Republican Central Committee, effective _____.

Reasons for why you cannot continue to serve as a PCO:

Thank you for the opportunity to contribute to such an incredible organization. I've truly valued the opportunity to work with such a strong and dedicated team. I wish the best to you and the other members going forward.

Sincerely,

Approved as Policy and noted in the minutes of the SCRCC Executive Board Meeting on 7 March 2023

RELATIONAL COMMITMENT FORM

Relational Commitment

Policy and Procedure

Representation: I commit to representing the PCOs in my district and sub-district. I commit to giving a voice back to “we the people.”

Speak Direct: I commit to speaking directly with the person with whom we have a concern, conflict, or frustration.

Good Faith Negotiations: I commit to negotiating in good faith.

One Voice: I commit to representing the Voice of the board, the Voice of the vote. I recognize that sharing my individual opinions after a vote is non-productive.

Impasse: I commit to handling my differences quickly and efficiently. First, I will make a motion for a decision, and the simple majority will decide. If I need an impasse broker for a non-voteable decision, I will negotiate with the other party to assign a neutral in choosing between the options.

Essentials and Non-Essentials: I acknowledge “essentials” are so crucial that they are worth fighting for to achieve the desired outcome. I believe non-essentials are negotiable. I commit to recognizing the difference between a non-essential (preference) and an essential (mandate). For example, The US Constitution is Essential. The type of food at an event is non-essential.

Participation: I will actively participate in meetings, brainstorming, and debate. I will engage in robust dialogue so that the best ideas surface.

Focus On the Problem, Not the Person: I commit to focusing the debate on problems and not a person or individual. I commit to charitable judgment and not to demonize others.

Execute Responsibilities: I commit to accomplishing tasks that I have agreed to in a timely and efficient matter. If I cannot achieve those tasks, I will communicate with the team or board as soon as possible.

Non-offendable: I am not a victim, and I commit to not being easily offended. If or when I am offended, I will communicate directly with the person who offended me.

Communication: I commit to communicating roadblocks and successes with the board and the PCOs.

Team: I commit to working as a team and not as a lone ranger.

Signature

Date

This policy was adopted by the SCRCC Board of Directors on 01/03/2023– the motion for this policy and/or procedure can be found in January 2023 minutes.

CONFLICT OF INTEREST FORM

CONFLICT OF INTEREST DISCLOSURE FORM (PAGE 1 of 2)

A conflict of interest or the appearance of conflict of interest occurs when an Executive Board Member or any member of any standing or special committee seeks to conduct or authorize any business with any entity in which he/she or any committee or sub-committee member holds any direct or indirect interest. If such a conflict should arise, the Board or committee member so involved shall immediately disclose that conflict to the Executive Board. The Board shall not authorize such business without first carefully examining the proposed agreement, how the Board or committee member would profit from the agreement and whether the agreement is in the best interest of the SCRCC. The Board must then unanimously approve any such business arrangement in advance. **Approved as Policy and noted in the minutes of the SCRCC Executive Board Meeting on 11 July 2017**

Date: _____

CONTACT INFO OF PERSON WITH A CONFLICT OF INTEREST:

First Name Last Name

Mailing Address

City State Zip Code

Title or Position of the Person with a Conflict of Interest: _____

This statement is submitted (Check One)

a. _____ as a "single transaction" disclosure statement, as to my financial interest in a specific transaction, contract, or purchase.

b. _____ as a "multiple transaction" disclosure statement, as to my financial interest in a specific transaction, contract, or purchase.

c. _____ as a "reoccurring transaction" disclosure statement, as to my financial interest in a specific transaction, contract, or purchase. This could be annually, monthly, weekly, or daily.

NAME OF CONTRACTORS, VENDORS, OR BUSINESS IN WHICH THERE IS A CONFLICT OF INTEREST #1

Name

Mailing Address

City State Zip Code

This policy was adopted by the SCRCC Board of Directors on 01/03/2023– the motion for this policy and/or procedure can be found in January 2023 minutes.

CONFLICT OF INTEREST DISCLOSURE FORM (PAGE 2 of 2)

DESCRIPTION OF THE RELATIONSHIP WITH THE CONFLICT OF INTEREST #1

DESCRIPTION OF THE FINANCIAL INTEREST CONFLICT OF INTEREST #1

NAME OF CONTRACTORS, VENDORS, OR BUSINESS IN WHICH THERE IS A CONFLICT OF INTEREST #2

Name

Mailing Address

City State Zip Code

DESCRIPTION OF THE RELATIONSHIP WITH THE CONFLICT OF INTEREST #2

DESCRIPTION OF THE FINANCIAL INTEREST CONFLICT OF INTEREST #2

SIGNATURE OF PERSON WITH A CONFLICT OF INTEREST

Printed Name Signature Date

BOARD RESPONSE

The Board must then unanimously approve any such business arrangement in advance.

_____ DENIED APPROVING THE CONFLICT OF INTEREST

_____ ACCEPTED THE CONFLICT OF INTEREST

Date of Board Response: _____

OF VOTES FOR THE CONFLICT OF INTEREST _____

OF VOTES AGAINST THE CONFLICT OF INTEREST _____

OF BOARD MEMBERS PRESENT AT THE MEETING _____

This policy was adopted by the SCRCC Board of Directors on 01/03/2023– the motion for this policy and/or procedure can be found in January 2023 minutes.

CONFIDENTIALITY AGREEMENT FORM

Confidentiality Form

Spokane County Republican Central Committee (SCRCC)

DATE: _____

I, _____, will have access to SCRCC contact lists, donors, and other confidential information. This could be through, but not limited to, Nation Builder, the website, the donor database, excel spreadsheets, financial documents, drop box, and other storage systems. SCRCC intellectual, digital, financial, or material goods and information whether physical or informational is considered SCRCC information.

_____ I recognize that the information and intellectual property is solely owned by the
Initial **Spokane** County Republican Central Committee (SCRCC).

_____ I will use the SCRCC information and intellectual property exclusively for the promotion
Initial **of** SCRCC business. I will NOT use the information for personal use, business use, or any
other use.

_____ I will not distribute or sale SCRCC information to other businesses, private citizens or
Initial **distribute** lists outside of those working, volunteering, or moving the SCRCC mission, vision, and
strategy forward.

Printed Name Signature

Date Signed: _____

Mailing Address

City State Zip

Physical Address

City State Zip

This policy was adopted by the SCRCC Board of Directors on 01/03/2023– the motion for this policy and/or procedure can be found in January 2023 minutes.

COMMITTEE STANDARDS

Policy and Procedures for SCRCC Committees
COMMITTEE MEETING STANDARDS (PAGE 1 of 4)

- 1. COMMITTEE CHAIR:**
 - a. The committee chair is to primarily be a facilitator.
 - b. The committee chair will choose or appoint committee members.
 - c. A committee member should not invite others to the committee without first talking to the chair.
- 2. AGENDA:**
 - a. Committee Chair will provide an agenda for each meeting 3 days prior to the meeting.
 - b. Committee Chair will use the committee meeting agenda template. (SEE BELOW)
- 3. MINUTES:**
 - a. Minutes will be kept for each meeting and turned into the SCRCC secretary within 3 days after a committee meeting.
 - b. See Committee Minutes Template below.
- 4. OBJECTIVE:**
 - a. The SCRCC Board and/or the SCRCC Chair will provide the clear objectives or reason for the committee. (SEE TEMPLATE BELOW)
- 5. SCOPE:**
 - a. The parameters or guardrails for the committee will be given by the SCRCC board and/or the SCRCC chair. (SEE TEMPLATE BELOW)
- 6. DEBATE:**
 - a. Robust debate should take place in the committee to get the best results.
 - b. Alternating between pros and cons should take place during debate.
 - c. Alternating between for and against should take place during debate.
- 7. DECISIONS:**
 - a. Decisions made on the committee will be a vote of the simple majority or by 50% +1 of those on the committees.
 - b. All decisions must be documented in the committee minutes.
 - c. All decision that are policy and procedures must be ratified by the SCRCC board.
 - d. All decisions ratified by the SCRCC board must be documented in the SCRCC policy and procedure manual.
- 8. ONE VOICE:**
 - a. Committee members will only speak what the committee has decided, not personal opinions.
 - b. An individual misrepresenting or causing division on a committee will be given 1 written warning from the committee chair and then the committee chair has the right to remove them from the committee.
 - i. Misrepresenting can include but not limited to
 1. Speaking for the committee when the committee has not spoken on a matter.
 2. Speaking for the committee when the committee has not decided on a matter.
 - ii. Causing Division can include but not limited to
 1. Putting down decisions made a committee either publicly or privately.
- 9. CONSULTANTS:**
 - a. All consultants are to be approved by the Committee Chair.
- 10. BUDGETS:**
 - a. Budgets shall be provided to the SCRCC board by the committee. The SCRCC must approve all budgets.
- 11. REPORTS: T**
 - a. The Committee Chair or his/her delegate will report to SCRCC any updates from the committee.
- 12. IMPASSE:**
 - a. If a committee hits an impasse, the impasse should be submitted to the SCRCC board for direction and/or the SCRCC chair.

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COMMITTEE CHARTER

Committee Name: _____

_____ Standing Committee _____ Special Committee

If Standing Committee, please place the By-Laws reference here:

Committee Chair: _____

SCRCC BYLAWS (Amended 12-12-2020) 6.3.4 The County Chair, with the confirmation of the Executive Board, shall appoint the Appointed Officers, Chairs of standing committees, and Chairs of special committees to carry out the functions of the Central Committee. Appointed Chairs of such committees shall be responsible for selecting the members of the committee with the approval of the County Chair. Committee Chairs serve at the pleasure of the County Chair

Committee Members:

Name	Email
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Approved by SCRCC Chair: _____

Signed: _____ Dated: _____

BEST PRACTICE NOT OFFICIALLY APPROVED

Mission: Why? (Reason for the Committee)

Vision: What? (Desired preferred future)

Strategy: How? (Accomplish Mission and Accomplish Vision)

Goals: Practical Specific Steps to Accomplish the Strategy (Date, Time, Frequency)

BEST PRACTICE NOT OFFICIALLY APPROVED

COMMITTEE MEETING STANDARDS (PAGE 2 of 4)

Committee Agenda Template

Committee Meeting Date: _____

Committee Meeting Location: _____

Committee Meeting Time: _____

Celebrations:

Reports:

Unfinished Business:

New Business:

Future Business:

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COMMITTEE MEETING STANDARDS (PAGE 3 of 4)

Committee Minutes Template

Actual Date: _____
Actual Location: _____
Actual Time: _____

Attendance:

Recorded Celebrations:

One Sentence Summary of Reports Given:

Unfinished Business – Items discussed but NOT decided upon:

New Business – Items discussed and decided upon:

Future Business – items NOT discussed and NOT decided upon:

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COMMITTEE MEETING STANDARDS (PAGE 4 of 4)

Committee Objective and Scope Template

Date Committee was started:

Who appointed or started this committee:

Objective: Why was this committee started?

Scope: Any DO NOTs

Scope: Any must haves

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Committee Report

Committee Executive Summary Report

PCO Name: _____ **Date Submitted:** _____
District#: _____ **Sub District #** _____
Precinct #: _____
DISTRICT LEADER NAME: _____

COMMITTEE CHAIR if you would like to communicate with the board. Please use this template. Please email the report to your Vice Chair (vchair@spokanegop.com) and Chair (chair@spokanegop.com)

Page 1 – Executive Summary
All other Pages – Supporting Docs

Celebrations: What can we celebrate with you?

Numeric: What are you measuring? (For Example: I contacted 3 people or 80% of the project is done)

Status of Current Projects: What is the status of the projects you are working on?

Roadblocks w/ Possible Solution: Any Roadblocks hindering you?

Family Update: How is your family doing? Any Special or Major events?

Signature

Date

Supporting Documents (LESS IS MORE)

BEST PRACTICE NOT OFFICIALLY APPROVED

LINCOLN DAY POLICIES AND PROCEDURES

MARKETING BOOTHS POLICIES AND PROCEDURES

CONVENTION POLICIES AND PROCEDURES

REQUEST FOR PAYMENT/REIMBURSEMENT

Check should be made Payable to:	DATE
ADDRESS	BUDGET LINE ITEM
CITY/STATE	

CERTIFICATION:

"I certify that the listed items are true and correct and have been paid by me personally with no reimbursement or payment from other sources."

SIGNATURE	DATE
-----------	------

EXPLANATION OF CHARGES

All original receipts and backup charges must be attached

<u>DATE</u>	<u>EVENT/ITEM/VENDOR</u>	<u>ACCOUNT/BUDGET Line Item</u>	<u>AMOUNT</u>
TOTAL			

DATE APPROVED _____

EXHIBIT 1

Date Paid: _____

Form 1120-POL Department of the Treasury Internal Revenue Service	U.S. Income Tax Return for Certain Political Organizations ▶ Information about Form 1120-POL and its instructions is available at www.irs.gov/form1120pol .	OMB No. 1545-0123 2016
For calendar year 2016 or other tax year beginning _____, 2016, and ending _____, 20____		
Check the box if this is a section 501(c) organization <input type="checkbox"/>		
Check if: <input type="checkbox"/> Final return <input type="checkbox"/> Name change <input type="checkbox"/> Address change <input type="checkbox"/> Amended return	Name of organization _____ Number, street, and room or suite no. (If a P.O. box, see instructions.) _____ City or town, state or province, country, and ZIP or foreign postal code _____	Employer identification number _____ Candidates for U.S. Congress Only If this is a principal campaign committee, and it is the ONLY political committee, check here <input type="checkbox"/> If this is a principal campaign committee, but is NOT the only political committee, check here and attach a copy of designation. See instructions <input type="checkbox"/>
Income	1 Dividends (attach statement) _____ 2 Interest _____ 3 Gross rents _____ 4 Gross royalties _____ 5 Capital gain net income (attach Schedule D (Form 1120)) _____ 6 Net gain or (loss) from Form 4797, Part II, line 17 (attach Form 4797) _____ 7 Other income and nonexempt function expenditures (see instructions) _____ 8 Total income. Add lines 1 through 7 _____	1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ 7 _____ 8 _____
Deductions	9 Salaries and wages _____ 10 Repairs and maintenance _____ 11 Rents _____ 12 Taxes and licenses _____ 13 Interest _____ 14 Depreciation (attach Form 4562) _____ 15 Other deductions (attach statement) _____ 16 Total deductions. Add lines 9 through 15 _____ 17 Taxable income before specific deduction of \$100. See instructions. Section 501(c) organizations show: a Amount of net investment income _____ ▶ _____ b Aggregate amount expended for an exempt function (attach statement) _____ ▶ _____ 18 Specific deduction of \$100 (not allowed for newsletter funds defined under section 527(g)) _____	9 _____ 10 _____ 11 _____ 12 _____ 13 _____ 14 _____ 15 _____ 16 _____ 17c _____ 18 _____
Tax	19 Taxable income. Subtract line 18 from line 17c. If line 19 is zero or less, see the instructions _____ 20 Income tax. See instructions _____ 21 Tax credits. Attach the applicable credit forms. See instructions _____ 22 Total tax. Subtract line 21 from line 20 _____ 23 Payments: a Tax deposited with Form 7004 _____ 23a _____ b Credit for tax paid on undistributed capital gains (attach Form 2439) _____ 23b _____ c Credit for federal tax on fuels (attach Form 4136) _____ 23c _____ d Total payments. Add lines 23a through 23c _____ 23d _____ 24 Tax due. Subtract line 23d from line 22. See instructions for depository method of payment _____ 25 Overpayment. Subtract line 22 from line 23d _____	19 _____ 20 _____ 21 _____ 22 _____ 23d _____ 24 _____ 25 _____
Additional Information	1 At any time during the 2016 calendar year, did the organization have an interest in or a signature or other authority over a financial account (such as a bank account, securities account, or other financial account) in a foreign country? See instructions _____ <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," enter the name of the foreign country ▶ _____ 2 During the tax year, did the organization receive a distribution from, or was it the grantor of, or transferor to, a foreign trust? If "Yes," the organization may have to file Form 3520 _____ <input type="checkbox"/> Yes <input type="checkbox"/> No 3 Enter the amount of tax-exempt interest received or accrued during the tax year _____ \$ _____ 4 Date organization formed ▶ _____ 5a The books are in care of ▶ _____ b Enter name of candidate ▶ _____ c The books are located at ▶ _____ d Telephone No. ▶ _____	
Sign Here	Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.	
Paid Preparer Use Only	Signature of officer _____ Date _____ Title _____ Print/Type preparer's name _____ Preparer's signature _____ Date _____ Check <input type="checkbox"/> if self-employed PTIN _____ Firm's name ▶ _____ Firm's EIN ▶ _____ Firm's address ▶ _____ Phone no. _____	

EXHIBIT 2