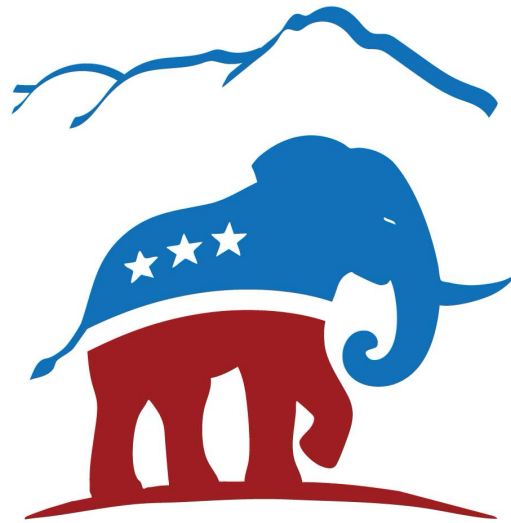


# Standing Rules

of the

Marin County  
**Republican**  
Central Committee



Approved July 31, 2025

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## **ARTICLE I: MEETINGS**

### **Section 1 - Regular Meetings**

Regular meetings of the Central Committee shall be held monthly at 7:00 p.m. on the last Thursday of each month, unless another date and time is established by the MCRCC at a previous meeting.

In-person regular meetings are preferred, but meetings may be held by teleconference or by electronic means that permit two-way communication. Any regular meeting may be dispensed with by a two-thirds vote at a previous meeting. For regular meetings held at a standard time and place, the Secretary's failure to provide notice shall not invalidate the meeting.

### **Section 2 - Special Meetings**

Special meetings of the MCRCC may be called by the Chair, the Executive Committee, or by a majority of Members. The call shall be submitted in writing to the Secretary by US Mail or by Email.

### **Section 3 - Executive Committee Meetings**

The Executive Committee will meet at least once each quarter or as directed by the MCRCC. Meetings can also be called as needed by the Chair. A majority of its members is required to pass a motion. Alternates and Associate Members may serve on the Executive Committee. Proxy voting is not allowed; representation of Members by their Alternates is not allowed.

Executive Committee meetings may be called by the Chair or by a majority of its members. Regular Members, Alternates and Associates may attend these meetings, but their participation is limited to answering questions posed by Executive Committee members or to provide a report requested by a member.

### **Section 4 - Organizational Meeting**

An Organizational Meeting shall be held on the last Thursday of the January following a general election and shall follow the procedures described in Article II of these Standing Rules.

A majority of Members elected to the committee in the prior quadrennial presidential primary election may choose another date in January for the Organizational Meeting.

## **Section 5 - Notice**

The Secretary shall send notice of all meetings and their proposed agenda by email to all Members with five (5) days' notice for Regular or Executive Committee meetings, along with minutes of the previous meeting and any reports from Officers, committees and Associate Members; Special Meetings require three (3) days' notice.

## **Section 6 - Order of Business**

Except for the Organizational Meeting, the order of business for all meetings shall be:

- a. Call to Order
- b. Invocation and Pledge
- c. Roll Call
- d. Approval of the Agenda
- e. Approval of the Minutes of the previous meeting
- f. Committee Reports
- g. Old Business
- h. New Business
- i. Adjournment

The Chair shall, as time permits, strive to allow public comment after approval of the minutes or after New Business.

## **Section 7 - Consent Agenda**

Use of a Consent Agenda improves the efficiency of MCRCC meetings when the agenda package includes reports from Officers, committees and Associates are included with the agenda package. It occurs after the approval of the previous meeting minutes and before the committee reports. The Consent Agenda shall be limited to:

- a. Routine, informational, self-explanatory and non-controversial items such as:
  - 1) Approval of reports submitted with the meeting agenda,
  - 2) Reports of the Executive Committee meeting minutes held since the previous Regular Meeting,
  - 3) Updates or background reports provided for information only (no committee action needed), and
  - 4) Dates of future meetings.

- b. Reports from Officers, committees and Associate members shall be submitted to the Secretary electronically in PDF format at least six (6) days prior to the meeting.

Members are encouraged to ask the questions they have about the Consent Agenda prior to the meeting. Should an item on the Consent Agenda require an action or decision, a Member may request that it be moved to the Business Agenda. Approval of the Consent Agenda by majority vote of all Members present and voting approves all items thereon.

## **Section 8 – Meeting Minutes**

- a. Corrections or additions to the Minutes shall be submitted to the Secretary in writing no later than forty-eight (48) hours prior to the meeting.
- b. The Secretary shall distribute the corrected minutes to Regular Members, Alternate Members and Associate Members no less than twenty-four (24) hours prior to the meeting.

## **Section 9 – Business Agenda**

- a. The Chair is responsible for preparing the agenda,
- b. The business agenda shall include Old Business, which shall include a Consent Agenda and Unfinished Business,
- c. The agenda shall include time for New Business, which Members shall have the right to introduce at the completion of Old Business.

## **Section 10 – Adjournment**

- a. The agenda shall include a time for adjournment,
- b. Adjournment shall not occur during a vote, and
- c. No vote on any item of Business shall be initiated after the time of adjournment unless the adjournment time has been extended per Robert's Rules of Order Newly Revised, latest edition.

## **Section 11 – Vote Definitions**

- a. Majority: Unless otherwise specified, a majority always means more the half of the Members present and voting on a particular matter.
- b. Two-thirds Majority: Approval of at least two-thirds of those present and voting.

- c. Super Majority: Approval of at least three-quarters of those present and voting.

An abstention shall not be considered a vote.

## **Section 12 - Electronic Meetings**

Meetings of the MCRCC may be conducted through the use of electronic meeting services per the SAMPLE RULES FOR ELECTRONIC MEETINGS in the APPENDIX of "Robert's Rules of Order Newly Revised" (12th ed.) provided that the Secretary provides all Members the date, time, location and connection information five (5) days before each meeting.

- a. Regular meetings and Special meetings may be conducted per APPENDIX Scenario A and Scenario C.
- b. Executive Committee meetings may be conducted per APPENDIX Scenario A, Scenario B, Scenario C and Scenario D.
- c. Acceptable electronic services are Zoom, Meetn and Microsoft Teams. Other services are subject to approval of the MCRCC.
- d. The Organizational Meeting must be conducted in person.
- e. Under Scenario C, members may attend in-person meetings electronically up to twice per year, unless granted an exception by the Chair in writing.

## **ARTICLE II: ORGANIZATIONAL MEETING PROCEDURES**

### **Section 1 - Call to Order**

The Chair shall call the meeting to order. The Secretary shall conduct a roll call of Regular Members and Ex-Officio Members. The Chair shall then invite a Member to provide the invocation, then another Member to lead the Pledge of Allegiance.

Following the Call to Order, the term of the At-Large Executive Committee member and all subcommittee Chairs and Alternate members expire, and all ad hoc committees are dissolved. The terms of all Officers expire when their successor is elected.

### **Section 2 - Adopt the Meeting Agenda**

The assembly shall adopt an agenda for the meeting by acclamation, by voice vote or by a roll call vote.

## **Section 3 - Election of a Temporary Chair**

The Temporary Chair shall be nominated and elected in the same manner as Officers as described in Section 5. The Temporary Chair shall appoint a Temporary Secretary and conduct the meeting until the new Chair is elected. After the next Chair is elected, the Temporary Chair will serve as Parliamentarian for the remainder of the Organizational Meeting.

## **Section 4 - Adopt Bylaws and Standing Rules**

The assembly shall choose the MCRCC Bylaws that were in force immediately before the Organizational Meeting was called to order or adopt other rules by majority vote of Members present and voting.

## **Section 5 - Nomination and Election of Officers**

The assembly shall elect a Chair, then a Vice Chair, then a Treasurer and then a Secretary using the procedures described below. The nomination and election procedure for each office shall be completed before proceeding to the next office.

- a. Candidates are nominated from the floor without a second.
- b. A candidate is allowed 2 minutes to address the assembly.
- c. The election shall proceed after each candidate speaks.
- d. A roll call vote shall be taken by the Chair, recorded by the Secretary, then the results announced.
- e. If there are more than two candidates, only the top two advance to a final vote. Another roll call vote shall be taken by the Chair, recorded by the Secretary, then the results announced.

## **Section 6 - Executive Committee At-Large Member**

Following the vote for all Officers of the MCRCC, the Chair shall nominate a Member to serve as the At-Large Member of the Executive Committee. The At-Large Member shall be approved by acclamation, by voice vote or by a roll call vote of the Chair.

## **Section 7 - Audit or Informal Financial Review**

An independent audit or informal financial review of the preceding 2-year term shall be presented as a confidential written report to all Regular and Ex-Officio Members at the Organizational Meeting. The report shall be subjected to approval by majority of Members present and voting at the next Regular Meeting.

The report shall meet the following criteria:

- 1) Be conducted and signed by an External Auditor or Reviewer that is not affiliated with the MCRCC.
- 2) The auditor or reviewer shall be a licensed Certified Public Accountant (CPA).
- 3) The independent audit or review shall verify that all payments were authorized by the central committee and supported by receipts or invoices, and all vendors shall be identified.
- 4) The independent audit or review shall verify that all contributors are identified by business association name, or by an individual's name, address, and as appropriate, by employer and occupation.
- 5) The audit report shall state that it is an "independent auditor's report" or an "independent reviewer's report," and outline the scope of the audit or review.
- 6) The independent audit shall include objective findings and recommendations based on evidence, without bias toward the interests of the organization.

The Treasurer is authorized to conduct an independent audit or review should a majority of members fail to approve the report.

## **ARTICLE III: DUES**

### **Section 1 - Regular Members and Alternate**

Regular Members and Alternate Members shall pay \$10 per month. Dues shall be paid in advance of meetings beginning with the January Organizational Meeting.

### **Section 2 - Ex-Officio Members**

Dues are voluntary for Ex-Officio Members.

### **Section 3 - Associate Members**

Associate Members shall pay \$25 per year. Dues shall be paid upon their confirmation by a majority of members present and voting.

### **Section 4 - Discounts, Incentives and Special Privileges**

The MCRCC may limit certain discounts, incentives, and special privileges to dues-paying Members only.