

# ***ANNOUNCEMENT OF NEVADA REPUBLICAN PARTY OFFICER ELECTIONS***

***SEPTEMBER 7, 2019***

***Winnemucca Events Complex, Winnemucca, NV***

The election of the Nevada Republican Party's executive board will be held on September 7, 2019, at the fall NRCC meeting in Winnemucca, NV. The duties of each office are listed in Article 6 of the NRP bylaws. The duties as listed in Article 6 are copied below, and are also available at the NRP website at <http://nevadagop.org/nevada-republican-central-committee-bylaws/>

Anyone interested in running for one of these offices should know that although travel reimbursement for volunteers was approved by the NRCC membership, officers traditionally pay their own way to party functions, particularly when fundraising is below expectations. Regardless of funding, the current approved policy of the Executive Committee is to not reimburse party officers for routine travel expenses that other members of the NRCC are expected to pay, including all regular meetings of the NRCC, state conventions, and the national convention.

**NRP Bylaws Article 6, Section 1 (A):** The elected State Officers of the NRCC shall be a Chairman, Vice-Chairman Secretary and Treasurer. The Officers shall be elected by majority vote at the Fall Meeting of the NRCC during odd- numbered calendar years. The State Officers shall serve for a term of two years upon election or until their successors are elected. The Chairman and Vice-Chairman shall reside in different counties.

## **NRP Standing Rules Chapter 4, Section 2.0:**

Subsection 2.1 – All nominations for elective party office whether elected by the central committee or the state convention, shall be self-nominations.

Subsection 2.2 – No person shall be a nominee for any elective office delineated in NRCC Bylaws Article 6, Section 1, Paragraph (A), unless they are current voting members in good standing of the Nevada Republican Central Committee.

Subsection 2.3 – Self nominations must be submitted in writing, to the Secretary, by either postal mail or electronic mail, not less than thirty days before the date of election, not counting the day of the election. The time deadline on the date of the deadline shall be 7:00 PM Pacific Time.

Subsection 2.4 – Except as provided for in Subsection 2.5, no nominations shall be permitted from the floor unless there are no nominations submitted pursuant to Standing Rule 2.3 for the vacant offices being filled by election.

Subsection 2.5 – A nomination may be permitted from the floor on the day of the election if submitted in writing and physically delivered to the Secretary prior to the meeting of the Central Committee being called to order. This privilege is restricted to any new member of the Central Committee who was not a member of the Central Committee at the time the deadline for nomination expired.

Subsection 2.6 – In the event that there are proper nominations submitted for vacant offices and these nominations are equal to or fewer than the vacancies being filled, a

vote at any such meeting to elect each unopposed candidate by a show of hands shall be held in lieu of a ballot. A majority is required to elect.

#### **DUTIES OF THE NRCC OFFICERS:**

##### **NRP CHAIR – Incumbent Michael J. McDonald**

**NRP Bylaws Article 6, Section 2(A):** The Chairman shall:

1. Be the chief executive officer of the NRCC;
2. Preside at all meetings of the NRCC and its Executive Committee;
3. Be an ex-officio member of all standing committees;
4. Appoint the General Counsel(s) and Standing Committee Chairmen, subject to the approval of the NRCC Executive Committee;
5. Execute the policies established by the NRCC and its Executive Committee for the management of the Nevada Republican Party;
6. Sign checks issued by the NRCC in conjunction with the signature of the Treasurer or the Assistant Treasurer;
7. Serve as a member of the Republican National Committee;
8. Keep the Executive Committee advised of the activities and progress of the party.

##### **Additional information from NRP Chairman Michael McDonald:**

The NRP Chairman is the public face and chief officer of the state party.

Time commitment: Minimum 40 hours per week; up to 80 hours consistently. Estimated 50 hours per month traveling by car. Significant work performed on nights and weekends.

Travel: The Chairman is the leader of the entire state party regardless of county of residence, and must travel regularly throughout Nevada in order to stay up to date on issues concerning Nevada Republicans and effectively perform the duties of the office.

Travel reimbursement is sporadic; only occurring when fundraising efforts are on target. Even when funds are available, it's critical to find the most cost effective way to travel to events, and often that is by car, leading to the significant time commitment to travel.

Even when fundraising is on target, NRP policy is to not reimburse for state party meetings, conventions, or RNC-related travel.

##### **VICE-CHAIR – Incumbent Jim DeGraffenreid**

**NRP Bylaws Article 6, Section 2(B):** The Vice-Chairman shall:

1. Assist the Chairman in the duties of his office;
2. Preside at meetings of the NRCC or its Executive Committee in the absence of the Chairman; perform all the duties of the Chairman during his inability to serve, upon his request, or upon a vacancy in the office of Chairman until a new Chairman is elected at the next meeting of the NRCC;
3. Advise and assist the counties to ensure that precinct meetings and county conventions are held in accordance with Nevada election statutes and that precincts are properly manned for voter canvassing, registration, turnout and election day challenges;
4. Sign checks issued by the NRCC in conjunction with the signature of the Treasurer or the Assistant Treasurer;
5. Keep the Executive Committee advised of his activities.

## **SECRETARY – Incumbent Barb Hawn**

**NRP Bylaws Article 6, Section 2(C):** The State Secretary shall:

1. Be the chief administrative officer of the NRCC;
2. Keep minutes of all meetings of the NRCC and all meetings of the Executive Committee;
3. Within thirty days after any meeting of the NRCC or the Executive Committee said committees shall deliver a copy of such minutes to the State Chairman and, upon review, make a copy of the minutes available to each member of the NRCC or Executive Committee; respectively, no later than the call of the following meeting;
4. Keep a current list of all members of the NRCC and the Executive Committee as defined in Article 5, Sections 1 and 2 and Article 11, Section 1;
5. Distribute a current roster of all members of the NRCC and the Executive Committee to each member by the first NRCC meeting following the State Convention, and at least annually thereafter.

## **TREASURER – Incumbent Michael Bertrand**

**NRP Bylaws Article 6, Section 2(D):** The State Treasurer shall:

1. Be the custodian of all moneys belonging to the NRCC; and serve as the chief financial officer.
2. Pay out funds only in compliance with the budget approved by the NRCC, except with the approval of the NRCC Chairman;
3. Keep a strict accounting of all moneys received and paid out. Said accounting shall be accessible to the State Chairman and members of the NRCC at all times;
4. File all statements and/or reports required by Federal or State laws with the appropriate authorities;
5. Issue checks in accordance with the following guidelines:
  - a. Checks issued by the NRCC should bear the signature of any one of the following if the amount is less than \$1,000: the Chairman, the Vice-Chairman, the Treasurer, the Assistant Treasurer, or the Secretary.
  - b. All checks in the amount of one thousand dollars (\$1,000) or greater, issued by the NRCC must bear the signature of any two of the authorized check signers.
  - c. Payroll checks are the only exception to the requirement of subsection 6.2.D.5.b. Payroll checks, prepared by a payroll service, may be signed utilizing the facsimile signature of the Treasurer only. In the event that there are manual payroll checks, the same requirements as other checks will apply;
6. At the conclusion of his or her service in this office, turn over to his or her successor all moneys and records of the NRCC, and provide for such audit as the Executive Committee may require;
7. Be bonded at the expense of the NRCC with sufficient security to satisfy its requirements;
8. Serve as a member of the Budget Committee;
9. Provide the NRCC and its Executive Committee members with current financial reports at each of their regular meetings and furnish the Executive Committee members updated reports if any significant change in financial condition occurs between Executive Committee meetings;
10. Appoint the Postal Permit Coordinators, with the approval of the NRCC Executive Committee, who shall serve at the pleasure of the Treasurer;
11. The Treasurer shall give written instruction to the Assistant Treasurer and the two or more Postal Permit Coordinators in regard to the performance of their duties to ensure they act in compliance with Federal Election Commission and the U.S. Postal regulations.

### **Additional info from Treasurer Michael Bertrand:**

The treasurer has the following duties:

1. Authorizes disbursements of funds
2. Responsible for oversight of cash and cash management of the organization
3. Reviews and signs FEC reports
4. Prepares monthly cash statement to report to the E Board and county chairs showing balance of federal and non federal cash

5. Prepares monthly and year to date profit and loss
6. Prepares report on variances between operations and the budget
7. Maintains documents supporting all disbursements
8. Maintains documentations of bank statements and reconciliations and payroll reports
9. Oversees and maintains internal controls over cash which includes approval processes.
10. Oversees and directs controller's duties