



REPUBLICAN WOMEN OF PRESCOTT
Nominating Committee Guidelines and Rules for
A Contested Election of Executive Committee Officers

1. No campaign material, including but not limited to, apparel, buttons, stickers, posters, signs and printed materials are permitted in the Prescott Resort banquet area at any time before, during and after the Nominating Committee slate has been announced.
2. A Candidate running for an Executive Committee position is permitted to campaign as follows:
 - a. Make telephone calls promoting herself to Active Members. A team or phone bank is not permitted.
 - b. Send electronic emails, texts, and post on social media to an individual on a one-to-one basis. A team or multiple distributions are not permitted.
 - c. Distribute written/printed campaign material at a purchased table in the Resort mall area and with a signed and paid table rental agreement. Campaign material must be approved by the Voter Registration and Campaigns Chair and Parliamentarian.
 - d. A Candidate and two supporters may stand behind a paid campaign table in the mall area.
 - e. The distribution of campaign materials during a luncheon meeting is restricted to the Resort mall area.
 - f. Distribution of, or wearing, campaign materials inside the Resort Banquet Room will be considered a minor violation and you will be asked to remove such item(s) by one of the designated Sergeants at Arms. If the request to remove such item(s) is denied by an individual, he/she may be brought to the President and Parliamentarian for review. It may result in being prohibited from voting or removal from the luncheon meeting.
3. All campaign communication (whether verbal, written, texted and/or posted on social media) must remain positive toward another Candidate per the RWOP Bylaws, Standing Rules and Code of Conduct included below.
4. Nominations from the Floor shall be in compliance with RWOP Bylaws per Article XIII, Sections 2, 3 and 4 – Nominations, Elections, Vacancies (below).
5. Nominations from the floor during the September luncheon meeting may be submitted to the Sergeant at Arms stationed at a designated “Nominations Table” in the Resort mall area prior to the luncheon or may be submitted up to the 21-day deadline in writing or email to the Nominating Committee Chair and Parliamentarian.

The vetting process will confirm the following:

- A.** The nomination is from an Active Member, in good standing, with a minimum of one-year membership;
- B.** The nominated individual qualifies for the nomination per RWOP Bylaws;
- C.** Receipt of a signed and dated form of verification from the person making the nomination, as well as the nominee's acceptance;
- D.** Signed verification the nominator and nominee have received a copy of the Nominating Committee's Guidelines and Rules;
- E.** Signed verification both the nominator and nominee have a paid reservation for the luncheon meeting.

6. Acceptance of Executive Committee Officer nomination documentation will close twenty-one (21) days in advance of the October election luncheon meeting. Nominations from the floor will not be accepted at the October voting luncheon meeting.

BYLAWS

Amended 2-13-24 Effective on 2-13-24 Bylaws—Approved by 2/3 majority of Active Members

**Standing Rules—Approved by majority of Board of Directors (BOD) Financial Policies—
Approved by majority of BOD
Board of Directors (BOD)
Executive Committee (EC)**

ARTICLE XIII – NOMINATIONS, ELECTIONS, VACANCIES

Section 2

At the September meeting, the Nominating Committee shall report to the membership one (1) candidate for each office whose consent to run must have been secured.

Section 3

Nominations from the Floor:

- A.** When an Active member nominates another Active member from the floor she must obtain the nominee's consent ahead of time and submit an email notice to the Nominating Committee Chair and the Parliamentarian no later than twenty-one (21) days prior to the October meeting;
- B.** The nominee shall meet the qualifications in Article III, Section 1 and Article V, Section 1;
- C.** If there are qualified floor nomination(s) candidates who sent their intentions to the Nominating Committee Chair and the Parliamentarian by email twenty-one (21) days in advance of the election, both the candidate(s) from the floor and the Nominating Committee's candidate will get two (2) minutes each to speak; and
- D.** Both the nominator and the nominee must sign the notice for the nominee to run from the floor.

Section 4

- A. At the October meeting, an election shall be held and those elected shall be installed at the December meeting;
- B. The chair may declare a motion for acclamation of the uncontested race(s) and call for a voice vote; and
- C. In contested race(s) there will be a prepared ballot for all Active members in attendance at the business meeting to vote and submit those votes to a Tally Committee that is selected by the Election Committee.

Section 5

- A. When there is a vacant officer position, the Nominating Committee shall call for a meeting to fill the position;
- B. An announcement of the vacancy and the means by which Active members per Article V, Section 1 may apply to fill that vacancy will be sent to Active members no later than ten (10) days prior to the Nominating Committee meeting date;
- C. In the event no one applies or does not meet the qualifications for the position, the Nominating Committee can accept applicants that are from Active Members;
- D. The Nominating Committee will interview applicants and notify the EC; and
- E. Active and associate members will be notified of the filled vacancy.

ARTICLE XVIII – CONFIDENTIALITY

1. All RWOP information defined as but not limited to reports, minutes, budgets, membership roster, business plans, bylaws and proposed amendments presented to the BOD are not considered confidential for Active Members. Upon written requests, Active members may receive the above documents when approved by the President or EC;
2. Nonmember or non-member organizations shall not have access to RWOP information, defined as but not limited to, reports, minutes, budgets, membership roster, business plans, bylaws and proposed amendments, as they are considered confidential and proprietary. These documents shall not be shared, copied, distributed or discussed either verbally or in written form without the expressed written approval by the EC. A breach of this confidentiality will result in loss of RWOP membership and legal action, at the discretion of the BOD as recommended by the EC; and
3. The RWOP Directory remains the property of RWOP and is intended for the private use of our members only. All information contained herein is deemed confidential and shall not be given out or used for any other purpose.

REPUBLICAN WOMEN OF PRESCOTT STANDING RULES

Adopted by Board of Directors on April 8, 2024

Rule #8 It shall be the policy of RWOP to refrain from any negative comments pertaining to any Republican candidate or Republican elected official(s).

2024 Code of Conduct

This Code of Conduct is designed to provide all RWOP members with a set of principles for appropriate conduct.

All members shall abide by these professional standards:

1. Act honestly and ethically while in the performance of their volunteer duties;
2. Treat all RWOP members, volunteers, and community members with respect, courtesy, and dignity regardless of their political preference, ethnicity, nationality, or cultural differences;
3. Not harass, bully (1) or mistreat resort staff or other volunteers;
4. Obey all applicable local, state, and federal laws while acting on behalf of the RWOP including RWOP Bylaws, Standing Rules, and the Financial Policies and Procedures;
5. Assist and cooperate with any RWOP investigation; and
6. Seek assistance if you have questions regarding any volunteer guidelines, including the Code of Conduct. If a member, volunteer, guest, or political candidate has any questions or concerns regarding the Code of Conduct or wishes to file a formal complaint, she/he may contact the RWOP President and/or the Parliamentarian.

Board of Directors:

Serving on the Board of Directors (BOD) requires good judgment and management of reasonable risks. As a BOD member, you will be required to comply with RWOP Bylaws, Standing Committee Rules, and the Financial Policies and Procedures.

Terms of Disqualification or Removal

Members who do not comply with the Code of Conduct may be subject to disciplinary action, including and up to disqualification and/or removal.

(1) **Bullying** may rise to the level of harassment and is prohibited. Bullying is defined as unwelcome or unreasonable behavior that demeans, intimidates, ostracizes, or humiliates people, either as an individual or as a group. This includes any verbal, written, or social media. Bullying behavior is often persistent and part of a pattern, but it can also occur as a single incident. Some examples of bullying behavior include but are not limited to: abusive and offensive language, insults, teasing, and spreading rumors. It can also include a manipulation of the work environment or psychological manipulation.