



SUPPLEMENTARY COUNTY RULES
of the
REPUBLICAN PARTY OF SANTA FE COUNTY
Adopted by the County Central Committee
On
May 8th, 2024

GOVERNANCE

1. PARTY NAME

The Republican Party organization in Santa Fe County, New Mexico shall be known as “Republican Party of Santa Fe County”, hereafter referred to as “RPSFC”.

2. ORGANIZATION AND GOVERNMENT

A. The Rules and Regulations for the basic organization and government of the RPSFC shall be supplemental and compliant with:

The Uniform State Rules of the Republican Party of New Mexico as properly amended from time to time by the Republican Party of New Mexico hereafter referred to as “State Rules”; and

Where not in conflict with State Rules or any applicable law, and when properly filed, these Supplementary County Rules of the RPSFC as adopted on the effective date shown above by the Santa Fe County Central Committee, hereafter, referred to as SFCCC, together with all subsequent amendments properly adopted and filed.

B. The Administration of the RPSFC shall be Ward based.

C. Conduct of Business shall be by the current edition of Robert’s Rules of Order.

D. These Supplementary County Rules adopt the state rules in compliance with the State Rules, all applicable laws and do not abridge the lawful political rights of any persons.

E. All qualified voters in New Mexico whose properly registered political party affiliation is "Republican" shall be considered a member of The Republican Party of New Mexico and of the RPSFC where the voter is so registered in Santa Fe County and is eligible to participate in Republican Party affairs in accordance with these rules.

SANTA FE COUNTY CENTRAL COMMITTEE

3. COUNTY CENTRAL COMMITTEE—ELECTED MEMBERS

A. Each member, officer, or candidate for same, of the SFCCC must be a qualified and properly registered Republican voter living at the address of registration in Santa Fe County, ward, or precinct involved as of the date of the call for the Biennial Organizational County Convention where members are elected to the SFCCC. SFCCC members are elected members and vacancies may be appointed by the Chair. (*USR 3-1-3B, D*)

B. The number of elected members of the SFCCC from each Ward in Santa Fe County shall be based on New Mexico House Districts in proportion of one member for each 50 votes cast, plus any major fraction thereof, for the Republican candidate for Governor in the last Gubernatorial election. Estimates of Ward proportions from aggregated results from early, absentee and election day voting shall be as directed by the County Chair. Each Ward shall have at least one member filled by appointment by the county chair until the SFCCC meets to confirm membership. (*USR3-1-3-A2*)

4. COUNTY CENTRAL COMMITTEE—EX OFFICIO MEMBERS

A. Each officer of the SFCCC shall be an ex officio member of both the county central committee and the County Executive Committee. (*USR 3-1-4 E*)

B. Each Ward leader shall be an ex officio member of the SFCCC.

C. Other ex officio members of the SFCCC shall include:

- One member from the Santa Fe Federated Republican Women
- Elected Republican representatives or officials registered as Republicans to vote in Santa Fe County who are:
 - An incumbent Republican member of the United States Senate
 - An incumbent Republican member of the United States House of Representatives
 - An incumbent Republican statewide elected office holder, judges excepted
 - An incumbent Republican member of the New Mexico Senate
 - An incumbent Republican member of the New Mexico House of Representatives
 - All former state chairs, all former National committeemen, and all former National committee women
 - Officers of the Republican State Central Committee
 - The chair of the State Finance Committee
 - The chair of the Advisory State Rules Committee

5. COUNTY CENTRAL COMMITTEE—SFCCC MEETINGS

The SFCCC may consider any matter that is not prohibited by the State Rules, these Supplementary County Rules of the RPSFC, or all applicable law.

A. Each written notice of a SFCCC meeting shall be delivered to each member of the County Central Committee by the County Secretary, or designee, not less than five (5) calendar days prior to the date of the meeting.

B. A SFCCC meeting quorum shall consist of those SFCCC members present in person or by qualified proxy at the time, date, and public place stated in the call.

C. Each member of the SFCCC present in person or by qualified proxy shall have one vote. The plurality vote of the members present in person and by qualified proxy shall be sufficient to decide any matter. Adjournment shall be by majority vote.

D. Vacancies on the SFCCC shall be filled by appointment by the County Chair, as set forth in Section 3-1-3-D of the State Rules for the remaining term of the replaced or vacant position.

COUNTY EXECUTIVE COMMITTEE

6. COUNTY EXECUTIVE COMMITTEE—COUNTY OFFICERS

Each Officer of the SFCCC shall be an ex officio member of the County Executive Committee. (*USR 3-1-4 E*)

A. The Chair of the County Finance Committee, appointed by the County Chair, shall be an ex officio member of County Executive Committee.

B. The officers of the SFCCC may from time to time establish additional ex officio positions on the County Executive Committee which shall be filled by appointment by the County Chair subject to confirmation by the SFCCC.

7. COUNTY EXECUTIVE COMMITTEE—DUTIES

The County Executive Committee, under the leadership of the County Chair, shall conduct all business and other activities of the RPSFC.

8. COUNTY EXECUTIVE COMMITTEE—MEETINGS

The County Executive Committee may consider matters that the State Rules, these Supplementary County Rules of the RPSFC or SFCCC has given it the authority to pursue.

A. A written, verbal or confirmed electronic communication call of a County Executive Committee meeting shall be delivered to each member of the County Executive Committee by any County Officer not less than five (5) days prior to the date of the meeting.

B. A County Executive Committee meeting shall consist of those County Executive Committee members present in person at the time, date, and place stated in the call. No proxies shall be recognized or exercised at any County Executive Committee Meeting. Attendance in person or by live electronic method is required to vote.

C. Each member of the County Executive Committee shall have one vote. A plurality vote of the members present shall decide any matter. Adjournment shall be by majority vote.

D. Any action that may be taken at a County Executive Committee meeting may be taken instead without a meeting if a resolution is consented to, in writing, by a majority of the voting members.

9. COUNTY OFFICERS—DUTIES

Each member of the County Executive Committee owes a fiduciary duty of good faith and reasonable care with all actions taken on behalf of the organization. Each member of the County Executive Committee shall perform duties in the best interests of RPSFC using responsive and responsible care.

In addition to these duties described by the State Rules, Sections 3-1-4-F through J, the County Officers shall:

A. County Chair:

1. Call a SFCCC or County Executive Committee meeting with proper notice.
2. Preside over the SFCCC and County Executive Committee meetings.
3. Certify the results of the Biennial Organizational County Convention to the state chair.
4. Ensure that actions approved by either the SFCCC, County Executive Committee or special committees are pursued.
5. Review all contracts and financial documents after approval of the SFCCC or County Executive Committee and forward them to the County Treasurer for final action.
6. Appoint temporary officers.
7. Appoint special event leaders on a task-oriented basis.
8. Attend RPNM State Central Committee meetings.

B. County First Vice Chair:

1. Exercise the duties of the County Chair in the Chair's absence.
2. Exercise duties and projects as assigned by the county chair.
3. Attend RPNM State Central Committee meetings.

C. County Second Vice Chair:

1. Exercise the duties of the County Chair in the Chair's absence and the duties of the First Vice Chair in the County First Vice Chair's absence.
2. Exercise duties and projects as assigned by the County Chair or First Vice Chair.
3. Attend RPNM State Central Committee meetings.

D. County Secretary:

1. Prepare and file all non-financial forms or reports as required by applicable law or State Rules.
2. Collect attendance records for RPSFC meetings and conventions, SFCCC meetings and Santa

Fe County Executive Committee meetings. The County Secretary is authorized to designate an alternative or arrange for the collection of records by others in the secretary's absence.

3. Record and present meeting minutes from RPSFC meetings for approval by the RPSFC
4. Record and present meeting minutes from SFCCC meetings for approval by the SFCCC.
5. Attend RPNM State Central Committee meetings.
6. Serve as Convention Secretary.
7. Submit to the state names of State Central Committee members elected at the Biennial Convention.

E. County Treasurer

1. Perform custodial duty of all RPSFC funds and carefully preserve the financial records.
2. Receive all funds from all sources and receive all in-kind donations from all sources.
3. Pay out funds authorized by SFCCC officers or County Executive Committee.
4. After the SFCCC or the County Executive Committee has approved a financial transaction, sign all associated contracts and other financial documents.
5. Prepare and file all government financial forms or reports as required by all applicable law or State Rules.
6. Submit a copy of the previous year's financial records, filed reports, and filed forms to the County Chair, for an annual audit by April 30 of each year.

10. COUNTY FINANCE COMMITTEE—DUTIES

The County Finance Committee, set forth in Section 3-1-7 of the State Rules, shall be authorized to organize and conduct fundraising events for the RPSFC. Each event shall be approved by the County Executive Committee. A finance report shall be submitted to the Executive Committee of all revenue, expenditures and in-kind donations from any fundraising event.

11. FINANCIAL STANDARDS

- A. The fiscal year for the RPSFC shall be April 1 of the current year until March 31 of the subsequent year.
- B. The account method of the RPSFC shall be a cash basis method.
- C. Only the SFCCC may authorize the RPSFC to borrow funds.

CONVENTIONS, CALLS AND NOTICES

12. COUNTY—CONVENTIONS

A. Regular and Special County Conventions shall be held as set forth in Section 3-2 of the State Rules.

B. The number of delegates to be elected from each Ward shall be determined by the County Executive Committee, with Section 3 of these rules as a guide.

13. CALLS AND NOTICES

A written notice shall be delivered in-person, by U. S. Postal Service or by an electronic service such as email. (*USR 3-2-3 and 3-2-4*)

14. PROXIES

A. County Central Committee Conventions: No proxies shall be recognized or exercised at the Biennial Organizational County Convention held in odd numbered years to elect officers, SFCCC members and State Central Committee members. Proxies shall be accepted for elected or appointed SFCCC members at the SFCCC Pre-primary Convention, the SFCCC Quadrennial Convention and SFCCC Special Conventions. The number of proxies permitted to be exercised by any one individual shall not exceed five (5). All individuals executing a qualified proxy for a SFCCC member must be a registered Republican voter in Santa Fe County.

C. County Central Committee Meetings: Proxies are permitted at SFCCC meetings. The number of proxies permitted to be exercised by any one individual shall not exceed five (5). All individuals executing a qualified proxy for a SFCCC member must be a registered Republican voter in Santa Fe County.

D. County Executive Committee Meetings: No proxies shall be recognized or exercised at any County Executive Committee Meeting. Attendance in person or by live electronic method is required to vote.

E. Ward Caucus Meetings: No proxies shall be recognized or exercised at any Ward Caucus meetings.

STATE CENTRAL COMMITTEE

15. COUNTY CONTINGENT—STATE CENTRAL COMMITTEE

Each member, officer, or candidate for same, of the State Central Committee, any county contingent of the State Central Committee, any county central committee, or any ward or precinct committee must be a qualified and properly registered Republican voter living at the address of registration in the New Mexico County, ward, or precinct involved as of the date of the call for the Biennial Organizational County Convention. (*USR 3-2-1 C*)

Members, in addition to the County Chair, First Vice Chair, Second Vice Chair, County Secretary, County Treasurer and all ex officio members, shall be elected and shall serve as set forth in Section 3-3 of the State Rules. Any Republican properly registered as a voter in Santa Fe County may be elected as follows:

A. The elected members of the county contingent of the State Central Committee from each county shall be elected by and at the Biennial Organizational County Convention.

B. The County Secretary shall prepare ballots for the election of members of the County Contingent to the State Central Committee, and shall include on said ballots, the name of any Republican whose name, address, and telephone number has been presented to the County Secretary in writing or electronically at least 24 hours prior to the convention. Said prepared ballots shall also contain blank lines for nominations from the floor. Persons nominated from the floor must be present at the election. Nominations from the floor shall include the name, address, and telephone number of the nominee.

C. Each ballot may be marked for less than, but shall not exceed, the allotted elected members of the County Contingent to the State Central Committee. The nominees shall be ranked in descending order by the number of votes received. The top ranked nominees, equal to the number of elected members, shall become members. Should a tie exist for the last position(s), a game of chance (selected by the County Chair) shall be used to determine the last member(s).

D. The tellers, Ballot Security, and Tabulation Committee appointed as a Special Committee by the County Chair, shall ensure that written tallied and certified results in all election votes cast are carefully preserved and are delivered to the Convention Secretary who shall then deliver the results to the County Chair and County Secretary if not the same person as the Convention Secretary.

E. Vacancies for the elected members of the County Contingent of the State Central Committee shall be filled by appointment by the County Chair and certified per Section 3-3-1-F of the State Rules for the remaining term of the replaced or vacant position.

END OF THE RPSFC SUPPLEMENTAL RULES

ADDENDUM

Definitions

Agenda a list of items to be discussed at a formal meeting. It serves as a roadmap for a meeting by moving from one item to the next and can designate who is responsible for specific action items.

Caucus a meeting of voters registered in the same ward or precinct.

Convention an assembly in which candidates are nominated.

Delegate an individual elected to serve one time at a specific convention.

Disaster or Emergency a period when damage or injury to persons or property in New Mexico, caused by natural disaster, epidemic, pandemic, or enemy attack, is of such a magnitude that an emergency is declared by the chief executive officer of the United States and/or the chief executive officer of New Mexico.

Endorsement an act of giving one's public approval or support to someone.

Ex officio by virtue of office or official position. The member of a committee with full voting rights who is part of it by virtue of the position they hold in another committee.

Fiscal Year starts on the first day of April and ends on the last day of March. It is used for accounting purposes to prepare financial reports and does not necessarily coincide with campaign finance reporting requirements of the SOS or the Federal Election Commission (FEC).

In Writing shall be defined as something typed, printed, lithographed, photographed or recorded in some other mode representing or reproducing words in a viable form. This shall also include any digital communication or digitally stored communication.

Meeting an assembly, other than a convention, of people coming together, either in person or online for a defined purpose.

Opposition Candidate any candidate who is not a Republican.

Precinct(s) are the physical boundaries for a voting group determined by the boards of county commissioners in each county in accordance with the Election Code of New Mexico.

Proxy the written designation that a committee member gives to another person to vote in his or her stead.

Publicly perceived existing in open view.

Qualified officially recognized.

Quorum the minimum number of officers or members of a body that are present at a given meeting to conduct business.

The Call or Official Call the notice of an upcoming meeting sent to members of the committee.

Vacancy as used in these rules exists for an unfilled position. The position shall be filled as prescribed in the county supplementary rules.

Ward a group of contiguous precincts e.g., legislative district, county commission district, school district, etc., following precinct boundaries as defined in the county supplementary rules.