

# Rules of the Republican National Hispanic Assembly Adopted

June <u>21</u>, 200<u>7</u>

# Rules of the Republican National Hispanic Assembly as Adopted by the National Convention

June 21, 2007

#### **PREAMBLE**

BE IT RESOLVED, that we, American citizens of Hispanic origin, have chosen to incorporate into a legal Republican organization, to be known as the Republican National Hispanic Assembly (hereinafter referred to as the "RNHA"), so that we can demonstrate our commitment to the principles of good government.

That like the Republican Party, the RNHA will have an open door policy. Ours will be an organization of equality and opportunity for all and favoritism for none.

It is the intent and purpose of these Rules to encourage the broadest possible participation of Hispanic voters in Republican Party activities at all levels and to insure that the RNHA is open, accessible to all, and answerable ultimately to its membership in the true American tradition.

These Rules provide for full participation with equal opportunity for men and women and for all Hispanic Americans regardless of age or social or economic status.

These Rules mandate that the RNHA shall be a nationwide organization, purposeful and strong in all sections of the country: North, South, East and West.

BE IT FURTHER RESOLVED, That the following are adopted as the Rules of the RNHA, comprised of the rules for the election and government of the RNHA, the rules under which delegates and alternate delegates shall be allotted to the respective states and the rules under which such delegates and alternate delegates shall be elected and under which contests shall be considered, and the rules of business for any convention, until any amendments shall be made, per the amendment procedures herein set forth.

RULE NO. 1

Duration

The duration of the RNHA shall be perpetual.

RULE NO. 2

Objectives

- (a) Purpose:
- (1) To support the Constitution and laws of the Unites States of America and the Constitution and Laws of every State and Territory to the end that the Government shall be truly and, in fact, "A government of the people, by the people, for the people;"

- (2) To support the principles, objectives, and platforms of the Republican Party of the United States of America;
- (3) To develop and maintain a strong, effective, informed and educated Republican Hispanic constituency throughout the nation;
- (4) To encourage able and qualified American Hispanics, who are registered Republican voters, to seek office at all levels of government;
- (5) To increase the number of Hispanics voting Republican and proactively get them to the polls;
- (6) To elect Republican candidates to office at all levels of government;
- (7) To develop viewpoints and positions on local, state, and national issues and to seek implementation of these viewpoints through local, state, and national Republican organizations.
- (8) To insure the participation of citizens of Hispanic heritage in the American political process and the Republican Party.
- (9) To advocate the legislative and political interests of Hispanics within local, state and federal governments, as well as in the Republican National Committee.

#### Jurisdiction

The jurisdiction of the RNHA shall be the fifty states, the District of Columbia, Puerto Rico and all the Territories and possessions of the United States, and only these can be state RNHA organizations. All State Chapters shall be autonomous, however, the RNHA National Committee (hereinafter referred to as the "RNHANC") shall have the final authority to certify or de-certify State Chapters, or any subdivision thereof.

#### RULE NO. 4

### <u>Individual</u> Membership

- (a) Voting membership shall be made up of <u>American Citizens</u>, of <u>Hispanic and non-Hispanic descent</u>, registered Republicans, or registered voters in areas where registration is not by party affiliation, by filing an official application at the RNHA's National Office and payment of the required membership dues.
- (b) Honorary membership, , <u>composed of non-voting members, shall be available to Hispanic and non-Hispanics, who are not U.S. citizens and hold permanent U.S. residency, and shall be made optional for senior citizens and current students, at the discretion of the RNHA Executive Committee.</u>
- (c) Membership shall be considered complete when an official membership application has been filed with the RNHA, National Office along with the required membership dues or proof of payment.
- (d) Membership will be for a period beginning upon the receipt and acceptance of a member's application by the National Office with evidence of payment of the required

membership dues. The duration of the membership period and renewal cycle shall be set by the RNHA executive committee. The RNHA executive committee shall set criteria and process for accepting membership applications.

- (e) Renewal of membership will be automatic upon the National Office's receipt of evidence of payment of required membership dues for the following period.
- (f) Each RNHA voting members shall be a member of the State Chapter of the state in which they are domiciled and are registered to vote. 2) If there is no state chapter formally organized in the state where the member resides, the member will solely have national membership benefits.
- (g) The RNHA has the authority to expel members who are disruptive to the organization's ability to properly function. Such procedure may be set up by the RNHANC.
- (h) Official membership files will be maintained by the RNHANC.

#### RULE NO.5

#### Donations and Dues

- (a) The RNHANC will determine the donations and dues amounts, payment schedule, and payment procedures.
- (b) State RNHA organizations shall pay the amount of \$500.00 per year as membership dues to the RNHA National Organization.
- (c) Voting members shall pay the amount of \$15.00 per year as membership dues, which amount shall be rebated in its entirety to the state RNHA organization to which the voting member is registered. State Chapters may receive membership applications with dues payments directly, but must send all applications to RNHANC, with evidence of payment by individual member, before application is considered complete. State Chapters must provide RNHA renewal of individual membership evidence, including evidence of renewal payment

#### RULE NO. 6

# Listing of Committees

There shall be the following RNHANC committees: 1) the Standing Committee on Credentials and Membership, 2) the Standing Committee on Procedures and Rules, 3) the Committee on the National Convention, 4) the Committee on Contests, 5) the Audit Committee, 6) the Budget Committee 7) Advisory Board of Directors

There shall be the following National Convention Committees: 1) the Committee on the Call, 2) the Committee on the site of the National Convention, 3) the Committee on Resolutions, and 4) the Committee on Platform.

Organization of the Republican National Hispanic Assembly National Committee

The Republican National Hispanic Assembly National Committee, hereinafter referred to as the RNHANC, shall have the general management of the RNHA, subject to direction from the national convention through amendments to and/or repeal of these Rules including setting membership dues and maintenance of and access to the official membership files. The members of the RNHANC shall consist of one (1) national committeeman and one (1) national committeewoman from each state, and the chairman of the state RNHA organization of, each state, and the members of the RNHANC Executive Committee. While the RNHANC shall have general management of the RNHA, the RNHANC Executive Committee may exercise all the executive and administrative functions required of the RNHANC between meetings of the RNHANC as per the provisions of Rule No. 15 herein. For the purposes of this rule and all other rules, the definition of "state" or "states" shall be that as defined in Rule No. 21. The RNHANC shall be the ultimate authority of the RNHA, and will be the last recourse in resolving any and all elections or certification disputes.

#### RULE NO. 8

# Method of Election of the National Committee Man and National Committee Woman

- (a) Where the rules adopted by a RNHA state organization provide a method of election of the national committeeman and the national committeewoman, they shall be elected pursuant to such method.
- (b) Where the rules adopted by a RNHA state organization do not provide a method of election of the national committeeman and committeewoman, and where state laws do provide such a method of election, they shall be elected pursuant to such method provided by state laws.
- (c) Where neither the rules adopted by a state Republican Party nor state laws provide a method of election of the national committeeman and committeewoman, the national convention delegation from such state shall elect them by a simple majority vote of its members.
- (d) At each national convention, the roll shall be called and the delegation from each state shall report, through the chairman of the delegation, the names of the elected national committee members whose election shall be ratified by the national convention in accordance with these rules.

# RULE NO. 9

#### **Elections**

- (a) A majority vote of the delegates to the National Convention shall elect a candidate for those offices to be elected at said National Convention.
- (b) The eligibility and number of delegates to the National Convention will be described in the section on the Standing Rules for National Convention.

(c) Elections will be held at the regularly convened National Convention every two years, on odd number years, in April in conjunction, or separate from the national meetings of the RNHANC's meeting.

RULE NO. 10

Term of Office

- (a) National committeemen and committeewomen shall serve from the adjournment of the national convention until the adjournment of the following national convention, and until their successors have been elected and ratified.
- (b) The terms of all officers of the RNHANC, whether elected by the National Convention delegates or not, will be for a period of two (2) years. No officers may hold the same office for more than two (2) consecutive terms.

RULE NO. 11

Vacancies

- (a) Election of members to fill vacancies in the RNHANC shall be ratified by the RNHANC upon their election by the RNHA state organization in and for the state in which the vacancy occurs.
- (b) The RNHANC shall have the power to declare vacant the seat of any of its members who refuses to support the Republican nominee for President of the United States or Vice President of the United States.
- (c) A vacancy in the office of Chairman will be filled, temporarily, by the 1st Co-Chairman until a replacement can be elected upon by the RNHANC in a special meeting for this purpose.
- (d) In the event of the vacancy, death, resignation, disqualification, or disability of any officer of the RNHANC Executive Committee or member of a committee of the RNHANC, as enumerated in the Rules, such vacancy shall be filled by the same body and in the same manner as provided therein for the election of such officer or officers or committee members in the first instance.
- (e) In the event of the death, resignation, disqualification, or disability of any member of the RNHANC, the vacancy shall be filled according to adopted RNHA state party rules. If no rule exists, vacancies shall be filled by majority vote of the state committee.

Rule No. 12

State RNHA Organizations

(a) Organizational Requirements:

State RNHA organizations will be recognized for the purpose of membership in the RNHANC and participation in the National Convention based on the following organizational requirements;

(1) State RNHA organizations will consist of an RNHA State Committee made up of representatives from RNHA County (or selected state political subdivision) Chapters.

- (2) In order to be recognized, the total membership for a state must be at least twenty-five (25) voting members. And must be approved by a Majority vote of the RNHA Executive Committee, at which time the RNHA Chairman will notify in writing that the State Chapter has been certified. State RNHA organizations must submit for certification a letter of application for recognition to the RNHANC which must include the following: the State RNHA organization's Constitution, By-Laws, or Rules as the case may be; the roster for each RNHA County (or selected state political subdivision) Chapter; copies of minutes of RNHA State Committee meeting which contain motions for recognition by the RNHANC; copies of minutes of RNHA State Committee meeting when officers were elected; and letter of endorsement from the Chairman of the State Republican Central Committee or Republican Party which states that the group seeking recognition is the one the State Republican Party will recognize and support.
- (3) Recognition will be automatic for those states whose members statewide and at the county (or selected state political subdivision) level have renewed their membership before the end of the calendar year in sufficient numbers to satisfy the requirements set forth in this Rule, § (a)(2).

# (b) RNHA State Committee

- (1) The State Committees of each State RNHA organization shall organize by electing a Chairman, Vice-Chairman, Secretary and Treasurer. Each person elected to the office of Chairman, Vice-Chairman, Secretary and Treasurer shall thereupon become a member of the RNHA State Committee with full voting rights as such a member or shall retain membership and voting rights if such person is a member of the RNHA State Committee at the time of such person's election.
- (a) A meeting to elect State Committee officers, to be held at a location designated by the Chairman of the RNHA State Committee, not sooner than state Republican committee organization meetings required to be held under state laws have been held and not later than one hundred twenty (120) days after each general election, shall be called by the RNHA State Committee Chairman. Such meetings shall be called by mailing a notice to each member and alternate member of the RNHA State Committee at least ten (10) days before the date of the meeting. The person calling such meeting shall serve as Temporary Chairman thereof. Alternate members shall represent their respective regular member in the absence of the regular member. No member of the RNHA State Committee shall be represented by proxy at its meetings.
- (2) The State Committee of each RNHA state organization shall also consist of the Chairperson of each RNHA County Chapter, the representatives elected to the RNHANC, and two (2) voting members for every twenty-five (25) voting members of each RNHA County (or selected state political subdivision) Chapter elected at large by all voting members of the chapter.
- (3) The Executive Committee of each RNHA State Committee shall consist of the RNHA State Committee Chairman, Vice-Chairman, Secretary, Treasurer, as well as the representatives elected to the National Committee, who are the National Committeeman and National Committeewoman. Additional positions may be created at the discretion of the State RNHA. The Chairman of the RNHA State Committee shall be the Chairman of the State Executive Committee.
- (d) In the event a State RNHA organization and/or an RNHA County (or selected state political subdivision) Chapter, by the end of the calendar year, does not have sufficient

membership for recognition by the RNHANC, the RNHA state organization must reapply for recognition pursuant to the procedures specified in this Rule, § (a)(2).

- (e) Rules governing the RNHA County chapters will be set by the relevant RNHA state organization, consistent with <u>these</u> RNHA Rules. The rules for the RNHA County organizations are subject to review by the RNHANC.
- (f) The RNHANC may admit Republican entities in a particular state to be the RNHA state organization where an RNHA state organization does not exist, at RNHANC's sole discretion, and approve a different name for such organization, but any such chapter must follow and comply with these Rules. These organizations shall be known as affiliated organizations.

#### RULE NO. 13

#### Officers of the RNHANC

- (a) The officers of the RNHANC shall consist of:
- (1) A chairman, 1<sup>st</sup>\_Co- and 2<sup>nd</sup>\_Co-Chairman, the National Secretary, National Treasurer, Assistant National Secretary, and an Assistant Treasurer. The officers of the RNHANC shall be elected at the National Convention for a term of (2) years. The Chairman shall serve as the Chief Operating Officer of the organization. The chairman or co-chairmen may be removed from office only by a two-thirds (2/3) vote of the entire RNHANC.
  - (2) Candidates for these offices shall be nominated from the floor of the National Convention and must have at least two (2) votes in three (3) states in order to have their names placed in nomination. There shall be no nominating committee.
  - (3) The Chairman shall appoint a General Counsel for the RNHANC who will perform all legal tasks concerning the RNHANC and perform legal counseling services for the RNHANC membership. This appointment must be confirmed by a majority of the RNHANC.
  - (b) Duties of the RNHANC Officers
  - (1) The chairman shall;
    - (a) serve as a member of the Executive Committee of the RNHANC and a voting member of the RNHANC Executive Committee,
    - (b) serve as the official spokesperson of the RNHANC,
    - (c) preside at all regular or special meetings of the RNHANC,
    - (d) with approval of the RNHANC, appoint the Chairmen of all standing committees, and

- (e) the chairman of the RNHANC, may appoint such other committees and assistants as he or she may deem necessary.
- (2) The 1<sup>st</sup> Co-chairman shall have primary responsibility for assisting the Chairman fulfill his or her duties, such as;
  - (a) act as Temporary Chairman if for any reason the Chairman has resigned or requested a leave of absence,
  - (b) be responsible for calling meetings of the RNHANC for the purpose of electing a new Chairman should an elected Chairman be unable to be called within four (4) months after the Chairman's office has been vacated,
  - (c) serve as Provisional Chairman for a period not to exceed four (4) months until a new Chairman is elected
  - (d) have primary responsibility for the four (4) major committees of the RNHA; Credentials and Membership, Procedures and Rules, Audit, and Budget. Primary responsibility in this instance means the chairmen of each committee must report to the 1<sup>st</sup> Co-Chairman, and the 1<sup>st</sup> Co-Chairman maintains direct oversight, and the final say, over the Committees actions in their entirety.
  - (e) serve as voting member of the RNHANC Executive Committee.
  - (f) preside over the Platform Committee.
- (3) In the event that the Chairman and the 1<sup>st</sup> Co-Chairman are unable to fulfill their responsibilities, the 2<sup>nd</sup> Co-Chairman shall assume their responsibilities.
  - (a) The 2<sup>nd</sup> Co-Chairman is also responsible for three (3) Committees; Committee on National Convention, Committees on Call, and Site of the National Convention.
  - (b) The 2<sup>nd</sup> Co-Chairman serves as a voting member of the RNHANC Executive Committee.
- (4) The duties of the National Secretary shall include the following;
  - (a) keep correct minutes of all meetings of the Committees as well as minutes of any committee that is established by the RNHANC;

- (b) maintain all official correspondence of the RNHANC;
- (c) disseminate all notices of meetings;
- (d) maintain the official calendar of events for the RNHANC;
- (e) issue official certifications to State Chapters;
- (f) serve as a voting member of the RNHANC Executive Committee.
- (5) The Assistant National Secretary will assist the National Secretary perform his/her duties and shall serve as a voting member of the RNHANC Executive Committee.
- (6) The Treasurer shall receive all monies paid into the RNHANC and pay all bills approved for payment by the RNHANC or its designee. The Treasurer must be bonded during his or her term in office. Other duties of the Treasurer shall be;
  - (a) oversee accurate accounting for all monies received and disbursed by the RNHANC;
  - (b) prepare quarterly financial reports for dissemination to the RNHANC which indicates the financial posture of the RNHA;
  - (c) serve as a voting member of the RNHANC Executive Committee; and
  - (d) oversee the preparation and submission of all federal, state and local financial reports required by the RNHANC.
- (7) The Assistant Treasurer will assist the Treasurer in these responsibilities assigned to him or her by the Treasurer and approved by the RNHANC. The Assistant Treasurer shall serve as a voting member of the RNHANC Executive Committee.

### RULE No. 14

#### Meetings

- (a) The RNHANC shall meet at least twice in each year. A tentative agenda for each meeting shall be sent to the membership at least ten (10) days prior to such meetings. The minutes, including all resolutions and motions, shall be mailed to all members of the RNHANC within thirty (30) days after the close of the meeting.
- (b) All meetings of the RNHANC shall take place upon the call of the Chairman of the RNHANC. In case of a vacancy in the Chairmanship, the meetings will take place upon call of the 1st Co-Chairman. In the case of a vacancy in the Chairmanship and 1st Co-Chairmanship, it shall occur upon call of the 2nd Co-Chairmanship. In case of a vacancy in the aforementioned three officers, meetings will take place upon call of the Vice-Chairperson senior in time of service as a member of the RNHA. Such call shall be issued at least ten (10) days in advance of the date of the proposed meeting. However, if one of the purposes of the meeting of the RNHANC shall be to fill a vacancy

in the office of the Chairman of the RNHANC, then only five (5) days notice of the purpose, date and place of said meeting shall be required.

- (c) A quorum of voting members shall consist of half plus one of the total number of voting members. This shall be the quorum requirement for all RNHA meetings. Attendance by phone is acceptableand shall be considered as being present for purposes of quorum in this section.
- (d) Upon written petition of twenty-five (25%) or more members of the RNHANC, representing no fewer than twenty-five (25%) of the states represented in the RNHANC, filed jointly or severally with the Secretary, requesting a meeting to the RNHANC, it shall be the duty of the Chairman, with ten (10) days from receipt of said petition, to issue a call for a meeting of the RNHANC, to be held in a city to be designated by the Chairman, to be not later than twenty (20) days or earlier than ten (10) days from the date of the call.

#### RULE NO. 15

#### **Executive Committee**

- (a) There shall be an Executive Committee of the RNHA, consisting of the Officers of the RNHANC, in addition to five (5) members of the RNHANC; three (3) to be appointed by the chairman to serve at the will of the chairman and whose terms shall be coterminous with the chairman, and two elected by, and from each of the four (4) regional caucuses. In addition the following shall serve as voting members of the Executive Committee; the General Counsel of the RNHANC, the Chairman of the RNC or his or her representative, and the Chairperson of the Republican Hispanic Conference of the U.S. House of Representatives or his or her representative. The Executive Committee will be formed at the National Convention and serve until elections are held at a subsequent National Convention.
  - (1) The regional representatives will be elected at regional caucuses at the National Convention by the voting members of the RNHANC from each of the following regions (hereinafter "the four (4) regions"); <u>Each region must elect one male and one female representative.</u>
    - (i) Western region: Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming;
    - (ii) Midwestern region: Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, West Virginia, and Wisconsin;
    - (iii) Northeastern region: Connecticut, Delaware, the District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Puerto Rico, Rhode Island, Vermont, and the Virgin Islands;

- (iv) Southern region: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, and Virginia.
- (b) The Executive Committee may exercise all the executive and administrative functions required of the RNHANC between meetings of the RNHANC, with the exception of the following:
- (1) election of officers of the RNHANC;
- (2) ratification of the election of members of the RNHANC; and,
- (3) issuance of the call and designation of the time and place for holding the national convention.
- (c) The Executive Committee shall meet on the call of the Chairman and such meetings shall be held at least twice in each year. In addition, upon written petition of at least twenty-five percent (25%) of the members of the Executive Committee, the chairman, within ten (10) days of his receipt of said petition, shall call a meeting of the Executive Committee to be held in a city to be designated by the chairman. The date of such meeting shall fall between ten (10) and forty (40) days from the date of the call. The minutes of all Executive Committee meetings shall be distributed as promptly as practicable to all members of the RNHANC by the National Secretary.
- (d) The Executive Committee will select an Executive Director to serve as the agent for the RNHA to maintain records and accounts as required for the successful national operation of the RNHA. This person will be compensated by the RNHA, as determined by the Executive Committee, and will be headquartered at the RNHA, or at a selected site approved by the RNHANC.

#### Rules of Order

- (a) The current authorized edition of Robert's Rules of Order: Newly Revised ("Robert's Rules of Order") shall govern in all meetings of the RNHANC and its committees including the National Convention, insofar as they are applicable and not inconsistent with these rules.
- (b) All meetings of the RNHANC shall be open meetings, except as provided by Robert's Rules of Order.
- (c) No proxies are accepted for RNHANC, Executive Committee or National Convention. Attendance by phone or internet is permitted at the committee meetings.
- (d) No <u>votes</u> shall be taken by secret ballot in any meeting of the RNHA or of any committee thereof.

(e) A prayer and pledge of allegiance shall be conducted at the beginning of all meetings listed in these rules, including meetings of all subcommittees, immediately following the call to order by the chairman.

RULE NO. 17

Committees of the RNHANC

There shall be the following committees:

- (1) There shall be a standing Committee on Credentials and Membership, composed of two (2) members of the RNHANC from each of the four (4) regions, elected by members of the RNHANC from the four (4) regions.
  - (a) A chairman will be appointed by the Chairman of the RNHANC.
  - (b) This committee shall review applications for recognition as a state organization. Their findings shall be forwarded to the Executive Committee of the RNHANC for final action. This committee shall also review the credentials of delegates and alternates to the national convention pursuant to the rules pertaining to convening of the national convention.
  - (c) When the National Convention shall have assembled, the National Secretary of the RNHANC shall deliver to Committee on Credentials and Membership all credentials and other papers required to be submitted the states.
  - (d) An appeal may be taken to the Committee on Credentials and Membership from any ruling of the RNHANC on any contest, by and only by a party to such contest in the proceedings conducted pursuant to Rules Nos. 41 & 42. However, notice of such appeal must be filed with the National Secretary of the RNHANC within twenty-four (24) hours after the decision. Such notice shall specify the grounds upon which the appeal is taken, and that only the grounds so specified shall be heard by the Committee on Credentials and Membership upon such appeal. No evidence other than that taken before the RNHANC shall be taken up by the Committee on Credentials unless it elects to do so, by a majority vote of its members present and voting.
  - (e) No issue involving the status of one or more delegates or alternate delegates or any contest relating thereto may originate before the Committee on Credentials of the national convention. All contests must first be presented to the Committee on Contests of the RNHANC.
  - (f) No motion with respect to delegates or alternate delegates from more than one (1) state or territory shall be in order before the Committee on Credentials.
- (2) There shall be a standing Committee on Procedures and Rules, composed of one (1) member of the RNHA from each recognized state organization. The committee shall review and propose recommendations with respect to the Rules and procedures. Appointees to serve on this committee must be chosen by a majority vote of the members of an RNHA state organization within one (1) month following the National Convention. The chosen appointee must be submitted to the RNHA Chairman. If the members of the RNHA state organization do not submit their choice of appointee to the Chairman, the Chairman shall select from among the members of the RNHA state

organization one (1) member to serve on the committee. The chairman of the committee shall be elected by the committee members.

- (3) There shall be a Committee on The National Convention to plan for, arrange and manage the National Convention. The Chairman and the Co-Chairmen of the RNHANC shall be members of this committee and the Chairman of the RNHANC shall appoint the Chair of the Committee and at least one (1) member of each RNHA state organization. The Chairman of the committee shall appoint from its members, the Chairs of each subcommittee, unless otherwise expressed in these Rules. The Chairman will serve at the pleasure of the RNHANC Chairman. The Committee on the National Convention shall have the following subcommittees:
- (1) Committee on the Call, composed of a Chairman and at least four (4) members of the RNHANC who shall be appointed by the Chairman of the RNHANC. This committee shall assist the RNHANC in connection with issuance of the call for the National Convention pursuant to the Rules for Convening of the National Convention (Rule No. 34). This committee shall be appointed after the selection of the Committee on the National Convention and shall make its recommendation to the RNHANC by February 15 of the year on which the National Convention is to be held.
- (2) Committee on the Site of the National Convention which shall be composed of one (1) member of the RNHANC from each of the four (4) regions, elected by the members of the RNHANC from each region, and a chairman. This committee shall be responsible for investigating potential sites for the next National Convention and for recommending a site to the RNHANC for the National Convention to be held in April every two years.
- (3) Committee on Resolutions shall have a chairman appointed by the chairman of RNHANC from among the members of the RNHANC and four (4) members, one from each of the four regions. This committee shall consider all resolutions submitted by any member for adoption by the RNHANC at the National Convention and shall report to the RNHANC all resolutions timely submitted to it together with its recommendations for adoption, amendment, or other disposition. The Committee on Resolutions shall report out, without amendment and for consideration by the RNHANC, any resolution submitted in writing and supported by at least one (1) member of the RNHANC from each of the State Chapters, which is dated and submitted to the Chairman of the Resolutions Committee at least thirty (30) days before the National Convention or at least ten (10) days before a specially called meeting of the RNHANC to consider any such resolution.
- (4) Committee on Platform which shall be responsible for the platform of the RNHA.
  - (a) Membership of the Platform Committee will consist of the 1<sup>st</sup> Co-Chairman, and the RNHA Chairman will appoint four (4) members, one from each of the four (4) regions.
  - (b) No later than thirty (30) days before the National Convention all submissions for the Platform to be reviewed by the Platform Committee for inclusion into the final platform, must be submitted to the National Secretary. The Secretary will then compile the submissions and deliver them to the Platform Committee for review.

- (c) No later than two (2) days before the National Convention the Platform Committee must submit a platform for approval by the RNHANC.
- (d) Two (2) days before the general meeting at the National Convention, a hearing will be held by the Platform Committee to hear opinions of RNHA members regarding the platform. The platform will then be finally approved by the RNHANC.
- (4) There shall be a Committee on Contests, which shall be composed of two (2) members of the RNHANC from each of the four (4) regions, elected by members of the RNHANC from each such region, and a chairman appointed by the chairman of the RNHANC from among the members or officers of the RNHANC. This committee shall solely perform the duties relating to the resolution of contests prescribed in the Rule on Contest Procedure (Rules 41 & 42). This committee shall be elected after the selection of the Committee on Procedures and Rules and the Committee on National Convention.
- (5) The RNHANC shall create an RNHANC Audit Committee and any subcommittees thereof which it deems desirable, to which it may delegate the responsibility of implementing a broad-based audit. The Chairman shall appoint the Audit Committee Chairman. This appointment must be confirmed by a majority of the RNHANC.
  - (a) The Audit Committee Chairman will be responsible for conducting or arranging for the conduct of an audit of the financial records of the RNHANC annually. One (1) audit must be conducted at least sixty (60) days prior to the National Convention.
- (6) The RNHANC shall create a Budget Committee and any subcommittees thereof it deems desirable, to which it may delegate the responsibility of developing a budget and reviewing income and expenditures of the RNHANC. The Chairman of the RNHANC shall appoint the Chairmen of these committees from among the members of the RNHANC. The general counsel of the RNHANC shall be counsel to such committee and the following shall serve as ex officio members of the Budget Committee: the chairman, 1<sup>st</sup> co-chairman, and treasurer of the RNHANC. The chairman of the RNHANC shall make every effort in such appointments to ensure that an equal number of men and women serve on the Budget Committee. The chairman of the RNHANC shall appoint the chairman of the Budget Committee from among the members thereof.
  - (a) The annual budget of the RNHANC shall be approved at the first meeting of the RNHANC held in each year. The proposed budget, in reasonable detail, shall be mailed to all members of the RNHANC at least ten (10) days prior to such meeting.
- (7) The RNHA shall create an advisory Board of Directors whose membership shall be recommended by the chairman and approved by the RNHANC. The responsibilities of the members of this committee are to help the chairman promote the organization and to provide guidance and support to the Chairman and the RNHANC. Membership in this committee will be coterminous with the chairman's term.

PROCEEDINGS OF THE NATIONAL CONVENTION

Standing Rules for National Convention

#### Order of Business

(a) The National Convention shall proceed in the order of business prepared and printed by the RNHANC.

RULE NO. 19

# Convention Delegates

- (a) The delegates elected to the Convention from each state, immediately after they are elected, shall elect from the delegation a State Delegation Chairman. Five (5) days after the election of delegates, the State Chairman will notify the National Secretary, in writing, the names and contact information and credentials of the Delegation Chairman, the delegates and the alternate delegates.
- b) Committees and subcommittees may set time limits for speaking on any question by a simple majority vote; provided, however, that not less than ten (10) minutes total, equally divided between proponents and opponents on any question, shall be allowed in any case on any debatable motion, order or appeal.
- (c) Upon request of twenty percent (20%) of the members of committee or subcommittee of the Convention, a vote shall be recorded in the manner provided by these Rules, and no votes in the committees or subcommittees of the convention shall be taken by secret ballot.

RULE NO. 20

# Committee Reports

The report of the Committee on Credential and Membership shall be disposed of before any other report before the Convention.

RULE NO. 21

Definition of "States"

(a) Whenever used in these Rules, "State" or "States" shall be taken to include the District of Columbia, Guam, Puerto Rico, and the U.S. Virgin Islands, and all territories.

RULE NO. 22

Admission to Convention Hall

(a) No person except the members of the delegations from the various states represented, officers of the Convention, and members of the RNHANC and its officers shall be admitted to the section of the Convention apportioned to delegates.

# Voting

- (a) Each delegate to the Convention shall be entitled to one (1) vote, which may be cast by an alternate delegate in the absence of the delegate.
- (1) In the absence of any delegate, the roll of alternate delegate for the state shall be called in the order in which the names are placed upon the roll of the Convention, unless the law governing the state electing the absent delegate, the state, or the Republican state committee or governing committee shall otherwise provide, or the delegation shall otherwise direct at certification, in which event the alternate delegates from the state shall vote in the order established pursuant to the foregoing, as set forth in the delegation's certification. The form of certificate provided by the RNHANC shall provide a means by which an order for voting by alternate delegates may therein be specified.

#### RULE NO. 24

# Length of Debate

No delegate shall speak more than once or longer than five (5) minutes upon the same question, unless by leave of the Convention, except in the presentation of the name of a candidate for nomination of an officer of the RNHANC.

#### RULE NO. 25

# Suspension of Rules

A motion for a partial or total suspension of the rules shall always be in order but only when made by authority of a majority of the delegates from any state and seconded by a majority of the delegates from each of three (3) or more other states.

# RULE NO. 26

Amendments to reports from the Committee on Resolutions

No amendment pertaining to the report or the Committee on Resolutions shall be reported out or made a part of any report of such committee or otherwise read or debated before the Convention, unless the same shall have been submitted to the Chairman, and Secretary of such committee and shall have been accompanied by a petition evidencing the affirmative written support of a minimum of fifty-one percent (51%) of the membership of the committee.

# RULE NO. 27

#### Motion to Table

It shall be in order to lay on the table a proposed amendment to a pending measure and such motion if adopted, shall not carry with it or prejudice such original measure.

#### **Previous Question**

When the previous question shall be demanded by a majority of the delegates from any state, and the demand is likewise seconded by a majority of delegates from each of two (2) or more other states, and the call is sustained by a majority of the delegates to the convention, the question shall then be proceeded with and disposed of according to the rules of the House of Representatives of the United States in similar cases.

RULE NO. 29

#### Roll Call

- (a) Upon all subjects before the Convention requiring a roll call, the states shall be called upon in alphabetical order.
- (b) In the balloting, the vote of each state shall be announced by the Chairman of such state's delegation or his or her designee; and, in case the vote of any state shall be divided, the Chairman shall announce the number of votes for each candidate, or for or against any proposition; but if exception is taken by any delegate from the state to the correctness of such announcement by the Chairman of that delegation, the Chairman of the Convention shall direct the roll of members of such delegation to be called, and the result shall be recorded in accordance with the vote of the several delegates in such delegation.
- (c) In balloting, if any delegation shall pass when its name is called, then at the conclusion of the roll call, all delegations which passed shall be called in the order herein before established. No delegation shall be allowed to change its vote until all delegations which passed shall have been given a second opportunity to vote.

RULE NO. 30

#### Unit Rule

No delegate or alternate shall be bound by any attempt of any state to impose the unit rule.

RULE NO. 31

#### Record Vote

If a majority of the delegates of any six (6) states shall demand a roll call vote, the same shall be taken of the states in the order hereinbefore established.

RULE NO. 32

#### Nominations

(a) In making nominations for officers of the RNHANC, voting thereon, the roll of the states shall be called, separately in each case. Each candidate for nomination shall demonstrate the support of a majority of the delegates from each of three (3) or more states, prior to the presentation of the name of that candidate for nomination.

- (b) The total time of the nominating speech and seconding speech of any candidate shall not exceed five (5) minutes.
- (c) When it appears at the close of a roll call that any candidate for nomination has received a majority of the votes entitled to be cast in the Convention, the Chairman of the Convention shall declare that the candidate has been nominated.
- (d) If no candidate shall have received such majority, the Chairman of the Convention shall direct the roll of the states be called again and shall repeat the calling of the roll until a candidate shall have received a majority or the votes entitled to be cast in the Convention.

#### Amendments

- (a) These Rules, or any part thereof, may be amended or repealed only at a National Convention, by a majority vote of the delegates at a National Convention.
- (b) No later than thirty (30) days prior to the national convention, members of the RNHANC shall be provided a copy of the existing RNHA Rules along with all recommended changes to those Rules reviewed and proposed as of that date by the Committee on Procedures and Rules, since the previous national convention. Any changes shall be prominently noted.
- (c) Proposed amendments to and/or repeal of all or parts of these Rules must be submitted by the RNHANC, in writing, to delegates to the National Convention postmarked fifteen (15) days prior to the National Convention at which voting on the proposed change is to occur.

#### RULE NO. 34

#### Call of Next Convention

The RNHANC shall issue the call for the National Convention and request to nominate candidates for Chairman, Co-Chairman, National Secretary, Treasurer, Assistant National Secretary, and Assistant Treasurer of the RNHANC on or before March 1. The RNHANC shall issue and promulgate the call in a manner consistent with these Rules. The call shall include the order of business of the Convention.

#### RULE NO. 35

# Membership in Convention

The membership in the National Convention shall consist of the following:

# (a) Delegates:

Three (3) delegates from each of the states with recognized organizations. One additional delegate shall be permitted for each additional twenty five (25) voting members in the state RNHA organization over the (25) minimum members required. The Chairman of the RNC or his/her representative, as well as the Chairperson of the

Republican Hispanic Conference of the U.S. House of Representatives, or his/her representative shall also be delegates to the National Convention.

- (b) Alternate delegates:
- One (1) alternate delegate for each delegate to the National Convention, except that no alternates shall be selected for RNHANC members.
- (c) Any state party may set the date for any primary, caucus, convention, or meeting for the purpose of selecting delegates to the national convention. To the extent a state party's rules are in conflict with its state's laws with respect to this rule, the provisions of the state's law in which the election occurs shall control. To the extent the provisions of the rule are inconsistent with the provisions on elections of delegates, the provisions of this rule shall be controlling for all purposes.

#### RULE NO. 36

Election of Delegates and Alternate Delegates

- (a) Delegates and alternate delegates to the national convention may be elected only in one of the following manners:
  - (1) by the RNHA state committee, where specifically provided by state law;
  - (2) by RNHA state conventions.
- (b) In all elections of delegates or alternate delegates to the national convention, the following rules shall apply:
  - (1) Alternate delegates shall be elected to the national convention equal in number to the number of delegates elected therein. Alternate delegates shall be chosen in the same manner, under the same rules, and at the same time as the delegates and under the same rules. However, if the law of any state shall prescribe another method of choosing alternate delegates, they may be chosen in accordance with the provisions of the law of the state in which the election occurs, except that no alternates shall be selected for RNHANC members.
  - (2) Delegates and alternate delegates to the national convention, when serving as delegates and alternate delegates, shall be residents of and duly qualified voters of their respective states.
  - (3) No delegate or alternate delegate to the national convention shall be required to pay an assessment or fee in excess of that provided by the law of the state in which his or her election occurs as a condition of serving as a delegate or alternate delegate to the national convention.
  - (4) There shall be no automatic delegates to the national convention who serve by virtue of party position or elective office, except as provided for in Rule No. 35.
  - (5) Only legal and qualified voters who are deemed to be Republican pursuant to state law or by party rules of a state shall participate in any RNHA caucus, meeting, or convention held for the purpose of selecting delegates to the National Convention.

- (6) No delegates shall be deemed eligible to participate in the National Convention who are elected prior to the date of the issuance of the call of such National Convention.
- (7) There shall be no proxies at any state convention held for the purpose of selecting delegates to the National Convention. If alternate delegates to such selection convention are selected, the alternate delegate and no other shall vote in the absence of the delegate.

#### **Enforcement of Rules**

- (a) If any state or state party violates the Rules of the RNHA relating to the timing of the selection process resulting in the election of delegates or alternate delegates to the next national convention, such state shall suffer a loss of its delegates and alternate delegates to that national convention as follows:
- (1) If a state or state party violates the Rules of the RNHA relating to the timing of the selection process resulting in the election of delegates or alternate delegates to the national convention before the call to the national convention is issued, then the number of delegates to the national convention from that state shall be reduced by fifty percent (50%), and the corresponding alternate delegates shall also be reduced. If the violation occurs after the call to the national convention is issued, the number of delegates is reduced by ninety percent (90%), and the corresponding alternate delegates shall also be reduced.
- (2) Any sum representing a fraction shall be increased to the nearest whole number, so long as such rounding does not prevent a state from having at least one (1) delegate or alternate delegate to the national convention.
- (b) If a violation has occurred before or after the issuance of the call to the national convention, the chairman of the RNHANC shall notify the offending state of the violation and shall inform the state of the number of delegates and alternate delegates it will lose. This reduced number of delegates and alternate delegates will be reflected in the call to the national convention and will be the only number recognized as the official delegation of the state to the national convention.
- (c) If a violation has occurred after the issuance of the call to the national convention, the chairman of the RNHANC shall notify the state of the violation and shall inform the state of the number of delegates and alternate delegates it will lose. This reduced number of delegates and alternate delegates will be reported to the Secretary of State or responsible election official of the offending state and to the chairman of every state party, and such reduced number will be the only number recognized as the official delegation of the state to the national convention.
- (d) If the chairman of the RNHANC does not act upon a violation of the Rules of the RNHA relating to the selection and/or allocation of delegates or alternate delegates to the national convention, then a statement may be filed against a state or state party by any three (3) members of the Committee on Procedures and Rules who feel that a violation has occurred.
- (1) A statement filed against a state or state party by any three (3) members of the Committee on Procedures and Rules shall be written and shall specify the reasons why

the members believe the state or state party is in violation. The statement shall be signed and dated by each Committee member filing the statement, and shall be filed with the National Secretary of the RNHANC. The secretary of the RNHANC shall, within ten (10) days of receipt, distribute such statement to all members of the RNHANC.

- (2) The Committee on Procedures and Rules shall meet upon the call of the chairman of the Committee on Procedures and Rules, and shall vote upon whether a state or state party is in violation. If by majority vote the Committee on Procedures and Rules finds a violation, then such state or state party shall suffer the penalties described in paragraph (a) of this rule.
- (d) If a state or state party is determined to be in violation:
- (1) No member of the RNHANC from the offending state shall be permitted to serve as a delegate or alternate delegate to the national convention.
- (2) After the RNHANC members are excluded from being part of the offending state's delegation to the national convention, the state party shall determine which of the state's remaining delegates (and corresponding alternate delegates) are entitled to serve as part of the state's reduced delegation to the national convention.
- (3) In addition to the penalties provided for in paragraphs (e)(1) and (2) of this rule, the RNHANC Committee on Procedures and Rules may impose additional sanctions.
- (e) A state or state party shall have no appeal from either a finding of a violation against it or a penalty imposed upon it under this rule.

#### RULE NO. 38

# Excess Delegates and Alternate Delegates

- (a) No state shall elect a greater number of persons to act as delegates and alternate delegates than the actual number of delegates and alternate delegates respectively to which it is entitled under the call for the national convention. Provided, however, that if a state is found in violation of the delegate selection rules under Rule No. 36, then that state shall not elect a greater number of persons to act as delegates and alternate delegates than the actual number of delegates and alternate delegates respectively to which it is entitled under Rule No.37. No unit of representation may elect any delegate or alternate delegate with permission to cast a fractional vote.
- (b) Where more than the authorized number of delegates from any state is certified and forwarded to the secretary of the RNHANC in the manner provided in Rule No. 19, a contest shall be deemed to exist and the secretary shall notify the several claimants so reported and shall submit all such credentials and claims to the RNHANC for decision as to which claimants reported shall be placed upon the temporary roll of the national convention.

#### RULE NO. 39

#### Certification of Election

(a) All delegates and alternate delegates shall be elected no later than thirty-five (35) days before the date of the meeting of the National Convention, unless otherwise provided by the laws of the state in which the election occurs.

- (b) Election of delegates and alternate delegates shall be certified in every case where they are elected by convention, or by the RNHA state organization, or by the chairman and secretary of the RNHA state organization and forwarded to the secretary of the RNHANC, in the manner provided in Rule No. 19.
- (c) No later than thirty (30) days before the time set for the meeting of the National Convention, the credentials of each delegate and alternate delegate shall be filed with the National Secretary of the RNHANC for the use in making up the temporary roll of the National Convention.

# Temporary Roll

- (a) The names of the delegates and alternate delegates as notified by the State Chairman shall be placed upon the temporary roll of the National Convention by the RNHANC.
- (b) No person on the temporary roll of the National Convention whose right to be seated as a delegate or alternate delegate is being contested shall be entitled to vote in the National Convention or in any committee thereof until, by vote of the RNHANC, the contest as to such person has been finally decided and such person has been permanently seated, except that any such person may be accorded the right to so vote, except in matters involving the credentials of that person, by an affirmative vote of a majority of the members of the RNHANC or the Committee on Credentials and Membership.

RULE NO. 41

# Contest Filing

- (a) Notices of contest shall state the grounds of the contest and shall be filed, no later than thirty (30) days before the time set for the meeting of the National Convention, with the National Secretary of the RNHA, and shall be sent, simultaneously, by registered mail to the person or persons being contested, except in the case of the delegates or alternate delegates elected at a time or times in accordance with the laws of the state in which the election occurs rendering impossible the filing of the notice of contest within the time above specified.
- (b) Notice of contest may be filed only by a resident of the state whose delegation is challenged who was eligible to participate at any level in the delegate selection process of that state.
- (c) Only such contests that are timely filed under these Rules shall be considered.
- (d) For purposes of the rules relating to contests and credentials, the term "party" shall mean a person or persons who shall have filed a notice of contest pursuant to this Rule, and the person or persons whose right to be seated as a delegate or alternate delegate is the subject of such notice of contest.

#### Contest Procedure

- (a) All contests must originate from the Committee on Contests. The Committee on Contests shall have the power to adopt procedural rules, not inconsistent with these rules, which shall govern the expeditious resolution of contests before the Committee on Contests. When any deadline set out in this rule falls on a Sunday or legal holiday, such deadline shall be extended to the following day.
- (b) No later than twenty-two (22) days before the convening of the National Convention, each of the contesting persons or groups shall file with the National Secretary of the RNHANC at least three (3) printed or typewritten copies of the brief in support of their claim to sit as delegates or alternate delegates to the National Convention together with such affidavits or other evidence as desired. The National Secretary of the RNHANC, upon receiving the brief of a contesting person or group, shall furnish the opposing contesting person or group a copy of said brief. Each statement of position shall begin with a summary of not more than one thousand (1,000) words setting forth succinctly a synopsis of the statement of position and a specific statement of the points relied upon.
- (c) The Committee on Contests shall promptly hear the matter; decide which issues are involved, either of law or fact, or both; decide upon its recommendation for resolution of such issues; and submit such issues and its recommendations for resolution to the RNHANC. The issues so submitted by the Committee on Contests shall be the sole issues passed upon and determined by the RNHANC unless the RNHANC shall, by a majority vote, extend or change the same. If the Committee on Contests for any reason shall fail to state the issues either of law or fact, the RNHANC shall decide upon what issues the contest shall be tried, and the hearing shall be limited to such issues unless the RNHANC, by a majority vote, shall decide otherwise.
- (d) The Committee on Contests shall make up a report of each contest filed, showing the grounds of contest; the statute and rule, if any, under which the contest is waged; and the contentions of each party thereto. The report shall conclude with a statement of the points of issue in the contest, both of fact and law, and a statement of the recommendation of the Committee on Contests as to resolution of such points of issue, and shall be signed by the chairman or his designee. When the Committee on Contests has prepared such report stating the issues of law and fact, a copy of the statement of such issues shall be submitted forthwith to a person in the convention city, whom the parties must appoint at the time of filing the contest to receive such statement, and a copy shall be served forthwith by the chairman of the Committee on Contests upon the parties by the most expeditious method available, providing for written evidence of receipt including, but not limited to, overnight delivery service.
- (e) The contestants shall have eight (8) days to file written objections to the Committee on Contests' statement of the issues of fact and law, or both, with the National Secretary of the RNHA who will deliver to the RNHANC who in turn will consider the objections in a meeting of the whole committee (Review on Appeal). If the parties reside in American Samoa, Guam, Alaska, Hawaii, Puerto Rico, or the Virgin Islands, they shall be entitled to ten (10) days to file written objections. The objections shall contain any additional statement of issues of either law or fact, or both, claimed by the party submitting the same to be involved in and necessary to be decided in the contest.
- (f) When the RNHANC is called upon to review on appeal any contest that may arise, the members of the Committee on Credentials and Membership shall also be notified of

the time and place of such meeting and shall have the right to attend all hearings of all contests but without the right to participate in the discussion or vote. The decision of the RNHANC shall be final.

#### TIMELINE

# February:

- February 15: Committee on the Call to make recommendation to the RNHANC.
- On or before March 1: call to nominate RNHANC candidates to be issued in the year the Convention is held
- At least 60 days before National Convention, an audit must be conducted.
- No later than 35 days before the National Convention: All delegates and alternates must be elected, unless otherwise provided for by state law.

#### March:

- Reminder: on or before March 1, the call to nominate RNHANC candidates to be issued in the year the Convention is held
- No later than 35 days before the National Convention: All delegates and alternates must be elected, unless otherwise provided for by state law.
- No later than 30 days before the National Convention:
  - The Committee on Procedures and Rules must provide RNHANC members with a copy of existing RNHA Rules and proposed changes.
  - The contact information and credentials of each delegate and alternate delegate must be filed with the National Secretary.
  - Notice of contest must be filed and sent simultaneously to person(s) being contested.
  - All submissions for the Platform to be reviewed by the Platform Committee for inclusion into the final <u>platform</u> must be submitted to the National Secretary. The Secretary will then compile the submissions and deliver them to the Platform Committee for review.
- No later than two (2) days before the National Convention the Platform Committee must submit a platform for approval by the RNHANC.
- Two (2) days before the general meeting at the National Convention, a hearing will be held by the Platform Committee to hear opinions of RNHA members regarding the platform.

#### April:

- Every two (2) years: National Convention, RNHANC elections.
- Reminders:
  - At least 60 days before National Convention, an audit must be conducted.

- No later than 35 days before the National Convention: All delegates and alternates must be elected, unless otherwise provided for by state law.
- No later than 30 days before the National Convention:
  - the Committee on Procedures and Rules must provide Committee on Rules and Order of Business and RNHANC members with a copy of existing RNHA Rules and proposed changes.
  - The credentials of each delegate and alternate delegate must be filed with the National Secretary.
  - Notice of contest must be filed and sent simultaneously to person(s) being contested.
- No later than two (2) days before the National Convention the Platform Committee must submit a platform for approval by the RNHANC.
- Two (2) days before the general meeting at the National Convention, a hearing will be held by the Platform Committee to hear opinions of RNHA members regarding the platform. The platform will then be finally approved by the RNHANC
- Postmarked 15 days prior to the National Convention: RNHANC must submit to delegates the proposed amendments or repeals upon which voting will occur at National Convention.
- No later than 22 days before National Convention each of the contesting people or groups must file their briefs with the National Secretary.

# General deadlines with no specific dates:

#### Membership:

- 24 month period of membership
- Dues set biannually

#### Convention:

April every two years: National Convention, elections for the RNHANC held

- <u>N</u>ational committeemen and women serve from the adjournment of the national convention until the adjournment of the following national convention and until their successors have been ratified.
- All officers terms are for a period of 2 years

#### State officer elections:

Meetings to elect state officers: to be held not sooner than state Republican committee organization meetings required to be held under state law have been held and no later than 120 days after each general election. Notice of meeting must be mailed at least 10 days before the meeting.

#### RNHANC:

- RNHANC meets twice a <u>year</u>; tentative agenda must be mailed at least 10 days before the meeting. Minutes of the meeting must be mailed within 30 days after the close of the meeting.
  - The Committee on Resolutions shall report out, without amendment and for consideration by the RNHANC, any resolution submitted in writing and supported by at least one (1) member of the RNHANC from each of ten (10) states which is dated and submitted to the Chairman of the Resolutions Committee at least thirty (30) days before any regularly called meeting of the RNHANC or at least ten (10) days before a specially called meeting
  - Call of RNHANC meeting: issued 10 days before date of proposed meeting, unless one of the purposes of the meeting is to fill a vacancy in the RNHANC Chairmanship, then only 5 days advance notice of the meeting is required.
    - meeting in response to a petition for a meeting: the Chairman must, within 10 days of receiving the petition must issue a call for meeting. The meeting must be held not later than 20 days and no earlier than 10 days from the date of the call.
    - same for meeting of the Executive Committee
  - Proposed budget shall be mailed to all members of the RNHANC at least 10 days before the annual RNAHNC meeting.

#### Rule Enforcement:

Within 10 days of receipt, the National Secretary must distribute to all RNHANC members a statement filed against a state or state party filed by any 3 members of the Committee on Procedures and Rules.

The above rules were approved at the National RNHA Convention held on <u>June 21</u>, <u>2007</u> in Washington, D.C. and became effective at the end of that meeting.