

**WASHINGTON STATE
REPUBLICAN PARTY**

POLICY STATEMENTS

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Definitions:

- Washington State Republican Party (WSRP) = Party
- Washington State Republican Party Policy = Policy
- Washington State Republican Party Chairman = State Chairman

Section I – State Committee’s Committees

General Guidelines (from WSRP Bylaws Article 3.3)

Unless otherwise provided for in the bylaws, the State Chairman shall appoint the chair and members of all committees.

The State Chairman may appoint other standing committee the State Chairman deems necessary for the successful execution of his/her assigned responsibilities. Such committees may include, but are not limited to, the following: Finance, Resolutions, Grassroots, and Technology. Upon appointment of any such committee the State Chairman shall provide a written description of its purpose and duties.

1. AUDIT COMMITTEE

A. Purpose and Duties (from WSRP Bylaws Article 3.3.1)

The Audit Committee shall be comprised of three members of the State Committee appointed by the State Chairman and ratified by the Executive Board. The Party Treasurer shall serve as an ex officio member of the committee. The Audit Committee shall periodically review the books and records of the State Committee.

B. Procedures (from WSRP Bylaws Article 3.3.1)

The Audit Committee shall recommend to the Executive Board the name of an independent audit firm (see Section 5.5 of the Bylaws). The Audit Committee reports to the State Committee and Executive Board, and makes recommendations on matters relating to financial controls, and performs such other tasks as may be assigned by the State Committee. Voting members of the Audit Committee may be removed by a majority vote of the State Committee.

2. BUDGET COMMITTEE

A. Purpose and Duties (from WSRP Bylaws Article 3.3.2.1)

Preparation & Compliance: The Budget Committee shall prepare the budget; recommend any necessary modification thereof to the Executive Board; monitor compliance with the budget assuring that actual or anticipated expenditures do not exceed actual or anticipated revenues; monitor compliance with campaign and financial report laws; and report to the Executive Board any departures from approved budgets and established financial procedures.

B. Procedures

See Policy Statements Section IV.1 – Budget Development

3. BYLAWS COMMITTEE

A. Purpose and Duties (from WSRP Bylaws Article 3.3.3 and 12)

The Bylaws Committee shall consider amendments to these bylaws as provided for in Article XII.

These Bylaws may be amended by an affirmative vote of two-thirds of the members present at any regular or called meeting of the State Committee. All proposed amendments shall be submitted to the State Chairman in not later than 20 days prior to convening any meeting of the State Committee. Copies of the proposed amendments shall be mailed or emailed by the State Chairman or proxy to all State Committee Members not later than ten days before the meeting at which they are to be considered.

The duties of the Bylaws Committee are to:

1. Review the current bylaws and propose amendments which will address identified concerns or improvements to the bylaws.
2. Review all proposed bylaws amendments.
3. Write an explanation of the reasoning and impact of proposed bylaws amendments and make a recommendation of Pass or Do Not Pass.
4. Submit a copy of all proposed bylaws amendments on behalf of the State Chairman to all State Committee Members along with the committee’s explanation and recommendation no later than ten (10) days before any State Committee Meeting.
5. Move the adoption of the proposed bylaws amendments at the State Committee Meeting and answer questions about them.
6. Prepare Proposed Bylaws for the incoming State Committee before the Organization Meeting, hold a Bylaws Committee Hearing to discuss the Proposed Bylaws for the incoming State Committee Members no later than 14 days before the Organization Meeting, and send a copy of the Proposed Bylaws to the incoming State Committee Members no later than ten (10) days before the Organization Meeting.

B. Procedures for Bylaws Amendments

1. State Committee Members may propose a bylaws amendment by submitting an idea or amendment to the State Chairman or Bylaws Committee Chair in writing for drafting or editing, review, and consideration by the Bylaws Committee no later than 20 days before the next State Committee Meeting.
2. The State Committee Members will consider, discuss, and vote on the proposed amendments during the next State Committee Meeting.

4. CANDIDATE COMMITTEE

A. Purpose and Duties

See Policy Statement Section II.5.D – Candidate Committee Responsibilities

B. Procedures

See Policy Statement Section II.4 – Endorsement of Candidates Prior to Primary

5. CAUCUS AND CONVENTION RULES COMMITTEE

A. Purpose and Duties

The Caucus and Convention Rules Committee shall draft the Caucus and Convention Manual the year before the State Convention is held in time for it to be considered during the Summer State Committee Meeting in the year before the State Convention.

B. Procedures

1. The State Chairman shall organize the Caucus and Convention Rules Committee no later than March of the year prior to the State Convention.
2. The Committee shall draft the Caucus and Convention Manual by updating the previous version and making changes as needed.
3. The Committee shall hold hearings for the State Committee Members no later than 20 days before the State Committee Meeting at which it will be considered.
4. The Committee shall send out a copy of the Proposed Caucus and Convention Manual to the State Committee Members no later than ten (10) days before the State Committee Meeting at which it will be considered.
5. The State Committee will consider, discuss, and vote on the Proposed Caucus and Convention Manual during its State Committee Meeting.

6. ELECTION INTEGRITY COMMITTEE

A. Purpose and Duties

The Election Integrity Committee will fight for free and fair elections on behalf of the voters. The committee will focus on identifying areas and vulnerabilities in Washington State elections system and offer proactive solutions to eliminate the potential for fraud.

B. Procedures

7. FAITH ENGAGEMENT COMMITTEE

A. Purpose and Duties

The Faith Engagement Committee will work to establish a presence and partnership with local churches and religious leaders across the state in effort to build civic activism among faith-based voters.

B. Procedures

8. GRASSROOTS COMMITTEE

A. Purpose and Duties

The Grassroots Committee will work to develop best practices for Get-Out-The-Vote (GOTV) activities in all 39 counties and help each county Republican party implement proper ballot collection and harvesting techniques.

B. Procedures

9. MESSAGING COMMITTEE

A. Purpose and Duties

The Messaging Committee will work to develop a comprehensive and unified Republican message in coordination with the 39 county Republican parties, Republican legislative caucuses, Republican candidates, and Republican elected officials.

B. Procedures

10. RESOLUTIONS COMMITTEE

A. Purpose and Duties

It is the policy of the Party to take a position on issues in keeping with basic Republican principles and/or the current Party Platform. The Resolutions Committee will review, amend, and/or draft proposed resolutions that meet this criteria and make a recommendation of Pass or Do Not Pass to the State Committee.

B. Procedures

1. Five State Committee Members from at least three different counties may propose an issue resolution by writing a proposed resolution that fits on a single 8 ½” x 11” page (no longer than 600 words) with their names, emails, and phone numbers at the bottom.

SUGGESTED FORMAT FOR RESOLUTIONS:

WHEREAS, The ...; and
WHEREAS, The ...; and

WHEREAS, The ...;

NOW, THEREFORE, BE IT RESOLVED, That the Washington State Republican Party (WSRP) ...; and

BE IT FURTHER RESOLVED, That ... (if needed)

BE IT FINALLY RESOLVED, That ... (if needed)

2. Email the proposed resolution to the State Chairman and/or Resolutions Committee Chair no later than 25 days before the next State Committee Meeting.
3. The State Chairman will forward a copy of the proposed resolution to the Resolutions Committee Members no later than 20 days before the next State Committee Meeting.
4. The Resolutions Committee will draft, review, and edit all proposed resolutions as appropriate and make a recommendation of Pass or Do Not Pass with the following provisions:
 - a. The resolution must be in keeping with basic Republican principles and/or the current Party Platform. Any resolution which does not meet this criteria will not be submitted to the State Committee for consideration.
 - b. Resolutions may be combined with others on similar topics and/or edited by the Resolutions Committee. The exact wording of the proposed resolution does not need to be included as long as the essence of the proposed resolution is included.
5. The State Chairman or Resolutions Committee Chair acting on behalf of the State Chairman will submit a copy of the proposed resolutions to all State Committee Members no later than seven (7) days before the next State Committee Meeting.
6. The State Committee Members will consider, discuss, and vote on the proposed resolutions during the next State Committee Meeting.
7. In the case of timely resolutions which could not have been anticipated more than 25 days before the next State Committee Meeting, short resolutions (1/2 page) regarding a current and timely issue may be submitted to the Resolutions Committee Chair no later than 7 days before the next State Committee Meeting and forwarded to the State Committee Members no later than 2 days before the next State Committee Meeting.
8. The Executive Board may act on behalf of the State Committee in passing proposed resolutions by a two-thirds vote if there is no State Committee Meeting scheduled within one month of the Executive Board Meeting.
9. Upon passage of any resolution, the Party will send a copy of it to all State Committee Members. State Committee Members are encouraged to take action to show support of and help disseminate the resolution. Actions may include: emailing it to PCOs, reporting on it at local party meetings, considering it for adoption at the local party level, posting it on social media and local party websites, sending it with a press release to local news outlets, and emailing it to lists of supporters.

11. YOUNG REPUBLICANS COMMITTEE

A. Purpose and Duties

The Young Republicans Committee will work to build productive relationships with the Washington State Young Republicans and college republican chapters across the state.

B. Procedures

Section II – Candidate Support

Regardless of any other provisions in the below policies, no mailers sent out using the Party indicia or communications which include references to “Paid for by the Washington State Republican Party” shall include negative campaigning against a Republican candidate.

1. ELECTION ASSISTANCE FOR CANDIDATES

It is the policy of the Party to provide general assistance to Republican candidates seeking office. Certain minimum support, such as voter trends, access to voter lists, analysis methodology, campaign strategy suggestions, etc. will be provided to all bona fide Republican candidates regardless of the forecast of the outcome of the candidate’s race.

State Party Services

- Candidate Training Seminars
- Campaign Management and Finance Seminars
- Legal Information
- Assistance in Targeting Voters
- Information on Opposition and Issue Research where available
- Use of the Party’s Indicia for Mailings (e.g. discounted postage rates)

Political Consulting Services by Party Staff

Assistance with:

- Campaign Strategy Development
- Writing Campaign Plan
- Developing Finance Plan
- Preparation of Campaign Brochure
- Preparation of Direct Mail Pieces
- Preparation of Campaign Advertising

Advise for:

- PDC Regulations and Reporting Requirements
- Media Relations and News Releases

2. REPUBLICAN CANDIDATE SUPPORT

It is the policy of the Party that contributions to candidates will generally be provided in the form of services or payment for services, that is, direct voter services which the Party can provide more cost effectively than the candidate. Services and cash contributions will only be made in accordance with the following guidelines.

Guidelines:

- A. The candidate must exhibit a willingness to work with the state and county organizations.
- B. Credible and ethical candidate with a responsible campaign committee.
- C. Assistance will be given only to candidates whose political philosophy is in general agreement with the Party Platform and who are willing to identify in writing any platform areas of disagreement.
- D. The candidate must have a realistic written campaign plan including a winning strategy, a campaign budget, and a fundraising plan.
- E. The candidate must have demonstrated the ability to raise funds within the territory of representation from potential voters.
- F. New candidates and campaign managers must attend a Party or other campaign school/seminar approved by the State Chairman.
- G. Assistance will be rendered to a legislative district or county candidate only upon request or with the approval of the legislative district, county central committee, or its designee. [Reference: WSRP Bylaws Article 10.2 (Legislative District Committees: Purpose)]
- H. Decisions based on these guidelines will be made by the State Chairman, to ascertain compliance with the above guidelines.

3. SUPPORT FOR CANDIDATES PRIOR TO PRIMARY

The Party believes that fair and open primary competition (for open seats or seats held by Democrats) will provide the strongest Republican candidate for the general election. It is generally our policy not to support a Republican candidate in an election contested by multiple Republican candidates. There can be, however, special circumstances where pre-primary support will be determined by the Chairman and the Executive Board to be of overall benefit to the Party and referred to the State Committee at the next available meeting. Only under the most unusual circumstances and with the concurrence of the Executive Board will we provide support to a primary election challenger to an incumbent Republican running for re-election.

Because of the lateness of the Washington State Primary Election and the need for all candidates to build their Republican base, the Party may provide certain pre-primary support to all bona fide Republican candidates if these guidelines are followed:

A. Guidelines:

- 1. The candidate meets support guidelines as outlined in Section II.2.

2. In partisan races for county offices, the Republican County Central Committee declares that the office being sought is of “key” importance to them and requests pre-primary Party support for “that race.”

B. Endorsement Convention Precedence:

For candidates involved in positions addressed by an Endorsement convention, the procedures and endorsements established by the Endorsement Convention will take precedence over the provisions of this section.

4. ENDORSEMENT OF CANDIDATES PRIOR TO PRIMARY ELECTION

The Party believes that fair and open primary competition (for open seats or seats held by Democrats) will provide the strongest Republican candidate for the general election. Only under the most unusual circumstances will the Party endorse a primary election challenger to an incumbent Republican running for re-election. There can be, however, special circumstances where pre-primary endorsements will be of overall benefit to the Party.

Because of the lateness of the Washington State Primary Election and the need for all candidates to build their Republican base, the Party may provide certain pre-primary endorsements to Republican candidates running for State Executive, US House of Representatives, and US Senate if these guidelines are followed:

A. Guidelines for Endorsement:

1. The candidate meets support requirements as outlined in Section II.2.
2. Candidates seeking pre-primary endorsement for State Executive and Federal levels of office should be able to demonstrate an ability to raise funds, not including personal loans, sufficient to support their campaign in accordance with the following:
 - Governor: \$1,000,000
 - All other State Executive positions: \$250,000
 - U.S. Senate: \$1,000,000 from more than 1,000 individual donors.
 - U.S. House of Representatives: \$250,000
3. State Executive and U.S. Senate candidates shall be evaluated and endorsed by 67% of the Counties that can endorse, prior to consideration by the Candidate Committee.
4. U.S. House of Representatives candidates shall be evaluated and endorsed by 67% of the Counties within the congressional district prior to consideration by the WSRP Candidate Committee.
5. The Candidate Committee has vetted and reviewed the candidate and their campaign plan and has referred such cases to the Executive Board.
6. The Executive Board has approved of the candidate and their campaign plan with a vote of 67% approval and has referred the candidate for pre-primary endorsement to the State Committee at the next available meeting.

7. 67% of the State Committee membership shall approve of the endorsement at the State Committee meeting.
8. Endorsement during a year when redistricting occurs shall only occur after the redistricting maps have been approved by the Redistricting Commission. This does not apply to US Senate or Statewide Executive candidates.

B. Endorsement Convention Precedence:

For candidates involved in positions addressed by an Endorsement convention, the procedures and endorsements established by the Endorsement Convention will take precedence over the provisions of this section.

5. RESPONSIBILITIES

A. Candidate Responsibilities

1. The candidate must declare his general support in writing for the Party Platform and clearly define points of disagreement if any exist.
2. The candidate must have a realistic written campaign plan including a winning strategy, a campaign budget, and a fundraising plan.
3. The candidate must have demonstrated the ability to raise funds within the district from potential voters.
4. New candidates and campaign managers must attend a Party or other campaign school/seminar approved by the State Chairman.

B. County Chairman Responsibilities

1. In partisan races for county offices, the Republican County Central Committee declares that the office being sought is of "key" importance to them and requests pre-primary Party support for that race.
2. Verify that the county candidate has a reasonable chance to win the general election.
3. Verify that the County Candidate meets the requirements set forth by the Party prior to submitting the request for assistance to the State Chairman (Section II.2).

C. State Chairman Responsibilities

1. Ascertain that assistance to county races has been requested and is approved properly by the County Central Committee as required by WSRP Bylaws Article 9.2 (Budgets).
2. Establish a WSRP Candidate Committee to vet candidates running and seeking endorsement for State Executive, US House, and US Senate positions.
3. Verify that the candidate's political philosophy is in general agreement with the State Party Platform.
4. In conference with the candidate, develop a plan for campaign assistance and implement that plan within state budget funding constraints.

5. Submit a report on all county candidate assistance activities to the State Executive Board.
6. Determine the appropriate level and type of support to be given any primary candidate requesting support.
7. Authorize primary election support only within the approved WSRP budget.
8. Decisions based on this policy will be made by the WSRP Chairman, to determine compliance with the policy.

D. Candidate Committee Responsibilities

1. The Candidate Committee will vet and review candidates and their campaign plan seeking pre-primary endorsement for State Executive, US House, or US Senate races, and determine if they should be referred to the Executive Board.
2. The Candidate Committee will determine if a shortage of fundraising and/or any of the guidelines in Section II.4.2 is acceptable based upon the candidate’s efforts and the candidates campaign plan progress.
3. The Candidate Committee will not recommend a candidate for pre-primary endorsement to the Executive Board more than 18 months prior to the general election.

6. ASSISTANCE TO REPUBLICAN CANDIDATES SEEKING COUNTY OFFICE

It is the policy of the Party to provide general assistance to Republican candidates seeking county office in general election campaigns. Assistance is defined to include (but is not limited to) Party services and political consultant tasks listed below.

A. Guidelines:

1. Assistance will be rendered to a county candidate only upon request or with the approval of the County Central Committee or its designee [WSRP Bylaws Article 9.2 (Budgets)].
2. Assistance will be given only to candidates whose political philosophy is in general agreement with the Party Platform and who are willing to identify in writing any platform areas of disagreement.
3. Support for county candidates will be in overall compliance with Section II (Candidate Support).

B. State Chairman’s Responsibilities:

1. Ascertain that assistance to county races has been requested and is approved by the County Central Committee as required by the Party Bylaws [Article 9.2 (Budgets)].
2. Verify that the county candidate has a reasonable chance to win the general election.
3. Verify that the candidate’s political philosophy is in general agreement with the Party Platform.

4. In conference with the candidate, develop a plan for campaign assistance and implement that plan within state budget funding constraints.
5. Submit a report on all county candidate assistance activities to the State Executive Board.

C. Assistance to County Candidates:

Party Services

- Candidate Training Seminars
- Campaign Management and Finance Seminars
- Legal Information
- Assistance in Targeting Voters
- Information on Opposition and Issue Research where available
- Party Mailings on Behalf of Candidate

Political Consulting Services by Party Staff

Assistance with:

- Campaign Strategy Development
- Writing Campaign Plan
- Developing Finance Plan
- Preparation of Campaign Brochure
- Preparation of Direct Mail Pieces
- Preparation of Campaign Advertising

Advise for:

- PDC Regulations and Reporting Requirements
- Media Relations and News Releases

Section III – Use of Assets

1. USE OF THE PARTY HOUSE CONTRIBUTOR FILE

It is the policy of the Party to permit outside use of the "in house" Republican contributor list only when such use will not adversely impact party fundraising efforts. To assure proper list use, the State Chairman will follow these guidelines, which designate who can use the list, when it can be used and the conditions, and charges that will be set for its use.

A. Guidelines:

1. Outside "full" use of the Party contributor list will be limited to not more than three times each year at the State Chairman's discretion.
2. Approved users of the contributor list are as follows:
 - a. In accordance with Section V.2 (Fundraising), county contributor lists will be made available to individual counties on a list-for list exchange basis once each

year. Such an exchange will not count as a "full" use of the list under Guideline 1 above.

- b. The Republican Senate and House legislative caucus may use the list once each year during "windows" set by the State Chairman and subject to the conditions outlined below.
 - c. Republican candidates in statewide campaigns and congressional campaigns may use the list once each year after the primary election (or after filing if unopposed) during "windows" set by the State Chairman and subject to the conditions outlined below.
3. The conditions for contributor list use will be as follows:
- a. No Republican candidate, Republican caucus, or Republican party organization shall be permitted to use the contributor list more than once each calendar year without the authorization of the Executive Board. Such authorization will be recorded in the Executive Board Meeting Minutes.
 - b. Any Republican candidate organization, Republican caucus or Republican party organization using the contributor list will provide a copy of that candidate's complete donor list in a format acceptable to the State Chairman immediately following the election.
 - c. Use of the list will be on a one-time (no copy permitted) basis. Users will not duplicate, make a hard copy, or retain names and addresses from the list once original use is completed. Standard practices to assure that the list is not duplicated will be followed.
 - d. Use of the contributor file will be in strict compliance with appropriate state and federal laws.
 - e. Each user of the contributor list must sign a one-time use contract and make a deposit of \$750 with the State Chairman prior to release of the list, which will be returned when all conditions of the list loan agreement have been fulfilled.

B. State Chairman's Responsibilities:

1. Set "windows" for release of the Party contributor list, which will not interfere with scheduled "in house" list use.
2. Ascertain that all above guidelines are followed when releasing the Party contributor list for "outside" use.
3. Ascertain that the proper security measures are taken for each instance of "outside" list use.
4. Refer all requests for contributor list use not covered herein to the Executive Board for resolution.
5. Report contributor list "outside" usage to the Executive Board on a timely basis.

2. USE OF THE PARTY VOTER LIST

It is the policy of the Party to assist Republican candidates, Republican caucuses, and Republicans at all levels of this organization by providing a statewide list of identified voters.

With the creation of the Party's Voter Data Center (VDC), an online statewide voter list, it is necessary to develop guidelines for its distribution and use.

A. Guidelines:

1. No one shall be provided access to the VDC without first signing the appropriate list agreement, the terms of which are set by the State Chairman.
2. Passwords will be distributed by the Party to candidates who have agreed to the VDC use and confidentiality agreement. For a Republican candidate to receive a password to the VDC they must sign a list confidentiality agreement, the 11th Commandment and fulfill the requirements of the Party's primary rules and Section II (Candidates Support) and Section I.10.A (Endorsement Procedure on Issues).
3. Passwords will be distributed by the Party to county chairs who have agreed to the VDC use and confidentiality agreement. At the request of the county chairs, the Party will distribute passwords to legislative district chairs and precinct committee officers.
4. Users who have signed the VDC use and confidentiality agreement will only be allowed to access data in a specific area determined by the chairman. Users may use the VDC for purposes other than fundraising.
5. Users agree that all additional data they acquire using the VDC will be merged into the system.
6. Non-affiliated organizations wanting to use the list to explicitly elect Republicans may have a list sent to a third-party vendor upon approval of the chairman. Non-affiliated organizations and third-party vendor must sign the list confidentiality agreement prior to an approved list being sent to vendor.

B. State Chairman's Responsibilities:

1. Maintain a list of all active and inactive users on the VDC.
2. Regularly audit the system to track changes and enforce the rules and regulations involved with the VDC.
3. Ensure that all possible users fulfill the requirements to obtain a password before it is distributed.
4. Immediately revoke the password from anyone who violates the provisions of this policy and then immediately report to the Executive Board in the case of a revoked password, other than post-election maintenance.

3. MATCHING FUNDS FOR COUNTY PROGRAMS

It is the policy of the Party to provide funds on a matching basis to county central committees for local programs which build and strengthen the Party and benefit Republican candidates running for office at all levels of government.

A. Guidelines:

Requests for matching funds will be signed by the county chairman and submitted to the State Chairman.

1. In no case will the request exceed 20% of the total budgeted yearly line item for matching funds.
2. Upon approval of the Executive Board the Party will match on an equal basis those funds to be expended by the county central committee on the proposed program.
3. Matching funds will be approved for new programs or for an innovative approach on a traditional program. The proposed program objective must include a measurable benefit for the Republican party at all levels.
4. Examples of programs eligible and not eligible for matching funds are listed in Exhibit #1.
5. Matching fund requests should be submitted on a timely basis so that Executive Board action can be taken at a regular meeting scheduled prior to fund need date.

B. State Chairman’s Responsibilities:

Assure adequate funding of matching fund line item in yearly state budget.

1. Assure adequate funds remain in matching fund budget line for requests recommended for approval.
2. Refer each matching fund request to the State Executive Board with a recommendation (and supporting rationale) for disposition action.

Exhibit #1

Programs eligible and not eligible for matching funds.

Eligible:

- Business and mailing equipment
- Computer and related equipment
- New/innovative programs for:
 - voter ID and GOTV programs
 - recruiting and training of candidates, PCO's, and volunteers
 - enrichment of contributor lists

Not eligible:

- Newsletters
- Office furniture
- Staff salaries
- Office operating expenses
- County fair expenses
- Polling
- Consultants

Section IV – Executive Board

1. POLICY STATEMENTS REVIEW COMMITTEE

A. Purpose and Duties

The Policy Statements Review Committee shall consider amendments to these policy statements submitted by State Committee or Executive Board Members

The duties of the Policy Statement Committee are to:

1. Review the current policy statements and propose amendments which will address identified concerns or improvements to the policy statements.
2. Review all proposed policy statement amendments.
3. Write an explanation of the reasoning and impact of proposed amendments and make a recommendation of Pass or Do Not Pass.
4. Submit a copy of all proposed amendments on behalf of the State Chairman to the Executive Board Members along with the committee's explanation and recommendation no later than 10 days before any Executive Board Meeting.
5. Move the adoption of proposed amendments at the Executive Board Meeting and answer questions about them.

B. Procedures

1. State Committee and Executive Board Members may propose a policy statement amendment by submitting an idea or amendment to the State Chairman or Policy Statements Review Committee Chair in writing for drafting or editing, review, and consideration no later than 20 days before the next Executive Board Meeting.
2. The Executive Board will consider, discuss, and vote on the proposed amendments during the next Executive Board Meeting.

2. EXECUTIVE BOARD MEETING ATTENDANCE

It is the policy of the Party that attendance at duly-called meeting of the Executive Board be limited to Board Members, State Committee Members or their proxies, and guests invited to participate in the meeting agenda.

Spouses of attendees may observe meetings upon unanimous consent of the Board Members present.

All State Committee Members or their proxies, spouses, and guests will be asked to leave the room prior to the Executive Board entering Executive Session.

A. Guidelines:

The Party staff will monitor attendance and enforce the policy.

B. State Chairman’s Responsibilities:

Ensure compliance during meetings.

3. ATTENDING REGULARLY SCHEDULED MEETINGS OF THE EXECUTIVE BOARD VIA TELEPHONE

It is conducive to the process of developing good policies, budgets, and procedures for participants at in-person Executive Board Meetings to be present at the meeting location. It is therefore the policy of the Party that telephonic participation by Executive Board Members or proxies in duly-called, in-person meetings of the Executive Board is prohibited. However, the Executive Board may allow telephonic participation in any given meeting if unforeseen circumstances or acts of God prevent a member’s attendance and the appointment of a proxy, provided that a majority of the Executive Board Members present consent.

A. Guidelines:

The Party staff will monitor attendance and enforce the policy.

B. State Chairman’s Responsibilities:

Ensure compliance during meetings.

Section V – General Operations

1. VOLUNTEERS

The Party recognizes that a large, highly-skilled, human resource pool is available on a volunteer basis to help implement our Republican strategy and achieve our goals and objectives. The Party actively encourages the utilization of volunteers at all levels within the Republican organization.

A. Guidelines:

1. State Committee Members, Executive Board Members, and local leadership will seek to recruit volunteers through personal lists, donor lists, identified Republicans lists, and campaign volunteer lists.
2. State and local leadership will provide several volunteer opportunities to persons inquiring about “getting involved.”
3. State and local leadership will seek to provide to all its volunteers, social interaction, and sense of purpose, appreciation, and belonging.
4. State and local leadership will assign meaningful projects to volunteers that match the time, talent, availability, and applicable experience of that particular person.
5. Volunteers interested in being part of the highly-qualified pool will be interviewed and must commit to specific assignments.

6. State and local leadership will maintain an accurate and up to date list of volunteers, including the following minimum information: name, address, phone, legislative district, precinct, past applicable experience, and availability.
7. State and local leadership will provide this list to affiliate organizations and campaigns when appropriate.

B. State Chairman’s Responsibilities:

1. Ensure that volunteer inquiries made to the Party are responded to in a timely manner.
2. Ascertain that an active and available volunteer file is established and maintained at the Party on a current and accurate basis.
3. Encourage State Committee Members and local party leadership to utilize volunteers within the party organization.
4. Properly recognize those volunteers who perform in a responsible and quality manner, and encourage local leadership to do likewise.
5. Provide appropriate training for those volunteers whose potential and/or skills can be enhanced or further developed in areas needed for supporting party and/or campaign objectives.

2. FUNDRAISING

It is the policy of the Party that each level of the Party within Washington state raise its own funds as needed to underwrite its own programs and to elect Republicans to public office.

A. Rationale:

Effective fundraising both requires and builds a strong overall organization. If an organization is successful in fundraising it is more likely to be able to perform successfully in the difficult task of carrying out its political programs.

An organization that raises its own funds is more likely to be frugal in expending those funds.

Contributors expect their contributed funds to be used within the organization to which they were given.

B. Party Responsibilities:

1. To encourage potential contributors to allocate proportionately their budgeted Republican contributions to their local Republican legislative district committees, county republican central committee, state party, and the Republican National Committee.
2. To continue to provide fundraising advice, training, and assistance to organizations that request it.

3. To continue to make available the Party schedule of fundraising activities to help avoid overlap and conflict with the counties.
4. To exchange applicable contributor lists with county central committees upon request.
5. To continue to help counties secure speakers for Republican fundraising events.

3. MEMBERSHIP IN THE WASHINGTON STATE REPUBLICAN PARTY

The following persons will be considered members of the Party:

- A. Members of the State Committee and State Executive Board.
- B. Republican Precinct Committee Officers and Precinct Chairmen.
- C. Individuals who have contributed to the Party in the last four calendar years.
- D. Individual Party Members self-described as Republicans based on Voter Vault identification programs.
- E. Participants in the biennial convention process within the preceding four years, including precinct caucus attendees, delegates and alternates to county conventions, delegates and alternates to the state convention, and delegates and alternates to the national convention.
- F. Other individuals who have affirmatively state their intentions to become members of the Party, and who have demonstrated support of the party, its candidates and programs.
- G. Elected Republican officials.
- H. Recognized Republican Auxiliary Organizations.

4. STATE CONVENTION

Implementation of the Bylaws (Article 7.2) governing the State Convention.

It is the policy of the Party:

- To select a convention site that provides facilities adequate in all respects for the delegates attending the convention;
- To establish and publicize registration requirements such that no delegate elected in accordance with the official rules is denied a seat at the convention; and
- That all Republican groups and organizations seeking access to the convention receive fair and consistent treatment with respect to booths, hospitality suites, and programs.

A. Guidelines for Site Selection

1. The State Convention will be rotated between Eastern and Western Washington on a two-consecutive convention basis (thereby assuring that each region hosts a non-presidential and a presidential convention).

2. The convention site will be selected by a Site Selection Committee named by the State Chairman at least 12 months before the scheduled date of the convention. This committee will render its decision not later than six months after being appointed.
3. The selected convention site will have a convention facility which will accommodate approximately 1,500 people, have a trained staff experienced in working with a convention director, and be within 10 minutes driving time from approximately 500 hotel rooms and 40 hotel suites. Other desirable facility features are:
 - a. Comfortable floor seating for all delegates—bleacher seating is not acceptable;
 - b. Kitchen facilities on site or a proven food delivery capability, accommodations for at least 30 booths adjacent to the convention meeting hall;
 - c. Meeting rooms (capacity of about 40 people) in the immediate vicinity of the convention hall; and
 - d. Close in parking for about 500 cars.

B. Guidelines for Fees

1. Convention attendees will pay all expenses associated with attendance at the convention (that is, cost of rooms, meals, transportation, etc.).
2. A registration fee to cover the cost of holding the convention will be collected from each delegate and alternate registered for the convention. This fee can be waived by the State Chairman in certain unusual circumstances.
3. All fees will be separately identified and listed on the registration form so that the convention attendee need only pay for the events of his choice (lunches, dinners, receptions, etc.).

C. Guidelines for Booths and Hospitality Rooms

1. Booths and hospitality rooms will be assigned on a preferential basis in the sequential order of requests received. All requests must be received by the convention director not less than 30 days prior to the start of the convention.
2. The booth rental fee will be calculated to cover expenses.
3. Booths and hospitality rooms will be made available on a priority basis to Republican groups or organizations affiliated with the Party and Republican candidates for legislative, congressional, statewide, and national office (see attached list). Other groups will be assigned convention facilities at the discretion of the State Chairman.
4. Any delegate lists requested in connection with the convention will be provided by the Party no earlier than the third day after the convention delegate-reporting deadline. The lists will be available by county, state, and congressional district only. The fee will be a reasonable fee based on labor and materials: Statewide delegate list, \$50; congressional district delegate list, \$15; county delegate list, \$10. Lists will be available only for pick up at the Party headquarters.

D. Guidelines for Program

1. The convention program will be the responsibility of the State Chairman. However, only candidates for statewide and federal office will be given the opportunity to address the convention.
2. Publicity for hospitality suites and booths will be printed in the official program for only those groups and organizations which have been assigned such accommodations by the convention director.
3. Paid advertising may be included in the official convention program. The State Chairman will make a determination that such advertising will not reflect unfavorably on the Party or Republican candidates.
4. The Party will not endorse or sponsor any private business activity in the official convention program, which gives an unfair advantage to that private business.

E. State Chairman's Responsibilities

1. Arrange and provide for a Republican State Convention in accordance with the referenced section of the WSRP Bylaws. (The bylaws specify that the call to the State Convention will be mailed to all counties on January 15 of the convention year.)
2. Appoint a Convention Director by January 15 of the convention year. Include the Convention Director's name, address, and telephone number in the convention call.
3. Include a copy of this policy statement in the convention call.
4. Maintain a list of Republican groups eligible to rent booths and be assigned hospitality suites on a priority basis at the State Convention. This list is in Exhibit #2.
5. Include in the official convention call and the notice to counties the information that all elected convention delegates and alternates are responsible for their own convention expenses. Also include in the convention call an estimate of a delegate's convention expenses. Request that each county chairman disseminate this information at all county caucuses at which convention delegates and alternates are to be elected.

Exhibit #2

Groups to be Assigned Booths and Hospitality Suites at the Convention on a Priority Basis:

- Federation of Republican Women and all Republican Women's groups at the state, county, and legislative district level
- Republican Heritage Council
- Young Republican Federation and all the affiliated county and city Young Republican groups
- College Republicans
- Teenage Republicans
- Washington Republican Hispanic Assembly
- Republican Candidates for Legislative, Congressional, Statewide, and National Office
- County Party, Congressional, and Legislative District organizations
- Party endorsed issues or initiatives

Section VI – Expenditures

1. BUDGET DEVELOPMENT

Reference: WSRP Bylaws, Article 9.2, 2nd paragraph

It is the policy of the Party to (a) obtain maximum involvement of the State Committee during development of the yearly state party budget and (b) develop a budget which when implemented will result in a positive fund balance at year's end. The budget will be developed in accordance with these guidelines.

A. Budget Development Schedule

1. The schedule for yearly budget development is as follows:
 - a. Concurrence of Executive Board on State Party Goals & Objectives for the coming year—November
 - b. Draft budget prepared by State Chairman in October and distributed to State Committee prior to the hearings
 - c. Budget hearing by teleconference—December
 - d. Budget Committee drafts a budget for proposal to Executive Board—December
 - e. State Executive Board adopts a draft budget for presentation to State Committee—December
 - f. Budget approved at January State Committee Meeting or prior to March 31
2. The Budget will be presented to the State Committee in line-item format showing (comparing) the previous appropriate year actuals with the proposed budget for each line item. The proposed budget will consist of monthly projections by division for both revenues and expenses.
3. The yearly budget will include a contingency reserve established as a positive fund balance floor built up monthly throughout the fiscal year. The amount of this reserve will be a minimum of 5% of budgeted operating expenditures. Expenditures from this reserve contingency can only be authorized by the Executive Board.
4. The yearly budget will include a reserve account for capital equipment in an amount to be determined on a yearly basis as part of the budget development process. Expenditures from this account will only be made upon approval by the State Executive Board.

B. Budget Process Overview

Introduction: The annual budget of the Party is the key document for accomplishment of all goals and objectives for the following year. Virtually everything the Party undertakes and achieves is influenced by and reflected in the budget.

The Party budget is used for a variety of purposes: it sets the priorities for the year, it is used as a fundraising tool, it is the management guideline throughout the year and it is used to monitor performance. The overriding importance demands that careful consideration and due process be accorded throughout the budget process.

Successful budgeting includes the participation of many Party leaders...

WSRP Chairman: The State Chairman is the primary person responsible for drafting the budget and is the person held most accountable for performance under the budget. The State Chairman appoints the Budget Chairman and members of the Budget Committee and well as hiring the staff who implements the budget.

WSRP Executive Director: The Executive Director is manager of the staff and the focal point for day-to-day implementation of the budget and therefore is critical in drafting and following the budget.

WSRP Controller: The Controller is the Party's most knowledgeable financial officer and is responsible for maintaining proper financial procedures and insures compliance with all State and Federal laws.

WSRP Budget Chairman: The first responsibility of the Budget Chairman is to ensure the proper budget process is followed and full opportunity is provided for all to participate. They also hold responsibility to research budget topics, review financial information, and provide advice to the State Chairman, Budget Committee, Executive Board, and State Committee.

The Budget Chairman takes the lead role in presenting the budget, facilitating changes, and developing support throughout the budget process.

There are some sensitive topics that are particularly important for the Budget Chairman to maintain independent perspective on, such as salary ranges for the State Chairman and staff. During the initial budget process, the Budget Chairman should review the actual salaries of all Party staff and consider changes necessary to the salary ranges for recommendation to the Executive Board.

WSRP Officers: As officers of the WSRP, the Vice Chair, National Committeeman, National Committeewoman, and Treasurer are responsible for important duties and should be included in budget discussions and development.

C. Budget Process Step-by-Step

Step 1) Party Goals and Objectives

During October of each year, the State Chairman sets the goals and objectives for the coming year in broad terms and provides as outline to the Executive Board seeking concurrence. This is normally done via mail, after advice and input from Party staff, state committee members, state and federal legislators, major donors, and any Republican leaders the State Chairman wishes to seek input from.

Step 2) Budget Development – Rough Draft

During the first half of November the State Chairman and staff prepare a rough draft budget for the coming year and meet with the Budget Chairman (and any other Party officers they wish to include) for the purpose of fine tuning.

Important considerations include...

Short Term:

- Recent financial performance. Latest financial statements, fundraising results, expenses, etc.
- What will the finances of the Party look like on December 31?
- Current staffing (recent changes) and how that carries through January.
- Fundraising activities through January and expected receipts.

Long Term:

- What are the political goals for the coming year?
- What are the organizational responsibilities for the coming year such as convention, caucuses, and meetings and what will they cost?
- What are the Party building and institutional goals for the year?
- What total level of funding will the above take?
- Are there donor opportunities there to generate that level of funding and, if so, how do we raise it?
- What level of staffing do we need to accomplish the goals?
- Quality of staff and experience versus existing pay rates.
- Are there lingering financial concerns and/or legal considerations that likely will impact the coming year's budget?

Step 3) First Draft Proposed Budget

Mid November the first draft budget is sent to State Committee members with official announcement of budget hearings.

One budget hearing is held in Western WA and one in Eastern WA during the second half of November or early December. These hearings are not “voting” meetings; rather they are for presentation of the first draft, seeking input on modifications for consideration by the Budget Committee.

Step 4) Second Draft Proposed Budget

After full consideration of input received at the budget hearings, second draft budget is presented by the Budget Chairman to the Budget Committee prior to the last Executive Board Meeting of the year. The Budget Committee fine tunes the budget and then via vote, passes the budget onto the Executive Board with their recommendation.

Step 5) Executive Board Consideration

The proposed budget coming out of the Budget Committee is presented by the Budget Chairman during the last Executive Board Meeting of the year. The Executive Board fine

tunes it and then via vote, passes the proposed budget onto the State Committee with their recommendations.

Step 6) State Committee Consideration

The proposed budget coming out of the Executive Board is mailed to the State Committee in January.

The Budget Chairman presents the budget at the next State Committee meeting for final changes and/or adoption. (Adoption must occur prior to March 31.)

Step 7) Ongoing Budget Review

The State Chairman and Budget Chairman review the monthly financial statements throughout the year monitoring actual results versus budget. When budget adjustments are advisable, the Budget Chairman should meet with the State Chairman and consider proposing budget modifications.

Important considerations to changing the budget include...

- *Revenue analyze:* Year-to-date performance, recent trend in past 60 days, and expectations through year end.
- *Budgeted revenues vs. new expectation:* How much must the budget go up or down?
- *Expense analyze:* Evaluate to date performance. What expenses are required to meet the new revenue expectations through year end? What expenses will remain constant and cannot be adjusted?
- *Balancing new revenue expectations with new expense budgets:* What targeted expenses are no longer timely? (The opportunity has passed) What expense items now represent a higher priority/opportunity and need to be increased from the original budget. What expense items must be reduced to balance all the above?
- *Explaining changes in priority/opportunity:* The beginning budget does not only represent what the Party expects to happen but more importantly...it represents what the Party wants to fund. Basically, the Party priorities are outlined in the original budget...separated into five divisions; Finance, County Services, Political, Communications, Support Services. Therefore, if proposed changes make significant shifts in priority by raising or lowering particular divisional budgets, it needs to be explained why the priority/opportunity has changed.
- Having considered the above, a draft of proposed budget changes is prepared for presentation to the Budget Committee.

Step 8) Budget Changes

A revised budget is presented by the Budget Chairman to the Budget Committee and the process outlined in Steps 4, 5, and 6 are repeated.

Summary: The Party Budget represents the governing document for all activities undertaken by and for the State Committee. The preceding is intended facilitate the budget be drafted,

adopted and monitored through a process that insures the full participation, trust and confidence of the State Committee.

D. State Chairman's Responsibilities:

1. To develop a yearly budget in accordance with the guidelines outlined above.
2. To hold a minimum of two proposed budget hearings (one in Eastern Washington and one in Western Washington) at which time the budget will be explained, questions answered, and changes accepted for consideration. These meetings will be supported by the appropriate staff members.
3. To give adequate advance notice to all members of the State Committee of the time and place of proposed budget presentations and hearings.
4. To distribute the proposed budget (after approval by the State Executive Board) to all members of the State Committee at least one week prior to the winter State Committee Meeting.

2. STATE CHAIRMAN AND STAFF COMPENSATION

- A. This compensation policy pertains to any full or part-time direct employees of the Party and does not apply to those hired as independent contractors, designated for a specific project, or temporary employees, such as summer interns.
- B. The purpose of policy is to ensure the Party complies with the Federal Fair Labor Standards Act (FLSA) and the compensation package is market-based and competitive to ensure the attraction, retention, and motivation of employees.
- C. Market Analysis Process
 1. A compensation competitive market analysis will be conducted at a minimum of every two years prior to the Summer Executive Board meeting in even years to ensure current up-to-date market positioning.
 2. The market analysis will include the following benchmarks:
 - a. Positions unique to the Party such as State Chairman shall be compared to the levels of compensation paid by other comparable states who define the role of chair as Chief Executive Officer.
 - b. Benchmark positions common throughout industries, such as financial analyst, receptionist, and administrative support, shall be compared to common benchmark survey data within the local King County geographic area. Those data may be obtained through Bureau of Labor Statistics and other published sources such as Salary.com.
 3. Salary range midpoints will be established to an at-market competitive position with minimum and maximum salary rates designed to a 50% spread of midpoints.
- D. The Compensation Committee is composed of five members appointed by the State Chairman. The Compensation Committee will include members with geographical and

gender diversity selected from the Executive Board and including the Budget Chair. The Compensation Committee will:

1. Recommend modifications to the salary ranges if applicable and make a presentation to the Executive Board for approval every two years.
2. Conduct an annual salary review of the State Chairman’s salary and recommend to the Executive Board for approval any percent increase if applicable.
3. The State Chairman is responsible to modify the salaries for Party employees, which is then presented in the budget for approval by the Executive Board and State Committee.

Last Updated: 1/17/2014

Authorized Staff Positions and Salary Ranges	Authorized Range (annual salary)
State Chairman	\$75,000 - \$125,000
Executive Director	\$50,000 - \$80,000
Political Director	\$40,000 - \$70,000
County Services Director	\$40,000 - \$60,000
Finance Director	\$40,000 - \$60,000
Party Accountant/Compliance Officer	\$40,000 - \$60,000
Communications Director	\$40,000 - \$70,000
Support Services Director	\$36,000 - \$65,000
Executive Assistant / Secretary	\$30,000 - \$55,000
Political Assistant	\$24,000 - \$40,000
Events Director	\$24,000 - \$40,000
Finance Assistant	\$24,000 - \$40,000
Information Technology Assistant	\$24,000 - \$36,000
Political Field Representative	\$24,000 - \$36,000
Communications Assistant	\$20,000 - \$36,000
Receptionist	\$20,000 - \$36,000

**Salary ranges do not include health benefits or other budgeted expenses.

3. CONTROLLER (CHIEF ACCOUNTING OFFICER)

Reference: WSRP Bylaws Article 5.6 (Controller)

It is the policy of the Party that a controller be retained to function as Chief Accounting Officer and provide oversight and expert counsel on all financial and accounting procedures. This controller will be appointed by the State Chairman, confirmed by the Executive Board, and will have dual reporting responsibility to both the State Chairman and the Executive Board. The Controller will prepare a Quarterly Financial Status Report for the State Chairman, all members of the Executive Board Budget Committee, and the Party Treasurer.

A. Guidelines:

1. The Controller will have demonstrated successful performance in financial management.
2. The Controller will be retained on a part-time (approximately one-quarter time) basis and be paid by the hour.
3. The Controller will not have political or Party (staff) ties, relationships or interests which will lead to a conflict of interest or the perception of such a conflict.

B. Duties of the Controller:

1. Prepare the monthly financial statement using data provided by the internal bookkeeping and accounting system. Verify that such reports are accurate and consistent.
2. Maintain a modern computerized system, which meets professional standards of accounting practice.
3. Certify that Public Disclosure Commission and Federal Election Commission reports are accurate and comply with applicable legal requirements.
4. Recommend changes to the internal accounting system that will improve the timeliness of financial status reporting, increase accuracy and decrease overhead costs.
5. Ascertain that expenses are charged to proper budget categories, monitor budget variances and bring significant variances to the attention of the State Chairman and Party Treasurer.
6. Prepare a Quarterly Financial Status Report for the State Chairman, Executive Board, Budget Committee members and the Party Treasurer. (This report can address any matter deemed appropriate by the Controller but will include, as a minimum, current budget performance with emphasis on the internal accounting system.)
7. Assist the Executive Director in the preparation of the Annual Budget.
8. Supervise the annual audit required under the Bylaws Section 5.5 (Yearly Audit).

C. State Chairman's Responsibilities:

1. Verify that the Controller appointee holds proper financial experience credentials.
2. Ascertain that the Controller's Quarterly Financial Status Report is completed and distributed 10 days prior to each Budget Committee Meeting.

4. INTERNSHIPS

The Party actively encourages the placement of interns at all levels within the Republican organization. The Party recognizes the two-way value of internships and encourages as a first preference for internships at the state office, county offices, and within Republican campaigns young people affiliated with Republican organizations.

A. Guidelines:

1. State and local leadership of the youth auxiliaries should be notified of any openings for internships and be encouraged to submit names of deserving young Republicans to be interviewed for placement.
2. Notification of internships should be circulated to universities and college campuses through the work-study programs.
3. Interns shall serve for no more than one year.
4. Interns should be reimbursed for expenses incurred while performing their assignments and a stipend may be offered to qualified interns at the State Chairman's discretion.
5. Interns shall commit to a weekly schedule, which is acceptable to the staff director who supervises their activities.

B. State Chairman's Responsibilities:

1. Publicize this policy to Republican youth leadership throughout the state and encourage active participation.
2. Incorporate provisions for internships within the State Party structure.
3. Encourage the participation of interns in all areas of the Republican Party structure in Washington State.

5. QUALIFICATIONS FOR HIRE OF CONSULTANTS, VENDORS, SUPPLIERS, AND CONTRACTORS

It is the policy of the Party to hire only qualified consultants, vendors, suppliers and contractors (hereafter referred to as “vendors”) to provide services and materials. The Party preference is to hire in-state, qualified vendors. Vendors who want to do business with the party are encouraged to submit their qualifications and will be notified whenever procurement in their specialty area is anticipated.

Suppliers must accept and comply with the following guidelines. Rare exceptions to these guidelines may be approved by the State Chairman. Written documentation of an exception must be placed in the project file and reported to the Executive Board.

A. Guidelines:

1. Vendors must be licensed to do business in the State of Washington and must comply with all applicable federal, state, and local regulations.
2. Vendors must sign both a confidentiality agreement and an indemnity agreement before the earlier of the date (1) a purchase order is approved, (2) a contract is executed, or (3) release of any Party proprietary or confidential data to the vendor.

3. Vendors shall provide a fixed price estimate of the cost in accordance with the request for proposal regardless of the type of procurement (competitive or sole source). Such estimate must include a reasonable amount of detail to explain how the fixed price was established.
4. Vendors shall provide a disclosure statement, which identifies existing or potential conflicts of interest associated with the anticipated project.
5. Vendors must receive a bonafide Party purchase order, signed by an authorized Party Staff member prior to beginning work or services.
6. Vendors must provide invoices to the Party within 30 days of completion of work and such invoice must include Party purchase order number, name of authorizing Party staff member, reasonable detail of the work completed, and the dates undertaken.

B. State Chairman’s Responsibilities:

1. Attempt to hire qualified vendors within the State of Washington.
2. Ascertain that vendors are qualified and have been selected in accordance with WSRP Bylaws Article 5.
3. Maintain a file for each qualified vendor for procurement of services, materials, and other products.
4. Insure compliance with the guidelines contained herein.

6. DISCLOSURE OF VENDORS, CONSULTANTS, SUPPLIERS, AND CONTRACTORS TO STATE EXECUTIVE BOARD

It is the policy of the Party that the State Chairman provide a summary report to the Executive Board of the annual expenditures through each vendor whose accumulated charges are greater than \$15,000 materials and services, or have an extended contract beyond one year.

A. Guidelines:

1. The Party staff shall maintain an individual file containing all applicable contracts and agreements plus invoices for work completed, for each vendor, consultant, supplier, and contractor.
2. At each last Executive Board Meeting of the year a summary of the work done and amount charged will be provided to the Executive Board for all vendors whose accumulated annual billings were greater than \$15,000, or their contract term is greater than one year, or whose contract continues into the next budget year.

B. State Chairman’s Responsibilities:

1. Ensure staff compliance with the guidelines.
2. Present the summary report to the Executive Board at each last meeting of the year.