

Republican Party of Brazos County Bylaws of the Executive Committee

APPROVED ON JULY 23, 2018

ARTICLE I - The Executive Committee

Section 1. Name

The name of the the committee shall be the Republican Party of Brazos County (RPBC) Executive Committee, herein referred to as the "Executive Committee" (CEC). Current member names and titles are incorporated herein on "Exhibit A, RPBC Executive Committee Members."

Section 2. Membership and Voting

- A.** Voting members for all business (Statutory and Non Statutory) of the Executive Committee
 - (1) County Chairman
 - (2) Precinct Chairman
- B.** Ex-Officio voting member for Non Statutory business of the Executive Committee
 - (1) SREC Committeeman and Committeewoman
 - (2) Party Officers (Vice Chairman, Treasurer, and Secretary), if not a precinct chair

Section 3. Duties

The Executive Committee shall exercise those powers conferred upon it by the Texas Election Code, and by these Bylaws, and perform all duties necessary to promote the best interests of the Republican Party of Brazos County.

Section 4. Vacancies

- A.** County Chairman - If vacancy occurs in the office of County Chairman, the Secretary of the Executive Committee shall call a meeting of the Executive Committee for the purpose of electing a new County Chairman, as provided for in Section 171.025 of the Texas Election Code. The Secretary shall designate an Executive Committee member as temporary chairman, who shall call the meeting to order and preside until the vacancy is filled.
- B.** Executive Committee Members - The Executive Committee shall fill by appointment any vacancy on the committee by a majority vote of the Executive Committee's membership or as provided for in Section 171.024 of the Texas Election Code.

ARTICLE II - Objectives

The objectives of the Executive Committee shall be:

- To conduct the business of the RPBC as required by the Texas Election Code;
- To support the Republican Party of Texas (RPT) and other business as may be required to be an effective Republican Party Organization;
- To work for the election of the Republican Party's nominee;
- To promote and inform the electorate through political education;
- To foster participation of the residents of Brazos County in the cause of good government
- To facilitate cooperation among Republicans in Brazos County;
- To promote the welfare and growth of the Republican Party.

ARTICLE III - Meetings

Section 1. Meeting frequency:

- A. The Executive Committee shall have a regular meeting at least once per quarter.
- B. In each even-numbered year, one of the regular meetings shall be an Organizational Meeting held within forty-five (45) days of the Executive Committee's taking office.

Section 2. Meeting Calls and Notices:

- A. Regular meetings shall be called by the County Chairman with a minimum of ten (10) days notice to each Executive Committee member.
- B. Organizational meetings are to be called with a minimum of fourteen (14) days notice by United States Postal Service or email.
- C. Emergency meetings may be called by the County Chairman with a minimum of five (5) days notice to each Executive Committee member.
- D. Special meetings must be held on petition of a minimum of twenty-five percent (25%) of the Precinct Chairman. Notice of such meetings must be provided to every member of the Executive Committee and held no earlier than five (5) days after presentation of the petition to the Secretary and/or County Chairman.

Section 3. Meeting Notice format:

- A. All meeting notices must be in writing (including but not limited to email), and must include the date, time, and location of the meeting.
- B. A notice must include a statement of any business requiring a vote of the Executive Committee to be conducted at the meeting. Official action may be taken only on items listed in the notice unless unanimous consent is received from Executive Committee members present at the meeting to waive such requirement.

ARTICLE IV - Conduct of meetings

Section 1. Quorum:

- A. At all regular and special meetings, in order to constitute a quorum for a vote to be taken, at least twenty-five percent of the members of the Executive Committee in office shall be present to conduct non-statutory business.
- B. At all statutory meetings, a quorum shall consist of those members of the Executive Committee present.

Section 2. Voting:

Only the County Chairman and Precinct Chairmen, as the statutory recognized Executive Committee, may vote on statutory business before the Executive Committee.

Section 3: Proxy:

A person may not participate in an Executive Committee meeting as a proxy in accordance with Section 171.026 of the Texas Election Code.

ARTICLE V - Officers and Their Duties

Section 1. Eligibility:

Only those persons who are affiliated with the Republican Party may be eligible for the offices of County and Precinct Chairman. In addition, these persons must meet the eligibility requirements of the Texas Election Code relating to the qualifications and residency.

Section 2. County Chairman

He or she shall:

- A. Provide strong leadership for the local organization and recruit people to fill key positions in the organization;
- B. Conduct primaries, precinct conventions, and county conventions in even-numbered years;
- C. Ensure accurate election records are kept and take all appropriate steps to ensure fair elections;
- D. Assist Republican candidates in planning campaigns;
- E. Stimulate auxiliary Republican clubs and promote cooperation and mutual assistance among members;
- F. Be the Executive Committee's presiding officer and official spokesperson;
- G. Perform those duties required by statute, by these Bylaws, and by the Rules of the RPT; and
- H. Be an ex-officio member of all county standing and special committees.

Section 3. Vice Chairman:

The County Vice Chairman shall be appointed by the County Chairman and confirmed by the Executive Committee, if not already a Precinct Chairman, for a term no longer than that of the County Chairman who appoints him or her. The Vice Chairman shall be responsible for the following:

- A. Act in place of the County Chairman when the Chairman is otherwise not available to perform his or her duties;
- B. Stay abreast of activities of all auxiliary groups in the county;
- C. Assist the County Chairman in all the duties of that office as assigned by the County Chairman;
- D. In the event of the County Chairman's resignation, death, or inability to serve, the Vice Chairman shall serve as Acting Chairman until the Chairman resumes duty or until the CEC convenes to elect a new County Chairman;
- E. Serve as a member of the Executive Committee and may vote on non-statutory matters before the committee. The Vice Chairman shall not vote on statutory Texas Election Code business, unless when acting in the absence or incapacity of the Chairman as provided by the Texas Election Code, or is acting as a Precinct Chair.

Section 4. Precinct Chairman:

The Precinct Chairman is elected for a two (2) year term in the general primary election by a majority vote of the qualified voters of the precinct in which he or she currently resides. The Precinct Chairman shall carry out all precinct programs prescribed by the Texas Election Code, County Chairman, and the CEC, including the following:

- A. Attend all meetings of the CEC;
- B. Help to elect Republican candidates within the precinct;
- C. Ensure all Republicans are registered to vote and recruit new members and volunteers within the precinct;
- D. Conduct Republican primary elections and Republican precinct conventions as prescribed by RPT and the RPBC.

Section 5. Secretary:

The Secretary will be appointed by the County Chairman at the first meeting of the newly elected CEC and the Secretary shall serve for the same term as the CEC. The Secretary shall be responsible for the following:

- A. Keep the meeting minutes and maintain a permanent file containing the minutes and attendance of the Executive Committee meetings;

- B. Notify all members of the CEC of meetings and perform such other clerical duties as may be assigned;
- C. Maintain a current roll of the CEC members and their contact information as Exhibit A to these Bylaws, entitled, "RPBC Executive Committee Members";
- D. In the event of a vacancy in the office of the County Chairman, the Secretary shall call a meeting of the CEC for the purpose of electing a new County Chairman, as provided for in Section 171.025 of the Texas Election Code;
- E. The Secretary is authorized to receive applications for a place on the Primary Ballot, as provided for in Section 172.022(a)(2) of the Texas Election Code.

Section 6. Treasurer:

The Treasurer is appointed by the County Chairman at the first meeting of each newly-elected CEC.

The Treasurer shall be responsible for the following:

- A. Serve as the custodian for all funds of the organization and shall collect funds and deposit them in a bank approved by the CEC;
- B. Pay all bills and dispense funds by check on order of the County Chairman. All checks shall be signed by the Treasurer and counter signed by the County Chairman;
- C. Make written reports of receipts and disbursements for presentation to the CEC at each regular meeting;
- D. Keep accurate and complete financial contributor records, listing name, address, amount given, and the date of the contribution. The Treasurer's books and records shall be open to all members of the Executive Committee upon request;
- E. An annual internal audit shall be conducted by a committee of three (3) appointed by the County Chairman and be completed and presented to the CEC not later than March of the following year.

Section 7. Parliamentarian:

The Parliamentarian shall be appointed by the County Chairman. The duties of this office shall be to keep order at all meetings and ensure they are conducted in accordance with the proper procedure.

Section 8. Failure to Appoint:

If the County Chairman fails to appoint the above named officers within three (3) months of taking office, the CEC may make these appointments on its own cognizance, provided the County Chairman has been given reasonable notice and opportunity to cure.

ARTICLE VI - COMMITTEES

Section 1. Standing Committees:

Standing committees and chairman serve at the appointment and discretion of the County Chairman and meet at the call of the County Chairman and the committee chairman. Each standing committee shall be composed of at least three (3) members. The chairman and all members of each committee shall be appointed by the County Chairman.

Section 2. Names and Duties of Standing Committees:

There shall be the following standing committees of the RPBC:

A. Leadership Committee:

The Leadership Committee is the broadest area of participation among the standing committees and shall consist of at least one (1) Precinct Chairman. The Leadership Committee shall:

- 1) Assist the County Chairman as required with the broad direction of the RPBC;
- 2) Recruit and interview qualified persons to fill vacancies on the CEC. Persons recommended by the Leadership Committee shall be submitted to the CEC for selection;
- 3) Biannually review the Bylaws governing the CEC and ensure compliance with Texas Election Code and further recommend amendments to the CEC for consideration, changes, and ratification;
- 4) Recruit and encourage qualified persons to seek office on the Republican ticket and interview candidates seeking such office. In addition, recruit and encourage qualified persons to seek office “nonpartisan” elections (e.g. city council, school boards) and interview candidates when appropriate;
- 5) Offer assistance to qualified candidates concerning fundraising, organization, campaign activities, etc.

B. Finance Committee:

The Finance Committee is responsible for the general fiscal discipline and transparency of the RPBC. The Treasurer shall be an ex-officio member of the committee and may serve as the chair. The Finance Committee is responsible for:

- 1) Planning and directing fundraising activities for county party;
- 2) Preparing and maintaining a budget to be submitted to the CEC;
- 3) Preparing and distributing the RPBC Running Balance at each CEC to all attendees;
- 4) Auditing financial records of the RPBC upon change in the office of the Treasurer;
- 5) Assisting the Treasurer in the conduct of his or her duties and responsibilities.

C. Events Committee:

The Events Committee is responsible for coordinating, organizing, and communicating information about events and shall be responsible for:

- 1) Coordinating RPBC fundraising, educational, and entertainment events;
- 2) Planning and organizing candidate forums;
- 3) Creating and maintaining the master Republican Events Calendar in close coordination with affiliate organizations’ members;
- 4) Conveying the master Republican Events Calendar to the Communications Committee for dissemination.

D. Communications Committee:

The Communications Committee is responsible for means and methods of communicating the message of the RPBC, including:

- 1) Updating the RPBC website;
- 2) Updating RPBC social media;
- 3) Updating and dissemination of the master Republican Events Calendar in coordination with the Events Committee.

E. Education and Training Committee:

The Education and Training Committee's responsibilities include:

- 1) Developing and conducting biannual training programs for Precinct Chairman, including administering such training to new Precinct Chairman;
- 2) Coordinating regular educational events, in coordination with the Events Committee and County Chairman, to inform Brazos County residents regarding important, relevant, local, state and/or national political and/or legal activities that may affect the Brazos County community;
- 3) Coordinating periodic political action training, such as how to get involved in local campaigns, block walking training, etc.

F. Membership & Community Outreach Committee:

The Membership and Community Outreach Committee's responsibilities include:

- 1) Recruiting new members to the RPBC, including but not limited to organizing voter registration efforts, block walking events, and by encouraging local Republicans to be active in the Republican Party;
- 2) Recruiting Precinct Chairman in vacant positions.

ARTICLE VII - PARLIAMENTARY PROCEDURE

Unless otherwise provided for by the United States Constitution, Texas Constitution, United States' or Texas' statutes, or the Rules of the Republican Party of Texas, the latest version of *Robert's Rules of Order, Newly Revised*, will be the parliamentary authority governing all conventions and meetings conducted by the CEC.

ARTICLE VIII - AMENDMENTS

These Bylaws may be amended at any regular meeting of the CEC by a 2/3 vote of a minimum of twenty-five percent (25%) of the total membership of the CEC, provided proper written notice to amend has been given to all CEC members at least fifteen (15) days prior to the meeting.

I, David Hilburn, duly elected County Chairman of the Republican Party of Brazos County, do hereby affirm that the preceding Bylaws of the Executive Committee were properly approved by the Executive Committee and are in effect as of this day, July 23, 2018.


