

# **Republican Party of Brazos County Bylaws of the Executive Committee**

**ADOPTED AUGUST 17, 2020**

## **ARTICLE I - The Executive Committee**

### **Section 1. Name**

The name of 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; and
  - (2) Precinct Chairman.
- B.** Ex-Officio CEC member for Non-Statutory business of the Executive Committee
  - (1) SREC Committeeman and Committeewoman; and
  - (2) Party Officers (Vice Chairman, Treasurer, Secretary, and Parliamentarian), if not a precinct chair.

### **Section 3. Duties**

The Executive Committee shall exercise those powers conferred upon it by the Texas Election Code, Republican Party of Texas (RPT) Rules, and 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. Pursuant to Texas Election Code Section 171.024(b), a majority of the CEC membership must participate in filling a vacancy. To be elected, a person must receive a favorable vote of a majority of the members voting.
- B.** Precinct Chairman - The Executive Committee may fill by appointment any Precinct Chair vacancy on the committee. If a vote is taken at a meeting of the Executive Committee, at least one-fourth (1/4) of the current membership must be present at the CEC meeting to vote to fill a vacancy. A person must receive a favorable vote of a majority vote of a quorum at the meeting. If a vote is taken by email, one-fourth (1/4) of the CEC membership must respond and vote before the stated deadline, and a person must receive a favorable vote of a majority of the members voting.

## **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 promote the welfare and growth of the Republican Party;
- 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.

## **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 five (5) days' notice to each Executive Committee member by email.
- 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 forty-eight (48) hours' notice to each Executive Committee member by email.
- D. Special meetings must be held on petition to the County Chairman by 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.

### **Section 4. Meeting Location:**

Meetings may be held in-person or virtual, at the call of the County Chairman. Virtual meetings may be held via online platforms such Zoom, Microsoft Meetings, etc. If a meeting is held in-person, any CEC member not physically present at the location of the meeting is considered not present at the meeting, and therefore may not vote.

## **ARTICLE IV - Conduct of meetings**

### **Section 1. Quorum:**

- A. At all regular and special meetings, 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. Advise 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 any and all RPBC committees.

### **Section 3. Vice Chairman:**

The Vice Chairman is appointed by the County Chairman at the first meeting of each newly elected CEC, or at a Regular meeting within ninety (90) days of the position being vacated. The appointed Vice Chairman shall be confirmed by a majority vote of a quorum at a meeting of the Executive Committee. 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 and other CEC Officers in all the duties of that office as assigned by the County Chairman;
- D. 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, or appointed to the position by the CEC. 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. Support Republican primary elections and Republican precinct conventions as prescribed by RPT and RPBC.

**Section 5. Secretary:**

The Secretary shall be appointed by the County Chairman at the first meeting of each newly elected CEC, or at a Regular meeting within ninety (90) days of the position being vacated. The appointed Secretary shall be confirmed by a majority vote of a quorum at a meeting of the Executive Committee. 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 shall be appointed by the County Chairman at the first meeting of each newly elected CEC, or at a Regular meeting within ninety (90) days of the position being vacated. The appointed Treasurer shall be confirmed by a majority vote of a quorum at a meeting of the Executive Committee. 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 may be signed by either the Treasurer or 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. File Texas and Federal Ethics reports as required

**Section 7. Parliamentarian:**

The Parliamentarian shall be appointed by the County Chairman at the first meeting of each newly elected CEC, or at a Regular meeting within ninety (90) days of the position being vacated. The appointed Parliamentarian shall be confirmed by a majority vote of a quorum at a meeting of the Executive Committee. 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 act.

**ARTICLE VI --- COMMITTEES**

**Section 1. Members**

The County Chairman may appoint the chairmen and members of any committees deemed necessary to carry out policies of the RPBC.

**Section 2. Procedures**

Each committee is authorized to develop procedures for conducting the business within that committee's jurisdiction, subject to review and amendment by the full County Executive Committee (CEC).

**Section 3. Removal**

A committee member or members may be removed from a committee upon request of the committee chairman or the County Chairman.

**ARTICLE VII – RESOLUTIONS AND ENDORSEMENTS**

**Section 1. Timeliness:**

Before any resolution may be passed the County Executive Committee, the resolution must:

- A. Be presented to the County Executive Committee at a Regular Meeting as New Business;
- B. Not be considered for a vote by the CEC until at least the next Regular Meeting; and
- C. Receive at least two-thirds (2/3) votes of the CEC members present to pass and become a Resolution of the Republican Party of Brazos County Executive Committee.

**Section 2. Endorsements in Non-Partisan Elections:**

The CEC may endorse a candidate in a non-partisan election. Before endorsing a candidate:

- A. At least three (3) members of the CEC who live in jurisdiction of the entity holding the election must request, either at a Regular meeting or by email to the chair at least seven (7) days before a Regular meeting, to include the consideration of endorsement on the Agenda for the next meeting.
- B. After consideration of the candidates, in a vote to endorse, a candidate must receive at least two-thirds (2/3) votes of the CEC members present to be endorsed by the Republican Party of Brazos County Executive Committee.

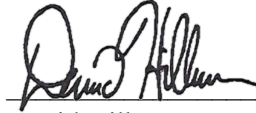
**ARTICLE VIII - PARLIAMENTARY PROCEDURE**

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 IX - 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, August 17, 2020.



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David Hilburn