

# **Republican Party of Brazos County Bylaws of the Executive Committee Approved July 22, 2024**

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

The name of the committee shall be the Republican Party of Brazos County (RPBC) Executive Committee, herein referred to as the “Executive Committee” (CEC).

## **ARTICLE II – Duties and Objectives**

**Section 1.** 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 2.** 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 conduct 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; and
- To foster open and candid communication with our elected officials.

## **ARTICLE III - Officers and Their Duties**

### **Section 1. Eligibility:**

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

### **Section 2. Voting:**

- A. Voting members for all business of the CEC shall be the County Chair and Precinct Chairs.
- B. Other officers and SREC Committeeman and Committeewoman, who are not also a Precinct Chair, shall serve as non-voting members.

### **Section 3. County Chair**

The County Chair shall:

- A. Provide strong leadership for the RPBC and recruit people to fill key positions in the CEC;
- B. Conduct primaries, precinct conventions, and county conventions in even-numbered years;
- C. Ensure accurate primary and runoff election records are maintained and take all appropriate steps to ensure fair elections;
- D. Advise Republican candidates in planning campaigns;

- E. Foster auxiliary Republican groups and promote cooperation and mutual assistance;
- F. Be the presiding officer, a voting member, and official spokesperson of the CEC;
- G. Perform those duties required by statute, these Bylaws, and the Rules of the RPT; and
- H. Be an ex-officio voting member of any and all RPBC committees, but shall not be counted in the quorum.

If vacancy occurs in the office of County Chair, the Secretary of the CEC shall call a meeting of the CEC for the purpose of electing a new County Chair, as provided for in Section 171.025 of the Texas Election Code. The Secretary shall designate a CEC voting member as temporary chair, 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.

**Section 4. Precinct Chair:**

The Precinct Chair 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 by declaration if the candidate was unopposed on the primary ballot, or appointed to the position by the CEC. The Precinct Chair shall carry out all precinct programs prescribed by the Texas Election Code, County Chair, and the CEC, including the following:

- A. Attend all meetings of the CEC, subject to the Texas Election Code Sec. 171.029(a).
- B. Help to elect Republican candidates within the precinct;
- C. Encourage all Republicans to register and to vote.
- D. Recruit new members and volunteers within the precinct; and
- E. Support Republican primary elections and Republican precinct conventions as prescribed by RPT and RPBC.

The CEC may fill by appointment any Precinct Chair vacancy. If a vote is taken at a meeting of the CEC, at least twenty-five percent (25%) of the voting membership must be present at the CEC meeting to vote to fill a vacancy. To be appointed, a person must receive a favorable vote of a majority of the members voting. If a vote is taken by email, twenty-five percent (25%) of the voting membership must respond and vote before the stated deadline. A person must receive a favorable vote of a majority of the members voting to be appointed.

**Section 5. Vice Chair:**

The Vice Chair shall be appointed by the County Chair at the organizational meeting of each newly elected CEC, or at a Regular meeting within ninety (90) days of the position being vacated. The appointed Vice Chair shall be confirmed by a favorable vote of a majority of the members voting. The Vice Chair shall be responsible for the following:

- A. Act in place of the County Chair when the Chair is otherwise not available to perform his or her duties;
- B. Stay abreast of activities of all Republican auxiliary groups in the county;
- C. Assist the County Chair and other CEC Officers in all the duties of that office as assigned by the County Chair;
- D. Serve as a member of the CEC and shall not vote on business unless acting in the absence or incapacity of the Chair as provided by the Texas Election Code, or is serving as a Precinct Chair.

**Section 6. Secretary:**

The Secretary shall be appointed by the County Chair at the organizational 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 favorable vote of a majority of the members voting. 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 CEC meetings;
- B. Maintain a current roll of the CEC members and their contact information.
- C. In the event of a vacancy in the office of the County Chair, the Secretary shall call a meeting of the CEC for the purpose of electing a new County Chair, as provided for in Section 171.025 of the Texas Election Code;
- D. 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.
- E. Serve as a member of the CEC and shall not vote on business, unless serving as a Precinct Chair.

**Section 7. Treasurer:**

The Treasurer shall be appointed by the County Chair at the organizational 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 favorable vote of a majority of the members voting. The Treasurer shall be responsible for the following:

- A. Serve as the custodian for all funds of the CEC and shall collect funds and deposit them in a bank account(s) approved by the CEC;
- B. Pay all bills and dispense funds on order of the County Chair. All checks may be signed by either the Treasurer or the County Chair;
- C. Make written reports of contributions and expenses for presentation to the CEC at each regular meeting;
- D. Keep accurate and complete financial contributor records as required by the Texas or Federal Ethics Commissions;
- E. The Treasurer's books and records shall be made open to any member of the CEC upon specific written request for the documents and time period sought. The Treasurer shall make the documents available for that member to view no later than ten (10) business days after the written request is received;
- F. File Texas and Federal Ethics Commission reports as required; and
- G. Serve as a member of the CEC and shall not vote on business, unless serving as a Precinct Chair. Serve as an Ex-Officio voting member of the Finance Committee.

**Section 8. Parliamentarian:**

The Parliamentarian shall be appointed by the County Chair at the organizational 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 favorable vote of a majority of the members voting at a meeting of the CEC. The duties of this office shall be to keep order at all meetings and ensure they are conducted in accordance with the proper procedure. The Parliamentarian shall serve as a member of the CEC and shall not vote on business, unless serving as a Precinct Chair.

**Section 9. Failure to Appoint:**

If the County Chair 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 Chair has been given reasonable notice and opportunity to act.

**ARTICLE IV – Meetings**

**Section 1. Meeting frequency:**

- A. The CEC 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 CEC taking office. Included in the business of the Organizational Meeting, the CEC shall vote to opt out of the SREC County Chair Candidates’ Ballot Petition Requirement.

**Section 2. Meeting Calls and Notices:**

- A. Regular meetings shall be called by the County Chair with a minimum of five (5) days notice to each CEC member by email.
- B. Organizational meetings are to be called with a minimum of seven (7) days notice by United States Postal Service or email.
- C. The County Chair may call special meetings with a minimum of forty-eight (48) hours notice to each CEC member by email.
- D. The County Chair shall call special meetings on petition to the County Chair by a minimum of twenty-five percent (25%) of the Precinct Chairs. Notice of such meetings must be provided to every member of the CEC and held no earlier than five (5) days, and not later than twenty (20) days, after presentation of the petition to the Secretary and/or County Chair.

**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, including the names of applicants for precinct chair vacancies, requiring a vote of the CEC to be conducted at the meeting. Votes may be taken only on items listed in the notice, unless the agenda is amended by a majority vote of voting members present at the meeting to add or delete items from the agenda.

**Section 4. Meeting Location:**

Meetings shall be held in-person except in the event of a state of emergency. Virtual meetings, including voting, may be held via online platforms such as Zoom, Microsoft Meetings, etc. If a meeting is held in-person and streamed virtually, any CEC member not physically present at the location of the meeting is considered not present at the meeting, and therefore may not vote.

**Section 5. Quorum:**

- A. For all non-statutory business, a quorum shall consist of at least twenty-five percent (25%) of the voting members.
- B. For all statutory business, a quorum shall consist of those voting members of the CEC present.

**Section 6: Proxy:**

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

**Section 7: Executive Session:**

- A. Executive Sessions may be entered only when requested by the County Chair or upon the adoption by majority vote of a motion to do so.
- B. Executive sessions are utilized for the purpose of formal privacy and allow the CEC to establish consequences to members who improperly divulge proceedings to non-members. Offending members may be subject to disciplinary action within the organization, up to and including removal from membership, as determined by the CEC.

**Section 8: Email Voting:**

A vote may be conducted by email with a quorum, as defined by Article IV, Section 5, of the CEC voting membership responding by the stated deadline set by the County Chair. After the deadline, the County Chair shall report the results of the vote to the CEC via email. The Secretary shall include the results of the vote in the Minutes of the next Regular meeting. The Secretary shall retain copies of all non-secret email votes

**ARTICLE V - COMMITTEES**

**Section 1. Members**

The County Chair may appoint the chair(s) and member(s) of any committee(s) deemed necessary by the County Chair or the CEC to conduct the business of the CEC. The chair and/or members of any committee(s) may, with CEC approval, include Republicans not on the CEC. When appointed each of the committee members will be designated as voting or advisory members. CEC members must be a majority of voting committee members.

**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 CEC.

**Section 3. Removal**

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

**Section 4. Finance Committee**

The Finance Committee is responsible for the general fiscal discipline and transparency of the CEC. The Finance Committee is responsible for:

- A. Preparing an annual budget for the following calendar year to be approved by the CEC not later than December 31. There shall be no expense paid exceeding 10%, or \$500, whichever is less, of any budgeted allocation without approval by the CEC. Expenditures not included in the approved budget must be approved by the CEC.
- B. Conducting an annual internal financial review to be completed and presented to the CEC not later than April 30 of each following year. The Treasurer's participation in the review shall be limited to providing records, data, and resources, as well as answer questions as requested

by the Finance Committee. Upon change of Treasurer, an internal financial review shall be conducted within 45 calendar days of the departing Treasurer leaving office.

**ARTICLE VI – ENDORSEMENTS IN NON-PARTISAN ELECTIONS**

The CEC may endorse candidate(s) in non-partisan election(s). Before endorsing any candidate:

- A. At least three (3) members of the CEC who live in the jurisdiction of the entity holding the election must request, either at a Regular meeting or by email to the County 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 candidate(s), in a vote to endorse, each candidate must receive at least two-thirds (2/3) vote of the CEC members present to be endorsed by the CEC.

**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 – BYLAWS**

**Section 1. Adoption** – The adoption of Bylaws for the biennium shall be on the agenda and considered at the Organizational Meeting of each new CEC. Failure to adopt Bylaws for the current biennium by a majority of those CEC members present and voting shall enact the previous biennium’s bylaws and/or rules.

**Section 2. Amendments and Revisions** - These Bylaws may be amended or revised 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 or revise has been given to all CEC members at least fifteen (15) days prior to the meeting.