

BYLAWS
REPUBLICAN PARTY OF BEXAR COUNTY
EXECUTIVE COMMITTEE

Last revision: Amended 9 May 2023

ARTICLE I

Name

The name of this organization shall be the Republican Party of Bexar County Executive Committee (herein known as the Executive Committee).

ARTICLE II

Purpose

The purpose of the Executive Committee is the election of Republican candidates and the promotion of the principles of the Party. In addition, the Executive Committee shall manage the affairs of the Republican Party of Bexar County (herein known as the Party) as follows:

Section 1 – Objectives

- A. Promote and support the election of Republican candidates;
- B. Cooperate with the Republican Party of Texas in carrying out programs that support Republican candidates and policies;
- C. Set and guide the party position on issues and policies applicable to Bexar County through the presentation of amendments, resolutions, and motions during regularly scheduled Executive Committee meetings; and
- D. Promote Conservative Constitutional views on issues in line with the Republican Party of Texas Platform and Planks to educate Bexar County voters on what the Republican Party of Bexar County represents regarding beliefs and issues.

Section 2 – Statutory Duties

- A. Perform such duties specified in the Texas Election Code (TEC), including but not limited to:
 - 1. Supervising the overall conduct of the Primary election [TEC Chapter 172];
 - 2. Administering a biennial County Primary and managing the county Primary fund [TEC 173B]; and
 - 3. Managing the organization of Precinct Conventions. [174.021 – 174.023]
- B. Observe all state and federal election laws; and perform other such duties consistent with the objectives as stated in this Article.

ARTICLE III
Membership

Section 1 – Voting Members

The voting Members of the Executive Committee shall be composed of the County Chair and Precinct Chairs of the respective election precincts in the county [TEC 171.022]. Each member shall be entitled to one vote if present and voting at Executive Committee meetings. [TEC 171.026]

Section 2 - Eligibility

To be eligible to be a candidate for or to serve as Precinct Chair or County Chair, a person shall be a qualified voter residing within the bounds of the entity represented, not be a candidate for or elected to federal, state, or county public office, and be affiliated as a Republican in even-numbered years. [TEC 161.005; 171.023; 162.001(a)(3) and 162.001(b)]. Walk Away Democrats can take an Oath of Affiliation to be notarized and filed with the Republican Party of Bexar County HQ and submitted with their application for Precinct Chair.

Section 3 – Term of Office

Each Executive Committee member serves for a term of up to two (2) years beginning the 20th day after Runoff Primary Election Day. [TEC 171.022]

Section 4 – Vacancy of a Precinct

- A. Between primary elections, the Executive Committee may fill vacant precincts where a Precinct Chair was not elected, or a Precinct Chair cannot serve a full two-year term of office.
- B. Reasons that cause a precinct to become vacant by a current Precinct Chair include, but are not limited to:
 - 1. Resigning in writing to the Secretary or the Secretary’s designee;
 - 2. Moving out of the precinct, preferably with written notice;
 - 3. Losing voting rights;
 - 4. Becoming a public office holder or candidate for public office; or
 - 5. Death.
- C. Candidates to fill vacancies for Precinct Chair shall submit subscribed forms in writing to the Secretary or the Secretary’s designee no later than five (5) business days prior to the Executive Committee meeting. If they meet the statutory eligibility, they shall be considered for selection by the voting members of the Executive Committee.

Section 5 – Ex-Officio Members

- A. The following shall be non-voting ex-officio members of the Executive Committee and have floor privileges and the right to speak in debate at Executive Committee meetings but shall not have the right to make motions or to vote: Officers, appointed and elected, of the Executive Committee; members of the State Republican Executive Committee (SREC) [RPT Rule No. 42], and the immediate past Chair of the Republican Party of Bexar County who are not Precinct Chairs; and

B. Voting and non-voting ex-officio members may chair or serve as voting members on any Standing or Special Committee, provided they are registered voters and reside in Bexar County.

Section 6 – Organizational Meeting

- A. The Executive Committee shall hold its organizational meeting (s) within forty-five (45) days after the term of office begins for the County Chair and the Precinct Chairs;
- B. The County Chair is responsible for calling the meeting (s). However, if the County Chair does not call the meeting, then one-fourth (1/4) or fifty (50) of the Precinct Chairs, whichever is fewer, may, by written demand, call an organizational meeting;
- C. Notice of the organizational meeting (s) shall be sent electronically to the last known address of the members of the Executive Committee at least fourteen (14) days prior to the date of the meeting and such notice shall state the time, date, purpose, and location of the meeting and the name(s) of the person(s) issuing the call;
- D. No other official business shall take place prior to the organizational meeting(s), except in preparation for the Organizational meeting which may include but not be limited to revising the bylaws.
- E. All proposed amendments to the Bylaws are to be received at least 7 days prior to the Organizational meeting(s)
- F. The agenda of the organizational meeting(s) shall include, but not be limited to, the swearing in of the newly elected executive committee members, the approval of the budget, election or ratified appointment of additional officers and committees, and the adoption of Bylaws and/or Rules for the biennium;
- G. Failure to adopt bylaws and/or rules for the current biennium by a majority of those present and voting shall enact the previous biennium's bylaws and/or rules; and
- H. The proposed Bylaws and/or Rules shall be enclosed with the meeting call at least fourteen (14) days prior to the date of the meeting. [RPT Rule No. 8 e.]

Section 7 – Meetings of the Executive Committee

- A. The Executive Committee shall meet at least quarterly in addition to statutory meetings as required by the Texas Election Code;
- B. If agenda items are left over from any meeting, the Chair is responsible to call a meeting immediately for the following month. This will continue until the Executive Committee has completed all agenda items.
- C. The Executive Committee shall meet at the call of the County Chair or upon written petition of at least twenty percent (20%) of the Executive Committee.
- D. All meetings of the Executive Committee and subcommittees may be called by electronic mail, and the call of all meetings shall be posted on the Party website;

- E. A member may receive meeting notices by US Postal Service mail if that member provides a written request to the Secretary to receive Executive Committee meeting notices by regular US Postal Service mail;
- F. Meeting notices shall be transmitted or postmarked at least fourteen (14) days before the meeting, except in the event of a stated emergency, in which case it shall be sent at least two (2) days beforehand;
- G. The meeting call notice shall state the time, date, purpose, and location of the meeting and the name(s) issuing the call, and include a proposed agenda, a draft copy of the minutes of the previous meeting, and all unaddressed and new motions or resolutions submitted for consideration; and
- H. The list of Executive Committee Members and Ex-Officio Members shall be kept separate and only used for Call Reports, and
- I. No Executive Committee meeting shall be held during the week of the biennial State Convention or the quadrennial National Convention. [RPT Rule No. 8 f.]

Section 8 – Voting

- A. All County Executive Committee meetings’ votes shall be cast and counted in the manner prescribed by the current edition of *Robert’s Rules of Order Newly Revised*, and the vote of each member shall have equal weight [RPT Rule No. 7 a.]; and
- B. Proxy voting is prohibited in all matters before the Republican Party of Bexar County.

Section 9 – Open Meetings and Right to Testify

All meetings of the Executive Committee or its committees, subcommittees, or ad hoc committees shall be open to any voting or ex officio member of the executive committee. Members shall have the right to appear before any such committee, subcommittee, or ad hoc committee and (offer) make recommendations for the committee’s consideration or testify concerning any item under purview of the committee and to record or livestream the proceedings of any meeting not held in executive session with electronic devices. Any committee may adopt reasonable rules including time limits for such presentations and may establish a reasonable limit of time for these presentations. A record of who testified and on what subject shall be included in the meeting minutes as part of the permanent record. A full record of such testimony shall also be included if such testimony is submitted in writing. This Rule does not preclude the committee from going into executive session; however, such executive session(s) shall be open to any member of the executive committee, including ex-officio members. [RPT Rule No. 8 g.]

Section 10 – Executive Committee Quorum¹

- A. One-fourth (1/4) of the active membership constitutes a quorum for conduct of non-statutory business and the filling of vacancies of Precinct Chairs at Executive Committee

¹ Article III, Section 10 of the RPBC Bylaws and Rules of Order was amended by the RPBC Executive Committee on 9 May 2023. The amendment stroke “Paragraph A” and moved Paragraphs B and C up to become the new Paragraphs A and B (see 21 June 2023 RPBC Bylaws and Rules of Order). The motion was an amendment requiring a 2/3s vote. The Motion passed on voice vote with three votes in opposition. There were 110 executive committee members present at the time of the vote (107 to 3). The motion restored the 25% Quorum Rule and brought the RPBC back into compliance with RPT Rule 9.

meetings [RPT Rule No. 8i., Rule No. 9, and TEC 171.024]. If the quorum provided above is not present at any executive committee meeting, then only statutory business (called for by the TEC) may be transacted at a meeting; and

B. The quorum for conduct of statutory business shall be those present [RPT Rule No. 9 b.], except to fill the vacancy of county chair [TEC 171.025] or a nominee for public office [TEC Chapters 145 or 202].

Section 11 – Responsibilities of Executive Committee Members

The Executive Committee Members shall assist Republican Party candidates and have general responsibility for all Party activities, functions, and campaigns within their respective precincts. It is the duty of each Precinct Chair to attend Executive Committee meetings and to serve as liaison between the Republican Party of Bexar County and voters within the precinct he or she represents and to promote the growth of the Republican Party of Texas within the county.

Section 12 – Endorsements and Support

All resources of the Republican Party of Bexar County shall be made equally available to all Republican candidates. Precinct Chairs shall not use their position to knowingly endorse a candidate from an opposition party in partisan or non-partisan elections, e.g., municipal and school board elections without the expressed consent of the Executive Committee.

ARTICLE IV

Party Officers & Duties of Officers

Section 1 – Titles and Duties

The officers of the Party shall be the County Chair, the Vice Chair, the Secretary, the Treasurer, the Legal Counsel, and the Parliamentarian. The Vice Chair, Treasurer, Legal Counsel, and the Parliamentarian shall be appointed by the County Chair and ratified by a majority vote of the members present and voting at any non-statutory Executive Committee meeting. Should ratification fail, then nominations shall be presented by the members present and voting. The Secretary shall be nominated and elected by the majority vote of the members present and voting at any non-statutory Executive Committee Meeting. The County Chair can make a nomination for Secretary to be considered. The officers need not be members of the Executive Committee prior to their appointment or election. These officers shall perform the duties prescribed to them by the pertinent statutes of the TEC, the General Rules of the Republican Party of Texas, these Bylaws, and such other duties as may be designated by the Executive Committee or County Chair.

- A. **County Chair:** The duties and powers of the County Chair shall include, but not be limited to:
1. Presiding at all meetings of the County Executive Committee;
 2. Overseeing the County Republican Primary and Primary Runoff elections [TEC Chap. 172];
 3. Being the official spokesperson and representative for the Executive Committee;
 4. Employing staff personnel pursuant to workload requirements and budgetary allowances; and be responsible for the supervision and management necessary to maintain a well-ordered County Headquarters;

5. Discretionary Spending and Executing contracts:
 - a. With outside vendors up to \$5,000 but cannot extend beyond six (6) months after the County Chair's term of office;
 - b. That fall within the limitations set by the approved Executive Committee budget;
 - c. In a working relationship with a federal campaign and with Budget committee approval to be ratified by the Executive Committee at the next meeting; and
 - d. Other expenses including but not limited to day-to-day operations not to exceed \$5000 in aggregate by category of spending, even if spent over a period of time.
 6. Being responsible for the safekeeping of all records and assets of the Republican Party of Bexar County and to transfer them to the next duly elected county chair as required by Texas Election Code Section 171.028;
 7. Appointing, removing, and filling vacancies for the following:
 - a. Legal Counsel;
 - b. Parliamentarian;
 - c. Sergeant at Arms;
 - d. Tellers;
 - e. Timekeeper;
 - f. All Party Officers and Standing Committee Chair, as may be deemed necessary, must be ratified by the Executive Committee;
 8. Consulting with chairs of all committees to approve and appoint members and subcommittees to serve;
 9. Serving on the Bexar County Elections Board and Bexar County Elections Commission;
 10. Being one of four (4) signatories authorized for signing checks on the Party's treasury; and
 11. Fulfilling any other duties or responsibilities as applicable to the office and in accordance with these Bylaws.
- B. **Vice Chair:** The duties of the Vice Chair shall include, but are not limited to:
1. Presiding in the event an Executive Committee or Management Committee meeting is called and the County Chair is not present;
 2. Being one of four (4) signatories authorized for signing checks on the Party's treasury;
 3. Performing any other duties assigned by County Chair; and
 4. Serving at the pleasure of the County Chair.
- C. **Secretary:** The Secretary shall keep the Minutes of all meetings of the Executive Committee, the Management Committee, and any other meetings or committees as

directed by the County Chair, and shall perform the following duties, but are not limited to:

1. Calling the meeting to order and presiding while the members present elect a chairman pro-tem in the event an Executive Committee meeting is called, and the County Chair and the Vice Chair are not present;
2. Calling a statutory meeting of the Executive Committee within thirty (30) days for the purpose of electing a new County Chair to fill the unexpired term of office [TEC 171.025];
3. Keeping an accurate record of the minutes of all meetings of both the Executive Committee and the Management Committee.
 - a. The Secretary shall prepare a draft of these minutes in MS Word format and send out by email to the Management Committee and those Executive Committee members in attendance for their review within five (5) business days after the meeting.
 - b. Only the members of the Executive Committee in attendance of the above-mentioned meetings will have five (5) business days to comment and recommend changes directly to the document by email. Minutes in draft form will have the word "DRAFT" at the beginning of the file name. Draft copies of the minutes are not finalized until approved at the next meeting of the Executive Committee.
 - c. Changes to the minutes after the five (5) business days can still be submitted during the meeting at the appropriate time by any Management Committee member in attendance in writing.
 - d. All references to potential contracts or other sensitive information shall be redacted only with the approval of the . This applies to all draft and finalized copies of minutes, for all meetings.
 - e. Finalized copies of both the Executive Committee and Management Committee meetings will be emailed to the entire Executive Committee no later than ten (10) days after being finalized. All references to potential contracts or other sensitive information shall be redacted upon approval of the Management Committee.
 - f. A permanent signed copy of the approved minutes, bearing the Secretary's signature and that of the presiding officer, shall be kept in a binder at County Headquarters, a copy of which shall be furnished to any Executive Committee member upon request. The permanent binder shall only be removed from County Headquarters to be taken to Executive Committee meetings.
4. Maintaining a current list of the name, mailing address, phone number, email address (if available), and precinct number of every Republican Precinct Chair

who was elected in the Primary, the Primary Runoff, or has been appointed by the County Executive Committee to fill a Precinct Chair vacancy; updating that list within seven (7) business days of an election changing the status of the list; and making the updated list available at reproduction cost or by email to any Republican Precinct Chair, Republican Party Official, Republican Officeholder, or Republican Candidate for Elective Office requesting such. [RPT Rule No. 8 h.];

5. Keeping a permanent, dated record of the Bylaws, Rules of Order, and other rules of the Executive Committee;
6. Maintaining a file of the Minutes submitted by Standing, Special, and Ad Hoc Committee chairs;
7. Being one of four (4) signatories authorized for signing checks on the Party's treasury;
8. Performing any other duties assigned by the County Executive Committee; and
9. Serving at the pleasure of the Executive Committee.

D. **Treasurer:** The Treasurer is responsible for keeping the funds of the Party, maintaining financial records of the Party, and preparing a report of the current financial condition for each County Executive Committee Meeting and meeting of the Management Committee. The Treasurer shall perform the following duties, but are not limited to:

1. Preparing and submitting all reports required for compliance with the Internal Revenue Service, the Federal Election Commission, and the Texas Ethics Commission;
2. Maintaining and supervising a system of Generally Accepted Accounting Principles (GAAP)-based bookkeeping in which the accounts correspond to identical categories in the budget and GAAP-related procedures to comply with internal controls;
3. Serving as Chair of the Budget Committee and serving as an advisory member to the Finance Committee;
4. Preparing an annual report within thirty (30) days after the close of the fiscal year, to be presented at the first meeting of the Executive Committee following the close of the fiscal year, and having the report available for inspection at County Headquarters during work hours by any Executive Committee member;
5. Preparing monthly Budget reports that compare actual receipts and disbursements with the budgeted amounts for review by the Budget and Finance Committee and at each Executive Committee meeting;
6. Ensuring all checks are signed by two of the four persons designated within these Bylaws. One of these individuals shall be the Chair or the Treasurer;
7. Being one of four (4) signatories authorized for signing checks on the Party's treasury; and paying the bills of the Party upon authorization of two (2) of the four (4) signatories designated in these Bylaws, one of which may be the Treasurer's signature;
8. Performing other duties as necessary and as assigned by the by County Chair,; and
9. Serving at the pleasure of the County Chair.

E. **Legal Counsel:** The Legal Counsel perform the following duties, but are not limited to:

1. Being a licensed Texas Attorney;

2. Advising the County Chair, Executive Committee, and Committees of the Party's legal responsibilities and statutory obligations;
3. Attending Executive Committee and Management Committee meetings;
4. Being familiar with the Texas Election Code, the Rules of the Republican Party of Texas, and the Bylaws of the Party;
5. Assisting with the annual review of the Party's contracts, insurance coverage, and operating practices, and issue a report to the Executive Committee summarizing the findings and any recommended changes;
6. Assisting in reviewing candidate filings for potential challenges as directed by the Chair;
7. Being a non-voting consultant, if not a current Precinct Chair, appointed by the County Chair and ratified by the Executive Committee; and
8. Serving at the pleasure of the County Chair.

F. **Parliamentarian:** The Parliamentarian perform the following duties, but are not limited to:

1. Advising the County Chair, Executive Committee, and Committees on matters of parliamentary procedure;
2. Attending Executive Committee and Management Committee meetings;
3. Being familiar with the Texas Election Code, the Rules of the Republican Party of Texas, and the Bylaws of the Party;
4. Assisting in reviewing the Party Bylaws and Rules of Order, as needed;
5. Being a non-voting consultant, if not a current Precinct Chair, appointed by the County Chair and ratified by the Executive Committee;
6. Every effort should be made to appoint a Parliamentarian possessing an AIP Certification; if financially viable and approved as a budgetary item by the CEC; and
7. Serving at the pleasure of the County Chair.

Section 2 – Party Affiliation

No appointed or elected officer may have affiliated with another political party during the current or the immediately preceding election cycle, and, except for the Parliamentarian, all shall be residents of Bexar County. Any appointed or elected officer using their position to knowingly endorse a candidate from an opposition party, in a partisan or non-partisan election, e.g., municipal and school board elections without the expressed consent from the Executive Committee shall be considered to have forfeited their position as a member of the Management Committee, including the Parliamentarian. Such a position shall automatically be declared vacant. The vacancy will be filled at the next meeting in accordance with the appropriate rules and Bylaws.

Section 3 – Term of Office

The term of office for the Chairs begins twenty (20) days after the Primary Runoff Election [TEC 171.022 (c)]. All other officers shall serve up to two-year terms.

Section 4 – Vacancies of Officers

- A.** Except for the County Chair and Precinct Chairs, vacancies in any appointive or elected office shall be filled promptly in the same manner as the original appointment or election;
- B.** Once a vacancy occurs in an elective office, the County Chair (or Secretary, if the Chair vacates the office) shall declare the office vacant to the Executive Committee. At the next Executive Committee meeting, if the office vacated is the Chair or Secretary, then the vacated office shall be nominated from the floor and elected by a majority vote of the members present and voting at any non-statutory Executive Committee meeting.
- C.** Within thirty (30) days after the vacancy of any other offices is declared, the County Chair shall appoint a replacement for the appointed office which shall be ratified by the Executive Committee at the next Executive Committee meeting;
- D.** If there is a failure to appoint a replacement within sixty (60) days, the Executive Committee shall select a replacement to fill the vacancy at the next Executive Committee meeting; and
- E.** Should the County Chair’s nominee for any office not be ratified by the CEC, then the next nomination shall come from the Executive Committee.

ARTICLE V

Management Committee

Section 1 – Purpose

The Management Committee shall advise and assist the County Chair and shall act on behalf of the Executive Committee between meetings, subject to the applicable statutes, the General Rules of the Republican Party of Texas, and these Bylaws. The Management Committee does not replace the Executive Committee’s duties but supports the Executive Committee’s decisions.

Section 2 – Members & Duties

- A.** The voting members of the Management Committee shall be:
 - 1. Members duly elected by their County Commissioner Caucuses (8);
 - 2. Two At-large members duly elected by the Republican Party of Bexar County Executive Committee, nominated from the floor (2);
 - 3. The Officers of the Party, elected and appointed, namely, the County Chair, Vice Chair, Secretary, and Treasurer (4); and
 - 4. The total membership to the Management Committee shall be 14.
- B.** The duties of the Management Committee shall include, but not be limited to:
 - 1. Assisting the County Chair and assume responsibility for the operation of all business necessary between meetings of the Executive Committee;
 - 2. Acting as liaison with the Precinct Chairs within their County Commissioners’ Precincts
 - 3. Reviewing the Annual Budget to be presented to the Executive Committee for approval;

4. Reviewing and approving all detailed monthly financial and budget reports by the Treasurer and event budget reports;
5. Reviewing all Standing Committee written reports;
6. Reviewing all Special Committee written reports. (Make these requirements for monthly written reports by standing and special committees to the MC); and
7. A Precinct Chair representative may be recalled by their respective caucus upon written request of 20% of (a) the County Commissioner Executive Committee membership they represent or (b) the RPBC Executive Committee (At-large representative).

Section 3 - Meetings

- A. A quorum for the Management Committee shall consist of a majority of more than 50% of the voting members. Matters shall only be voted on in a meeting where a quorum of the Management Committee members is present in person;
- B. The Management Committee shall meet at least monthly;
- C. The County Chair shall call the meeting with prior notice of at least seven (7) days;
- D. All meetings shall be open to any member of the Executive Committee, and they shall have the right to appear before the committee and testify concerning any item under purview of the committee and to record with electronic devices the proceedings of any meeting not held in Executive Session;
- E. The Secretary shall keep written Minutes of all Management Committee meetings and shall distribute written Minutes of the meetings to the Executive Committee with the call for the next scheduled Executive Committee meeting, or within 30 days whichever comes first;
- F. Send the finalized copy of the minutes to the entire Executive Committee if changes have been made; and
- G. The Vice Chair shall preside if the County Chair is not present. If the Chair and Vice Chair are not present, the Secretary shall call the meeting to order and the Management Committee shall elect among themselves a presiding chair pro tempore for that meeting only.

Section 4 - Election of the Precinct Chairs to the Management Committee Membership

- A. Eight (8) Precinct Chairs shall be elected to serve a two-year term of office. Elections shall be held at the mandatory biennial County Executive Committee Organizational Meeting;
- B. The Precinct Chairs in each County Commissioners' Precinct shall caucus to elect by majority of the members present and voting one (1) male Precinct Chair and one (1) female Precinct Chair who both reside within their respective County Commissioners' Precinct;
- C. Two (2) At-large Precinct Chairs shall be elected to serve a two-year term of office. Elections shall be held at the mandatory biennial County Executive Committee Organizational meeting;
- D. The At-large Precinct Chairs shall be nominated from the floor and elected by majority of the members present and voting one (1) male Precinct Chair and one (1) female Precinct Chair;

- E. These elected representatives shall be Precinct Chairs and may be both the Chair of a Standing Committee and elected as the Precinct Chair representative from their respective County Commissioner Precinct or At-large representative from the Executive Committee; and
- F. Precinct Chair representatives serve at the pleasure of the Precinct Chairs from their respective County Commissioners' Precinct, that is, a Precinct Chair representative may be recalled by their respective caucus upon written request of 20% of the Precinct Chairs composing the County Commissioner Executive Committee membership or the RPBC Executive Committee (At-large representative only).

Section 5 – Vacancies of the Management Committee Membership

Upon resignation or disqualification of a Management Committee Member, the County Chair shall declare a vacancy on the Management Committee. Disqualification includes, but is not limited to recall, death, ineligibility to vote, relocation outside the Voting Precinct from which the Member was elected or having unexcused absences for two (2) consecutive meetings, which is determined by the County Chair or the Vice Chair. Notice of the vacancy election shall be included in the notice for the next County Executive Committee meeting, where the Precinct Chairs from that County Commissioners' Precinct or the RPBC Executive Committee shall caucus to elect a replacement.

**Article VI
STANDING COMMITTEES**

“The County Chair may appoint such special or ad hoc committees as deemed necessary to carry out the work of the Party. Policy, purpose, procedure, and focus shall be delineated in the notification of establishment. All new special committees shall be reported to the Executive Committee for ratification at the next meeting.”

Section 1 - Purpose

The purpose of the standing committees shall be:

- A. To develop plans;
- B. To make recommendations in their designated area of responsibility to the Executive Committee;
- C. To implement such actions as approved by the Executive Committee and directed by the County Chair; and
- D. The duly elected Standing Committee Chair for each Standing Committee shall upon request attend the Management Committee meetings to answer any questions regarding their written minutes of their most recent meeting, or to bring up requests from the committee. Written reports of the Standing Committee are considered “written minutes.”

Section 2 – Appointment

- A. Standing Committee chairmen shall be appointed by the County Chair and ratified by the Executive Committee at the first County Executive Committee meeting or after the mandatory biennial County Executive Committee Organizational Meeting, and as needed. If

a candidate fails ratification, then a nomination can be made by the Executive Committee. The Executive Committee may opt to postpone the nomination until the next month or move forward. If postponed the candidate selection at the next meeting will be the first agenda item and will be open for nominations from the Chair and the Executive Committee.

- B. Committee Members shall be appointed by the committee's chairman, with coordination of the County Chair; and
- C. Each committee or subcommittee shall be composed of at least five (5) and no more than nine (9) members, with at least one (1) member from each commissioner's precinct.

Section 3 - Eligibility

- A. Members of Committees and Subcommittees shall be registered voters in Bexar County and shall be affiliated with the Republican Party;
- B. No member of any Committee may have affiliated with another political party during the current or the immediately preceding election cycle; and
- C. Participation is required to remain on a committee. After three (3) consecutive unexcused absences, as determined by the committee chairman or County Chair, from a regularly called meeting membership is suspended. Members not participating may be removed from committee membership by majority vote of those present and voting at the next regularly called meeting of the committee.

Section 4 – Meetings

- A. A quorum for the Standing Committee shall consist of 50% or more of the voting members. Matters shall only be voted on in a meeting where a quorum of the committee members is present in person;
- B. Meetings shall be held at least bi-monthly (at least every other month) should there be open agenda items or at the discretion of the Committee Chair;
- C. The Standing Committee Chair shall call an Organizational Meeting within 30 days of being appointed and ratified.
- D. The Chair of the Committee shall call the meeting with prior notice of at least seven (7) days;
- E. Meetings shall be called by electronic notification (text, email, or other forms);
- F. The Chair of a Standing Committee or a designated member shall present a written report of each meeting to the Executive Committee, to the Management Committee, and file the written report with the Secretary. The Reports by each Standing Committee shall represent the minutes for the respective committee; and
- G. Any Executive Committee member and ex officio member has the privilege of attending any Standing Committee meeting as delineated in Article III, Section 8 of these Bylaws.

Section 5 – Committees and Duties of Committees

The Standing Committees shall be (A) Finance; (B) Campaign Activities; (C) Candidate Recruitment and

Appointments; (D) Budget; (E) Volunteer Coordination; (F) Precinct Organization; (G) Communications; (H) Technology; (I) Data Analytics; (J) Bylaws and Rules; (K) Election Integrity; and (L) Community Engagement;.

- A. **Finance Committee** shall be primarily responsible for planning and executing fundraising activities for the Republican Party of Bexar County. The Chairman serves as a member of the Finance Committee. Duties include, but is not limited to:
1. Developing existing fundraising events and activities to make them more successful in raising monies and reaching out to the community, securing major sponsors for each fundraising event;
 2. Identifying additional fundraising opportunities by reaching out to untapped resources in the community, and exploring the ideas and talents within our party by soliciting input and ideas;
 3. Compiling and maintaining a proprietary list and record of donors and potential donors, and all lists, accounts, software, and correspondence for the Party shall be the property of the Party and shall be stored at County Headquarters; and
 4. Ensuring that fundraising activities comply with local, state, federal, and tax regulations.
- B. **Campaign Activities Committee** shall be responsible for, but are not limited to:
1. Planning, organizing, coordinating, and executing non-fundraising political events for the Party's candidates, such as, but is not limited to:
 - a. Petition signing events;
 - b. Campaign rallies;
 - c. Receptions, coffees, meets and greets;
 - d. Forums and debates;
 - e. Canvasses by telephone and by door-to-door surveys;
 - f. Get Out the Vote (GOTV); and
 - g. Dressing of the poll sites for the General Election
 2. Working in coordination with the Republican Party of Texas and the Republican National Committee to ensure that maximum utilization of resources is achieved;
 3. Maintaining an up-to-date list of all Republican candidates and campaign contact information, as well as the name of campaign coordinators and schedulers;
 4. Providing a contact list of volunteers and Republican activists along with their talents and availability to satisfy volunteer requests needed for mailings, phone banks, precinct walks, events, etc.; share the information with campaigns, as needed; and
 5. Recommending, for approval by the Executive Committee, the policies and usage requirements of the Republican Party of Bexar County Headquarters and its assets by or for individual Republican campaigns.

- C. **Candidate Recruitment and Appointments Committee** shall be responsible for, but is not limited to:
1. Serving in an advisory capacity to nominees of the Party;
 2. Developing and carrying out a continuing program for recruiting candidates, developing, and encouraging the best prospects to run as Republican candidates for public and independent (non-partisan) office;
 3. Assisting those seeking appointive positions on boards, agencies, and commissions;
 4. Identifying government offices where Republicans can be elected or appointed;
 5. Recognizing and encouraging Republican candidates to run for office or to be appointed;
 6. Working with Republican organizations to elect Republican candidates; and
 7. Conducting Campaign Development training.
- D. **Budget Committee** shall be chaired by the Treasurer, and the Finance Committee Chairman shall be a member of the committee. Duties include, but are not limited to:
1. Preparing and presenting an annual budget for approval by the Executive Committee;
 2. Having authority to reallocate funds within the approved budget as long as such reallocation does not exceed the greater of five hundred dollars (\$500.00) or ten percent of the budgeted amount with the approval by a majority vote of the Management Committee; and
 3. The fiscal year shall be July 1 to June 30.
- E. **Volunteer Coordination Committee** shall be responsible for, but is not limited to:
1. Developing a master list of volunteers including contact information, skill set areas of expertise, and availability;
 2. Coordinating with the Executive Committee Members, Candidates, Republican Auxiliaries, Coalitions, and all other Committees volunteers, as needed; and
 3. Recruiting, training, and scheduling volunteers for duties at Party Headquarters, campaigns or wherever needed.
- F. **Precinct Organization Committee** shall be responsible for, but is not limited to:
1. Promoting recruitment and training of Republicans to fill precinct vacancies;
 2. Keeping new and seasoned Precinct Chairs updated with opportunities to organize their precincts with volunteers and to inform their neighbors;

3. Assisting precinct leaders in their neighborhoods to identify, register, inform, and turn out the Republican and Republican-leaning voters;
4. Persuading Precinct Chairs to attend neighborhood association meetings and get their neighbors involved in workshops and town hall meetings;
5. Fostering involvement as Election officials and Poll Watchers to ensure election integrity;
6. Promoting biannual training as Volunteer Deputy Voter Registrars;
7. Providing Precinct Chairs with resources to turn out their voters;
8. Encouraging Precinct Chairs to conduct their Precinct Convention and attend the Senatorial District, State, and National Conventions; and
9. Conducting training on the convention process.

G. Communications Committee shall be responsible for, but is not limited to:

1. Coordinating all public and media relations including, but not limited to, digital media such as website, social media, and mass texting and email platforms;
2. Assisting with Party communications by working with the Standing Committees,
Special Committees, and any office staff;
3. Developing and maintaining current media contact lists;
4. Preparing and distributing press releases;
5. Producing and distributing newsletters regularly to Republican stakeholders;
6. Maintaining and updating website, Facebook, Twitter, and any other subscribed social media accounts; and
7. Executive Committee members may opt out of receiving Republican Party of Bexar County newsletters and other communications without being removed from the CEC Call Report distribution. To achieve this a separate electronic distribution file shall be created to include Executive Committee member (s) opting out of the “newsletters and other communications”. This communication process shall only be used for distribution of call reports for the CEC. All other communications will flow through and by the Communication Committee.

H. Technology Committee shall be responsible for, but is not limited to:

1. Identifying, managing, and maintaining all Party’s Internet platforms and assets to include but not limited to: determining user requirements, Internet Service Providers, URL registration(s), social media accounts and groups administered by the Party, electronic texting and mailing services, and similar registrations of accounts, groups, or sites and the supporting electronic files and documents;
2. Reviewing account security and password management processes to insure accounts are only available to those who should have access and that security best practices are being followed;

3. Recommending hardware, firmware, and software upgrades or changes; and
4. Assisting in solving computer problems, as needed.

I. **Data Analytics Committee** shall be responsible for, but is not limited to:

1. Collecting, analyzing (modeling), and disseminating statistical analyses of election data and Election Administration data for the benefit of the party, campaigns, committees, and executive committee members;
2. Collecting, developing, maintaining, and disseminating a comprehensive activist database (reports) for the benefit of the party, campaigns, committees, and executive committee members;
3. Developing and maintaining a continuing market assessment for the San Antonio Metropolitan Statistical Area (MSA). The purpose is to stay on top of everchanging business and population trends in the area; and
4. Assisting with GOP Data Center, Campaign Sidekick, and other Republican Party data resources, tracking user access certification.

J. **Bylaws and Rules Committee** shall be responsible for, but is not limited to:

1. Preparing Bylaws and Standing Rules (Rules of Order) to be adopted by the Executive Committee at the Biennial Organizational Meeting;
2. Reviewing changes in the General Rules of the Republican Party of Texas and Federal and State Statutes; and
3. Updating the County Chair for consideration, approval, and amendment to the current adopted Bylaws to comply with Party Rules or statutory changes. Any such amendments recommended shall comply with Article IX and Article X of these bylaws.

K. **Election Integrity Committee** shall be responsible for, but not limited to:

1. Managing the operations and oversight of all elections (early, absentee, and election day) within Bexar County including “non-partisan” elections;
2. Recruiting and training Election Judges and Clerks in coordination with the Bexar County Election Department;
3. Recruiting and training poll watchers for Election Day and Early Voting operations to include Central Counting Stations, Ballot Board, regional reporting sites, and Voting Centers;
4. Coordinating the appointments by the County Chair of Election Judges serving in the roles of Republican Election Judges and Clerks. This includes adherence to TEC, Title 3, Chapter 32, Subchapter A (Appointment of Election Judges);
5. Maintaining Current Rolls of active Election Judges, Poll Watchers, Workers, including name, address, contact, and last location worked;

6. Tracking legislation and testifying about proposed changes to the Texas Election Code as needed; and
7. Establishing a process to validate and file complaints for all voting irregularities in Bexar County and follow progress of all filed complaints.

L. **Community Outreach Committee** shall be responsible for, but not limited to:

1. Developing a campaign of outreach and engagement to build the Republican Brand (principles) among Bexar County's diverse communities of interest, influence, and responsibility;
2. Identifying and meeting with groups to build coalitions of common (mutual) interest and responsibility;
3. Developing an ongoing education outreach program to traditional and underserved communities;
4. Establishing periodic events to bring groups together for coalition building sessions;
5. Supporting strategic events, organizations, and individuals that will be a force multiplier for outreach and engagement into Bexar County's diverse communities;
6. Developing and maintaining a coalition database including organizational names, individual names, addresses, and other contact information;
7. Where and when practicable, establish regional headquarters (presents) in communities, neighborhoods, and organizations. Establish an Auxiliaries and Coalitions sub-committee;
8. Scope of affiliation is limited to those in Bexar County; and
9. Reviewing existing affiliated organizations for compliance with SREC Bylaws amending the scope to be that of Bexar County. The Republican Party of Bexar County acknowledges Republican organizations as either Auxiliaries or Coalitions. These organizations are an integral part of the RPBC's growth plan. As such each organization granted Auxiliary or Coalition status will be listed on the County Party website with links to their own websites to promote their initiatives and expansion.

Section 6 – Endorsements

No standing or special committee shall make a public endorsement during the Primary or Runoff Elections. Any person being an Officer, Management Committee Member, Committee Chair or Member, endorsing a candidate of any other Party other than a Republican in such an action forfeits whatever position held.

ARTICLE VII Special Committees

Section 1:

The County Chair may appoint such special or ad hoc committees as deemed necessary to carry out the work of the Party. Policy, purpose, procedure, and focus shall be delineated in the notification of

establishment. All new special committees shall be reported to the Executive Committee for ratification at the next meeting.

- A. Meetings may be called by electronic notification (text, email, or other forms);
- B. The Chair or a designated member shall present a written report to the Executive Committee, to the Management Committee, and file the written report with the Secretary upon completion of designated purpose; and
- C. Any Executive Committee member and ex-official member has the privilege of attending any Standing Committee meeting as delineated in Article III, Section 8 of these Bylaws.

Section 2:

Special Committees are those created for a special purpose as needed and expire when their duties are completed and shall include but not limited to:

- A. The Financial Review Committee will be responsible for reviewing the Party's financial records following the fiscal end-of-year closure of the books, the election of a new County Chair, and appointment of a new Treasurer. The report of the review committee shall be presented at the next Executive Committee meeting;
- B. The Records Review Committee in January of each odd-numbered year, or as needed, shall be responsible for reviewing all materials stored or filed at the Headquarters for the purpose of recommending safekeeping or disposition of the same to the County Chair; and
- C. Committee Chairs and Committee members serve at the pleasure of the County Chair.

Section 3:

Special committee members shall be registered voters in Bexar County and affiliated with the Republican Party.

ARTICLE VIII

Records

Section 1

The county Party Headquarters shall be a public space accessible during normal business hours and shall serve as a filing and storage center for permanent and temporary records of the Party.

Section 2

Any Executive Committee member shall have the right to inspect and request copies of Party records in the presence of an officer or appointed staff. The request shall be made in writing at least 24 hours in advance and the inspection shall be made by appointment. Where possible, the Secretary shall scan and email requested copies using either PDF or MS Office format as requested as long as sensitive information is not included. Sensitive information includes but is not limited to potential contracts pending, potential new hires, financial information, or strategic plans as identified by the County Chair. Hard copies may incur a charge not to exceed local commercial copy charges.

ARTICLE IX

Parliamentary Authority

The Party shall be governed by the Constitutions of the United States and of the State of Texas, Federal and State Statutes, including, but not limited to, the Texas Election Code and Administration Code; the General Rules of the Republican Party of Texas, these Bylaws, any Rules adopted by this Executive Committee, and the current edition of *Robert's Rules of Order, Newly Revised*.

ARTICLE X

Amendment of Bylaws

With a quorum present, these Bylaws may be amended by a two-thirds (2/3) vote of the members of the Executive Committee present and voting at any meeting of the Executive Committee as long as the text of intended amendments or deletions has been submitted in writing to the Secretary twenty-one (21) days prior to the next meeting. The proposed text shall be included in the notice of the meeting.

Historical reference of Republican Party of Bexar bylaws

Originally adopted June 30, 1988, by the Republican Party of Bexar County Executive Committee;
Amended May 10, 2010 by the Republican Party of Bexar County Executive Committee;
Amended May 19, 2015 by the Republican Party of Bexar County Executive Committee;
Adopted June 13, 2016 by the Republican Party of Bexar County Executive Committee;
Adopted July 24, 2018 by the Republican Party of Bexar County Executive Committee;
Substituted August 26, 2019 by the Republican Party of Bexar County Executive Committee;
Amended October 3, 2019 by the Republican Party of Bexar County Executive Committee; and
Adopted September 14, 2020 by the Republican Party of Bexar County Executive Committee.
Adopted June 21, 2023 by the Republican Party of Bexar County Executive Committee
Amended May 9, 2023 by the Republican Party of Bexar County Executive Committee