

BYLAWS
REPUBLICAN PARTY OF BEXAR COUNTY
EXECUTIVE COMMITTEE

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. Promote conservative constitutional views as identified in the Republican Party of Texas Platform

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 172]
 - 2. Administering a biennial County Primary and managing The County Primary Fund [TEC 173B]
 - 3. Managing the organization of Precinct Conventions. [TEC 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)]

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 171.022c]

Section 4 – Precinct Chair Vacancy

- A. The Executive Committee may fill vacant precincts.
- 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
 - 3. Losing voting rights
 - 4. Becoming a public office holder or candidate for public office [TEC 161.005b] or
 - 5. Death
- C. Candidates to fill vacancies shall submit the prescribed form in writing to the Secretary or the Secretary’s designee no later than ten (10) business days prior to the Executive Committee meeting. If they meet the statutory eligibility, they shall be considered for appointment by the voting members of the Executive Committee. [TEC 171.024a]

Section 5 – Ex-Officio Members

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. 8p], and the immediate past Chair of the Republican Party of Bexar County who are not Precinct Chairs.

Section 6 – Organizational Meeting [RPT Rule No. 8 e.]

- A. The Executive Committee shall hold its organizational meeting within forty-five (45) days after the term of office begins for the County Chair and the Precinct Chairs [RPT Rule No. 8e]
- B. The County Chair of the incoming term is responsible for calling the meeting. 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 [RPT Rule No. 8e]
- C. Notice of the organizational meeting and a copy of any proposed Bylaws or Rules shall be either mailed first-class by USPS stamped with “Return Service Requested” to the last known address of the members of the Executive Committee or emailed, and be posted on the county Party website. Delivery shall be to the last known address at least seven (7) 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 and include a copy of the proposed Bylaws and/or Rules
- D. The agenda of the organizational meeting 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; and [RPT Rule No. 8e]
- E. 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 [RPT Rule No. 8e]

Section 7 – Meetings of the Executive Committee

- A. The Executive Committee shall meet at least quarterly in addition to statutory meetings required by the Texas Election Code [RPT Rule No. 8r]
- B. It shall meet at the call of the County Chair or upon written petition of at least twenty percent (20%) of the Executive Committee
- C. All meetings of the Executive Committee and subcommittees may be called by electronic or USPS mail, and the call of all meetings shall be posted on the Party website
- D. 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 three (3) days beforehand; and shall state the time, date, purpose, and location of the meeting and the name(s) issuing the call, and include a proposed agenda and a draft copy of the minutes of the previous meeting.

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. 7a.]
- B. Proxy voting is prohibited in all matters before the Republican Party of Bexar County. [TEC 171.026]

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. They shall have the right to appear before any such committee, subcommittee, or ad hoc committee and make recommendations for the committee's consideration or testify concerning any item under purview of the committee. They shall also have the right to record or livestream the proceedings of any meeting not held in executive session. Any committee may adopt reasonable rules including time limits for such presentations. 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 Quorum

- A. One-fourth (1/4) of the membership constitutes a quorum for conduct of non-statutory business and the filling of vacancies of Precinct Chairs at Executive Committee meetings [RPT Rule 8i, Rule 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 that meeting
- B. The quorum for conduct of statutory business shall be those present at County, District, or Precinct Executive Committee meetings [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] is a majority.

Section 11 – Endorsements and Support

- A. The Executive Committee, as a body, shall not endorse one Republican over another in any contested race. All resources of the Republican Party of Bexar County shall be made equally available to all candidates in the Republican primary.
- B. In non-partisan races, the endorsement of the Executive Committee may only be given by the passing of a resolution by the Executive Committee.
- C. No committee member shall endorse a candidate on behalf of the entire Executive Committee; and
- D. No officer shall endorse a candidate on behalf of the Executive Committee without prior approval by the Executive Committee.

ARTICLE IV

Duties of Party Officers & Appointees

Section 1 – Titles and Duties of Officers

The officers of the Party shall be the County Chair, the Vice Chair, the Secretary, and the Treasurer. These party officers need not be members of the Executive Committee prior to their appointment. 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 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 172]
 - 3. Being the official spokesperson and representative for the Executive Committee

4. Employing staff personnel pursuant to workload requirements and budgetary allowances; and being responsible for the supervision and management necessary to maintain a well-ordered County Headquarters
 5. Executing contracts with vendors up to \$10,000 (total contract value) and cannot extend beyond six (6) months after the County Chair's term of office, excluding real estate, that fall within the limitations set by the approved Executive Committee budget.
 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. [TEC 171.028]
 7. Appointing, removing, and filling vacancies for the following:
 - a. Vice Chair
 - b. Secretary
 - c. Treasurer
 - d. Legal Counsel
 - e. Parliamentarian
 - f. Sergeant at Arms
 - g. Committee Chairs
 8. Consulting with chairs of all committees to appoint committee members
 9. Serving on the Bexar County Elections Board and Bexar County Elections Commission
 10. Being one of three (3) signatories authorized for signing checks on the Party's treasury
 11. Fulfilling any other duties or responsibilities as applicable to the office and in accordance with these Bylaws
- B. **Vice Chair:** The Vice Chair serves at the pleasure of the County Chair and shall:
1. Preside in the event an Executive Committee or Management Committee meeting is held, and the County Chair is not present
 2. Be one of three (3) signatories authorized for signing checks on the Party's treasury
 3. Perform any other duties assigned by the County Chair
- C. **Secretary:** The Secretary serves at the pleasure of the County Chair and shall keep the Minutes of all meetings of the Executive Committee and perform any such duties as directed by the County Chair or required by the TEC or RPT rules.
- D. **Treasurer:** The Treasurer serves at the pleasure of the County Chair and 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, which 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. Serving as Chair of the Budget Committee and serving as an advisory member to the Finance Committee
 3. 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
 4. Ensuring all checks are signed by two of the three persons designated within these Bylaws
 5. Being one of three (3) signatories authorized for signing checks on the Party's treasury
 6. Performing other duties as necessary and as assigned by the County Chair

Section 2 – Titles and Duties of Appointees

The County Chair may appoint a Legal Counsel and a Parliamentarian. These appointees need not be members of the Executive Committee. These individuals shall perform the duties assigned to them by the County Chair and serve at the pleasure of the County Chair.

- A. **Legal Counsel:** The Legal Counsel shall advise the County Chair and Executive Committee of the Party's legal responsibilities and statutory obligations. And may represent the party in litigation.
- B. **Parliamentarian:** The Parliamentarian shall assist the Chair in conducting orderly meetings and ensuring that proper parliamentary procedure is followed.

Section 3 – Party Affiliation

No elected officer or appointee may have affiliated with another political party during the current election cycle, and, except for the Parliamentarian, all shall be residents of Bexar County.

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 these Bylaws.

Section 2 – Members & Duties

- A. The members of the Management Committee shall be the Officers of the Party, plus Members duly elected by the Precinct Executive Committees.
- B. The duties of the Management Committee shall include, but not be limited to:
 - 1. Acting as liaison with the Precinct Chairs within their Commissioners' precinct
 - 2. Reviewing the Annual Budget to be presented to the Executive Committee for approval
 - 3. Reviewing all periodic financial and budget reports by the Treasurer and event budget reports
 - 4. Reviewing other committee reports

Section 3 - Meetings

- A. A quorum for the Management Committee shall consist of a majority of the members. Matters shall only be voted on in a meeting where a quorum of the Management Committee members is present.
- B. The Management Committee shall meet at least monthly, and the County Chair shall announce the meeting with prior notice of at least seven (7) days.
- C. Minutes of all Management Committee meetings shall be taken and available to the members of the CEC upon request.

Section 4 - Election of Management Committee Members

- A. Eight (8) Precinct Chairs shall be elected to serve for the biennium. Elections shall be held at the mandatory biennial County Executive Committee Organizational Meeting.
- B. Each County Commissioners' Precinct Executive Committee 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.

Section 5 – Vacancies of the Management Committee Membership

When a vacancy occurs on the Management Committee, notice of the vacancy election shall be included in the call for the next County Executive Committee meeting.

ARTICLE VI

Standing Committees

Section 1 - Purpose

The purpose of the standing committees shall be to develop plans, to make recommendations in their designated area of responsibility, and to implement such actions as directed by the County Chair to achieve the Party purposes.

Section 2 – Appointment

- A. Standing Committee chairmen shall be appointed by the County Chair.

- B. Members shall be appointed by the committee’s chairman, after consultation with the County Chair.
- C. Each committee shall be composed of at least five (5) and no more than nine (9) members.

Section 3 - Eligibility

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

Section 4 – Meetings

- A. A quorum for a committee shall consist of a majority of the 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 the discretion of the Committee Chair with prior notice of at least seven (7) days.
- C. The Chair of a Standing Committee or a designated member shall present a report to the Management Committee when requested by the County Chair.

Section 5 – Committees and Duties of Committees

The Standing Committees shall be (A) Finance, (B) Candidate Recruitment, (C) Budget, (D) Precinct Organization, (E) Bylaws and Rules and (F) Election Integrity.

- A. **Finance Committee** shall be primarily responsible for planning and executing fundraising activities for the Party. The Chairman serves as a member of the Budget Committee.
- B. **Candidate Recruitment** shall be responsible for developing and carrying out a continuing program for recruiting candidates for elective and appointed positions.
- C. **Budget Committee** The committee shall prepare and present an annual budget for approval by the Executive Committee and have the authority to reallocate funds within the approved budget if such reallocation does not exceed ten percent of the budgeted amount with the approval of a majority vote of the Management Committee. The party fiscal year shall be July 1 to June 30.
- D. **Precinct Organization Committee** shall be responsible for recruiting and training Precinct Chairs and providing resources to help them to identify Republican voters and get out the vote.
- E. **Bylaws and Rules Committee** shall be responsible for periodically reviewing changes in the General Rules of the Republican Party of Texas and Federal and State Statutes; and updating the County Chair for consideration, approval, and amendment to the current adopted Bylaws to comply with Party Rules or statutory changes.
- F. **Election Integrity Committee** shall be responsible for recruiting election judges and election clerks. They shall also recruit and train poll watchers to ensure the integrity of all elections.

Section 6 – Endorsements

No standing or special committee shall make a public endorsement during the Primary or Runoff Elections.

ARTICLE VII
Special Committees

Section 1:

The County Chair may appoint any special or ad hoc committees necessary to conduct the work of the Party. Special Committees are those created for a special purpose as needed and which expire when their duties are completed and shall include, but not be limited to:

- A. **Financial Review Committee** shall 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. Its report shall be presented at the next Executive Committee meeting.

- B. **Campaign Activities Committee** shall be responsible for registering voters, planning, organizing, coordinating, and executing political events to support the Party's candidates and getting out the vote.
- C. **Resolutions Committee** shall be responsible for reviewing and editing all resolutions for compliance with Federal and State laws and RPT rules prior to consideration by the body.

Section 2:

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 in writing shall be received at least 24 hours in advance and the inspection shall be made by appointment. Digital and physical copies will incur a charge.

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. The text of intended amendments must be submitted in writing to the Secretary twenty-one (21) days prior to the meeting in order for the text to be included in the meeting call.