

# **ATASCOSA COUNTY REPUBLICAN PARTY**

## **EXECUTIVE COMMITTEE BYLAWS**

### **ARTICLE I. NAME**

The name of this organization shall be the Atascosa County Republican Party Executive Committee, hereinafter referred to as the Executive Committee or the CEC.

### **ARTICLE II. PURPOSE**

**Section 1-** The purpose of the Executive Committee shall be:

- A. Establish general policies to promote the Atascosa County Republican Party, subject to the direction of the biennial Senatorial District and State Conventions.
- B. Promote the positions of the Republican Party and the election of Republican Candidates.
- C. Exercise those powers conferred on it by the Republican Party of Texas, hereinafter referred to as the Party.
- D. Cooperate in carrying out such programs as are requested by the Party or the Republican National Committee.
- E. Foster and promote growth in the Party and provide opportunities for full participation in the Party to all Atascosa County residents who subscribe to the beliefs and principles of the Party.

**Section 2-** The CEC is charged with observing all Texas Election laws and Party Rules. Violation or disregard for these directives, intentional or otherwise, may result in the CEC choosing not to ratify any or all recommendations of the member(s). The CEC will foster and encourage growth in the Party by promoting the principles as expressed in the platform planks and the legislative priorities and by electing Republicans to office.

### **ARTICLE III. MEMBERS**

**Section 1-** The voting members of the Executive Committee (CEC), when conducting official business shall be the County Chair and the Precinct Chairs. Officers and Committee Chairs who are not Precinct Chairs may serve as ex-officio (non-voting) members of the CEC.

**Section 2 -** To qualify to hold office on the CEC, one must be a qualified voter residing within the bounds of the entity represented and must be affiliated with the Party in the year in which the person is elected. Neither a County Chair nor a Precinct Chair can be a holder of elected public office at the county, state, or federal level or be a candidate for such office

**Section 3** - The term of office shall be for two (2) years, commencing on the 20th day after the Run-Off Primary Election Day.

**Section 4** - Any vacancy in the office of County Chair or Precinct Chair shall be filled by the CEC. A majority of the total membership of the CEC must participate in filling the vacancy of a County Chair or a Precinct Chair position. The person selected must receive a majority of the votes cast by those members participating in the election, as provided by the rules of the Party. Notice of a resignation or death on the CEC, and of an election to fill such a vacancy shall be included in the notice of call of a meeting and shall be sent to the CEC no less than 10 days prior to the meeting. The written call shall be sent pursuant to Article V of these Bylaws. In the event of a vacancy in the office of Secretary, the Chairman, subsequent to notification, shall notify the CEC members in writing. The vacancy shall be filled by the CEC at the next regular meeting or at a special meeting called for that purpose. The written call shall be sent to the CEC no less than 10 days prior to the meeting called for such purpose and delivered pursuant to Article V of the bylaws.

**Section 5** - (Permanent State Executive Committee Rule) - Pursuant to Rule 8A of the Rules of the Republican Party of Texas, persons filing for the office of County Chair in a county with a minimum of eight (8) incumbent precinct chairmen shall include a nominating petition containing the signatures of at least 10 percent of the incumbent precinct chairs serving on the County Executive Committee, or two (2) whichever is greater, using a form promulgated by the Republican Party of Texas. The nominating petition shall contain the candidate's sworn oath that each of the signatures thereon is of an incumbent Precinct Chair and was signed in the presence of the candidate. Any county executive committee of a county with a population of fewer than 300,000 may, by majority vote, opt out of this requirement.

## **ARTICLE IV. OFFICERS**

**Section 1** - Officers of the CEC shall be the County Chair, County Vice Chair, Treasurer and Secretary. The County Chair shall appoint the Vice Chairman and Treasurer, subject to confirmation by a majority of the CEC members present and voting, immediately upon assuming office. The Treasurer may perform all duties of that office prior to and following confirmation. The County Vice Chair must also be a precinct chairman. In no case shall the offices of Vice Chair or Treasurer be vacant more than ninety (90) days. The CEC will fill these positions should the Chair fail to make the appointments:

- a. within 90 days of the Organizational Meeting
- b. within 90 days of a vacancy in the position or if the CEC fails to ratify an

appointment within 90 days

The CEC will fill these positions by a majority vote of the CEC members present and voting at the next regular meeting, or a special meeting called for that purpose. The Secretary shall be elected by the Executive Committee following commencement of term of office.

**Section 2-** The term of office of the officers shall run concurrent with that of the Executive Committee, except in the event of a vacancy in the office of County Chair (at which time the appointed officers shall serve only until the election of a new County Chair).

**Section 3-** A vacancy in the office of County Chair shall be filled in accordance with the provisions of these Bylaws. A vacancy in the office of Secretary shall be filled by the Executive Committee upon written notice of the vacancy from the Chairman to the CEC members.

**Section 4-** Duties of officers shall be those prescribed by parliamentary authority adopted by the Executive Committee and these Bylaws as listed below:

- A. **County Chair.** The County Chair shall be the CEC's presiding officer and official spokesperson. The Chair shall perform those duties required-by the Rules of The Republican Party of Texas and by these Bylaws. If the County Chair fails to perform his or her prescribed duties, the Vice Chairman, the Secretary, or the Precinct Chairs shall act in the County Chairs place except in the case of Section 4.B. below. The Chair may not enter into any contract, written or verbal, which causes the CEC to be legally obligated in any manner without the majority vote of the CEC members present and voting at a meeting. The Chair shall be an ex-officio member of all County Standing and Special committees. The County Chair may be a member of the Texas Republican County Chair's Association, and any assessments or dues are to be paid by the CEC.
- B. **County Vice Chair.** The County Vice Chair shall assist the Chair as requested in the performance of any non-statutory duties of the office. The Vice Chairman may not perform any statutory duties but may assist in any other functions of the County Chairman including the appointment to committees if the County Chair is unavailable.
- C. **Treasurer.** The Treasurer shall be responsible for keeping systematic records and for complying with any applicable state and federal statutes with regard to reporting contributions and expenditures. The Treasurer shall prepare a current report of financial conditions for presentation to the CEC at each regularly scheduled meeting.
- D. **Secretary.** The Secretary shall carry out the usual duties of that office, keeping an up-to-date roll of the CEC's members and ensuring that each member receives

timely notices of meetings. A permanent file containing minutes of the Executive Committee meetings shall be maintained. In the event of a vacancy in the office of County Chair, the Secretary shall call a meeting of the Executive Committee for the purpose of electing a new County Chair, as provided for in these Bylaws. The Secretary is authorized to receive applications for a place on the Primary Ballot, as provided for in the Texas Election Code.

## **ARTICLE V. MEETINGS**

**Section 1-** The CEC shall meet upon the call of the Chair at such times as provided by these Bylaws in succeeding sections of this Article and by the rules of the Party. All meetings of the CEC will be open to all interested Party members except that the Chair or the CEC may declare an Executive (closed) session for the purpose of considering confidential matters with a two-thirds vote of the members of the CEC present and voting. Any Party member may be allowed to speak, after being recognized by a member of the CEC, to offer information, comments, or to give opinions; but may not make motions. The comments will be limited to three (3) minutes. A meeting at which general business is to be discussed cannot be declared closed (see RPT Rules 8g and SREC Bylaws V.1.)

**Section 2 -** In each even-numbered year, the County Chair shall call an Organizational Meeting of the CEC to be held within 45 days of the date the new CEC takes office. As required by RPT Rules, the County Chair must provide written notice to the CEC by USPS to the last known address of the members or emailed, but only if the precinct chair's email address is known a minimum of fourteen (14) days prior to the Organizational Meeting. The call of the meeting will include the proposed bylaws and standing rules unless provided earlier to the CEC members.

**Section 3-** The County Chair will provide notice of regular meetings, to include a proposed agenda, as set forth in Section 1 above, to each CEC member at least ten (10) days prior to the meeting. The CEC will meet at least quarterly in a month and date approved by a two-thirds (66%) vote of the CEC members present and voting. Any meeting (regular, emergency, or special) may be conducted through use of electronic meeting services when circumstances would not allow an in-person meeting and upon petition by a majority of the CEC members. The type of meeting service will be designated by the CEC members. Electronic meetings must allow for real time sharing and viewing of committee documents, including the current motion, any amendments to the motions, and any reports that the committee considers. Any member of the CEC who is unable to attend a meeting in person may attend electronically but no more than two consecutive meetings may be attended electronically.

**Section 4-** Emergency meetings may be called by the County Chair with a minimum of five (5) days' notice to the Executive Committee members. Between regular meetings, the County Chair will address the CEC on matters requiring an immediate decision, by email. An immediate decision is defined as one requiring an action in a timeframe that does not allow time to call an emergency meeting. The Secretary shall call the meeting in the event the County Chair is unable or fails to act.

**Section 5-** A Special meeting shall be held on petition of a minimum of twenty-five (25) percent of Precinct Chairs. Notice of such meeting must be sent by the County Chair to each member of the CEC, to include proposed agenda, and held no earlier than five (5) days after presentation of the petition to the Secretary and/or County Chair. The Secretary shall call the meeting in the event the County Chair is unable or fails to act.

**Section 6-** All meeting notices must be in writing (email or by postage paid letter), and include the date, time, and location of the meeting. The location of all meetings must be in a setting accessible to the general public. A notice must include an agenda indicating the purpose of the meeting and stating any business requiring a vote by the CEC to be conducted at the meeting.

- A. Precinct Chairs shall have items included on the agenda for consideration and action provided they submit proposed Agenda items, in writing, within seventy-two (72) hours of the convening of the proposed meeting.
- B. This submission must be made to either the County Chair or the Executive Secretary and may occur electronically. Official action may be taken only on items listed on the agenda.

**Section 7-** A proposed agenda may be amended as provided for by Robert's Rules of Order at the beginning of any meeting; however, only discussion may occur on those items. No action may be taken until the next called meeting, at which time, those items shall be on the agenda, with proper notice being given to all Precinct Chairs. The requirement to take no action may be waived with two thirds (2/3rds) consent of the CEC members present and voting.

**Section 8-** At all Special and Regular Business meetings, a quorum shall consist of twenty-five percent (25%) of the Executive Committee in office at the time the meeting is called to order. If a quorum is not present, motions cannot be voted on or approved. However, those present may adjourn the meeting to some future date, not to exceed ten (10) calendar days. The twenty-five percent (25%) minimum number of persons will be rounded up or down based on any resulting fraction being greater or less than one-half (1/2). If exactly 1/2, it shall be rounded up to the next higher

number. For business and items called for by stature, a quorum shall consist of those members of the Executive Committee present. The twenty-five percent (25%) quorum rule for special and regular meetings applies for any other business or items not called for by stature.

## **ARTICLE VI. COMMITTEES**

**Section 1-** The County Chair shall appoint the Chairmen of Standing and Special Committees to develop plans and make recommendations to the CEC deemed necessary to carry out the policies of the County Party. Both the number of committees and the appointing of committee chairs are subject to the approval of the majority of the CEC members present and voting.

- A. Committee Chairs shall be drawn from the ranks of the CEC. If one or more CEC members volunteers to Chair a committee and the County Chairman fails within 30 days to appoint one of those volunteers, the CEC may elect by majority vote a committee chair. This vote may be taken by electronic means. If no CEC member will accept the appointment, nonmembers may be appointed by the Chair, subject to approval of the CEC. Nonmembers may serve as ex-officio members of the CEC but shall have no vote on the CEC. The Committee Chair will be responsible for appointing membership on their respective committees. The County Chair shall be an ex-officio member of all committees.
- B. Committee Chairs who fail to attend three (3) consecutive CEC meetings may have their position declared vacant. The position may be declared vacant by a majority of the CEC members present and voting.
- C. Standing Committees
  - 1. Get Out The Vote (GOTV)
  - 2. Internet, Social Media
  - 3. Candidate Recruitment, Training, Advisory
  - 4. Finance/ Fundraising
  - 5. Community Engagement
- D. The Finance Committee will include the Party Treasurer. The duties of the Finance Committee will include the formulation of a budget for the Party which will be presented to the CEC for approval at the last regular meeting of the calendar year. The Finance Committee will propose and execute programs for fundraising and solicitation of funds and will perform other duties as may be assigned by the Chair or the CEC.

a. The Finance Committee will call for an annual internal review of all financial accounts. The review must begin no later than thirty (30) days after the Organizational Meeting as mandated by the RPT Rules in even numbered years. In odd numbered years, the review must begin before the last week of August. The Committee reviewing financial records may not include any member of the Finance Committee, with the exception of the Finance Committee Chair who will be an ex-officio member. The results of the review shall be presented at either:

- 1) The next regular meeting of the CEC if it is within thirty (30) days of the completion of the review, or
- 2) A special called meeting to be held within 15 days of the completion of the review.

**Section 2-** Each committee shall develop procedures for conducting the business within that committee's jurisdiction, subject to review and amendment by the-CEC members present and voting.

**Section 3-** A committee member may be removed from the committee upon recommendation from the Committee Chair or the County Chair with the consent of the CEC.

**Section 4-** Special Committees may be appointed to perform duties not specifically assigned to a standing committee. A Special Committee Chair will be appointed by the County Chair subject to the confirmation of the CEC. The Special Committees shall outline programs in their respective fields for consideration and adoption by the CEC. These committees shall be formed only for the duration of their service. Their chairman will not have a voice or voting rights on the Board, unless they are, in their own right, members of the CEC.

## **ARTICLE VII PARLIMENTARY AUTHORITY**

**Section 1.-** The Executive Committee and all other committees shall be governed by the rules contained in the current edition of Robert's Rules of Order Newly Revised. These Rules shall govern the CEC in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, the Rules of the Party, or any State or Federal statute.

## **ARTICLE VIII AMENDMENT OF BYLAWS**

**Section 1-** These Bylaws may be amended by a two-thirds (2/3) vote of the members of the CEC present and voting at a properly called meeting of the CEC by giving notice at the previous regular meeting, or by mailing written notice or electronic notice to each Executive Committee member at least 14 days in advance of a Regular or Special Meeting called for that purpose. The Bylaws amendments must accompany the meeting call.

Approved by the Atascosa County Executive Committee on 9/12/2022.

Robert L. Duncan Jr.  
Chairman, Atascosa County Republican Party