

# Bylaws

## TRAVIS COUNTY REPUBLICAN EXECUTIVE COMMITTEE

### ARTICLE I – Name

The name of this organization shall be the Travis County Republican Executive Committee, herein after referred to as the Executive Committee.

### ARTICLE II – Purpose

**Section 1.** For the purpose of advancing the political interests and effectiveness of Travis County Republicans and complying with laws governing parties nominating by primary, the Executive Committee shall:

- A. Promote and support the election of Republican candidates to public office;
- B. Perform such duties specified in the Texas Election Code; and
- C. Cooperate with the Republican Party of Texas and the U.S. in carrying out programs that support Republican candidates and policies.

**Section 2.** Consistent with the objectives stated in this Article, the Rules of the Republican Party of Texas, and state election laws governing the organization of parties [TEC 171], the Executive Committee is charged with the responsibilities of maintaining an orderly nomination process by:

- A. Providing for training and standards in election law and procedure for judges serving in its elections [TEC 32F];
- B. Supervising the overall conduct of the primary election [TEC 172];
- C. Administering a biennial County Primary and managing the county primary fund [TEC 173B];
- D. Managing the biennial SD convention fund;
- E. Observing all state and federal election laws; and
- F. Performing other such duties consistent with the objectives stated in this Article.

### ARTICLE III – Members

**Section 1.** The Executive Committee shall consist of the County Chairman, who is the presiding officer, and the Precinct Chairmen of the respective election precincts in the county, all of whom to be elected biennially [TEC 171.022].

**Section 2.** To be eligible to be a candidate for or to serve as precinct chairman or county chairman, one must be a qualified voter residing within the bounds of the entity represented; and during the voting year in which primary elections are held, one must have voted in the Republican primary [TEC 161.005; 162.001.012; 171.023]. Any committee member may be removed from office for cause. The eligible causes under this section shall be based on one or more of the following: Neglect of duties of office, dishonesty, or repeated intentional violation of the TCRP By-laws or standing rules [see Robert’s Rules of Order Newly Revised, Chapter XX]

**Section 3.** Each committee member serves for a term of two (2) years beginning the 20th day after runoff primary election day [TEC 171.022(c)].

**Section 4.** Any vacancy in the office of county chairman or precinct chairman shall be filled by appointment of the Executive Committee. The person selected to fill the vacancy must receive a majority vote of those committee members voting [TEC 171.024].

- A. Except as provided in subsection B, a majority of the total membership of the Executive Committee must participate in selecting a person to fill a vacancy.
- B. A vacancy in the office of precinct chairman may be filled without participation of the majority of the committee membership if only one person is a candidate to fill the vacancy and the person was elected as a precinct chairman in the most recent primary election in Travis County and is eligible to serve in the office [TEC 171.024(c)].

## ARTICLE IV – Officers

**Section 1.** In addition to the County Chairman, the Elective Officers of the Executive Committee shall be the Vice Chairman, Secretary, and Treasurer. The County Chairman shall also appoint or retain a Parliamentarian and Sergeant-at-Arms as required.

- A. The County Chairman shall nominate the Elective Officers, subject to the approval of the Executive Committee. Officers shall not be required to be members of the Executive Committee; but non-members may not vote on business before the body.
- B. All officers, elective and appointive, shall serve at the pleasure of the County Chairman.

**Section 2.** Term of office of the officers shall be concurrent with that of the Executive Committee, except that in the event of a vacancy in the office of County Chairman, the appointive officers shall serve only until election of a new County Chairman.

**Section 3.** A vacancy in the office of County Chairman shall be filled in accordance with the provisions of the Texas Election Code [TEC 171.025].

**Section 4.** Duties of the officers shall be:

A. **County Chairman** - shall coordinate all activities of the Executive Committee, serve as presiding officer of the Executive Committee, and be the official spokesman of the Travis County Republican Party. The Chairman shall be an ex-officio member of the County standing and special committees. In the absence of the County Chairman, the Vice Chairman shall preside.

B. **Vice Chairman** - The County Vice Chairman shall assist the Chairman as requested in performance of the office, and in event of his absence or inability to serve, the Vice Chairman shall serve as acting Chairman until the Chairman resumes his duties or until a new Chairman is elected.

C. **Secretary** - shall carry out the usual duties of that office, keeping an up-to-date roll of the Executive Committee members and insuring that each member receives timely notices of meetings. A permanent file containing minutes of Executive Committee meetings shall be maintained. In the event of a vacancy in the office of County Chairman, the Secretary shall call a meeting of the Executive Committee for the purpose of electing a new Chairman, as outlined in the Texas Election Code [TEC 171.025 (a)]. The secretary is authorized to receive and preserve applications for a place on the primary ballot, as provided in the Texas Election Code [TEC 171.022 (a)(2)].

D. **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 periodic report of financial condition for presentation to the Executive Committee.

E. **Parliamentarian** - shall advise the County Chairman in properly presiding at the meetings of the Executive Committee.

F. **Sergeant-at-Arms** - shall be responsible for maintaining proper order and decorum at the meetings of the Executive Committee.

## ARTICLE V - Grassroots Organizing Committees

**Section 1.** A Grassroots Organizing Committee may be established by the County Chairman, who shall define the boundaries of jurisdiction for each committee. Boundaries may be overlapping depending upon the purpose of each such committee.

**Section 2.** A Grassroots Organizing Committee shall be composed of the precinct chairmen of the precincts within the boundaries of the committee.

**Section 3.** The County Chairman shall appoint the chairman of each Grassroots Organizing Committee, who shall serve as a member of the Campaign Organization Committee.

**Section 4.** It is the responsibility of each Grassroots Organizing Committee to promote grassroots organization and training, to recruit precinct chairmen, and to provide assistance for the Republican campaigns and elections within the applicable election precincts.

## ARTICLE VI – Meetings

**Section 1.** The Executive Committee shall meet at such times as required by the Texas Election Code; but in any case at least one regular meeting shall be held each quarter, normally in January, May, August and October.

**Section 2.** Regular and statutory meetings shall be called by the County Chairman. Special meetings of the Executive Committee may be called by the County Chairman. In addition, special meetings may be called by any member upon written petition of one-fourth (1/4) of the total membership to the Chairman within 20 days before the desired meeting date. The purpose and order of business of the meeting shall be stated in the call.

**Section 3.** Notice of meetings shall be sent by mail, e-mail, or facsimile no later than 14 days prior to a regular or specially called meeting. In the event of a stated emergency, three (3) days notice by personal contact of each member shall be deemed sufficient.

**Section 4.** Including the County Chairman, a quorum for conduct of non-statutory business shall be one-fourth (1/4) of the membership of the Executive Committee, excluding vacancies [RPT Rule 9.a]. A quorum for statutory purposes shall be those members present; however, if less than one-fourth (1/4) of the membership is present at a statutory meeting, only business called for by the Election Code shall be transacted [RPT Rule 9.b].

## ARTICLE VII - Advisory Board

**Section 1.** At least seven (7) Travis County voters selected by the County Chairman shall compose the Advisory Board of the Travis County Republican Party.

**Section 2.** The Advisory Board shall be responsible for advising and assisting the County Chairman.

**Section 3.** The Advisory Board shall meet at the call of the County Chairman.

**Section 4.** Each elected Republican county official shall be an ex officio member of the Advisory Board.

## ARTICLE VIII – Committees

**Section 1.** There shall be the following standing committees Vacancy, Local Issues, Finance, Rules, Elections, Campaign Organization, Communication, Resolutions, and Training.

- A. The chairman of each committee shall be appointed by the County Chairman.
- B. The County Chairman shall appoint the membership of the standing committees.
- C. Committees shall meet regularly at the call of the committee chairman or one quarter (1/4) of the committee members.
- D. A quorum for conduct of any committee business shall be one fourth (1/4) of a committee's total membership.

**Section 2.** Duties of the standing committees:

- A. The Vacancy Committee shall interview all legally qualified persons to fill vacancies on the Executive Committee, and shall present its recommendations to the Executive Committee.
- B. The Local Issues Committee shall be responsible for analyzing and reporting to the Executive Committee on issues involving county, city council, school district, and Austin Community College matters and elections. Such reports and analysis may be presented to the larger community.
- C. The Finance Committee shall be responsible for planning and directing fund raising activities. This committee can prepare an annual budget to be submitted to the Executive Committee. The committee shall also be responsible for conducting a biennial financial review in December of even numbered years. The Treasurer shall be an ex-officio member of the Finance Committee.
- D. The Rules Committee shall periodically review the Bylaws and Special Rules of Order governing the Executive Committee and may recommend amendments to the Executive Committee for consideration. The Parliamentarian shall be an ex-officio member of the Rules Committee.
- E. The Elections Committee shall be responsible for recommending qualified Republicans for appointment as election judge to the county commissioners court before the July term each year [TEC 32.002]; recommending qualified Republicans to fill vacancies as election judge; submitting Republicans for appointment as election clerks [TEC 32.034]; and recommending Republicans as poll watchers [TEC33.003]. The committee shall strive to cover every election precinct and early voting location.
- F. The Campaign Organization Committee shall be responsible for oversight of precinct canvassing, Grassroots Organizing Committees, and precinct GOTV activities.
- G. The Communications Committee shall be responsible for communications between the TCRP and the larger community including updating website, press releases and dissemination of any reports or analyses prepared by any TCRP Committee.
- H. The Resolutions Committee shall be responsible for recommending resolutions to the Executive Committee.
- I. The Training Committee shall be responsible for all training, education, and development of precinct chairmen.

**Section 3.** The County Chairman may appoint such special committees as he deems necessary to assist him in carrying out such duties not specifically assigned to a Standing Committee.

## ARTICLE IX - Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Executive Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules the Executive Committee may adopt, rules of the Republican Party of Texas, and applicable law [RPT Rule 5].

## ARTICLE X - Amendment of Bylaws

**Section 1.** Amendments to the Bylaws may be made by a two-thirds (2/3) vote of the members present, a quorum being in attendance.

**Section 2.** Any person desiring to propose amendments to these Bylaws shall submit a written copy thereof to the Secretary not less than 14 days prior to the meeting at which such proposed amendments shall be referred to the Rules Committee for consideration. The Rules Committee shall report their recommendation to the Executive Committee at the next regular meeting. The proposed amendments must receive a second reading prior to vote by the Executive Committee.

Adopted by the Executive Committee of the Republican Party of Travis County this 17<sup>th</sup> day of May, 2010