

Bylaws

Enacted June 7, A.D. 2016

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 [TEC]; and
- C) Cooperate with the Republican Party of Texas and the national Republican Party 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) Observing all state and federal election laws; and
- E) 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, and the Precinct Chairmen of the respective election precincts in the county, [TEC 171.022].

Section 2. To be eligible to be a candidate for or to serve as Precinct Chairman or County Chairman, a person must be a qualified voter residing within the bounds of the entity represented; and a person must have voted in the most recent prior Republican primary [TEC 161.005; 171.023].

Section 3. Each Executive Committee member serves for a term of up to two (2) years ending the 20th day after the next primary (or primary runoff) election day [TEC 171.022(c)].

Section 4. Any vacancy in the office of 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] and must be eligible to serve as a Precinct Chairman.

A) Except as provided in Subsection B, forty percent (40%) of the total membership of the Executive Committee must participate in the election to fill a vacancy in the office of precinct chair [TEC 171.024(c) and RPT Rule 9.a].

B) If there is only one candidate to fill a vacancy and that person was elected as a Precinct Chairman in the most recent primary election in Travis County and is eligible to serve in the office, only twenty-five percent (25%) of the total membership of the Executive Committee must participate in the election to fill the vacancy. [TEC 171.024(c) and RPT Rule 9.a].

ARTICLE IV – Officers

Section 1. In addition to the County Chairman, the Elected Officers of the Executive Committee shall be the Executive Vice Chairman and Secretary.

A) Executive Vice Chairman

1. The Executive Vice Chairman shall be a person who resides within Travis County and voted in the most recent Republican primary election.

The Executive Vice Chairman shall be elected by the Executive Committee at the organization.

2. Nominations: Nominations for Executive Vice Chairman shall be made from the floor. After nominations have been made, the nominees shall draw numbered lots as to speaking order. The nominee drawing the number 1 shall speak first, followed by number 2, and so forth in sequential number order. Each nominee shall have a total of three (3) minutes to speak, including those who wish to speak on behalf of the nominee(s). After all nomination speeches have concluded, voting shall be conducted by secret paper ballot. The Chairman shall appoint three (3) non-nominated Precinct Chairs to count the ballots. Each nominee may have one (1) teller to witness the vote counting.

3. Runoff: In the event of no candidate receiving the majority of the votes, the top two vote recipients shall be in a runoff. There shall be no additional time for speeches. A new paper ballot shall be prepared.

4. Voice Vote: In the event there is only one nomination for Executive Vice Chairman, the voting may be by voice vote or the presiding officer

may declare them elected.

B) Secretary

1. The Secretary shall be a person who resides within Travis County and voted in the most recent Republican primary election.
2. Nominations: Nominations for Secretary shall be made from the floor. After nominations have been made, the nominees shall draw numbered lots as to speaking order. The nominee drawing the number 1 shall speak first, followed by number 2, and so forth in sequential number order. Each nominee shall have a total of three (3) minutes to speak, including those who wish to speak on behalf of the nominee(s). After all nomination speeches have concluded, voting shall be conducted by secret paper ballot. The Chairman shall appoint three (3) non-nominated precinct chairs to count the ballots. Each nominee may have one (1) teller to witness the vote counting.
3. Runoff: In the event of no candidate receiving the majority of the votes, the top two vote recipients shall be in a runoff. There shall be no additional time for speeches. A new paper ballot shall be prepared.
4. Voice Vote: In the event there is only one nomination for Secretary, the voting may be by voice vote or the presiding officer may declare them elected.

Section 2. The term of office of all officers must be expires concurrent with that of the Executive Committee. The Executive Vice Chairman and Secretary may be removed by a majority vote of the Executive Committee. The quorum for a meeting to remove an Executive Vice Chairman or Secretary to is the same quorum as required in Article III, Section 4 (A). Officers other than the County Chairman, Executive Vice Chairman and Secretary may be removed by a majority vote of the Steering Committee (see Article V).

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]. A majority of the total membership of the Executive Committee must participate in the election to fill a vacancy in the office of county chair [TEC 171.024(b)].

Section 4. A vacancy in the office of Executive Vice Chairman or Secretary shall be filled in accordance with the procedures in Article IV, Section 1 of these bylaws at the next called Executive Committee meeting. The quorum for a meeting to elect an Executive Vice Chairman or Secretary to fill a vacancy is the same quorum as required in Article III, Section 4 (A).

ARTICLE V – Steering Committee

Section 1. Composition and Election: The Steering Committee shall be composed of the Chairman, the Executive Vice-Chairman, the Secretary, the Treasurer, and four Precinct Chairs elected to serve on the committee by the Executive Committee (EC Representatives).

A. The Executive Vice Chairman shall serve as the chairman and presiding officer of the Steering Committee. In his or her absence, the Secretary shall serve as the chairman of the Steering Committee. The voting members of the Steering Committee shall be the Chairman, the Executive Vice-Chairman, the Secretary, and the four EC Representatives.

B. Election of the four EC Representatives.

1. Nominations: Nominations shall be made from the floor. After nominations have been made, the nominees shall draw numbered lots as to speaking order. The nominee drawing the number 1 shall speak first, followed by number 2, and so forth in sequential number order. Each nominee shall have a total of three (3) minutes to speak, including those who wish to speak on behalf of the nominee(s). After all nomination speeches have concluded, voting shall be conducted by secret paper

ballot. The Chairman, Executive Vice Chairman, and Secretary shall count the votes. Each nominee may have one (1) teller to witness the vote counting.

2. Ballot: Each paper ballot shall consist of up to four (4) blank lines: one for each open EC Representative position. Each Precinct Chair present shall be entitled to receive one paper ballot. On the paper ballot, those entitled to vote may write up to four names; one name per line. The order in which the names are written on the ballot is of no consequence. A ballot may not contain the name of any nominee(s) multiple times; in such event the name of nominee(s) shall be counted as having received only one vote per nominee on the particular paper ballot. However, if a ballot contains five or more different names, then that entire cast ballot shall be declared invalid and shall not be counted.

3. Declaring Winner: Each open position is filled in descending order of votes received, provided that the nominee so assigned has received a majority of the total votes cast.

4. Runoff: In the event that any open EC Representative positions remain after each nominee receiving a majority of votes has been assigned a position, the nominees that did not receive a majority shall be in a runoff. There shall be no additional time for speeches. A new paper ballot containing lines for the number of positions remaining to be filled shall be prepared. Each Precinct Chair present shall be entitled to receive one paper ballot. On the paper ballot, those entitled to vote may write up to one name per line. A ballot may not contain the name of any nominee(s) multiple times; in such event the name of nominee(s) be counted as having received only one vote per nominee on that particular paper ballot. If a ballot contains more different names than remaining positions, then that entire cast ballot shall be declared invalid and shall not be counted.

5. Conclusion of Voting: Each open position is filled in descending order of votes received, provided that the nominee so assigned has received a majority of the total votes cast. If necessary, the Runoff process is repeated until all open EC Representative positions have been filled.

6. Voice Vote: In the event the number of nominees is the same or less than the number of open EC Representative positions, the voting may be by voice vote or the presiding officer may declare them elected.

Section 2. Quorum, Meetings, Voting, and Proxies. Quorum for the Steering Committee shall consist of 50% or more of the voting members. Matters shall only be voted on in a meeting where a quorum of Steering Committee members is present in person, via telephone conference call, or a combination of in person and via telephone conference. No meeting and no voting shall be conducted via email. Except when declared open by majority vote of the Committee or by the presiding officer, either in the call of the meeting or after the meeting has come to order. All Steering Committee members shall be allowed to attend any Steering Committee meeting in person or via telephone conference call. No proxies are allowed for Steering Committee members. The Secretary shall keep written minutes of all Steering Committee meetings and shall distribute the written minutes to the Executive Committee with the call for the next scheduled Executive Committee meeting.

Section 3. It shall be the duty of the Steering Committee:

A. To assume responsibility for transaction of business necessary between meetings of the Executive Committee and to:

1. Prepare an annual budget for the County Party each year,
2. Submit that budget to the Executive Committee each year at a meeting during the fourth quarter of the preceding calendar year,
3. Execute all written contracts concerning employment, leases between the

Executive Committee and any other third parties involving proceeds; and
4. Authorize expenditures in accordance with the adopted budget and as funds are available.

B. To Appoint, remove and fill vacancies with the concurrence of a majority of the members of the Executive Committee present at a called meeting of the Executive Committee:

1. The treasurer;
2. The finance committee;
3. The parliamentarian;
4. The sergeant at arms;
5. The precinct chair nominations committee;
6. The rules committee;
7. The resolutions committee; and
8. Other standing, special or ad hoc committees as may be deemed necessary by the Executive Committee;
9. Other officers as deemed necessary.

C. Develop the agenda for the Executive Committee meetings; and

D. Adhere to election law requirements.

Section 4. The Steering Committee may call an Executive Committee meeting.

Section 5. The elected Steering Committee members' terms expire concurrent with that of the Executive Committee.

ARTICLE VI – Duties of Officers

Section 1. Duties of the officers shall be:

A. County Chairman – shall ensure compliance of the Executive Committee with all applicable federal and state laws, with these by-laws, and with the Rules of the

Republican Party. The Chairman shall be an ex-officio member of the County standing and special committees of the Executive Committee.

B. Executive Vice Chairman – shall chair the Steering Committee and preside over the Steering Committee and Executive Committee meetings, assist the Chairman as requested in performance of the office, and in event of the Chairman’s absence or inability to serve, the Executive Vice Chairman shall serve as acting Chairman until the Chairman resumes their duties or until a new Chairman is elected. In the absence of the Executive Vice Chairman, the Secretary [6/7/16] shall preside over Executive Committee meetings. Executive vice chairman will have responsibility for telephone numbers, websites, social media accounts, and all other electronic and written means of communication currently in use or held for use by TCRP. [6/7/16]

C. Secretary - shall carry out the usual duties of that office, keeping an up-to-date roll of the Executive Committee members and ensuring that each member receives timely notices of meetings and maintaining a permanent file containing the minutes of all Executive Committee meetings. 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)]. The Secretary shall preside over Executive Committee meetings in the absence of the Executive Vice Chairman. [6/7/16]

D. Treasurer - shall be responsible for keeping necessary and appropriate financial records for the Executive Committee, for complying with all applicable state and federal laws [statutes] with regard to reporting contributions and expenditures, and shall prepare periodic reports of the financial condition for presentation to the Executive Committee, as requested by the Steering Committee. The treasurer is appointed by the

Steering Committee.

E. Parliamentarian - shall advise the presiding officer and the Executive Committee on proper procedure for conducting the meetings of the Executive Committee. The Parliamentarian is appointed by the Steering Committee. [6/7/16]

F. Sergeant-at-Arms - shall be responsible for maintaining proper order and decorum at the meetings of the Executive Committee as directed by the Executive Committee. The sergeant-at-arms is appointed by the Steering Committee

ARTICLE VII – Meetings

Section 1. The Executive Committee shall meet at all times as required by the Texas Election Code, and shall have at least one regular meeting each quarter.

Section 2. Regular and statutory meetings shall be called by the Vice Chairman or the Steering Committee. Special meetings of the Executive Committee may be called by the County Chairman, with the approval of the Steering Committee. Special meetings also may be called by written petition signed by twenty-five percent (25%) of the total membership of the Executive Committee delivered to the Chairman, the Steering Committee, or to the Secretary at least 20 days before the desired meeting date. The purpose and order of business of the meeting must be stated in the call for any statutory, regular or special.

Section 3. Notice of all meetings of the Executive Committee shall be sent to each member of the Executive Committee by mail or e-mail at least 14 days in advance. Notice of meetings of standing, special or ad hoc committees shall be given at least 24 hours in advance.

Section 4. Committee reports from standing, special, or ad hoc committees will be transmitted to the Executive Committee no later than 24 hours prior to the beginning of an Executive Committee meeting to be considered at the meeting.

Section 5 A quorum for all meetings required by the Texas Election Code in which only statutorily-required business is conducted shall be those members present [RPT Rule 9.b]. A quorum for the conduct of any other business except filling vacancies shall be twenty-five percent (25%) of the total membership of the Executive Committee, including the County Chairman [RPT Rule 9.a and Article III within these bylaws].

Section. 6.The agenda for regular meetings of the Executive Committee shall include New Business.

ARTICLE VIII – Committees

Section 1. Precinct Chair Nominations Committee. The Steering Committee shall establish and appoint a Precinct Chair Nominations Committee for the purpose of screening and nominating individuals to fill vacancies in the office of precinct chair. Membership shall be no less than three (3) members, chosen by the Steering Committee and confirmed by the executive committee. An individual interested in serving as precinct chair in a precinct that is vacant may apply to the Steering Committee who shall refer the application to the Precinct Chair Nominations Committee for review. The Precinct Chair Nominations Committee shall report its nominations to the Executive Committee [RPT Rule 8.h] for its vote. A member of the Precinct Chair, Nominations Committee, other than its Chairman, is not required to be a member of the Executive Committee, but must be a resident of Travis County that voted in the most recent Republican Primary.

Section 2. Resolutions Committee. The Steering Committee shall establish and appoint a Resolutions Committee for the purpose of considering resolutions. Membership shall be no less than three (3) members and no more than nine (9) members, chosen by the Steering Committee and confirmed by the Executive Committee. A member of the Resolutions Committee, other than its Chairman, is not required to be a member of the Executive Committee, but must be a resident of Travis

County that voted in the most recent Republican Primary.

Section 3. Rules Committee. The Steering Committee shall establish and appoint a Rules Committee for the purpose of considering supplemental rules that are not in conflict with the most recent Republican Party of Texas Rules or changes to these bylaws. Membership shall be no less than three (3) members and no more than seven (7) members, chosen by the Steering Committee and confirmed by the Executive Committee. A member of the Rules Committee, other than its Chairman, is not required to be a member of the Executive Committee, but must be a resident of Travis County that voted in the most recent Republican Primary.

Section 4. Finance Committee. The Steering Committee shall establish and appoint a Finance Committee for the purpose of raising money for the party and accounting for Executive Committee funds. The committee may also plan fundraising events at the direction of the Steering Committee and with the approval of the Executive Committee. Membership shall be no less than three (3) members and no more than seven (7) members, chosen by the Steering Committee and confirmed by the Executive Committee. The Treasurer is required to be a member of the Finance Committee. A member of the Finance Committee is not required to be a member of the Executive Committee, other than its Chairman, but must be a resident of Travis County that voted in the most recent Republican Primary.

Section 5. The Steering Committee may establish and appoint such standing committees as deemed necessary by the Steering Committee, subject to the confirmation of a majority of the Executive Committee.

Section 6. The Steering Committee may establish and appoint such special or ad hoc committees as deemed necessary by the Steering Committee to assist in carrying out such duties not specifically assigned to a Standing Committee, subject to the

confirmation of the Executive Committee.

Section 7. Committee Reports. All committee reports shall be turned into the Steering Committee prior to the executive committee meetings at which they are presented. The draft of these reports will be transmitted to Executive Committee by the Secretary no later than 24 hours prior to the executive committee meeting.

ARTICLE IX Publication of Bylaws

A copy of the Bylaws of the Executive Committee as adopted by the Executive Committee shall be posted on the Travis County Republican Party website.

ARTICLE X – Staff Policy

Paid staff members shall remain neutral in intraparty contests for both public and Party offices.

ARTICLE XI - 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 in which they are applicable and in which they are not inconsistent with these bylaws, any special rules the Executive Committee may adopt, the rules of the Republican Party of Texas, or applicable law.

ARTICLE XII - 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 an amendment to these Bylaws shall submit a written copy thereof to the Secretary not less than 14 days prior to a statutory, regular, or special meeting of the Executive Committee, at which meeting such proposed amendments shall be referred to the Rules Committee for its consideration. The Rules

Committee shall report its recommendation to the Executive Committee at its regular meeting.

Amendment I – Presiding Officer at meetings of the Executive Committee and Steering Committee.

Notwithstanding any other provision of these by-laws:

When the Chairman is present, the Chairman or the Chairman's designee shall preside at meetings of the Executive Committee or of the Steering Committee.

In the absence of the Chairman, and when the Executive Vice Chairman is present, the Executive Vice Chairman or the Executive Vice Chairman's designee shall preside at meetings of the Executive Committee or of the Steering Committee.

In the absence of both the Chairman and the Executive Vice Chairman, and when the Secretary is present, the Secretary or the Secretary's designee shall preside at meetings of the Executive Committee or of the Steering Committee.

In the absence of the Chairman, the Executive Vice Chairman, and the Secretary, a temporary chairman appointed by the Chairman, or if none has been appointed any member of the body, shall call the meeting to order and immediately hold an election to elect a chairman for the meeting from among the members of the body then present.