

## 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) Managing the biennial Senatorial District 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 are elected biennially [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 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 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 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 Elected Officers, subject to the approval of the Executive Committee. Officers are not required to be members of the Executive Committee; but officers who are not members may not vote on business before the body.

B) All officers, elected and appointed, shall serve at the pleasure of the County Chairman.

**Section 2.** The term of office of the officers must be concurrent with that of the Executive Committee, except that in the event of a vacancy in the office of County Chairman, the appointed officers shall serve only until the 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]. 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.** 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, be the official spokesman of the Travis County Republican Party, and 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. In the absence of the County Chairman, the Vice Chairman shall preside at the meetings of the Executive Committee.

B. Vice Chairman – shall assist the Chairman as requested in performance of the office, and in event of the chairman’s absence or inability to serve, the Vice Chairman shall serve as acting Chairman until the Chairman resumes their 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 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)].

D. Treasurer - shall be responsible for keeping necessary and appropriate financial records for the Executive Committee, for complying with all applicable state and federal 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 Chairman.

E. Parliamentarian - shall advise the Chairman on proper procedure for conducting 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 as directed by the Chairman.

#### ARTICLE V – 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 County Chairman. Special meetings of the Executive Committee may be called by the County Chairman. 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 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 meeting called by the Chairman. The purpose and order of business of the meeting must be stated in the petition and the call for any special meeting called by petition of the members.

**Section 3.** Notice of all meetings shall be sent to each member of the Executive Committee by mail or e-mail at least 14 days in advance.

**Section 4.** 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 5.** The agenda for regular meetings of the Executive Committee shall include New Business.

#### ARTICLE VI – Committees

**Section 1.** The Chairman may establish and appoint such standing committees as he deems necessary, subject to the confirmation of the Executive Committee.

**Section 2.** The Chairman may establish and appoint such special committees as he deems necessary to assist him in carrying out such duties not specifically assigned to a Standing Committee, subject to the confirmation of the Executive Committee.

**Section 3.** The Chairman shall establish and appoint a Nominations Committee for the purpose of screening and nominating individuals to fill vacancies in the office of precinct chair. The membership of the committee is subject to the confirmation of the Executive Committee. An individual interested in serving as precinct chair in a precinct that is vacant may apply to the County Chairman who shall refer the application to the Nominations Committee for review. The Nominations Committee shall report its nominations to the Executive Committee [RPT Rule 8.h] for its vote.

#### ARTICLE VII – 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 VIII – Staff Policy

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

#### 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 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 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 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.