

**By-laws of the 2022-2024 Executive Committee
Comal County Republican Party**

Article One: The Executive Committee

- 1.1 Name.** The name of the Committee shall be the Comal County Executive Committee, hereinafter referred to as "Executive Committee".
- 1.2 Membership.** Membership of the Executive Committee shall be comprised of the Republican County Chairman and the Republican Precinct Chairmen of Comal County, Texas as provided by the Election Code of the State of Texas.
- 1.3 Duties.** The Executive Committee shall exercise those powers conferred upon it by the Election Code of the State of Texas, and by these by-laws, and perform all duties necessary to promote the best interest of the Republican Party of Texas in Comal County.
- 1.4 Ethics.** The Executive committee is committed to the growth and health of the Comal County Republican Party, therefore, any member, officer, ex-officio member or committee member of the Executive Committee who publicly supports a candidate from another party shall be subject to censure upon two-thirds vote of the Executive committee present at the next announced meeting of the Executive Committee.

Article Two: Objectives

- 2.1 Objectives:** The objectives of the Executive Committee shall be:
- (a) To conduct the business of the Comal County Republican Party as required by the Texas Election Code, Texas Republican Party and any and all other business as may be required to be an effective representative of the duly constituted Republican organization of the State of Texas, and to support the objectives and policies of the Republican National and State Committees and to work for the election of the Republican Party's nominees;
 - (b) To promote an informed electorate through political education;
 - (c) To increase the effectiveness of residents of Comal County in the cause of good government through active participation;
 - (d) To facilitate cooperation among Republicans of Comal County, and to promote the welfare and growth to the County Republican Party; and
 - (e) To foster and encourage loyalty to the Republican Party, and to promote its ideals.

Article Three: Meetings

- 3.4 Statutory Meetings.** Meetings of the Executive Committee shall convene at the time and place provided by the Code to conduct such business as may properly arise.
- 3.5 Regular Business Meetings.** Meetings of the Executive Committee shall be held a minimum of four (4) times per year and shall be scheduled by the County Chairman. All members shall be notified in writing or by electronic means of the times, place, and agenda of these meetings at least seven (7) days prior to the date they are held.

3.6 Special Meetings. Special meetings of the Executive Committee may be held at any time upon:

- (a) Notification in writing or by electronic means issued by the County Chairman; or
- (b) Notification in writing or by electronic means signed by twenty (20) percent or more of the numbers of members of the Executive Committee in office at the time of the signing of the call.

3.7 Notice of Special Meetings. Any call must be delivered to the Secretary at least fourteen (14) days prior to the date specified in the call for the meeting. The call and notice must contain the time and place for the Special Meeting together with the object or objects thereof. At least ten (10) days prior to the date of the meeting, notice in writing or by electronic means of the call containing the information required by these by-laws, shall be sent to each member of the Executive Committee at this address as it appears on the records of the Executive committee by or under the authority of the Secretary. In the event of a stated emergency, three (3) days notice for the meeting by personal contact of each member shall be deemed sufficient.

Article Four: Conduct of Meetings

4.1 Quorum. At all regular and special business meetings there shall be present, in order to constitute a quorum, at least twenty-five percent (25%) of the members of the Executive Committee in office at the time a vote is required. If a quorum is not present, a less number may conduct business not requiring a vote. At all Statutory meetings, a quorum shall consist of those members of the Executive Committee present; provided however, that if twenty-five percent (25%) of the members are not present, then only such business as is called for by the Election Code or other business not requiring a vote shall be transacted at such meeting.

4.2 Attendance at meetings. Ex-officio members of the Executive committee, e.g. SREC's, Republican Club Presidents, and Chairmen of Standing Committees will be invited to attend meetings. The public is always welcome at regular meetings of the Executive Committee however, at all meetings of the Executive Committee only members and officers of the Committee shall have privileges of the floor. All others will participate only at the invitation of the Chair.

4.3 Voting. Only members of the Executive Committee, consisting of the Republican County Chairman and the Republican Precinct Chairmen of Comal County, shall have the right to vote.

Article Five: Executive Committee Members and their Duties

5.1 Eligibility. All members of the Executive Committee must meet the requirements of office as defined in Texas Election Code:

- (a) Sec. 11.002, Qualified Voter;
- (b) Sec. 161.005 Eligibility for party offices generally;
- (c) Sec. 161.009 Party officer subject to mandamus;
- (d) Chap. 162 Regulating participation in party affairs; and
- (e) Chap. 171.02-27 County Executive Committee

5.2 County Chairman. The County Chairman is elected for a two (2) year term in the Texas Primary Election by county primary voters. Subject to the following paragraph (a), he/she shall provide strong leadership for the local organization and recruit people to fill key positions in the organization. He/she shall conduct primaries, precinct conventions and county conventions in even numbered years, keep election records and take all steps to insure secret balloting and honest elections. He/she shall assist Republican Candidates in planning campaigns and stimulate auxiliary Republican Clubs.

- (a) It being considered fundamental and necessary for successful leadership of the County Party to be

led by a County Chairman who honors and supports the standing Preamble and Principles of the Republican Party of Texas by word and deeds, any person so elected as County Chairman may exercise such leadership conditioned upon the following:

1. As a prerequisite to any elected County Chairman having any authority to convene any meeting of precinct chairs or otherwise conduct any business of the party or represent the same, such elected person must have filed with the Republican Party of Texas a pledge to honor and support the standing Preamble and Principles of the Republican Party of Texas. Such pledge must have been filed prior to or simultaneous with their filing as candidate to be placed on the ballot for the County Chairman for any such Texas Primary.
2. In the event a person is elected by the county primary voters as County Chairman and such person failed to file such timely pledge, the duties of the County Chairman shall be carried out by a Special Management Committee comprising of no less than three (3) people, one member elected by the County Executive Committee, one member by the Vice-Chairman, and one member by the most recent past County Chairman. Such Special Management Committee may be enlarged by popular vote to five (5) members by a majority vote of the County Executive Committee. The failure of any elected County Chairman to have timely file the pledge shall be found per se to have engaged in conduct inconsistent with the Republican Party of Texas standing Preamble and Principles and shall be removed as provided under Art. 5.4 of these by-laws.

5.3 Precinct Chairman. The Precinct Chairman is elected for a two (2) year term by primary voters in the precinct in which he/she resides. In general, the Precinct Chairman carries out all precinct programs prescribed by the county Chairman and the County Executive committee. He/she will help elect Republican Candidates by conducting political preference surveys in his/her precinct and making certain all Republicans and Republican leaning independents are registered to vote. He/she will recruit volunteers to assist in the work attend all meetings of the County Executive Committee, and assist the County Chair to insure Republican Primary Elections and Republican Precinct Conventions are conducted in his/her precinct.

5.4 Removal of County or Precinct Chairman. A precinct or county chairman who has failed to perform statutory duties or failed to attend four or more consecutive meetings of the county executive committee may be removed for abandonment of office as provided by Section 171.029 of the Texas Election Code.

Article Six: Executive Committee Officers and their Duties

6.1 County Chairman. The County Chairman shall be the Executive Committee's presiding officer and its official spokesperson. He/she will perform duties as listed in Section 5.2. He/she shall be ex-officio member of all county Standing and Special Committees.

6.2 County Vice-Chairmen. County Vice-Chairmen shall be appointed by the County Chairman, with the appointment(s) being confirmed by a quorum of the Executive Committee by normal voting procedures in person, through e-mail vote, or through online video conferencing, for a term no longer than that of the County Chairman who appoints them. One of the Vice-Chairmen, selected by the County Chairman, shall act in place of the County Chairman when the Chairman is not available to perform his/her duties. The Vice- Chairmen shall assure coordination between the Executive Committee and Auxiliary groups in the county. The Vice-Chairmen shall assist the County Chairman in all the duties of that office as assigned by the County Chairman.

6.3 Secretary. A Secretary shall be appointed by the County Chairman with the approval of the Executive Committee at the first statutory meeting of each newly elected Executive Committee, and shall serve for the same term as the Executive committee. The Secretary will keep an up to date roll of the Executive committee members, insure that each member receives timely notices of meeting, and maintain a permanent file containing minutes of 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. The secretary is authorized to receive applications for a place on the primary ballot, as provided in the Texas Election Code.

- 6.4 Treasurer.** A Treasurer shall be appointed by the County Chairman, with the approval of the Executive Committee. He/she shall be the custodian of all funds of the organization and as such 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 collect funds and deposit them in a bank approved by the Executive Committee. The Treasurer will also pay all bills and dispense funds by check on the order of the County Chairman. All checks under \$1,000 will be signed by the Treasurer or the County Chairman. All checks of \$1000 or more will be signed by the County Chairman and by the Treasurer, or his/her designated appointee. The Treasurer will make written reports of contributions and expenses for presentation to the Executive committee at all regular business meetings. The Treasurer will keep accurate and complete financial contribution records, listing names, addresses, amount given, the date of contribution and contributor's occupation, when required by law. The Treasurer's books and records will be open to all members of the Executive Committee upon request.
- 6.4.1 Budget.** In January of each year, the Treasurer shall compile an annual budget. The budget will be submitted to the Executive Committee in January for approval during the February Executive Committee meeting. Any expenditure in excess of \$500 not in the budget must be approved by the Executive Committee.
- 6.4.2 Internal Financial Review.** In January of each year, the Financial Committee will conduct an internal financial review of the books and records of the Comal County Republican Party and will submit a report to the Executive Committee. The Financial Committee will consist of three Executive Committee members appointed by the County Chairman and approved by the Executive Committee. Any person with authority to sign checks on any CCRP bank account may not be appointed to the Financial Committee. An internal financial review will also be required within two months of the departure of either the County Chairman or the Treasurer from the Executive Committee.
- 6.5. Failure to Appoint.** Should the County Chairman fail to appoint the below named officers within three months of his/her certification or appointment to that office, the Executive Committee may make these appointments on its own cognizance.
- 6.6. General Counsel.** A General Counsel may be appointed by the County Chairman, with the approval of the Executive Committee. The duties of this officer will be to perform those duties assigned by the County Chairman and as outlined in the County Organizational plan.
- 6.7. Operations Officer.** An Operations Officer may be appointed by the county chairman, with the approval of the Executive Committee. The duties of this officer will be to perform those duties assigned by the County Chairman, and as outlined in the county organizational plan.
- 6.8. Parliamentarian.** A Parliamentarian may be appointed by the County Chairman, with the approval of the Executive Committee. The duties of this officer will be to advise the county chairman on matters of parliamentary procedure.
- 6.9 Sergeant-at-Arms.** A Sergeant-at-Arms may be appointed by the County Chairman, with the approval of the Executive Committee. The Sergeant-at-Arms shall be responsible for maintaining proper order and decorum at all meetings of the Executive Committee, at the request of the County Chairman.
- 6.10 Chaplain.** A Chaplain may be appointed by the County Chairman, with the approval of the Executive Committee. The Chaplain shall open the meetings with prayer and perform other duties as directed by the County Chairman.

Article Seven: Advisory Board

- 7.1 Members.** The Officers, the Vice-Chairman and the Standing Committee Chairman shall compose the Advisory Board of the Comal County Republican Party. If the named positions include fewer than two (2) precinct chairmen, the County Chairman will select additional members from the Executive Committee, so that a minimum of two (2) Precinct Chairmen are seated on the Advisory Board.
- 7.2 Duties.** The Advisory Board shall be responsible for advising and assisting the County Chairman.
- 7.3 Executive Advisory Board.** The County Chairman may appoint an Executive Advisory Board of business and community leaders to advise and assist the Executive Committee and the Comal County Republican Party.

Article Eight: Appointments

- 8.1 Standing Committees.** The County Chairman will assign all Standing Committee Chairmen as needed.
- 8.2 Special Committees.** Special Committees may be created at the discretion of the County Chairman.
- 8.3 Selection Committee.** When required, a Selection Committee shall be recommended by the County Chairman and be made up of no less than three (3) and no more than (5) Precinct Chairmen who shall be elected by the voting members Executive Committee. The Executive Committee and/or the Selection Committee may appoint additional persons (such as a past member or officer of the Executive Committee or past or current members of the State Party organization) to serve in an advisory capacity. The committee shall elect its own Chairman. The committee shall have the responsibility to find and recommend a replacement for the County Chairman, should that become necessary. They shall also be responsible for working with the County Chairman to find and present nominees to fill vacant Precinct Chairman positions.
- 8.4 Vacancies.** In the event a vacancy occurs in the office of County Chairman, the Executive Committee shall appoint a replacement in the following manner; the Selection Committee will meet and present its recommendations to the Executive Committee for approval at a Special Meeting called by the Secretary for the purpose, or at a regular meeting as long as notice for that order of business is given in writing at least ten (10) days in advance. In the event a vacancy occurs in the office of Precinct Chairman, the County Chairman or the Standing Selection Committee shall present a nominee to the Executive Committee. The appointment to the unexpired term shall be made upon the approval of the Executive Committee. Among other considerations, the Executive Committee may review the Texas GOP Database when considering candidates. Furthermore, with the consent of the candidate, the Executive Committee may perform a criminal background check to ensure no candidate is a convicted felon as defined by Section 141.001(a)(4), Texas Election Code.

Any precinct chairman prior to signing a petition to allow a person to be on the ballot for County Chairman (and the Selection Committee in the event of a vacancy), shall carefully evaluate the candidate's strong allegiance to the Comal County and the Republican Party. Items to be considered shall include:

- (a) Verification that such person had previously signed a pledge with the Republican Party of Texas to honor and support its standing Preamble and Principles. Any petition signed by any precinct chairman in favor of a candidate desiring to be placed on the ballot for the Texas Primary Election who has not signed such pledge as described in Art. 5.2 of these Articles shall be rejected as a valid petition signature;
- (b) whether the person has been a registered voter in Comal County for at least five (5) years;
- (c) whether the person has been actively involved in one or more of the Republican clubs in Comal County;
- (d) whether the person has served as a Republican Election Judge, Clerk or served on the Early Voting Ballot Board;

- (e) whether and how frequently the person has volunteered to work at the Comal County Republican Party Headquarters or on one or more advisory committees;
- (f) whether the person has served as a delegate at a Republican County or State Convention; and
- (g) if the person is designated as a Hard Republican in the Texas GOP data base.

Article Nine: Parliamentary Authority

9.1 Authority. Robert's Rules of Order, Newly Revised shall govern this organization in all proceedings except those inconsistent with the provisions of the by-laws of this organization, the Rules of the Republican Party of Texas, and the Texas Election Code.

Article Ten: Amendments

10.1 Amendment Procedure. These By-laws may be amended at any regular meeting of the Executive Committee by a two-thirds (2/3) vote of all members present, provided at least twenty-five percent (25%) of the total membership of the Executive Committee votes, and provided written notice to amend has been given at the previous regular meeting and also in the notice of the call of the meeting.

Article Eleven: Expiration of these By-Laws

11.1 Automatic Expiration of By-Laws. These By-Laws are written to govern the actions of the Executive Committee that passes them. They cannot be used to govern the actions of future, yet unelected Executive Committees. These By-Laws will therefore expire when the new Executive committee takes office according to the Texas Election Code Sec. 171.002, beginning the 20th day after runoff primary election day in 2024.