

**BYLAWS**  
**DENTON COUNTY REPUBLICAN PARTY**  
**DENTON COUNTY EXECUTIVE COMMITTEE**  
**For the 2022-2024 term**  
**To be considered for Adoption July 14, 2022**

**ARTICLE ONE: EXECUTIVE COMMITTEE**

**1.01 Name.** The name of this committee shall be the Denton County Executive Committee, a statutory unincorporated association, hereinafter referred to as the “Executive Committee.”

**1.02 Membership.** Membership of the Executive Committee shall be comprised of the Republican County Chairman, and the Republican Precinct Chairs of Denton County, Texas. SREC Committeeman and Committeewoman who are not otherwise members of the Executive Committee, representing portions of Denton County are ex-officio members of the Executive Committee, without the right to make motions or vote.

**1.03 Precinct Chairs.** Precinct Chairs are elected for a two (2) year term by Primary voters in the precinct which he/she resides or appointed for the remainder of a two (2) year term by the Executive Committee by filling a vacancy. All Precinct Chairs are encouraged to serve on a committee, subcommittee or undertake additional duties as requested by the County Chairman.

**1.04 Duties.** The Executive Committee shall exercise those powers conferred upon it-by these Bylaws, and RPT Rules.

**1.05 Fiscal Year.** The Executive Committee will operate on a Fiscal year August 1 to July 31 of each year.

**ARTICLE TWO: OBJECTIVES**

**2.01 Objectives.** The objectives of the Executive Committee shall be to: Conduct the business of the Denton County Republican Party, Republican Party of Texas, and all other business, as may be required to be an effective representative of the Republican Party of Texas and to work for the election of the Republican Party’s national, state, and local candidates; facilitate cooperation among Republicans of Denton County and to promote the welfare and growth of the Denton County Republican Party.

**ARTICLE THREE: MEETINGS**

**3.01 Statutory Meetings:** The Executive Committee shall convene meetings according to RPT rules.

**3.02 Regular Business Meetings:** Regular business meetings of the Executive Committee shall be held a minimum of eight (8) times per year and shall be scheduled by the County Chairman with the approval of the Executive Committee. Approval or change by the Executive Committee may be obtained during any Special Meeting or any Regular Business Meeting or through electronic voting using electronic mail sent by the County Chairman or under the County Chairman's direction to voting members of the Executive Committee.

**3.03 Special Meetings:** Special Meetings of the Executive Committee to consider items of urgent business may be held at any time upon a written call issued by the County Chairman by mail or email, or a written call signed by twenty percent (20%) or more of members of the Executive Committee in office at the time of signing the call.

**3.04 Emergency Meetings:** Emergency Meetings of the Executive Committee to consider items that are time sensitive may be held when an item that requires the consent of the Executive Committee by a deadline contained in the Texas Election Code, Republican Party of Texas, or other regulatory body and the deadline or due date of the item is less than the fourteen (14) day notification requirement of the call for a Special Meeting. A call to an Emergency Meeting shall be issued by the County Chairman, highest ranking official available, or secretary by email, or a written call signed by twenty percent (20%) or more of members of the Executive Committee in office at the time of signing the call.

**3.05 Organizational Meeting:** An organizational meeting of each new Executive Committee shall be held within forty-five (45) days after the term of office begins for the County Chair and Precinct Chairs. Proposed bylaws, Standing Rules, and meeting call shall be mailed via USPS or emailed, and posted on the Party website at least fourteen (14) days beforehand.

**3.06 Notice of Meetings:**

a. Regular Business Meetings. All members shall be notified of the time, place, and proposed agenda of items to be discussed at least ten (10) days prior to the date they are to be held. Notification may be mailed or emailed to each member of the Executive Committee.

b. The Call to Meeting Packet shall include the CEC agenda, Treasurers Report, Attendance Record of the previous meeting, new Precinct Chair Applications with their voting records, and background checks to be considered by the Precinct Chair Selection Committee, and Precinct Chair resignations

**3.07 Special Meetings:** Any calls 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 of the Special Meeting, together with the proposed agenda of specific items and the text of any main motions and resolutions to be considered. At least ten (10) days prior to the date of the meeting, notice of the call containing the information required by these Bylaws shall

be mailed or e-mailed to each member of the Executive Committee by or under the authority of the Secretary.

**3.08 Emergency Meetings:** Any calls for an Emergency Meeting must be delivered to the highest ranking official available, or secretary at least fifty-four (54) hours prior to the date and time specified in the call for the meeting. The call and notice must contain the time and place of the Emergency Meeting, together with the proposed agenda of specific items and the text of any main motions and resolutions to be considered. At least thirty-six (36) hours prior to the date and time of the Emergency Meeting, notice of the call containing the information required by these Bylaws shall be e-mailed to each member of the Executive Committee by or under the authority of the Secretary. The meeting and voting may be done via in person, zoom, telecommunications or digital conference platform.

**3.09 Organizational Meetings:** Proposed Bylaws, Standing Rules, and meeting call shall be mailed via USPS or emailed to all Executive Committee members, and posted on the Party website at least fourteen (14) days beforehand.

## **ARTICLE FOUR: CONDUCT OF MEETINGS**

### **4:01 Quorum:**

- 1. Non-Statutory Business and Filling Vacancies:** At County Executive Committee meetings, one quarter (1/4) of the membership, excluding vacancies, shall constitute a quorum for conduct of non-statutory business and filling vacancies. If a quorum is not present, a lesser number may adjourn the meeting to a future date, not to exceed ten (10) days.
- 2. Statutory Business:** At Executive Committee meetings, a quorum for conduct of statutory business shall consist of those members present.

**4.02 Electronic Meetings:** In the event of a declared emergency, meetings of the County Executive Committee may be conducted via telecommunications or digital conference platform. Meetings held by telephone conference or digital conference platform, must allow for simultaneous aural communication, ability to share documents among all participating members, and must provide a method for non-committee members who have a right to appear before the County Executive Committee or testify to seek recognition from the County Chairman or provide a scheduled opportunity for such testimony prior to the vote being taken on the relevant issue.

## **ARTICLE FIVE: OFFICERS AND THEIR DUTIES**

### **1. County Chairman:**

- 1.** The County Chairman is elected for a two (2) year term in the Texas Primary Election by

the County primary voters. The County Chairman shall be the chair of the Executive Committee and shall be the chief executive officer of the Republican Party of Denton County. The County Chairman shall preside at all meetings of the Executive Committee and help coordinate the political activities of the Republican Party in Denton County.

2. The County Chairman shall be an ex-officio member of all Standing Committees, shall represent the Executive Committee in its official capacity, shall employ such persons in accordance with the budget, make such appointments as deemed appropriate according to these bylaws and rules, and shall have such usual powers of supervision and management as may pertain to the office of County Chairman. The County Chairman shall be a signatory on all the Executive Committee bank accounts and is authorized to pay bills, make deposits, withdraw, or transfer funds or perform other banking functions.
3. The County Chairman shall keep the Precinct Chair list updated on the DCRP website, deleting those who have resigned within 4 calendar days and adding new Precinct Chairs within (four) 4 calendar days of being sworn in. Contact information with email address and phone number shall be included for all precinct chairs, per RPT rules

1. All Vice Chairs and Officers listed below shall be recommended by the County Chairman and nominations received from the executive committee, must have affiliated with the Republican Party subject to confirmation by the Executive Committee, for a term not to exceed the remainder term of the County Chairman. The officers need not be a member of the Executive Committee and shall perform the duties prescribed through the Bylaws and Standing Rules. Each officer shall assist the County Chairman in any other duties as assigned by the County Chairman.

2. All committee and subcommittee members shall be approved by the Executive Committee for a term not to exceed the remaining term of the County Chairman.

1. **First Vice Chair – Victory Elections Leader:** Act in place of the County Chairman when the County Chairman is not available to perform duties of that office. Shall work with the County Chairman to oversee the training within the County. Partner with the Chairman of Outreach/Community Outreach committee and Vice Chairman of Training and Development on “get out the vote” and block walking activities. Disseminate information, provide trainings, input, and suggestions on advancing the Republican Party.
2. **Second Vice Chair – Data Analytics:** Act in place of the County Chairman when the County Chairman and First Vice Chair are not available to perform duties of that office. Shall be responsible for assisting the County Chairman in implementing advanced data technologies to build the Republican Party and expand turnout of conservative Republicans in Denton County elections.
3. **Third Vice Chair – Training & Development:** Act in place of the County Chairman when the County Chairman, First Vice Chair, and Second Vice Chair are not available to perform duties of that office. Assist the County Chairman in the identifying, recruiting,

and recommending new Precinct Chairmen. Shall also develop, train, and assist the Precinct Chairs.

4. **Vice Chair of Fundraising:** Shall Chair the Fundraising Committee and work with sub-groups to coordinate the multiple fundraising efforts for effective and efficient communication, to meet budget requirements. Work with the County Chairman to build a cohesive environment and technology protocol for staff, officers, and volunteers to work under at Headquarters. Advise on technology for Headquarters, i.e. computers, laptops, tablets, and phones. Advise the Party on opportunities for technology improvement. Oversee the maintenance and repair/replacement of Headquarters technical equipment, computer security, hardware, and software. Advise and set up security on computers to prevent hacking.
5. **Vice Chair of Technology:** Work with the County Chairman to build a cohesive environment and technology protocol for staff, officers, and volunteers to work under at Headquarters. Advise on technology for Headquarters, i.e. computers, laptops, tablets, and phones. Advise the Party on opportunities for technology improvement. Oversee the maintenance and repair/replacement of Headquarters, **technical equipment, computer security, hardware, and software. Advise and set up security on computers to prevent hacking.** **Treasurer -** Shall be the custodian of all funds belonging to the Party and shall submit a monthly report categorizing disbursements and receipts to the Executive Committee and to the Party Officers at least ten (10) days prior to the monthly Executive Meeting. The Treasurer shall be a signatory on all party bank accounts, establish, and utilize an approved on-line accounting system, supervise a system of bookkeeping in which the accounts correspond to identical categories in the budget and provide complete transparency to the County Chairman and the Executive Committee, and all legal entities who have a statutory interest in the Party's finances. The Treasurer shall maintain accurate records using the Party's accounting systems and ensure all filings and reports are filed in a timely manner. The Treasurer shall attend quarterly forecasting meetings with the County Chairman and shall prepare an annual budget in accordance and cooperation of the County Chairman. The Treasurer may also present Monthly Budget vs Actuals, to the Executive Committee at Executive Committee meetings.

**Secretary:** Keep the minutes with the vote count totals of all standing, technical, and ballot votes, and the attendance records, the resolutions, committee reports, announcements, and any other documents presented or referenced in each respective executive committee meeting and perform such other clerical duties as may be assigned by the County Chairman. Can act on behalf of the County Chairman to accept candidate filings. The Secretary shall maintain current lists of the Executive Committee members, attendance, Officers, Area Leaders, and Standing and Temporary Committee members reports. Copies of all documents referred to in this paragraph shall be kept with each respective Executive Committee meeting in a binder at County Headquarters, a copy of which shall be furnished to members of the Executive Committee upon request. A duplicate binder shall be kept by the Secretary. The Secretary shall record any amendments to the minutes on a blank page opposite the Article amended, with a reference to the date and page of the minutes where it was recorded.

**Parliamentarian:** Employ the latest edition of Robert’s Rules of Order Newly Revised; advise and consult with the County Chairman and Executive Committee to ensure meetings are conducted in accordance with proper procedure and decorum. Review all Executive Committee meeting minutes to ensure they are prepared by the Secretary in compliance with the latest edition of Robert’s Rules of Order Newly revised prior to submission for approval by the Executive Committee.

**Accountant:** Assists the Treasurer with DCRP Financial matters.

**Sergeant at Arms:** Keep order at all meetings and ensure meetings are conducted in accordance with proper authorities.

**Chaplain:** Arrange for prayers at meetings and events when requested, partner with organizations that protect religious liberty, engage pastors of congregations in elections, and advise County Chairman, Officers and Precinct Chairs on any legislation that threatens religious liberty.

**5.03 Failure to Appoint:** Should the County Chairman fail to appoint the above-named Officers within three (3) months of the County Chairman’s certification or appointment to that office, the Executive Committee shall make these appointments.

## **ARTICLE SIX: STANDING COMMITTEES**

**6.01 All** committees, subcommittees and committee members shall serve, as needed, for a term no longer as that of the County Chairman. The County Chairman shall recommend Committee and Subcommittee chairmen. All committees, subcommittees, and subcommittee members shall be approved by the Executive Committee. The Committee and Subcommittee Chairmen and County Chairman shall recommend the committee and subcommittee members. The executive committee shall nominate from the floor to fill these positions if needed. A report of all committee and subcommittee meetings shall be placed on the website within three (3) business days after the meeting under exclusive content.

**6.02 Notice:** The Committee or Subcommittee chairman shall notify all Executive Committee members of the time, place, and proposed agenda of items to be discussed of any meeting, including electronic meetings, of any committee or subcommittee at least 3 (three) days in advance. Notification shall be posted on the DCRP events page website.

**6.03 Fundraising Committee:** The Vice Chairman of Fundraising shall chair the Fundraising Committee. The committee shall work with the Treasurer and shall raise sufficient funds to implement the annual plan of work and budget approved by the Executive Committee. The Subcommittee chairmen shall serve as the Fundraising Committee and help effectively facilitate the Fundraising Committee’s needs and goals. The Vice Chair of Fundraising, the County

Chairman and the Subcommittee chairmen will work together to recruit and nominate Subcommittee members. The fundraising subcommittees shall be:

1. **Lincoln Reagan Dinner:** Coordinate with County Chairman to oversee the planning and planning of the dinner event. Work with a committee to help with the planning and execution of the event.
2. **Lincoln Cabinet:** Coordinate with County Chairman and Vice Chairman of Fundraising on defined returns. Secure at least four (4) meeting locations, speakers, and logistics for Lincoln Cabinet events. Partner with Vice Chairman of Fundraising and Vice Chairman of Finance to develop the benefits of members of Lincoln Cabinet. Provide a detailed debrief on each meeting.
3. **Lincoln Reagan Campaign Headquarters:** Coordinate with the Fundraising Chairman and the County Chairman to promote the opportunity to have a display booth/table at the Lincoln Reagan Dinner or other such events for the promotion of candidates, businesses, or organizations.
4. **Business Development:** Build relationships with local business owners via direct interaction with donors, and/or participants in our party.
5. **Volunteer Dinner/Event:** Coordinate with the Fundraising Chairman and the County Chairman to oversee the logistics and planning of a volunteer appreciation event, including the annual presentation of volunteer related awards.

**6.04 Audit Committee:** The County Chairman shall appoint an Audit Committee Chairman and at least four (4) additional members subject to confirmation by the executive committee, who shall conduct an annual review of financial records to be completed and presented to the Executive Committee each August.

**6.05 Bylaws Committee:** Prior to each Organizational Meeting, the incoming County Chairman shall appoint a Bylaw Committee Chair and at least four (4) additional members subject to confirmation by the executive committee who shall review the Bylaws and Rules and make a recommendation for adoption at the Organizational Meeting.

**6.06 Precinct Chairman Selection Committee:** The County Chairman shall appoint a Chairman of the Precinct Chairman Selection Committee subject to confirmation by the Executive Committee and at least six (6) additional members who shall make recommendations on appointments to fill vacancies of Precinct Chairs.

**6.07 Outreach/Community Events Committee:** The Outreach/Community Events Chairman, the County Chairman, and the Subcommittee Chairmen will coordinate with the Executive Committee to organize and mobilize Republican voters. The Outreach/Community Events Subcommittees shall be:

**1. U.S. Military & Veterans Affairs:** Liaison from the Party to veterans' organizations in Denton County. Build a cohesive community that keeps the Party and Denton County abreast of

opportunities to serve our veterans and active-duty military. Advise the County Chairman and Officers of legislation that affects our veterans and military. Encourage veterans to help grow our party. Act as a liaison between the veteran groups, Executive Committee, and Outreach/Community Events Chairman.

**2. High School Connections:** Work as a committee to reach different High school groups. and create new groups in our county to grow our party, register voters, increase membership in our clubs and build High School Club memberships. Act as a liaison between the high school clubs, Executive Committee, and Outreach/Community Events Chairman.

**3. College/Young Republicans (YR)/Young Conservatives of Texas (YCT):** Work as a committee to reach and or create different College age groups in our County to grow our Party, register voters, increase membership in our clubs and build College Club memberships. Act as a liaison between the college clubs, YRs, YCTs, Executive Committee, and Outreach/Community Events Chairman.

**4. Republican Clubs Presidents Council:** The County Chairman may work with the club presidents to provide resources to help secure more Republican voters and volunteers. Act as a liaison between the Republican clubs, Executive Committee, and Outreach/Community Events Chairman.

**5. Community Events Coordinator:** Work as a committee, within the budget, to reach different communities in our County by participating in events/fairs/booths to grow our party, register voters, increase membership in our clubs and build our volunteer base. Report back to Outreach/Community Events Chairman and Executive Committee.

**6.08 Publicity and Media Committee:** Work with all officers to promote all Executive Committee events. Upon approval of the County Chairman, direct contact for all media inquiries and needs (media access and interviews at events, interviews of County Chairman, etc.). Be present for interviews of the County Chairman whenever possible. Utilize social media for promotion of the party and work with the social media team on content (links, pictures, videos). Recognize and address any online issues with the County Chairman and Publicity and Media Relations Committee members. Meet regularly with the County Chairman to discuss and evaluate goals, issues, and needs. Seek to build, grow, and strengthen the party by inspiring, encouraging and supporting the County Chairman, Precinct Chairs, Officers, and activists. Develops and maintains letterhead, postcard, business card, and social media templates for Precinct Chairs to utilize for uniform presentation to voters and special event campaigns.

**6.09 Local Elections Committee:** Responsible for recruiting, vetting, and encouraging qualified persons to seek public office for local elections. Provide a campaign school for potential candidates. Assist in turning out the Republican vote. Accepts and reviews local candidate applications and make recommendations to the Executive Committee. In the case of two or more Republican candidates in a local election, compiles data on each candidate to produce

information for the public presented in gauge format identifying candidates as very liberal, liberal, leans liberal, moderate, leans conservative, conservative, and very conservative based on actions, positions, voting record, endorsements, contributions, and questionnaire responses on issues important to Republican voters. May offer practical assistance and advice to candidates, including but not limited to, fundraising, organizations, advertising, and campaigning.

**6.10 Election Integrity Committee:** Act as a liaison with the Denton County Elections Administration. Assist the County Chairman with election compliance issues and ensure certification of voter machines and other election related regulations are complied with. Conduct voter deputy registrar and poll watcher training. Act in an advisory capacity to the Denton County Elections Commission on election issues. Assist Publicity and Media Committee by providing election integrity data and support. Create processes and procedures to ensure voter rolls are accurate and up to date.

**6.11 Legislative Priorities Committee:** The Committee shall adopt grassroots advocacy to encourage the DCRP in sponsoring, supporting, Legislative Priorities of the Republican Party of Texas as outlined in the Platform of the Republican Party of Texas and reporting legislator's votes by:

1. Reviewing and/or monitoring bills filed in the Texas Legislature and U. S. Congress and providing information to the Executive Committee and the Republican voting public on bills that implement in whole or in part any of the Legislative Priorities of the Republican Party of Texas.
2. Promoting communication and education to Republican voters to promote passage of bills or ordinances that implement the Legislative Priorities of the Republican Party of Texas. Such activities may include testifying before the Texas Legislature, letter writing, making phone calls, emailing, and social media.
3. Making recommendations to other committees for action(s) to take in support of the Legislative Priorities of the Party.
4. Lobbying Elected Officials and reporting their votes to the Executive Committee.
5. Reviewing and monitoring local ordinances and issues for determining Legislative Priorities and policies.
6. Use in evaluating local candidates.

**6.12 Electronic Meetings:** All meetings of committees or subcommittees may be conducted via telecommunications or digital conference platform. Meetings held by telephone conference or digital conference platform, must allow for simultaneous aural communication, ability to share documents among all participating members, and must provide a method for non-committee members who have a right to appear before the committee or testify to seek recognition from the Chairman of the committee or provide a scheduled opportunity for such testimony prior to the vote being taken on the relevant issue. All electronic meetings shall be posted on the Events Page of the DCRP website with a three (3) day advanced notice. All Precinct Chairs shall

be invited as guests to all electronic meetings and shall receive a link of the meeting at least two (2) hours before the scheduled meeting.

**6.13 Video Taping/Live Streaming of Committee Meetings:** All meetings except executive sessions are allowed to be observed by the Precinct Chairs and videotaped/ livestreamed according to the RPT Rules.

## **ARTICLE SEVEN: VACANCIES**

### **1. Vacancies**

1. **Precinct Chairs:** A vacancy in the office of Precinct Chair shall be filled by a majority vote with one-quarter of the Executive Committee membership, excluding vacancies, constituting a quorum.

2. **County Chairman:** A vacancy in the office of County Chairman shall be filled by a majority vote with one-half of the Executive Committee membership, excluding vacancies, constituting a quorum.

## **ARTICLE EIGHT: FINANCIAL REVIEW**

**8.01 Headquarters** shall provide reasonable access for any Precinct Chair to examine all financial documents of the Executive Committee. Financial documents include, but are not limited to, receipts, invoices, checks, copies of checks, bank statements, accounts receivable, contracts, online banking activity, FEC, TEC, IRS and State reports and correspondence. Examination must take place at Headquarters and no documents and/or electronic copies are to be taken or removed from the Headquarters.

## **ARTICLE NINE: PARLIAMENTARY AUTHORITY**

**9.01 Authority:** The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern all proceedings of the Executive Committee and its committees except where inconsistent with the provisions of the Bylaws of this organization, and/or RPT rules.

## **ARTICLE TEN: AMENDMENTS**

**10.01 Amendment Procedure:** These Bylaws may be amended at any regular business meeting of the Executive Committee by a two-thirds (2/3) vote of all members present which must represent one-quarter of the total membership of the Executive Committee; provided written notice to amend has been given at the previous regular business meeting and also given in the notice of the call of the meeting.

## **ARTICLE ELEVEN: LEADERSHIP TRANSITION**

**11.01 Banking Transition:** When transitioning to a newly elected or appointed County Chairman, the Officers of the Executive Committee are expressly authorized to complete all

documents required by any financial institution to authorize the newly elected or appointed County Chairman and designee allowing said County Chairman and designee to become a signer on all the Denton County Republican Party bank accounts effective upon said County Chairman officially taking office.

**11.02 Officer and Committee Transition:** All outgoing officers and committee chairmen shall provide their files, both written and electronic, to their respective replacements or the County Chairman no later than ten (10) days after they vacate office or the organizational meeting, whichever is earlier.

## **ARTICLE TWELVE: RECORDS MAINTENANCE AND RETENTION**

**12.01 Filing and Storage of Records:** The County headquarters shall serve as a filing and storage center for permanent and temporary records of the DCRP. In January of each odd-numbered year, the County Chair shall appoint a temporary committee of not less than three (3) persons whose duty shall be to review all materials stored or filed at the headquarters, for the purpose of recommending safekeeping or disposition of same. If recommended by the Committee, the Chair shall make provisions for appropriate archiving of records deemed sufficiently important to be preserved, including records required to be maintained for audit.

**12.02 Inspection of DCRP Records:** Any Executive Committee Member shall have the right to inspect DCRP records in the presence of the County Chair or the Chair's representative.

**STANDING RULES  
DENTON COUNTY REPUBLICAN PARTY  
DENTON COUNTY EXECUTIVE COMMITTEE  
For the 2022-2024 term  
To be presented for Adoption July 14, 2022**

### **1. DONATIONS**

- a. Memorials for deaths and family tragedies are sent as follows: if death or family tragedies occur to Headquarters volunteers, Party officials, Precinct Chairs, elected officials, or their immediate family, and the family has requested memorials to a specific charity, then those wishes shall be respected; otherwise, flowers may be sent with \$150.00 limit. In cases of serious illness, flowers/gifts may be sent within the same guidelines.
- b. All monies expended for memorials and donations shall be limited to Republican-related groups, as herein before named.

## **2. PAC CONTRIBUTIONS**

Republican Candidates – only in general elections to candidates with viable opposition in an amount to be determined by the Executive Committee and ONLY if previously placed on an agenda and approved by the Executive Committee will be distributed by the appropriate PAC.

## **3. VOTER DATABASE INFORMATION**

- a. Precinct Chairs, and others approved by the County Chairman, will be given instructions on how to access the GOP Data Center for their walk lists, precinct voting data, etc. Precinct Chairs must allow a minimum of five (5) days for the precinct walk list to be provided by Headquarters.
- b. Denton County Elections Administration Voter Database resources are available to Precinct Chairs.

## **4. HEADQUARTERS USE**

- a. Republican candidates, clubs, senatorial district convention committees, and DCRP committees may have meetings at headquarters but must schedule such meetings with the Headquarters Executive Director.
- b. Anyone or any group using Headquarters must have a “person in charge” responsible for “lockup and cleanup.”
- c. DCRP staff, including volunteers, will not wear articles of clothing or other paraphernalia depicting favoritism among Republican candidates who are in contested primaries while working or otherwise engaged at Headquarters during contested Primary elections.
- d. Signs and materials for Republican candidates will become the property of DCRP and as such may be used or discarded at its discretion if left at Headquarters for more than sixty (60) days following the relevant election.
- e. All black and white photocopies are \$0.10 per page and color copies are \$0.40 per page or adjusted upwards based on increase in costs. There shall be no charge for DCRP business.
- f. For larger general records requests, the requester shall provide a new “in the package” flash drive.

## **5. CONFLICTS OF INTEREST**

- a. To avoid any appearance of conflict of interest or favoritism, neither the DCRP County Chairman nor paid staff may manage or volunteer for any Primary candidate’s campaign.
- b. Current party officers may not allow their party titles to be published as supporters of candidates in Primary Elections.
- c. DCRP paid staff shall remain neutral in intraparty contests for both public and party offices.
- d. No staff member shall file for office. If they want to file, they must leave their position first.

## **6. EXPENSES AND TRAVEL**

- a. No travel expense will be reimbursed unless approved by a majority vote of the DCRP Officers.
- b. Reimbursement for approved DCRP activities and events may be obtained for materials, postage, photocopies, etc. using an approved reimbursement request form. A reimbursement

request form may be approved by the County Chairman or Executive Director, but not for themselves.

c. No check for expenses, reimbursement, compensation, or other funds may be signed by the recipient of those funds.

## 7. RESOLUTIONS

a. All resolutions shall have three (3) copies and be seconded, according to Robert's Rules of Order.

b. When resolutions are passed, send an email and hard copy of the resolution to whom the resolution was written to according to the author. In the resolution email, carbon copy (CC) the person who authored the resolution and the person who seconded it. The secretary or corresponding secretary will write the resolution on DCRP letterhead and have it ready to be sent within three (3) business days. The Precinct Chair or their designated Precinct Chair who made the resolution will review it and send the hard copy.

## 8. OFFICIAL COMMUNICATIONS

All official DCRP electronic communications, including website information, and official social media must first be approved by the County Chairman, Executive Director, and Publicity and Media Chair. Communication of any kind with the media on behalf of the Executive Committee is restricted to the County Chairman and/or Publicity and Media Chair. All speaking/interview requests should be addressed to the County Chairman, or the Publicity and Media Chair, who maintains a database of current contacts.

## 9. PRECINCT CHAIR APPLICATIONS

The committee shall develop a questionnaire to be completed in addition to the Precinct Chair application which shall include among other matters, voting history, Republican activities, candidate support, campaign contributions, and criminal history. The process for reviewing and acting upon applications for a vacant Precinct Chair office is as follows:

**a. Upon submission of an application**, staff verifies the Precinct is vacant, verifies GOP Primary voting history, performs cursory background check, and verifies voter registration address with Denton County Elections.

**b. If Applicant is determined qualified**, the application, questionnaire, voting history, and background check are sent to the Precinct Chairman Selection Committee. If not qualified, Applicant is notified via email that includes the reason they were not qualified. An applicant that has been determined not qualified, may appeal the determination to the committee chair.

**c. Qualified Applicants** for a vacant Precinct Chair office will go through the Precinct Chairman Selection Committee. This rule shall not apply to Precinct Chairs who served during the preceding session or were elected in the Primary Runoff Election. The Precinct Chairmen Selection Committee must have at least three (3) members present to constitute a quorum when interviewing a Precinct Chair Applicant.

**d. The Applicant is invited** to a physical meeting for interview with the Precinct Chairman Selection Committee held at the DCRP headquarters or on location prior to Executive

Committee meeting. The Precinct Chairman Selection Committee interviews the Applicant and creates a report that contains a brief synopsis of the interview and any other findings and a recommendation to either seat or not seat each applicant and the reasons for their determination. The report shall be sent out to the entire Executive Committee in the next Executive Committee Call to Meeting Packet.

**e. Applicants are voted on** at the next Regular Business Meeting for approval by the Executive Committee.

**f. In the case of two or more qualified applicants** for a vacant Precinct Chair office,

1. The Precinct Chairman Selection Committee interviews the Applicants and creates a report that contains a brief synopsis of the interviews and any other findings and recommendation to either seat or not seat each applicant and the reasons for their determination.
2. After the Precinct Chairman Selection Committee has issued their report on each of the applicants, the candidates will be notified that they are in a contested race for the office, and they will have two minutes at the next Executive Committee meeting to present to the Precinct Chairs their reasons for being the best candidate for the office.
3. An election will then be held amongst the Executive Committee present using secret ballots to fill the vacancy.
4. Applications for a vacant Precinct Chair office shall close twelve (12) days prior to the next Regular Executive Committee meeting following the initial call to the meeting that included the initial Applicant's committee report.
5. Notice of the election for the contested Precinct Chair office will be included in the Executive Committee Meeting Agenda.

## **10. PRECINCT CHAIR RESIGNATIONS**

A Precinct Chair desiring to resign shall submit their resignation in writing to the County Chairman and is effective upon receipt by the County Chairman. Resignations or newly vacated precincts will be forwarded to the entire Executive Committee in the Call to Meeting packet. Within four (4) calendar days of a Precinct Chair resignation, the precinct is to be shown as vacant on the DCRP website Precinct Chair page.

**OUR LONG-STANDING OATH:** "I, (name) do solemnly swear, that I will faithfully execute the duties of the office of (Precinct Chair) of (Precinct number) of the Denton County, Texas Republican Party, that I will support the Republican Party only, both publicly and privately, I will support the principles of the Republican Party of Texas. I will vote in Republican Primaries and support Republican candidates. I will preserve, protect, and defend the constitution and laws of the United States and of the great State of Texas, so help me God."

## **12. AGENDA**

The agenda for any meetings of the Executive Committee shall be as follows:

- a. Convene
- b. Opening Ceremonies (i.e., prayer, pledges, inspirational)

- c. Roll Call and Call to Order,
- d. Order of the Day
- e. Reading and Approval of the Minutes
- f. Reports of Officers, Boards, and Standing Committees
- g. Reports of Special Committees
- h. Special Orders
- i. Unfinished Business and General Orders
- j. New Business
- k. Program
- l. Announcements
- m. Adjournment

An agenda item may be omitted if the item will not be undertaken at a particular meeting, with the exception of Unfinished Business and New Business.

### **13. PRESENTATION OF AWARDS TO CANDIDATES IN CONTESTED PRIMARY RACES**

The Denton County Republican Party does not endorse, favor, or otherwise show preference for any Republican candidate over another in contested primary races. Pursuant to this policy, awards or other special recognition will not be given to candidates in contested intraparty or primary races. This policy will be in effect when two or more candidates have filed in an applicable race and will end when a winner is determined either by election or withdrawal of all other candidates.

### **14. DECORUM AT EXECUTIVE COMMITTEE MEETINGS**

The following shall serve as Executive Committee decorum rules for all Precinct Chairs, Officers, and others in attendance:

- a. Please do not interrupt other speakers or Precinct Chairs even if you disagree strongly.
- b. Please be brief when speaking and ensure what you say is relevant.
- c. Please do not make statements during the speaker's question time; limit remarks to an actual question.
- d. Please be courteous and polite to speakers, guests, and fellow members even if you disagree strongly.
- e. Please refrain from speaking with others while the speaker has the floor or when business is being conducted.

### **15. HEADQUARTERS - SAFETY ISSUES**

- a. Whenever possible, there should be always a minimum of two people at Headquarters.
- b. If, for any reason, there is cause for concern, do not hesitate to call emergency 911. If Police are called and the Executive Director is not involved, contact the Executive Director and the County Chairman.
- c. Change locks, passwords, pins, and other forms of electronic access whenever anyone with a key ceases employment or is no longer associated with the Headquarters office. Key holder should be limited to the County Chairman, Executive Director, and employees.
- d. Interior offices

should be locked when not in use. Voter, candidate, employee, and any documents containing personal information must be secure and available only to the Executive Director, County Chairman, and their designees.

## **16. PARTY STAFF**

The following staff members and volunteers may be selected and terminated at the discretion of the County Chairman:

- a. Executive Director
- b. Headquarters staff members
- c. Staff Assistant - possible volunteer position
- d. Primary Elections Administrator
- e. Political Action Committee (PAC)/ FEC and TEC Treasurer
- f. Operations Manager
- g. Volunteer Coordinator (volunteer)

Paid staff members will retain their positions at the end of a County Chairman's term unless terminated by the incoming County Chairman. Volunteer staff members are automatically terminated at the end of a County Chairman's term unless re-appointed by the incoming County Chairman.

## **17. SECRET BALLOT VOTING**

- a. Paper ballots must be numbered in sequential order. Then, mixed up and distributed.
- b. Raise your hand to signify you need a ballot.
- c. To cast a vote, pass a clear container to put the ballot in or each voter can bring it up to the front and put it in a clear container.
- d. Each candidate chooses a teller and a watcher.
- e. If there are more than two choices and none of the candidates has a majority, take the top two winners, and do another vote using the same process.
- f. The ballots will not leave the room until after they have been counted and announced.
- g. The tellers announce the final vote count for each candidate and the Chair announces the winner.
- h. After the results are accepted, ballots are destroyed to maintain the secrecy of the vote.