

# **Galveston County Republican Party Executive Committee Bylaws**

## **ARTICLE I --- NAME**

**Section 1.** The name of this organization shall be the Galveston County Republican Party County Executive Committee, hereinafter referred to as the County Executive Committee.

**Section 2.** This organization is established by the Texas Election Code Section 171.021. The organization is governed by the Texas Election Code, the Rules of the Texas Ethics Commission, the Rules of the Republican Party of Texas, and these Bylaws.

**Section 3.** Abbreviations used in this document are as follows:

- Galveston County Republican Party: GCRP
- County Executive Committee: Executive Committee or CEC or EC
- Republican Party of Texas: RPT or the Party
- Texas Election Code: TEC

## **ARTICLE II --- PURPOSE**

**Section 1.** The purpose of the County Executive Committee shall be:

- A. To establish general policy of the Republican Party in the county, consistent with the platforms from the biennial County/Senatorial District and RPT State Conventions.
- B. To perform the duties assigned to the GCRP by the TEC and the Rules of the RPT.
- C. To represent the Republican Party of this county, state, and nation, articulating the Party's platform and supporting its candidates.
- D. To support, assist, and elect Republican candidates to public office, and to establish, promote and educate the voting public on positions and issues consistent with the State and National Republican Party Platforms.

- E. To cooperate in carrying out programs initiated by the RPT, including but not limited to:
  - 1. Conducting a Republican Primary in as many election precincts within the county as practicable, but, at a minimum, having a voting location in each County Commissioner's precinct; and
  - 2. Organizing a coordinated effort, including Get-Out-The Vote, preceding each general election, to publicize the Party's candidates.
- F. To educate and equip itself and its members to meet these goals.

**Section 2.** The GCRP CEC is charged with the responsibility of observing all laws of the State of Texas and these United States in fulfilling the purposes stated in this Article.

### **ARTICLE III --- MEMBERS**

**Section 1.** The voting members of the County Executive Committee shall be the County Chairman and the Precinct Chairmen. Officers and Committee Chairmen who are not Precinct Chairmen may serve as ex-officio (non-voting) members of the County Executive Committee. Membership of the Executive Committee is established by the [[TEC Sec. 171.022](#) & [RPT Rule 8p](#)]. Proxy voting is not allowed for any CEC member [[TEC Sec. 171.026](#) & [RPT Rule 6](#)].

**Section 2.** To qualify to hold the office of Precinct Chairman, a person must be a qualified voter residing within the bounds of the entity represented [[TEC Sec. 171.023](#)], and cannot be a holder of elected public office at the county, state, or federal level or candidate for such office. [[TEC Sec. 161.005](#)]

**Section 3.** The term of office shall be for two (2) years, commencing on the twentieth (20<sup>th</sup>) day after the Run-Off Primary Election Day, as provided for in [[TEC Sec. 171.022\(c\)](#)].

**Section 4.** Any vacancy in the office of County Chair or Precinct Chair shall be filled by the County Executive Committee.

- A. County Chair. A majority of the total membership of the County Executive Committee must participate in filling a vacancy and the person selected must receive a majority of the votes cast of those

members participating in the election, as provided by [[TEC Sec. 171.024\(a\)](#)]. The vote must be by secret ballot.

- B. Precinct Chair. One-fourth (1/4) of the total membership of the Executive Committee, excluding vacancies, shall constitute a quorum for filling a vacancy and the person selected must receive a majority of the votes cast of those members participating in the election, as provided by [[TEC Sec. 171.024\(c\)](#)].
- C. All resignations shall be submitted in writing and delivered in person, or by regular US Postal Service mail, or by electronic mail to the County Chairman or the Secretary.

## **ARTICLE IV --- OFFICERS**

**Section 1.** Officers of the County Executive Committee shall be the County Chairman, County Vice Chairman, Treasurer, and Secretary.

- A. County Chairman: The County Chairman is the presiding officer who is either elected during the general primary election by majority vote of qualified voters in the county who vote in the Republican primary, or is appointed by the CEC in the case of a vacancy. The County Chair is subject to all applicable laws in Texas Election Code and RPT Rules.
- B. The County Chairman shall appoint the Party Officers. These members do have to be confirmed by CEC vote. An officer may be removed from their position by the County Chair without a CEC vote.
- C. The County Chair shall submit one appointee for each of the three other officer positions. Those appointments must then be confirmed by a majority vote by those CEC members in attendance. For any appointee who fails to receive the majority vote necessary for confirmation, the Chairman shall submit another appointee.

In the event of a vacancy in the office of County Chair where no Secretary was already appointed, nomination of the Secretary will open to the floor at the next EC meeting where the vacancy exists. In no case shall the office of

Vice Chairman or Treasurer be vacant more than ninety (90) days. The appointments of the Vice Chairman and Treasurer must be ratified by the CEC, at the next available CEC meeting with a quorum present.

**Section 2.** The County Chairman may appoint a Sargent-at-Arms and/or a Parliamentarian to assist with the facilitating of CEC Meetings and protocol, those positions will serve at the will of the Chairman and will familiarize themselves with Robert's Rules of Order.

**Section 3.** The term of office of the officers shall be concurrent with that of the County Executive Committee, except in the event of a vacancy in the office of County Chairman, at which time the appointed officers shall serve only until election a new County Chairman. The newly elected Chairman may keep the officers in their respective roles, in which case, ratification by the CEC would not be needed. If new appointments are made, the CEC must confirm those new nominations; following the procedures noted in Section 1 of this article.

**Section 4.** Vacancies:

- A. A vacancy in the office of County Chairman shall be filled in accordance with the provisions of [[TEC Sec. 171.025](#)].
- B. A vacancy in the office of Vice Chair, Secretary and Treasurer shall be filled by the County Chair and CEC following the procedures noted in Section 1 of this article.

**Section 5.** Duties of officers shall be those prescribed by the parliamentary authority adopted by the County Executive Committee and by these Bylaws, as listed below:

- A. **County Chairman.** The County Chairman shall be the County Executive Committee (CEC)'s presiding officer and official spokesman. The County Chair is charged with the responsibility of conducting primary elections and primary run-off elections, if any, by and under the provisions of the TEC. In addition:
  - To perform those duties required by the statute and by these Bylaws and by the Rules of the Republican Party of Texas.

- To be an ex-officio member of all county Standing and Special Committees.
- To communicate with the party's nominees as necessary to maintain a well-ordered election, and to relay election information to such nominees.
- To make party records available to those persons entitled to examine same, in accordance with the TEC.
- The County Chairman will have the authority to enter into all agreements approved by the CEC. He/she has authority to approve checks for expenditures up to \$500.
- The County Chairman may be a member of the Texas Republican County Chairman's Association and any assessments or dues are to be paid by the County Executive Committee (CEC).

**B. County Vice Chairman.** The County Vice Chairman shall assist the Chairman as requested in the performance of any non – statutory duties of the office. The Vice Chairman may not perform any statutory duties as outlined by state law but may assist in any other functions of the County Chairman, including appointment to committees. In the 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. The Vice Chairman shall be responsible for monitoring committees and assisting committee chairs to ensure that each is meeting the objectives of their committee charters.

**C. Treasurer.** The Treasurer shall be responsible for keeping systematic records and for complying with any applicable state and federal statutes with regard to reporting contributions and expenditures. The Treasurer shall prepare a current report of financial conditions for presentation to the CEC at each regularly scheduled meeting. He/she has authority to issue checks for approved expenditures up to \$500. Any CEC approved or budgeted expenses above the \$500 level must have a check request form executed by the Chairman and one other executive officer other than the Treasurer. Once the check request form is executed, the Treasurer will complete and sign the check.

**D. Secretary.** The Secretary shall carry out the usual duties of that office, keeping an up-to-date role of the County Executive Committee

members and ensuring that each member receives timely notices of meetings. In addition:

- The Secretary shall maintain a permanent file containing minutes of the County Executive Committee meetings, both electronically and in writing.
- Maintain a current list of Executive Committee members and to furnish a list of vacancies which have occurred between regular meetings.
- At the start of each meeting, the Chairman or presiding officer will direct the Secretary to do a roll call to ascertain who is present and that a quorum is established.
- To assist the County Chair fulfill his/her obligations under [\[TEC Sec. 171.028\]](#). The Secretary will pass off all documents for filing and cloud/electronic storage to the County Chair at the end of each biennium.
- The Secretary is authorized to receive applications for a place on the Primary Ballot, as provided for in [\[TEC Sec. 172.022\(2\)\]](#).
- In the event of a vacancy in the office of County Chairman, the Secretary shall call a meeting of the County Executive Committee (CEC) for the purpose of electing a new County Chairman, as provided for in [\[TEC Sec. 171.025\]](#).
- The Secretary shall preside over CEC meetings in the absence of both the Chairman and Vice Chairman.

## **ARTICLE V --- MEETINGS**

**Section 1.** There are 3 types of meetings: Regular, Statutory, and Special.

**A.** Regular meetings of the CEC shall be held at least once per quarter.

**B.** Statutory meetings shall be called when required by TEC.

**C.** Special meetings may be called by the County Chair, or upon written demand of a minimum of twenty-five percent (25%) of Precinct Chairs. The purpose of the meeting is to respond to some emergency or other time critical issue. This purpose will be stated in the call, and no other business shall be considered at the special meeting except that which is stated in the call to the

meeting.

**D.** The Organizational Meeting is a regular meeting. In each even-numbered year, as required by [RPT Rule 8e](#), one of the regular meetings shall be an organizational meeting to be held within forty-five (45) days of the date the CEC takes office. (This is twenty (20) days after the Primary Run-off Election according to [\[TEC Sec. 171.022\(c\)\]](#)). The County Chairman shall be responsible for calling the meeting however, if the County Chairman does not call the meeting, then twenty-five percent (25%) of Precinct Chairs may, by written demand, call an organizational meeting.

## **Section 2. Quorum**

**A.** Statutory business – For business which must be addressed as a requirement of law, a quorum shall consist of those members present.

**B.** Non-Statutory Business and Filling Vacancies – One-fourth (1/4) of the membership, excluding vacancies, shall constitute a quorum for conduct of non-statutory business.

**C.** Vacancy of the County Chair – For all business pursuant to filling a vacancy in the office of County Chair, a quorum shall consist of a majority of the current membership. To be elected, a person must receive a favorable vote of a majority of the members voting, pursuant to TEC Section 171.024(b).

## **Section 3. Meeting Calls**

**A.** Organizational Meeting: Notice for the Organizational Meeting shall be via email, and emailed no later than seven (7) days prior to the day of the meeting. The agenda of the organizational meeting shall include, but not be limited to, the swearing in of the newly elected CEC members and the adoption of Bylaws and/or Rules for the biennium. The proposed Bylaws and/or Rules shall be sent out with the meeting call via email at least seven (7) days prior to the day of the meeting.

**B.** Regular or Statutory Meetings: Notice for these meeting shall be via email, no later than ten (10) days prior to the day of the meeting.

- C. Special Meetings: Notice shall be via email, no later than five (5) days prior to the day of the meeting.
- D. All meeting notices shall state the time, date, and location of the meeting and the names(s) of the person(s) issuing the call.

#### **Section 4. Meeting Agenda**

- A. All meeting notices must include a proposed agenda with a statement of any business requiring a vote of the CEC.
- B. Any CEC member who wishes to post an item on the agenda of a Regular Meeting must make such request of the County Chair or Secretary.
- C. The final agenda of a Regular Meeting will be emailed no later than five (5) days prior to the meeting
- D. Official action may be taken only on items listed on the final agenda unless unanimous consent is received from CEC members present at the meeting to waive such requirement.
- E. The agenda for Regular Meetings of the CEC shall include a section for New Business. The presiding officer shall respectfully give all precinct chairs an opportunity to briefly present information during New Business. Further discussion and official action on those new business topics will normally be placed on the agenda for the next Regular Meeting; unless as stated above in Paragraph D. The Chairman may place a time limit on new business discussion for the good of the entire CEC.

**Section 5.** No CEC meeting shall be held during the week of the biennial State Convention or the quadrennial National Convention.

**Section 6.** In accordance with [RPT Rule 8g](#), all meetings of the County Executive Committee, including meetings of any, sub-committee, or ad hoc committee shall be open to any member of that CEC, and they shall have the right to appear before any such committee, sub-committee, or ad hoc committee and make recommendations for the committee's consideration or testify concerning any item under purview of the committee. This Rule does not preclude the committee from going into executive session; however, such executive session(s)



shall be open to any member of the County Executive Committee (CEC) including ex-officio members.

**Section 7.** In the event of a “state of emergency”, called for by the County Judge, State Governor, or U.S. President, the CEC meetings may be held electronically by video conference. All other rules, such as quorums, will still apply. Voting during these meetings will be done by “roll call”.

**Section 8.** Between formal meetings, the Officers shall meet on an as-needed or ad hoc basis. This is to ensure execution of the decisions made by the CEC, and for planning purposes. The Officers shall consult with, and be advised by the Chairmen of the standing committees. These meetings may be held in-person, by phone, or electronically by video conference.

**Section 9.** Discussion and debate on any matter brought before the GCRP CEC will be conducted per Robert’s Rules of Order. The CEC member who makes the motion will be the first to speak, the “2<sup>nd</sup>” shall speak second. Each subsequent speaker will be entitled to speak for not more than three (3) minutes on a main motion and two (2) minutes on amending motions. Provided, however, that the limitations contained in this section may be suspended by a two thirds (2/3) vote of the CEC members present.

**Section 10.** Voting at all meetings of the CEC shall customarily be conducted by voice vote. However, any member may require a rising vote if the voice vote is too close to call. Any member may request a Roll Call Vote; it shall be taken when ordered by a one-fifth (1/5) of the CEC assembly, similar to [RPT Rule 7](#). Any member may require a secret ballot with a motion and a second, such a request for secret ballot shall take precedent over other orders. The election to fill the vacancy of County Chair shall always be by secret ballot.

## **ARTICLE VI --- COMMITTEES**

**Section 1.** The County Chairman shall appoint the Chairmen of the Standing and/or Special Committees deemed necessary to carry out policies of the GCRP. These Chairmen do not have to be confirmed by CEC vote. Committee Chairman can be removed by the County Chair without a confirming vote of the CEC.

**Section 2.** Standing Committees of the GCRP are as follows:

- A. Communications: This committee shall develop and maintain a variety of mediums to communicate with and promote the activities, goals and objectives of the GCRP to the general public. In coordination with other committees, this will promote good Public Relations for the GCRP.
- B. Education and Outreach: This committee shall identify community events of interest to the GCRP, suggest programs for the county party, and coordinate outreach to legislators at all levels of government. In coordination with other committees, this will promote good Public Relations for the GCRP.
- C. Finance: This committee is responsible to, and will account for CEC funds. The Finance Committee will conduct a financial review of the previous year's budget and all party financial accounts excepting the county primary fund each year. The committee report will be delivered at the second regular EC meeting each calendar year. In coordination with other committees, this committee will plan fundraising events at the direction of the CEC.
- D. Get Out The Vote: This committee shall coordinate all manner of events relating to upcoming elections, with the purpose of increasing voter turnout for Republican candidates. In coordination with other committees, it may assist with fundraising, outreach, and other activities which advance the goals of the GCRP in the general public. In coordination with other committees, this will promote good Public Relations for the GCRP.
- E. Precinct Chair Vacancy: This committee is responsible to recruit, screen and nominate individuals to fill vacancies in the office of precinct chair. Its nominations will be presented to the CEC for its vote, in order to be approved.
- F. Rules, Resolutions and Bylaws: This committee shall evaluate updates to these Bylaws and evaluate supplemental rules to the Bylaws which will improve the functioning of the GCRP and CEC. This committee shall also evaluate resolutions which promote the legislative and/or policy priorities for the GCRP and CEC.

**Section 3.** Special Committees or Ad Hoc Committees may be established by the CEC as needed.

**Section 4.** Membership of Committees. The Chairman must be a member of the CEC. Other members shall be a resident of Galveston County, and affiliated with the Republican Party. Committee Chairmen shall have broad discretion to recruit and select members to fulfill the committee's duty. The County Chairman may also assign committee members. A committee member may be removed by the County Chairman from a committee upon request of the Committee Chairman without a CEC vote.

**Section 5.** Each committee is authorized to develop procedures for conducting the business within that committee's jurisdiction, subject to review and amendment by the full CEC. However, only CEC members may vote within a committee.

Committees do not make decisions on behalf of the CEC. Rather they serve in both an advisory capacity to the CEC and to execute the specific activities and functions determined by the CEC.

## **ARTICLE VII --- Resolutions**

**Section 1.** Resolutions may be passed by a majority vote of a quorum present during a regular or special meeting of the CEC. The resolution will be submitted to the CEC along with the agenda when a meeting is called. This rule maybe set aside by waiving the rules of procedure and with a unanimous vote in favor of the resolution. Resolutions will expire with the Biennium in which they were passed.

## **Article VIII --- Parliamentary Authority**

**Section 1.** Rules of procedure that are not already addressed specifically in these bylaws default to Robert's Rules of Order. The most current edition of *Robert's Rules of Order Newly Revised* shall govern the CEC in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, supplemental rules, any special rules promulgated by the Republican Party of Texas, or applicable state or federal statutes.

**Section 2.** This section shall serve to clarify that the CEC rules, including Robert's Rules of Order, are not intended to stifle debate and discussion between members of the CEC; including any members holding official positions, such as the Chairman or Secretary, for example. No member in an official position, either elected or appointed, should abuse their position; rather they should use it to help the CEC further its objectives and goals as a whole. Let it further be clear that those in elected or appointed positions should not be silenced because of that position. In fact, the CEC should welcome their input on any subject matter where the members of the CEC shall need decisions made or votes taken.

**Section 3.** Officers of the CEC shall not be prevented from deliberating on any motion placed on the floor.

**Section 4.** In the event that the County Chairman or Presiding Officer of the CEC needs to make a motion on the floor during a CEC meeting, he/she shall temporarily delegate the function of his/her official position. He/she will delegate any official authority to another Officer or CEC member in order to carry out the debate or vote of said motion on the floor. Upon resolution of the matter, the County Chairman or Presiding Officer will resume the function of his/her official position.

## **ARTICLE VIV --- AMENDMENT OF BYLAWS**

**Section 1.** These bylaws may be amended by a two-thirds (2/3) vote of the members of the CEC present and voting at a properly called meeting of the County Executive Committee. Notice to amend shall be given at the previous Regular Meeting. The proposed amendments will be sent, via email, to each County Executive Committee member no later than five (5) days prior to the Regular Meeting or the Special Meeting called for that purpose.

Adopted by the Membership of the Galveston County Republican Party Executive Committee on this 22<sup>nd</sup> day of June 2022.

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Patrick J. McGinnis, M.D.  
Chairman