

BY-LAWS OF THE

MONTGOMERY COUNTY REPUBLICAN PARTY

Adopted by the County Executive Committee

on the 14th day of June, 2016.

**ARTICLE I**

**NAME**

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

**ARTICLE II**

**PURPOSE**

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

- A. To establish general policy of the Republican Party in Montgomery County;
- B. To represent the Republican Party of this county, state, and nation, articulating the Party's positions and promoting the Party's candidates;
- C. To cooperate in carrying out programs initiated by the Republican Party of Texas, including but not limited to:
  - (1) conducting a Republican Primary in as many election precincts within the county as practicable and, in any event, holding a Republican Primary in at least one consolidated precinct in each County Commissioner's precinct in the county; and,

- (2) organizing a coordinated effort preceding each general election to publicize the Party's candidates.

**Section 2.** The Montgomery County Republican Party Executive Committee shall not endorse or oppose any candidate appearing on the Republican Primary, Primary Runoff or Special Election ballot; nor shall the Committee endorse or oppose any candidate or candidates or endorse or oppose any issue or issues appearing on any non-partisan ballot.

**Section 3.** The Executive Committee 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 Executive Committee shall be composed of the County Chairman and the Precinct Chairman, or Executive Committeeman of the respective election precincts in the county, all of whom are elected biennially as provided in the appropriate section(s) of the Texas Election Code, and as such, shall be the only voting members of the committee.

**Section 2.** To qualify to hold the office of Precinct Chairman or County Chairman, a candidate must be a qualified voter residing within the bounds of the entity represented and, during the voting year in which primary elections are held, must have voted in the Republican Primary.

**Section 3.** The term of office shall be for two (2) years commencing on the twentieth (20th) day after the Runoff Primary Election day as provided for in the appropriate section(s) of the Texas Election Code.

**Section 4.** Any vacancy in the office of County Chairman or Precinct Chairman shall be filled by the Executive Committee. A majority of the total membership of the 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 the appropriate section(s) of the Texas Election Code.

## ARTICLE IV

### OFFICERS

**Section 1.** Officers of the Executive Committee shall be the County Chairman, the County Vice-Chairman, Treasurer, Secretary, Parliamentarian, General Counsel and Sergeant-at-Arms. The Chairman shall appoint the Treasurer immediately upon assuming office. The County Vice-Chairman, Parliamentarian, General Counsel and Sergeant-at-Arms shall be appointed by the County Chairman, and in no case shall the office of Vice-Chairman be vacant more than ninety (90) days. The Secretary shall be elected by the Executive Committee at the first meeting of the Executive Committee following commencement of term of office.

**Section 2.** The term of office of the officers shall be concurrent with that of the Executive Committee, except that in the event of a vacancy in the office of County Chairman, the appointive officers shall serve only until election of a new County Chairman.

**Section 3.** A vacancy in the office of County Chairman shall be filled in accordance with provisions of the appropriate section(s) of the Texas Election Code. A vacancy in the office of Secretary shall be filled by the Executive Committee at the next regular quarterly meeting of the Executive Committee following notice of the vacancy, or at a special meeting called for that purpose.

**Section 4.** Duties of officers shall be those prescribed by the parliamentary authority adopted by the Executive Committee and by these bylaws as listed below:

- A. **COUNTY CHAIRMAN.** The County Chairman shall be the Executive Committee's presiding officer and official spokesman. He shall perform those duties required by statute. and by these bylaws and by the Rules of the Republican Party of Texas. He shall be an ex-officio member of all county Standing and Special Committees. Subject to approval of the Executive Committee, the County Chairman may be a member of the Texas Republican County Chairman's Association and any assessments or dues may be paid by the County Executive Committee as authorized by the Executive Committee.
- B. **COUNTY VICE-CHAIRMAN.** The County Vice-Chairman shall assist the Chairman as requested in performance of duties of the office and, in the event of his absence, resignation, death or inability or unwillingness to serve, the Vice-Chairman shall serve as Acting Chairman until the Chairman resumes his duties or until the election of a new Chairman.
- C. **TREASURER.** The Treasurer shall be responsible for keeping systematic records and for complying with any applicable state and federal statute with

regard to reporting contributions and expenditures. The Treasurer shall prepare a quarterly report of financial condition for presentation to the Executive Committee. The Treasurer shall be an ex-officio member of the Finance Committee.

- D. **SECRETARY.** The Secretary shall carry out the usual duties of that office, keeping an up-to-date roll of the Executive Committee's members and insuring that each member receives timely notices of meetings. A permanent file containing minutes of the Executive Committee meetings shall be maintained. 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 provided for in the appropriate section(s) of the Texas Election Code. The Secretary is authorized to receive applications for a place on the Primary Ballot as provided for in the appropriate section(s) of the Texas Election Code.
  
- E. **PARLIAMENTARIAN.** The Parliamentarian shall be responsible for ensuring that all meetings of the Executive Committee shall be governed by Robert's Rules of Order where applicable and not inconsistent with these bylaws or any state or federal statute. The Parliamentarian may assist such other Boards or Committees of the Executive Committee as may from time to time be directed by the County Chairman or requested by the presiding officer or Chair of such other Board or Committee.
  
- F. **GENERAL COUNSEL.** The General Counsel shall provide legal counsel to the Executive Committee as to matters that may come before the Executive Committee or any Board or Committee serving under the Executive Committee as well as provide legal opinions as to the general applications of state or federal statutes and/or administrative regulations as may be deemed necessary at the direction and upon request of the County Chairman. When required, subject to the approval and ratification by the Executive Committee, General Counsel shall be the officer responsible for the coordination of outside legal counsel.
  
- G. **SERGEANT-AT-ARMS.** The Sergeant-at-Arms shall assist the Chairman in maintaining a proper decorum at all meetings of the Executive Committee and to ensure that all business to come before such meeting may be disposed of in an orderly, non-disruptive and professional manner. The Sergeant-at-Arms shall be the officer responsible for the removal of any person deemed by the Chair to be so disruptive or abusive of a privilege during a meeting of the Executive Committee that to allow such person to remain would seriously impede the Committee from conducting and completing the business for which the Committee was called to order.

## ARTICLE V

### MEETINGS

**Section 1.** The Executive Committee shall meet at such times as required by the Texas Election Code and in no event shall there be fewer than one meeting held each quarter.

**Section 2.** In the year in which the Executive Committee is elected, one of the regular quarterly meetings shall be an organizational meeting, to be held within forty-five (45) days after the term of office begins for the County Chairman and the Precinct Chairmen. (This is twenty (20) days after the Primary Run-off Election according to Subsection 171.022 © of the TEC.) The meeting shall be held for the purpose of adopting bylaws, electing the Executive Committee Secretary, constituting Standing Committees, and other business pertinent to organizing the Executive Committee.

**Section 3.** The Executive Committee shall meet at the call of the Chairman, except that meetings may also be called by petition of twenty-five (25%) per cent of its membership to the responsible officer.

**Section 4.** Not less than seven days written notice shall be required for all meetings, except in the event of a stated emergency, in which case two (2) days notice by personal contact of each member shall be deemed sufficient.

**Section 5.** A quorum for conduct of business shall be one-fourth (1/4th) of the total membership of the Executive Committee. A quorum for statutory meetings shall be those members present; however, if one-fourth (1/4th) of the membership is not present at a statutory meeting, only business required by the Election Code shall be transacted.

**Section 6.** Voting shall be by personal attendance only, except that the Executive Committee may authorize voting by mail to fill vacancies in the office of Precinct Chairman (Executive Committeemen) and members of Standing Committees.

**Section 7.** Discussion or debate on any resolution or other matter of business brought before the Executive Committee or any Committee of the Montgomery County Republican Party shall be limited to a total of two (2) speakers "For" and two (2) speakers "Against". Each speaker will be entitled to speak not more than two (2) minutes on such matter for or against, provided, however, that the limitations contained in this section may be suspended by a majority vote of the quorum of the respective Committee before which such matter is set for discussion or debate.

## ARTICLE VI

### ADVISORY BOARD

**Section 1.** Officers of the Executive Committee, appointive and elective, plus three (3) members of the Executive Committee to be selected by the Executive Committee at the organizational meeting of the newly constituted Executive Committee, shall compose the Advisory Board of the Republican Party of Montgomery County.

**Section 2.** The Advisory Board shall have general supervision of the county party between meetings of the Executive Committee and shall be authorized to conduct necessary business on behalf of the Executive Committee, subject to provisions of the Texas Election Code and these bylaws.

**Section 3.** The Advisory Board shall meet at the call of the County Chairman, who shall be the presiding officer, or at the petition of three (3) members of the Board to the responsible officer. Five (5) days written notice of meeting shall be given each Board member, except in case of an emergency in which event notice by personal contact of each Board member is permissible.

**Section 4.** Four members shall constitute a quorum for transaction of business at all meetings of the Advisory Board.

## ARTICLE VII

### COMMITTEES

**Section 1.** There shall be the following Standing Committees: Vacancy, Rules, Candidates, Finance, Leadership & Organization, and Headquarters & Volunteers.

**Section 2.** Each Standing Committee shall be composed of no less than five (5) nor more than twenty (20) members, except for the Vacancy Committee which shall have no more than twelve (12) members. No less than three-fifths (3/5ths) of each committee shall be elected by the Executive Committee at its organizational meeting provided for in Article V, Section 2 of these bylaws. The remainder, including the Committee Chairman, shall be appointed by the County Chairman.

A quorum for the conduct of committee business shall be a majority of the membership of the committee.

**Section 3.** Each committee is authorized to develop procedures for conducting the [of] business within the committee's jurisdiction, subject to review and amendment by the full Executive Committee.

**Section 4.** Qualifications for being eligible to serve on any Standing Committee shall include previous support of the Party's nominees, with no record of having supported an opposition party's candidate in the last preceding general election. Additional qualifications may from time to time be imposed by the Executive Committee as the same may deem appropriate.

**Section 5.** A committee member or members may be removed from a committee upon request of the Committee Chairman or County Chairman subject to approval of the Executive Committee unless such member was appointed by the County Chairman in which event such approval shall not be required.

**Section 6.** The duties of the Standing Committee shall be as follows:

- A. VACANCY COMMITTEE.** The Vacancy committee shall recruit and interview legally qualified persons to fill vacancies on the Executive Committee as provided in Article III, Section 2 of these bylaws. Persons recommended by majority vote of the Vacancy Committee shall be submitted to the Executive Committee for selection. The Vacancy Committee shall meet at the call of the Committee Chairman.
- B. RULES COMMITTEE.** The Rules Committee shall periodically review the bylaws governing the Executive Committee and may recommend amendments thereto which have been approved by a majority of all members of the Rules Committee to the Executive Committee for consideration. The Rules Committee shall meet as deemed necessary at the call of the Committee Chairman.
- C. CANDIDATES COMMITTEE.** The Candidates Committee shall endeavor to recruit and encourage qualified persons to seek public office on the Republican ticket. Following the Primary Elections each biennium, the Candidates Committee shall offer practical assistance and advice to the Party's candidates relevant to fundraising, organization, reporting and such other information as the Committee deems relevant to assist the Party's candidates.
- D. FINANCE COMMITTEE.** The Finance Committee shall be responsible for planning and directing fundraising activities for the County Party. The Committee shall also prepare a budget, either annually or biennially as determined by the Executive Committee, to submit to the Executive Committee. The Treasurer shall be an ex-officio member of the Finance Committee and associate members, serving in an advisory capacity, may be appointed by the County

Chairman. The Committee shall meet as needed at the call of the Committee Chairman.

**E. LEADERSHIP & ORGANIZATION.** The Leadership & Organization Committee shall develop and conduct periodic training programs for Precinct Chairman, campaign workers, and/or potential Party supporters, in cooperation with the Republican Party of Texas. The Committee shall meet at the call of the Committee Chairman as often as is necessary to accomplish the Committee's goals.

**F. HEADQUARTERS & VOLUNTEERS.** The Headquarters & Volunteers Committee shall develop and maintain a list of volunteer workers to support Republican Party activities and shall keep, maintain and operate the Headquarters of the Montgomery County Republican Party. The Committee shall meet at the call of the Committee Chairman.

**Section 7.** The County Chairman may appoint such special committees as he deems necessary to assist him in carrying out duties not specifically assigned to a Standing Committee.

**Section 8.** Each Standing Committee shall maintain minutes of its meetings and shall file such minutes with the Secretary of the Executive Committee within a reasonable time after any meeting of such Standing Committee. A permanent file containing minutes of each Standing Committee meeting shall be maintained by the Secretary in the same manner as the Secretary maintains minutes of the Executive Committee meetings.

**Section 9.** For purposes of these bylaws, an ex-officio member of a committee shall serve in such position only in an advisory capacity and shall not be allowed to vote on any matter pending before such committee nor shall be included for purposes of establishing a quorum. An ex-officio member of a committee shall not be counted as a member of a committee for purposes of committee membership under subsections A-F of Section 6, Article VII.

## ARTICLE VIII

### PARLIAMENTARY AUTHORITY

**Section 1.** The rules contained in the most current edition of Robert's Rules of Order shall govern the Executive committee in all cases to which they are applicable and in

which they are not inconsistent with these bylaws and any special rules promulgated by the Republican Party of Texas, or any state or federal statutes.

## **ARTICLE IX**

### **AMENDMENT OF BYLAWS**

**Section 1.** These bylaws may be amended by a two-thirds (2/3rds) vote of the members of the Executive committee present and voting at a properly called meeting of the Executive committee by giving notice at the previous regular meeting, or by mailing written notice to each Executive committee member at least seven (7) days in advance of a regular or special meeting called for that purpose.

## **Montgomery County Republican Party Administrative Rules**

*Added May 2017*

### **1. HEADQUARTERS**

Headquarters volunteers must remain neutral in contested Primary elections and on any contested issues whether or not on a ballot, while serving in the Headquarters; and Primary election campaign and/or candidate paraphernalia should not be worn or displayed by volunteers while serving as a volunteer in the Headquarters.

The Headquarters is encouraged to be used by candidates, clubs and Standing Committees but meetings should be scheduled with the Headquarters or County Chairman. Any of those organizations named above must select a person or persons to be in charge and report this to Headquarters or County Chairman prior to the meeting.

### **2. RESOLUTIONS**

For a Resolution or any Measure to be considered by the CEC at any regular or called meeting, it must be submitted in writing or via email by a current member of the County Executive Committee (CEC) to the County Chairman fourteen (14) days prior to the date of the meeting. The Chairman will review the Resolution or Measure for form only and subsequently will place it on the meeting Agenda under New Business. In case of time sensitive matters, a CEC member may move for suspension of this rule, which suspension shall require majority vote of those present, so that the Resolution may be considered by the CEC without first having been placed on the Agenda.

### 3. OFFICIAL COMMUNICATIONS

The County Chair or Executive Assistant reserves the right to edit and/or delete any content on the MCRP web site ([www.mcrp.org](http://www.mcrp.org)).

The MCRP Face Book site shall be monitored under the direction of the County Chairman and the Executive Assistant.

Official communications, including website and event calendar postings, must first be approved by the County Chairman or Executive Assistant before being posted.