

**ORANGE COUNTY REPUBLICAN PARTY BYLAWS**

Adopted: August 28, 1989

Revised: October 25, 2022

# **ARTICLE ONE - THE EXECUTIVE COMMITTEE**

1.01 Name: The name of the Committee shall be the Orange County Republican Party Executive Committee, hereinafter referred to as the "Executive Committee".

1.02 Membership: Membership of the Executive Committee shall be comprised of the Republican Party County Chairman and the Republican Precinct Chairmen of Orange County, Texas, as provided by the Election Code of the State of Texas.

1.03 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 Orange County.

a) Expenditure Authorization. The Executive Committee shall authorize (by vote) any expenditure from the Party's account (or accounts including petty cash) which exceeds One Hundred Dollars ($100.00) or twenty-five percent (25%) of the current account(s) balance, whichever is least.

# **ARTICLE TWO – OBJECTIVES**

2.10 Objectives: The objectives of the Executive Committee shall be:

1. To conduct the business of the Orange 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;

1. To promote an informed electorate through political education;
2. To increase the effectiveness of residents of Orange County in the cause of good government through active participation;
3. To facilitate cooperation among Republicans of Orange County and to promote the welfare and growth of the County Republican Party; and
4. To encourage cooperation with the Republican Party of Texas; and to promote its ideals.

# **ARTICLE THREE – MEETINGS**

3.01 Statutory meetings. A quorum for conduct of statutory business (called for by the Texas Election Code) shall consist of those members present**. See section 4.01**

3.02 Regular Business Meetings. Meetings of the Executive Committee shall be held a minimum of four times per year (one per calendar quarter [(i.e. First Quarter = January, February, March)] and shall be scheduled by the County Chairman. All members shall be notified by the secretary in writing (mail, facsimile, email, etc.) of the time and place of these meetings at least ten (10) days prior to the date they are to be held.

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

1. a written call issued by the County Chairman at least ten (10) days prior to the meeting date,
2. a written call signed by forty percent (40%) or more of the number of members of the Executive Committee in office at the time of the signing of the call.

3.04 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 of the Special Meeting, together with the object or object thereof. At least ten (10) days prior to the date of the meeting, written notice of the call containing the information required by these By-Laws, shall be mailed or emailed to each member of the Executive Committee at his address as it appears on the records of the Executive Committee by or under the authority of the Secretary.

## **ARTICLE FOUR - CONDUCT OF MEETINGS**

4.01 Quorum. At all Special, Regular Business and Statutory meetings a quorum, for the purpose of a vote, shall consist of a minimum number of members of the Executive Committee equal to or greater than forty percent (40%) of the voting members.

4.02 Attendance at Meetings. At all meetings of the Executive Committee only members of the Executive Committee shall have privileges of the floor. Guests may address the Executive Committee with the approval of the Chairman or the Executive Committee.

4.03 Voting. Only members of the Executive Committee shall have the right to vote. Proxy not allowed.

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

5.01 Eligibility. According to the Texas Election Code, " Affiliation with party required."

1. A person must be affiliated (as defined in the Texas Election Code, Section 162) with our political party to be eligible to:
   * 1. Serve as a delegate to or otherwise participate in a convention held by the party under this code.
     2. be elected as a member of or be appointed to fill a vacancy on a state executive committee; or
     3. be appointed to fill a vacancy on a county executive committee.
2. The affiliation requirement prescribed by Subsection a) 2) and a) 3) applies only during a voting year in which the general election for State and county officers is held and does not apply until:
   * 1. general primary election day for a party holding a primary election; or
     2. the date of the precinct conventions held under this title, for a Party nominating by convention.
   1. County Chairman. The County Chairman is elected for a two (2) year term in the Texas Primary Election by county voters. 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.
   2. County 1st Vice-Chairman. The County Vice-Chairman shall be appointed by the County Chairman, with the appointment being confirmed by the Executive Committee, for a term no longer than that of the County Chairman who appoints him (her). The Vice-Chairman acts in place of the County Chairman when the Chairman is not available to perform his (her) duties. The 1st Vice Chairman shall assist the leaders of all auxiliary groups in the county. The 1st Vice Chairman shall assist the County Chairman in a') duties of thatoffice as assigned by the County Chairman. The County 1st Vice Chairman position does not confer Executive Committee membership.
   3. County 2nd Vice-Chairman. The County Vice-Chairman shall be appointed by the County Chairman, with the appointment being confirmed by the Executive Committee, for a term no longer than that of the County Chairman who appoints him (her). The 2nd Vice-Chairman shall assist the County Chairman in all the duties of that office as assigned by the County Chairman. The County 2nd Vice-Chairman position does not confer Executive Committee membership.
   4. Precinct Chairmen. A Precinct Chairman is elected for a two (2) year term by primary voters in the precinct in which he (she) resides. To qualify to hold the office of Precinct Chairman, a person must be a qualified voter residing within the bounds of the entity represented and cannot be a holder of public office at the county, state, or federal level or candidate for such office. 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 meetings of the County Executive Committee, conduct Republican Primary Elections and Republican Precinct Conventions in his (her) precinct.
   5. Secretary. A secretary will be appointed by the County Chairman with the approval of the Executive Committee at the first statutory meeting of 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, ensure that each member receives timely notices of meetings 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. The Secretary position does not confer Executive Committee membership.
   6. Treasurer. A Treasurer shall be appointed by the County Chairman, with the approval of the Executive Committee. He (She) shall be 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 regarding 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 after approval by the Executive Committee. All Checks will be signed by the Treasurer and counter-signed by the County Chairman or his (her) Vice-Chairman. The Treasurer will make written reports of receipts and disbursements for presentation to the Executive Committee at all regular business meetings. The Treasurer will keep accurate and complete financial contributor records, listing name, address, amount given and the date of contribution. The Treasurers books and records will be open to all members of the Executive Committee upon request. An annual audit will be conducted by a committee of three (3) appointed by the County Chairman and be completed and presented to the Executive Committee not later than February 28 of the following year. Similarly, a change of Treasurer shall require an audit of the records and a report to the Executive Committee prior to the transfer of the records. The Treasurer is not an Executive Committee member.
   7. Parliamentarian. A Parliamentarian may be appointed by the County Chairman with the approval of the Executive Committee. The duties of this office will be to keep order at all meetings and ensure that they are conducted in accordance with proper authorities. The Parliamentarian position does not confer Executive Committee membership.
   8. Sergeant-at-arms. The Sergeant-at-Arms shall assist the presiding officer in maintaining order at all Executive Committee meetings and shall be responsible for designating separate seating for guests at the meetings. The Sergeant-at-Arms position does not confer Executive Committee membership.
   9. Failure to Appoint. Should the County Chairman fail to appoint the above-named Officers within three (3) months of his(her) certification or appointment to that office, the Executive Committee shall make these appointments on its own cognizance.

## **ARTICLE SIX – APPOINTMENTS**

6.01 Selection Committee. The County Chairman shall appoint Executive Committee members to serve as the Selection Committee consisting of a Chairman and a minimum of two (2) additional members who shall make recommendations on appointments to fill vacancies of Precinct Chairmen. The appointment of all members of this committee must be approved by a vote of the Executive Committee. This Committee will also recommend replacements for the office of County Chairman.

6.02 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 standing Selection Committee will meet and present its recommendations to the Executive Committee for approval at a Special Meeting called by the Secretary for that 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 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.

6.03 The County Chair may appoint committees as needed and members of all Committees shall be approved by a vote of the Executive Committee. The County Chairman shall be an ex officio member of all committees.

# **ARTICLE SEVEN - PARLIAMENTARY AUTHORITY**

7.01 Authority. The Republican Party of Texas Rules for all Conventions and meetings and Robert's Rules of Order, Newly Revised, will govern all meetings except where inconsistent with the provisions of the By-Laws of this organization.

# **ARTICLE EIGHT – AMENDMENTS**

8.01 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 the members; provided written notice to amend has been given at the previous regular meeting and also in the notice of the call of the meeting.

*Rules Committee Chairman: Leo Labauve*

*Members: Patricia Kemp, Micah Covey, Katie Covey*