

**BYLAWS
HOOD COUNTY REPUBLICAN EXECUTIVE COMMITTEE
2022-2024**

ARTICLE I – NAME

The name of the organization shall be the Hood County Republican Executive Committee, hereinafter referred to as the “County Executive Committee” (CEC).

ARTICLE II – HEADQUARTERS

The headquarters of the Hood County Republican Executive Committee shall be located in Hood County.

ARTICLE III –PURPOSE

Section 1.

The purpose of the County Executive Committee (CEC) shall be:

- (a) to act as the governing body of the Republican Party of Hood County (hereinafter referred to as the “Party”) and exercise those powers and fulfill those duties and responsibilities conferred upon the CEC by state and/or federal statutes, the Party Rules, these Bylaws and any Standing Rules adopted herein;
- (b) to establish general policy for the Republican Party in the county, subject to the direction of the biennial County/Senatorial District Convention;
- (c) to represent the Republican Party of this county, state, and nation, articulating the Republican Party’s platform and candidates;
- (d) to cooperate in carrying out programs initiated by the Republican Party of Texas, including but not limited to:
 - a. 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,
 - b. organizing a coordinated effort, including Get-Out-the-Vote, preceding each general election, to publicize the Party’s candidates.

Section 2.

The County 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 IV – MEMBERS

Section 1.

The voting members of the County Executive Committee (CEC) when conducting official business required by the Texas Election Code 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 (CEC).

Section 2. Qualifications

To be eligible to hold the office of County Chairman and Precinct Chairman, a person must be a qualified voter residing within the bounds of the county election precinct represented (Tex. Elect. Code § 171.023) and cannot be a holder of an elected public office at the county, state or federal level or a candidate for such office.

Section 3. Term of Office

The term of office shall be for two (2) years, commencing on the twentieth (20th) day after the Run-Off Primary Election Day, as outlined in Texas Election Code § 171.022(c).

Section 4. Abandonment of Office

A precinct or county chair who has failed to perform statutory duties provided by the Texas Election Code or who has failed to attend four (4) or more consecutive meetings of the county executive committee may be removed for abandonment of office as provided by Tex. Elect. Code § 171.029.

Section 5. Elected Party Officials' Misconduct in Office

A Precinct Chair or County Chair member may be deemed to be derelict in the execution of his or her responsibilities in office, by: failing to perform statutory duties, failing to attend two (2) consecutive **statutory** Executive Committee Meetings, embezzling County Executive Committee funds, being convicted of election fraud, or at least three (3) other documented instances of sufficiently egregious conduct that the Republican Party in that county or Senatorial District is subjected to public disgrace. As provided by The Republican Party of Texas, Rule 8., n. and o., 2022-06-18

If a Precinct Chair is removed as a result of abandonment of office, Tex. Elect. Code § 171.029, or misconduct in office, The Republican Party of Texas Rule 8., n. and o., 2022-06-18. The County Chair and the CEC have the discretion to consider for appointment the Vice Precinct Chair for that Precinct, who has been vetted by the Vice Precinct Chair Committee, Tex. Elect. Code § 171.024.

Section 6. Vacancies

Any vacancy in the office of County Chair or Precinct Chair shall be filled by the Executive Committee as follows. All vacancy candidates must first be coordinated with the County Chair. Precinct Chairs may not place vacancy candidates on the agenda for an CEC vote prior to

coordination with the County Chair. All vacancy candidates will undergo a suitability / vetting process at the direction of the County Chairman. The County Chairman may direct the Precinct Chairs or a temporary or standing committee to do the vetting. The vetting process will be conducted at least fourteen days (14) but not more than thirty (30) dates prior to the next regular scheduled meeting.

(a) **County Chair.** A majority of the total membership of the Executive Committee must participate in filling a vacancy in the position of County Chair and the person selected must receive a majority of the votes cast by those members participating in a properly noticed election, as provided by Texas Election Code § 171.025. **(Statutory Meeting)**

(b) **Precinct Chair.** One-fourth (1/4) of the total seated membership of the Executive Committee 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 a properly noticed election, as provided by Texas Election Code § 171.024. **(Statutory Meeting)**

Section 6. Duties

It shall be the duty of each Executive Committee member to attend all executive committee meetings; serve as a liaison between the State Republican Party and Republicans within the precinct he or she represents; promote the growth of the Republican Party within that precinct; and to fulfill the purposes of the Executive Committee as stated in Article III of these Bylaws.

ARTICLE V – OFFICERS

Section 1. Officers

The officers of the Executive Committee shall be the County Chairman, the County Vice-Chairman, Treasurer and Secretary. The County Vice-Chairman and Treasurer shall be appointed by the County Chairman at the Organizational meeting, and in no case shall the Office of Vice-Chairman or Treasurer be vacant for more than (90) days. The Secretary shall be elected by the County Executive Committee (CEC) following commencement of term of office, who each shall perform those duties assigned to them by the Texas Election Code, by these Bylaws, by the Rules of the Party, and CEC Rules.

Section 2 – Term of Office.

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 the election of a new County Chairman.

Section 3 – Vacancies.

A vacancy in the office of County Chairman shall be filled in accordance with the provisions of Tex. Elect. Code § 171.025. A vacancy in the office of a Precinct Chair or any vacancy on the CEC shall be filled in accordance with the provisions of Tex. Elect. Code § 171.024. A vacancy in the office of Secretary shall be filled by the CEC at a regular meeting of the CEC following

proper notice of the vacancy or at a special meeting called for that purpose. (**Statutory Meeting**)

Section 4 – Duties of CEC Officers.

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's presiding officer and official spokesperson. The County Chairman shall perform those duties required by statute, these Bylaws and the rules of the Republican Party of Texas. The County Chairman shall be an Ex-Officio member of all county Standing and Special Committees. The County Chairman may be a member of the Texas Republican County Chairman's Association (TRCCA) and any assessments or dues levied by the TRCCA shall be paid by the CEC.
- B. County Vice-Chairman.** The County Vice-Chairman shall assist the County Chairman as requested in the performance of any non-statutory duties of the office. The County Vice-Chairman may not perform any statutory duties as outlined by state law but may assist in other functions of the County Chairman, including appointment to committees.
- 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 the financial condition of the CEC for presentation to the CEC at each regularly scheduled meeting. The Treasurer is a voting Ex-Officio of the Budget/Finance Committee.
- D. Secretary.** The Secretary shall carry out the usual duties of that office, keeping an up-to-date roll of the CEC's members and ensuring that each CEC member is timely notified of meetings. A permanent file containing Minutes of the CEC meetings shall be maintained. In the event of a vacancy in the office of County Chairman, the Secretary shall call a meeting of the CEC for the purpose of electing a new County Chairman, as provided for in Tex. Elect. Code § 171.025. The Secretary is authorized to receive applications for a place on the Primary Ballot, as provided for in Tex. Elect. Code § 172.022(a)(2).

ARTICLE VI -- MEETINGS

Section 1. Conduct of Meetings

The Executive Committee shall meet upon call of the Chairman, at such times as required by the Texas Election Code and as provided by these Bylaws and by the Rules of the Party. All meetings of the Executive Committee shall be open to interested individuals and Party members, except that the presiding officer or the Executive Committee may declare a closed session for the purpose of considering confidential matters and for any other purpose at the discretion of the County Chairman or Vice Chairman.

A. STATUTORY MEETINGS.

Meetings prescribed by the Texas Election Code shall be duly called by the Chairman, or in the Chairman's absence by the Vice-Chairman, for the purpose so designated by law; and no other business may be transacted at such statutory meetings unless notice of such other business has been included in the call.

Statutory meetings may include, but are not limited to, filling a vacancy in the office of the County Chair, Tex. Elect. Code § 171.025, fill by appointment any vacancy on the executive committee, Tex. Elect. Code § 171.024, removal of Precinct Chair or County Chair for abandonment of office, Tex. Elect. Code § 171.029

B. REGULAR MEETINGS. The Executive Committee shall meet no less frequently than quarterly for the conduct of business necessary to fulfill its objectives and purposes. A statutory meeting is not precluded from being designated as a quarterly meeting. In even-numbered years, the fourth quarterly meeting shall be held after the November general election.

C. ORGANIZATIONAL MEETINGS. One or more organizational meetings of the newly elected Executive Committee shall be held within thirty (30) days following its election for the purpose of organizing the Executive Committee, the election of a Secretary and consideration of the Chairman's appointments.

D. SPECIAL MEETINGS. Special meetings of the Executive Committee shall be called by the Chairman; or shall be called by the Chairman upon petition signed by at least two-thirds (2/3) of the Executive Committee delivered to the Secretary (or to the County Headquarters if the Secretary is not available) at least five (5) days prior to the date specified for the meeting. Any notice of a special meeting must contain the purpose for which the meeting is called.

Section 2. Notice of Meetings

A written call containing notice of the meeting may be mailed and postmarked by the U.S. Postal Service, or personally delivered to available Executive Committee member(s) or transmitted by electronic mail, no later than seven (7) days prior to the meeting, to each of the Executive Committee members at the member's address appearing on the Secretary's records. A Member may request method of delivery. (The foregoing provision does not apply to the organizational meeting of the Executive Committee if such meeting is held within twenty (20) days of the Primary Runoff; however, such a meeting shall not be considered a regular quarterly meeting.) The seven-day notice may be waived in the event of a stated emergency, as declared by the Officials Committee, in which case forty-eight (48) hours' notice shall be given by telephone, personally delivered to available Executive Committee member(s) or transmitted by electronic mail.

Section 3. Proxy

A proxy is not allowed (Tex. Elect. Code § 171.026).

Section 4. Quorum

A quorum for all regular meetings of the Executive Committee shall be twenty-five percent (25%) (of seated precinct chairs) of the Executive Committee, in person. At statutory meetings, a quorum shall consist of those members present, in person (except where a different quorum requirement is imposed by the Texas Election Code) provided, however, that if a majority of the Executive Committee is not represented as above provided, only the business required by the Texas Election Code shall be transacted. A special meeting shall be called by the County Chairman or shall be called by the County Chairman upon a petition signed by at least two-thirds (2/3) of the Executive Committee.

Section 5. Voting

Each member of the Executive Committee, including the Chairman, shall have the right to cast his/her individual vote. The method of voting shall be by voice, show of hands, or ballot, or email as determined by the Chairman, unless otherwise ordered by a majority vote of the Executive Committee, provided, however, that upon demand of a member present, in person, a roll-call vote shall be taken. The “ayes” and “nays” of any roll-call vote shall be entered into the minutes of such a meeting.

Voting by email for meetings agenda items may be called at the discretion of the County Chairman. The CEC may authorize voting to fill precinct chair vacancies (Statutory Meeting) via USPS or email. At the discretion of the County Chairman, for any party meeting where online voting is permitted, a vote from an online participant shall have the same force as a vote from an in-person participant. The Republican Party of Texas, Rule 7., c. and d., 2022-06-18

Section 6. Electronic Executive Committee Meetings

In the event of a time sensitive issue or emergency, as declared by the Chairman, an Executive Committee Meeting may be conducted through use of electronic meeting services designated by the Chairman (Zoom, email voting, etc.). In the event an Executive Committee Meeting is held electronically, the electronic meeting must allow for the real time sharing and viewing of committee documents, including the current motion, any amendments to that motion, and any reports that the committee considers. Republican Party of Texas, Rule 8., j., 2022-06-18.

All communications, electronic or written, shall be considered sensitive and confidential within the County Executive Committee. The County Executive Committee meeting may be recorded at the discretion of the County Chairman.

Section 7. Open Meetings and Right to Testify

All meetings of any State or County Executive Committee or its committees, subcommittees, or ad hoc committees shall be open to any member of that executive committee, and they shall have the right to appear before any such committee, subcommittee, or ad hoc committee and make recommendations for the committee's consideration or testify concerning any item under purview of the committee and to record or livestream the proceedings of any meeting not held in executive session with electronic devices. The committee may adopt reasonable rules including time limits for such presentations and may establish a reasonable limit of time for these presentations. 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 executive committee including ex-officio members. Per Republican Party of Texas, Rule 8., g., 2022-06-18.

Section 8. Discipline of Members and Guests

As applicable, all members and guests are subject to the principles governing “meeting discipline” per Robert’s Rules of Order, 12th edition, newly revised.

ARTICLE VII – COMMITTEES

Section 1.

The County Chairman shall appoint the chairmen of any Standing Committees deemed necessary to carry out the policies of the local Party. Said appointee shall serve at the pleasure of the County Chairman.

Section 2.

Each committee is authorized to develop procedures for conducting the business within that committee’s jurisdiction, subject to review and amendment by the County Executive Committee pursuant to the rules provided by Article VI, herein.

Section 3.

A committee member or member may be removed from a committee upon request of the committee chairman or of the County Chairman.

Section 4. Standing/Temporary Committees.

The standing/temporary committees of the HCRP CEC shall be the:

Budget / Finance Committee
Volunteer/ Party Organization Committee
Events/Fundraiser Committee
By-Laws & Rules Committee
Vacancy/Candidate (Selecting/Vetting) Committee
“Get Out The Vote” Committee
Vice Precinct Chair Committee
Communication & Media Committee

ARTICLE VIII – FINANCE

Section 1. Campaign Fund

A. After making provisions for payment in an orderly and timely basis of anticipated operating expenses of the Party, and any other obligations of the Party, the Chairman shall cause to be deposited promptly all monies received by the Party into the Republican Party Campaign Fund (hereinafter referred to as the “Fund”). The Chairman and any other authorized person(s) soliciting funds for the Party are expressly empowered to accept contributions directly

into the Fund. The Fund shall be divided into sub funds, or accounts, in such a manner as to comply with all applicable state or federal laws or regulations pertinent to the purposes herein prescribed, subject to any limitation imposed by such laws and regulations, and shall be accounted for and reported in an accurate and timely manner.

B. The Fund shall be utilized exclusively for the purpose of participating in direct campaign activities of Republican candidates for election to the public offices of the United States, the State of Texas, or any unit or subdivision thereof. Once money has been credited to the Fund, the County Chairman shall be authorized to transfer money to other funds or accounts of the Party in cases of emergency (not inconsistent with applicable law), upon notice of such action to the chairman of the Candidate Resource Committee. No monies may be transferred from the Fund that have been dedicated by the donor for use as Republican Party Campaign Funds.

C. The Fund shall be administered and invested as may be directed by the Chairman. Monies in the Fund shall be distributed or expended for the purposes thereof only as shall be directed by the Candidate Resource Committee, as provided in Article VII, Section 8(C)(2) and 8(C)(3), of these Bylaws.

D. Monies in the Fund shall not be raised or expended in connection with any primary campaign of any candidate for nomination of the Party or in any campaign in which more than one Republican, as shown by ballot designation, appears on the ballot, with the exception in a non-primary election that by a two-thirds vote of the Executive Committee funds may be so raised and expended.

Section 2. Annual Financial Review

A. The CEC financial year shall commence on the first of January in each calendar year. The Annual Financial Review shall be conducted in December of each calendar year. The Annual Financial Review shall be presented at the next regular meeting in February of each calendar year.

B. The County Chairman, in coordination with the Budget/Finance Committee, shall appoint a three (3) member Financial Review Temporary Committee from the membership of the Executive Committee. The Financial Review Committee may select an independent certified public accountant, who is not an officer of the CEC, to review all accounts of the Party for the current calendar year.

C. Finance records and reports of the CEC shall be maintained in accordance with generally accepted accounting principles and the records shall be kept in such a manner as to facilitate the preparation of the Annual Financial Review.

D. The Annual Financial Review shall be presented by the Chair of the Budget/Finance Committee to the CEC and the presiding officer for approval at the next ensuing regular meeting upon completion of the Annual Financial Review. The Chair of the Budget/Finance Committee shall provide a hard copy Annual Financial Review documents at the approval meeting. Upon written request the Annual Financial Review may be made available to the SREC.

Section 3. Fiscal

Neither the Chairman nor any other officer, employee, or representative of the Party shall borrow money in the name of the Party unless expressly authorized to do so by a two-thirds (2/3) vote of the Executive Committee, notice of request for such authorization having been included in the call to the meeting at which the request is to be made.

ARTICLE IX – RULES AND PROCEDURES

The Executive Committee and any committee or sub-committee created by the Hood County Republican Executive Committee Bylaws (“Bylaws”) or the Rules of the Republican Party of Texas (“Rules”) shall comply with and be established in accordance with these Bylaws and/or the Rules of the Republican Party of Texas, including the following:

A. Attendance – Executive Committee members must notify the County Chairman or Secretary of their inability to attend the meeting prior to the scheduled meeting date. Only active members of the Executive Committee can be counted to determine a quorum. Members who have two (2) unexcused absences from the Executive Committee meetings are not considered active and are not included in the quorum count, but are still considered Precinct Chairs with all other rights and privileges. A Precinct Chair may be reinstated to the quorum by attending the next regular meeting and providing a statement to the CEC regarding their unexcused absences.

B. Use of Funds - All requests for the Executive Committee funds must be approved by a majority of the Executive Committee members. The Chairman may approve an expenditure of up to one hundred dollars (\$100.00) without full Executive Committee approval, if there is need of funds prior to a scheduled meeting of the Executive Committee. Receipts must be provided to the Treasurer and/or Finance Committee Chair, for any money spent, within five days of spending. All checks or withdrawals of funds will require two approved signatures.

ARTICLE I -- PARLIAMENTARY AUTHORITY

The rules contained in the most current edition of *Robert’s Rules of Order (12th edition, newly revised)* shall govern the CEC in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, the Rules of the Republican Party of Texas, or any state or federal statute.

ARTICLE XI - AMENDMENT OF BYLAWS

These Bylaws may be amended by a two-thirds (2/3) vote of the members of the CEC quorum present and voting at a properly called meeting of the CEC by giving notice at the previous regular meeting or by mailing written notice to each CEC member at least seven (7) days in advance of a Regular or Special Meeting called for that purpose.

Approved 9-20-2022
Revised 2-7-2023
Standing Rules Revised 6-13-2023 (2-A /8)

ARTICLE XII – EFFECTIVE DATE

These *revised* bylaws shall remain in force until otherwise revised or amended, subject to provisions in Article X and are effective as of February 7, 2022, as approved by the Hood County Executive Committee.

Bylaw revisions approved and adopted by the Hood County Republican Executive Committee on February 7, 2022, by unanimous vote of the Executive Committee. Motion made by Roger Gaines (PC-107) and seconded by Rene Poe (PC-310).

**Revised at February 7, 2023 Executive Committee Meeting. Prior version was passed September 20, 2022.*

Rules 2-A and 8 revised at June 13, 2023 Executive Committee Meeting. Prior version was revised February 7, 2023

**HCRP County Executive Committee
Standing/Temporary Committee Addendum
2022-2024**

Budget/Finance Committee

Responsible for preparing a budget, either annually or biennially, for submission to the County Executive Committee for approval. May work with the Candidate Committee to recommend County Party fund donations to specific Republican candidates or causes. Should consult the Texas Ethics Commission before taking any actions in order to remain compliant with Texas finance laws. *Responsible for planning and directing County Party fundraising activities.* The HCRP CEC Treasurer shall be a voting ex-officio of this committee.

Volunteer/Party Organization Committee

Develops and maintains a list of volunteer workers to support Republican activities in the county. May coordinate with the Candidate Committee to provide this to local candidates and/or to organize volunteer efforts such as phone banks and block walking. May coordinate with the Finance Committee to arrange fundraising events that require volunteers. Continually shows appreciation to volunteers for their service. Coordinates the improvement of the Party structure at the local level. Develops and conducts periodic training programs for Precinct Chair, campaign workers, and party supporters. Responsible for developing programs for implementation by the Precinct Chair, such as voter identification and voter registration efforts. And maintains and operates a county headquarters facility.

Events/Fundraiser Committee

The fundraising committee oversees and directs fundraising activity. This committee is not solely responsible for raising money, it leads the CEC fundraising effort. The committee works with staff to establish a fundraising plan. This plan may include annual events, auctions, end-of-the-year requests, and other activities. The fundraising committee works with staff on their fundraising efforts and sometimes takes the lead in specific activities. The committee also ensures the proper acknowledgement of donors and keeps donor solicitation expenses. May coordinate with the Finance Committee to arrange fundraising events that require volunteers.

Get-Out-The-Vote Committee

Responsible for campaign activities during early voting and the final 72-hours of a campaign that focus on turning out all identified supporters through mail, phones, block walking, etc.

Vice Precinct Chair Committee

The Vice Chair of the County Executive Committee shall be Chair of the Committee. All persons who are submitted by the Precinct Chair (PC) or voluntarily submit their own name for consideration as Vice Precinct Chair (VPC) must be vetted in advance of consideration for appointment at the discretion of the County Chair. Requirements, for the vetting process shall include, but are not limited to, must have physical residence in the Precinct they are petitioning for as VPC, must be resident of Hood County, must be registered voter in Hood County, must have voted in the last Republican Primary, may have search conducted of their voting history,

on-line history (social media), and work history by the Vice Precinct Chairman Committee, and are required to take and return a survey provided by the County Chairman.

All VPCs serve as a volunteer at the discretion of the County Chairman. All VPCs are members of the VPC Committee. All VPCs may provide input but are Non-Voting Ex-Officio members of the CEC. All VPCs shall be included in the CEC if the County Chair calls an Executive Session and/or a Special Meeting but are Non-Voting Ex-Officio members. VPCs must attend the CEC at least quarterly, four (4) times per year. VPCs must provide support to their Elected PC at least during election cycles and at other times of the year, if possible. VPCs shall be able to serve if the current PC is incapacitated or on extended leave but is still a non-voting ex-officio of the CEC. PVCs may be considered for appointment to PC if the current PC is removed as result of abandonment of office and/or misconduct of office, or resigns.

Rules/By-Laws Committee

Responsible for periodically reviewing the County Executive Committee By-laws and/or Standing Rules and recommending amendments or revisions to the CEC as needed.

Candidate/Vacancy (Temporary)

Responsible for recruiting and encouraging qualified and “electable” persons to seek public office on the Republican ticket. Offers practical assistance and advice to the candidates relevant to fundraising, organization, advertising, etc. Responsible for interviewing qualified persons and recommending them to fill vacancies on the County Executive Committee with the assistance and cooperation of the County Chair. This committee shall be activated at least six (6) months before the primary’s elections.

Communication & Media Committee

Shall be responsible for, but is not limited to: Coordinating all public and media relations including, but not limited to, digital media such as website, social media, and mass texting and email platforms; assisting with Party communications by working with the Standing Committees, Temporary Committees, Special Committees, and any office staff; preparing and distributing press releases; maintaining and updating website, Facebook, Twitter, and any other subscribed social media accounts

**Standing Rules of the Hood County Republican Party
County Executive Committee
2022-2024**

Rule No. 1: The order of business for the Executive Committee shall be:

- I. Call to Order, Pledge to the United States of America and Texas Flags, Invocation.
- II. Date/time/location
- III. Adoption of the Agenda
- IV. Determination of a Quorum
- V. Reading and Approval of Minutes
- VI. Reports of Officers, Boards, and Standing Committees
- VII. Reports of Special Committees
- VIII. Unfinished Business
- IX. Special Orders
- X. New Business
- XI. Adjournment

Note: All CEC members and guests shall stand for the Pledges and Invocation, except for persons with disabilities per the American Disabilities Act or due to religious considerations per the 1st Amendment to the Constitution of the United States.

Recommendations by officers, boards, or standing committees shall be presented in the form of a motion by direction of the committee, as needed, followed by member debate and a vote of the Executive Committee.

Rule No. 2: A resolution or a motion longer than one simple sentence should be prepared in advance of the meeting and should be put in writing before it is offered. It is recommended that the text of the motion be delivered to the Secretary prior to the meeting. The text of the motion shall be presented to the body in a manner clearly visible to all members.

Rule No. 2-A Precinct constituents, interested individuals and Party members, who wish to attend the CEC meeting to speak shall first contact their precinct chair and present the topic in a written document. The precinct chair shall vet the written document to determine if it should be presented at the next CEC meeting. Precinct constituents, interested individuals and Party members shall be limited to speaking parameters and time limits as set by Rule No. 4 of this document.

Rule No. 3: To make a motion, a member must obtain the floor. After being recognized by the Chair and before otherwise addressing the body, the member shall state the member's name, precinct, and the purpose for which he sought recognition.

Rule No. 4: Debate on any motion or resolution shall be limited to three (3) speakers in favor, and shall alternate with three (3) speakers against, with each speaker limited to two (2) minutes each. Additionally, no speaker shall speak more than once on the same motion. Debate may be extended by majority vote of the body.

Rule No. 5: When a member has the floor, that member shall address all questions, comments, and motions to the presiding officer.

Rule No. 6: Precinct Chairs shall wear badges, with their name, precinct, and senatorial district affixed, and they shall sit in their designated areas.

Rule No. 7: An official audio recording of each Executive Committee Meeting shall be made by the Secretary and shall be kept on file.

Rule No. 8 (Revised): As applicable, all members and guests are subject to the principles governing "meeting discipline" per Robert's Rules of Order, 12th edition, newly revised. All officers, members, and guests **shall maintain debate decorum** during the proceedings of all meetings. A nonmember exhibiting misconduct or disruptive behavior may be required to leave the CEC meeting by the County Chair and/or presiding officer, and may be permanently banned from the CEC after three (3) separate incidents, at the discretion of the County Chairman. Members exhibiting misconduct or disruptive behavior shall be censured and maybe removed from the CEC meeting by a majority vote of the members.

Rule No. 9: RULES FOR VOTING BY EMAIL

Electronic voting for non-secret votes may be used at the Chairman's discretion, assuming no objection from the body. If there is an objection, a majority of the CEC may approve electronic voting for that vote.

Secret Ballot. Secret votes shall be taken by paper ballot.

Voting members are each entitled to only one vote. No member may vote for another member under any circumstances.

1. All participants must have access to the necessary equipment for participation in the e-vote. (If any participants do not have access, an e-vote cannot be taken.)
2. The chair (president or committee chairman) shall develop the time frame for the evote.
3. A minimum of (hours or days) notice shall be provided to all participants via (email, fax, or telephone) by the (secretary or chair). Such notice shall include the motion and supporting documentation for the e-vote.
4. A second is not necessary for the motion to be considered.
5. The motion to lay on the table is not in order. NOTE: The motion to table ("lay on the table") is used to adversely dispose of a pending resolution. The motion to table is used to kill a motion without debate or a vote on the merits of the resolution.
6. Each new main motion must be made in a separate, new e-mail message with no other message thread included.

7. New motions in a new message thread (may or may not be) be introduced while there is another motion currently being debated. No more than ____ main motions can be considered at one time.

OPENING A QUESTION FOR CONSIDERATION

8. The chair shall assign a number to the motion and shall include the number in the subject line. (Example: Motion 1.)

- The subject line must include the word “Motion.”
- The first line of the message must begin with “It is moved to (or that) ...” If the motion comes from a specific officer or committee member “(name of officer) moves to (or that) ...”

DEBATE

9. Members shall use “Reply All” in all messages.

10. Members may respond at will, that is, without seeking recognition from the chair.

11. Secondary and incidental motions shall be given a letter designation in the subject line by the chair. (For example: The main motion is given the number 1. There is a motion to amend. The amendment is given the designation “a”. In the subject line the amendment will be designated “Motion 1-a”.)

12. Multiple secondary and incidental motions shall be given succeeding letter designations by the chair. (For example, a main motion, amendment, a motion to refer to a committee and a motion to postpone to a certain time are all pending. The main motion is 1, the amendment is a, the referral is b, and the postponement is c. Motion 1-a-b-c.) As each motion is disposed of, the corresponding letter in the subject line is removed.

13. In the case of conflicting secondary or incidental motions, the chair shall determine preference in recognition by the date/time stamp on the messages. When a higher-ranking motion is made first, the lower-ranking motion is not in order.

14. Messages with a date/time stamp after a secondary or incidental motion is stated by the chair shall be disregarded. The chair shall inform the member who made the disregarded motion that the motion is not in order at the time by using “Reply” rather than “Reply All.”

15. The chair shall close debate by asking, “Are you ready for the question on Motion 1- a?” in the subject line.

VOTE

16. The chair shall put the question to a vote by restating the pending question and requesting the members to vote now. The word "vote" shall be in the subject line. (Example: Motion 1-a Vote)
17. The chair shall include the time frame/deadline for the vote.
18. Members shall state, "I vote yes," or "I vote no" in the first line of the response and use "Reply All".
19. The secretary shall tally the votes and report the result of the vote to the participants, including the number of votes cast for and against the motion.
20. The chair shall announce the results of the vote.
21. The chair shall either state the next pending motion and open debate or shall declare the thread on "Motion (number)" closed.

SECRETARY'S RECORDS AND MINUTES

22. The Secretary (or committee member so designated) shall compile and maintain the complete thread of the motion and its disposition including all secondary and incidental motions.
23. The Secretary shall prepare minutes of the vote and shall send the minutes marked "draft" to all the members.
24. These minutes shall be approved at the next regular meeting.
25. Any member shall have the right to request a copy of the message thread of a motion.