

**BYLAWS  
of the  
BURNET COUNTY  
REPUBLICAN EXECUTIVE COMMITTEE**

Adopted August 22, 2022

***ARTICLE I - NAME***

The name of this organization shall be the Burnet County Republican Executive Committee, hereinafter referred to as the “Executive Committee”.

***ARTICLE II - PURPOSE***

The purpose of the Executive Committee shall be:

*Section 1.* To develop and sustain a county wide organization through which the Republican Party of Texas can exercise those powers and responsibilities conferred upon it by state and federal statutes.

*Section 2.* To establish general policy of the Republican Party in Burnet County, subject to the direction of the biennial County Convention.

*Section 3.* To be responsible for the general and ethical supervision and management of the Republican Party in Burnet County, Texas.

*Section 4.* To exercise in a conscientious manner those prerogatives accorded to it by these Bylaws and the Rules of the Republican Party of Texas.

*Section 5.* To represent the Republican Party of this county, state, and nation, articulating the Party’s positions and promoting the Party’s candidates.

*Section 6.* To provide opportunity for full participation in the Party to all Texans who subscribe to the beliefs and principles advocated by the Republican Party of Texas.

*Section 7.* To cooperate in carrying out programs initiated by the Republican Party of Texas, including but not limited, conducting a Republican primary election and organizing a coordinated effort preceding each general election to publicize the Party’s candidates.

***ARTICLE III - MEMBERS***

*Section 1.* The Executive Committee shall be composed of the County Chairman and Precinct Chairmen of the respective election precincts in the county who are to be elected biennially as provided in Section 171.022(a)(2) and (b) of the Texas Election Code. The County Chairman and the Precinct Chairmen are the only voting members of the Executive Committee.

*Section 2.* To qualify to hold the office of precinct chairman, or county chairman, or vice chairman or to serve as an appointed officer, one must be a qualified voter residing within the bounds of the entity represented. If any member of the Executive Committee misses three (3)

consecutive meetings, the Executive Committee is Authorized to request that member's resignation.

*Section 3.* Each Executive Committee member serves for a term of two (2) years beginning on the 20<sup>th</sup> day after primary runoff election day.

*Section 4.* Any vacancy in the office of County Chairman, or Precinct Chairman, shall be filled by the Executive Committee, according to the Texas Election Code. A majority of the total membership of the Executive Committee must participate in filling a vacancy and the person selected must receive a majority vote of those members participating in the selection.

*Section 5.* It shall be the duty of each committee person to serve as liaison between the Republican Party of Texas and Party members within the Precinct or county he/she represents, to promote the growth of the Republican Party of Texas within the county through recruitment of Party officials where no entity of the Party exists, and, to ensure that Party officials within the county have adequate information concerning conduct of Primary elections, County Conventions, and meetings, as well as legal requirements governing contributions and expenditures.

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

*Section 1.* The officers of the Executive Committee shall be the County Chairman, Vice Chairman, Treasurer, Secretary, Parliamentarian and Sergeant-at-Arms. The Chairman shall appoint the Treasurer, Parliamentarian and Sergeant-at-Arms, with approval of the Executive Committee, immediately upon assuming office. The County Vice Chairman shall be appointed by the County Chairman, with the approval of the Executive Committee, and in no case shall the office of the 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 the term of office.

*Section 2.* Term of office of the officers shall be concurrent with that of the Executive Committee; except in the event of a vacancy in the office of County Chairman, the appointive officers shall serve only until elections of the new County Chairman. Term of office of appointive officers, however, shall be at the pleasure of the Chairman who appointed them.

*Section 3.* A vacancy in the office of the County Chairman shall be filled in accordance with provisions of Section 171.025 of the Texas Election Code. A vacancy in the office of the Secretary shall be filled by the Executive Committee following notice of 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, by these Bylaws as listed hereinafter, and by the Texas Election Code.

(a) The County Chairman shall be the Executive Committee's presiding officer. He/she shall perform those duties required by statute, these Bylaws, and by the Rules of the Republican Party of Texas. He/she shall be an ex officio member of all standing and special committees. He/she shall appoint such additional officers deemed necessary to assist him/her to carry out duties not specifically assigned to another office with the approval of the Executive Committee.

(b) The County Vice Chairman shall assist the Chairman as requested in the performance of duties of the office, and in the event of the Chairman's absence or inability to serve, the Vice Chairman shall serve as the acting Chairman until the earlier date on which the Chairman returns to service or until the election of a new Chairman. In accordance with the Texas Election Code, if the Vice Chairman is not a precinct chairman, the Vice Chairman shall not have a vote on the Executive Committee, but may, except as provided in Section 3 of these Bylaws and Section 171.025 of the Texas Election Code, call and chair an Executive Committee meeting, including attending an Executive Session as an ex officio member.

(c) The Treasurer shall be responsible for keeping systemic records and for complying with any applicable state and federal statutes with regard to reporting contributions and expenditures. The Treasurer shall, at least quarterly, prepare a report of financial condition for presentation to Executive Committee and will file such report in the minutes of the Executive Committee.

(d) The Secretary shall carry out the usual duties of that office, keeping up an up-to-date roll of the Executive Committee's members and ensuring that each member receives timely notices of the meetings. A permanent file (both hard and soft copy) 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 outlined in Section 171.025 of the Texas Election Code. The Secretary is authorized to receive applications for a place on the Primary Ballot, as provided in Section 171.025(h) of the Texas Election Code. The Secretary shall notify officers, committee members, and precinct chairmen of their duties and responsibilities of office as outlined in the Bylaws of the Burnet County Republican Executive Committee as approved in its entirety upon taking office.

(e) The Parliamentarian shall advise the County Chairman on procedural issues, rule on procedural questions that arise during the course of Executive Committee meetings and make recommendations regarding amendments to the Bylaws. If a special committee is created to recommend changes to the Bylaws, the Parliamentarian shall serve as a member of the special committee.

(f) The Sergeant-at-Arms shall assist the County Chairman in conducting the Executive Committee meetings and shall serve to keep peace and order during the Executive Committee meetings.

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

*Section 1.* The Executive Committee shall meet at such times as required by the Texas Election Code. In any case, there shall be no 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 sixty (60) days following the date of the Runoff Primary Election, for the purpose of amending the 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 meeting may also be called by petition of twenty-five percent (25%) of its membership.

*Section 4.* Not less than seven (7) days written notice shall be required for all meetings except in event of a state of emergency in which case two (2) days' notice by personal contact of each member shall be deemed sufficient. Personal contact requires that a reasonable attempt be made to reach the member (phone, email, fax, etc.).

*Section 5.* A quorum for conduct of business shall be one half (1/2) of the total membership of the Executive Committee.

*Section 6.* Voting shall be by personal attendance, or, as reasonably determined by the County Chairman, voting may be made by email.

*Section 7.* At the discretion of the Chairman or by a two thirds (2/3rds) vote by the Executive Committee, the Executive Committee shall be permitted to meet in executive session.

*Section 8.* For a resolution to be included on the agenda it must be submitted in writing to the Secretary or Chairman at least ten (10) days before the meeting, along with appropriate nominating and seconding information. A two thirds (2/3rds) vote of the Executive Committee shall be required to make consideration of a resolution not on the agenda.

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

*Section 1.* There shall be the following standing committees: Finance and Audit, each of which shall be composed of at least three (3) and no more than five (5) members. Each standing committee chairman and committee members shall be appointed by the County Chairman at the organizational meeting provided for in Article V, Section 3, of these Bylaws, subject to approval by the Executive Committee.

(a) The Finance Committee shall be responsible for preparing a budget either annually or biannually as determined by the Executive Committee, to submit to the Executive Committee. The Finance Committee shall meet as needed at the call of the Committee Chairman. The Treasurer shall be a member of this committee.

(b) The Audit Committee shall be responsible for conducting an annual review of the Party's financial accounts. The annual review shall be conducted when there is a change in Treasurer. The Treasurer shall be an ex officio member of this committee.

*Section 2.* The County Chairman may appoint such special committees as he/she deems necessary to assist in carrying out duties not specifically assigned to a Standing Committee with approval of the Executive Committee. Term of office of special committees shall be concurrent with that of the Executive Committee, except in the event of a vacancy in the office of County Chairman, the special committees shall serve only until elections of a new County Chairman. Term of office of special committees, however, shall be at the pleasure of the Chairman who appointed them.

#### ***ARTICLE VII - EXPENDITURES***

*Section 1.* Funds of the Burnet County Republican Party Executive Committee shall be held in a checking account under the name of "Burnet County Republican Party – General Purpose

Fund”, and a second checking account under the name of “Burnet County Republican Party – Special Corporate Fund”.

*Section 2.* The County Chairman, Treasurer, or Secretary shall be authorized to sign checks for routine expenditures which are \$250.00 or less. Two (2) of the three (3) signatures will be required for any expenditure over \$250.00.

*Section 3.* Any non-budget expenditure over the amount of \$250.00 shall require ratification or authorization of the Executive Committee and must be recorded in the minutes of the meeting where in such action was taken.

*Section 4* No member of the Executive Committee may borrow funds on behalf of or commit the Executive Committee to repay any loan or note.

### ***ARTICLE VIII - PARLIAMENTARY AUTHORITY***

The rules contained in the current edition of Robert’s Rules of Order Newly Revised 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***

These Bylaws may be amended at any meeting of the Executive Committee, duly called, and constituted, by two thirds (2/3rds) vote of those members present and voting, provided that the amendment has been proposed in writing at the previous regular meeting or notice of proposed amendment is included in the call to the meeting at which it will be presented.

### ***ARTICLE X - CONFLICT WITH STATE OR FEDERAL STATUTES***

Any Article or Section which is in conflict with the Texas Election Code, or any other state or federal statute is automatically declared null and void. Any Section or Article so discovered in conflict shall be amended promptly in accordance with Article IX above within forty-five (45) days of such discovery.