

# **KERR COUNTY REPUBLICAN PARTY EXECUTIVE COMMITTEE BYLAWS**

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## TABLE OF CONTENTS

<b>ARTICLE I. NAME .....</b>	<b>1</b>
<b>ARTICLE II. MISSION .....</b>	<b>1</b>
<b>ARTICLE III. PURPOSE .....</b>	<b>1</b>
<b>ARTICLE IV. MEMBERSHIP .....</b>	<b>2</b>
Section 4.1 - Composition .....	2
Section 4.2 - Qualifications .....	2
Section 4.3 - Term of Office .....	2
Section 4.4 - Removal for Abandonment of Office .....	2
Section 4.5 - Vacancies .....	2
<b>ARTICLE V. OFFICERS .....</b>	<b>2</b>
Section 5.1 - Officers Named .....	2
Section 5.2 - Appointment and Election .....	2
Section 5.3 - Term of Office .....	3
Section 5.4 - Removal and Replacement .....	3
Section 5.5 - Duties .....	3
Section 5.6 - County Chair .....	3
Section 5.7 - Vice Chair .....	3
Section 5.8 - Secretary .....	3
Section 5.9 - Treasurer .....	4
Section 5.10 - Parliamentarian .....	4
Section 5.11 - Sergeant-at-Arms .....	4
<b>ARTICLE VI. MEETINGS .....</b>	<b>5</b>
Section 6.1 - Regular Meetings .....	5
Section 6.2 - Organizational Meeting .....	5
Section 6.3 - Special Meetings .....	5
Section 6.4 - Limitations of Meetings .....	5
Section 6.5 - Order of Business .....	5
Section 6.6 - Agenda .....	6
Section 6.7 - Quorum .....	6
Section 6.8 - Voting .....	6
<b>ARTICLE VII. COMMITTEES .....</b>	<b>6</b>
Section 7.1 - Appointment of Committee Chairman and Members .....	6
Section 7.2 - Candidates Committee .....	6
Section 7.3 - Finance Committee .....	7
Section 7.4 - Fundraising Committee .....	7
Section 7.5 - Elections Committee .....	7
Section 7.6 - Headquarters Committee .....	7
Section 7.7 - Information Systems Committee .....	7
Section 7.8 - Membership Committee .....	7
Section 7.9 - Rules Committee .....	7
Section 7.10 - Vacancy Committee .....	7
Section 7.11 - Legislative Committee .....	8
Section 7.12 - Other Committees .....	8
Section 7.13 - Notice of Meetings .....	8

<b>ARTICLE VIII. FINANCIAL MANAGEMENT .....</b>	<b>8</b>
Section 8.1 - Fiscal Year .....	8
Section 8.2 - General Funds .....	8
Section 8.3 - County Primary Fund .....	8
<b>ARTICLE IX. OPEN MEETINGS AND RIGHTS OF MEMBERS .....</b>	<b>9</b>
<b>ARTICLE X. ADVOCACY .....</b>	<b>9</b>
<b>ARTICLE XI. PARLIAMENTARY AUTHORITY .....</b>	<b>9</b>
<b>ARTICLE XII. CONFLICTS .....</b>	<b>9</b>
<b>ARTICLE XIII. AMENDMENT .....</b>	<b>9</b>

**KERR COUNTY REPUBLICAN PARTY EXECUTIVE COMMITTEE  
BYLAWS**

**ARTICLE I. NAME**

The name of this organization shall be "Kerr County Republican Party Executive Committee," hereinafter referred to as "County Executive Committee."

**ARTICLE II. MISSION**

The mission of the County Executive Committee is to find and support the election of conservative Republican candidates and promote Republican values as defined in the State of Texas Party Platform.

**ARTICLE III. PURPOSE**

The purpose of the County Executive Committee shall be to:

- (a) Develop, sustain, supervise, and manage an organization through which the Republican Party of Texas can exercise those powers and responsibilities conferred upon it by state and federal statutes;
- (b) Establish policies of the Republican Party in Kerr County, subject to the direction of the biennial Kerr County Convention;
- (c) Represent the Republican Party of this county, state, and nation;
- (d) Articulate the Party's positions and promote the party's candidates;
- (e) Recruit qualified Republican candidates to run for elected office;
- (f) Provide an opportunity for full participation in the Party to all Kerr County residents who subscribe to the platform of the Republican Party of Texas;
- (g) Cooperate in carrying out programs initiated by the Republican Party of Texas including, but not limited to, conducting a Republican Party Primary for each precinct within Kerr County; and
- (h) Ensure that Party officials within Kerr County have training and information concerning the conduct of Primary Elections, Precinct, and County Conventions and meetings, as well as legal requirements governing fundraising, contributions, and expenditures.

## **ARTICLE IV. MEMBERSHIP**

### **Section 4.1 - Composition**

The County Executive Committee shall be composed of the Republican County Chair and the Republican Precinct Chairs from each Kerr County election precinct who were elected as prescribed by the Texas Election Code or appointed by the County Executive Committee as prescribed by the Texas Election Code and these Bylaws. An officer who is not the County Chair or a Precinct Chair shall serve as an ex-officio non-voting member of the County Executive Committee.

### **Section 4.2 - Qualifications**

To qualify to hold office as the County Chair or a Precinct Chair, one must be a qualified voter residing within the bounds of the entity represented and cannot be a candidate for or holder of an elective office of the federal, state, or county government.

### **Section 4.3 - Term of Office**

Each member of the County Executive Committee shall serve a term of two years beginning the twentieth day after the runoff primary election day.

### **Section 4.4 - Removal for Abandonment of Office**

The County Chair or a Precinct Chair who has failed to perform statutory duties as prescribed by the Texas Election Code or who has failed to attend four or more consecutive meetings of the County Executive Committee may be removed for abandonment of office as prescribed by the Texas Election Code and the Rules of the Republican Party of Texas.

### **Section 4.5 - Vacancies**

The County Executive Committee shall fill a vacancy in the office of the County Chair and attempt to fill any vacancy in the office of a Precinct Chair within sixty days from the day vacancy occurs.

## **ARTICLE V. OFFICERS**

### **Section 5.1 - Officers Named**

The officers of the County Executive Committee shall be the County Chair, a Vice Chair, a Secretary, a Treasurer, a Parliamentarian, and a Sergeant-at-Arms.

### **Section 5.2 - Appointment and Election**

The County Chair shall separately appoint the Vice Chair and the Treasurer at the organizational meeting subject to the approval of the County Executive Committee by a majority vote. The County Executive Committee shall elect the Secretary at the organizational meeting by a majority vote. Before the election of the Secretary, nominations from the floor shall be permitted. The County Chair may appoint the Parliamentarian and Sergeant-at-Arms before the organizational meeting.

### **Section 5.3 - Term of Office**

The Vice Chair, Secretary, Treasurer, Parliamentarian, and Sergeant-at-Arms shall serve a term corresponding to that of the members of the County Executive Committee. However, in the event of a vacancy in the office of the County Chair, the Vice Chair, Treasurer, Parliamentarian, and Sergeant-at-Arms shall serve until the election or appointment of a new County Chair.

### **Section 5.4 - Removal and Replacement**

The County Chair shall have the power to remove and replace the Parliamentarian and Sergeant-at-Arms. The County Executive Committee shall have the power to remove the Vice Chair and the Treasurer by a two-thirds vote and the County Chair shall appoint a replacement subject to the approval of the County Executive Committee by a majority vote. The County Executive Committee shall have the power to remove the Secretary by a two-thirds vote and elect a replacement by a majority vote. Before the election of the Secretary, nominations from the floor shall be permitted.

### **Section 5.5 - Duties**

The officers shall perform such duties applicable to the office as prescribed by the Texas Election Code, the Rules of the Republican Party of Texas, these Bylaws, and the parliamentary authority.

### **Section 5.6 - County Chair**

The County Chair shall:

- (a) Preside over all meetings of the County Executive Committee;
- (b) Develop the agenda for all meetings of the County Executive Committee;
- (c) Represent the County Executive Committee at events and be authorized to delegate such responsibility to the Vice Chair or another member of the County Executive Committee if the County Chair and Vice Chair are unable to do so; and
- (d) Serve as an ex-officio non-voting member of all committees.

### **Section 5.7 - Vice Chair**

The Vice Chair shall:

- (a) Perform the non-statutory duties of the County Chair in his or her absence or incapacity;
- (b) Support the County Chair in representing the County Executive Committee; and
- (c) Assist the County Chair in performing any of his or her non-statutory duties as requested.

### **Section 5.8 - Secretary**

The Secretary shall:

- (a) Keep the minutes of all meetings of the County Executive Committee and distribute a copy of the meetings minutes no later than 2 weeks after the stated meeting;
- (b) Send all required notices of each meeting of the County Executive Committee and its committees as prescribed by these Bylaws and the parliamentary authority;
- (c) Maintain the attendance of members and officers of all meetings of the County Executive Committee;
- (d) Maintain the official membership roll;
- (e) Maintain record books in which these Bylaws, special rules of order, standing rules, and minutes are entered, with any amendments to these documents properly recorded;

- (f) Maintain a list of all existing committees, their members, and reports;
- (g) In the absence of the County Chair and Vice Chair, call the meeting to order and preside until the immediate election of a chairman pro tem;
- (h) In the event of a vacancy in the office of the County Chair, call a meeting of the County Executive Committee for the purpose of electing a new County Chair as prescribed by the Texas Election Code; and
- (i) Be authorized to receive applications for a place on the general primary election ballot as prescribed by the Texas Election Code.

### **Section 5.9 - Treasurer**

The Treasurer shall:

- (a) Manage the County Executive Committee's finances;
- (b) Maintain accurate and up-to-date financial records;
- (c) Provide a financial report at each meeting of the County Executive Committee;
- (d) Collect and disburse funds as authored by the County Chair and the County Executive Committee; and
- (e) Prepare and submit a proposed fiscal year budget to the County Executive Committee on or before the last day of the third month of the fiscal year.

### **Section 5.10 - Parliamentarian**

The Parliamentarian shall:

- (a) Be knowledgeable about the Rules of the Republican Party of Texas, these Bylaws, and the parliamentary authority;
- (b) Work with the County Chair and Secretary to review meeting agendas and notices and provide recommendations that will maximize the benefits of the Rules of the Republican Party of Texas, these Bylaws, and the parliamentary authority when necessary;
- (c) Confer with the County Chair prior to meetings and during recesses to anticipate and address any potential procedural issues;
- (d) Provide advice and opinions to the County Chair, Precinct Chairs, officers, and committee members regarding the Rules of the Republican Party of Texas, these Bylaws, and the parliamentary authority.

### **Section 5.11 - Sergeant-at-Arms**

The Sergeant-at-Arms shall:

- (a) Assist the County Chair in conducting the meetings of the County Executive Committee by preserving order on the floor of the meeting hall as directed by the County Chair;
- (b) Ensure the physical arrangements, furnishings, and equipment of the meeting hall are in proper order prior to each meeting; and
- (c) Perform such other duties as assigned by the County Chair and as necessary to maintain order and proper conduct during meetings.

## **ARTICLE VI. MEETINGS**

### **Section 6.1 - Regular Meetings**

Regular meetings of the County Executive Committee shall occur on the first Monday of each month. If a regular meeting is scheduled to occur on a national holiday or the day before an election day, the County Executive Committee may reschedule the meeting to occur within the same month it was originally scheduled. If the County Executive Committee fails to reschedule the meeting the month prior, the County Chair shall reschedule the meeting to occur within the same month it was originally scheduled. The County Executive Committee shall have a regular meeting at least once each quarter.

### **Section 6.2 - Organizational Meeting**

The County Executive Committee shall hold its organizational meeting within forty-five days after the term of office begins for the County Chair and the Precinct Chairs. The County Chair of the incoming term shall be responsible for calling the meeting. If the County Chair does not call the meeting within the forty-five days, then one-fourth of the Precinct Chairs may, by written demand, call an organizational meeting. Notice of the organizational meeting and a copy of any proposed bylaws or rules shall be either mailed via the USPS or emailed, but only if the Precinct Chair's email address is known, and posted on the County Executive Committee's website, if members of the County Executive Committee and the adoption of bylaws or rules for the biennium. Failure to adopt bylaws or rules for the current biennium by a majority vote shall enact the previous biennium's bylaws or rules.

### **Section 6.3 - Special Meetings**

Special meetings of the County Executive Committee may be called by the County Chair, or the succeeding officer if the County Chair is incapacitated. The County Executive Committee may call a Special Meeting by the written request of one-fourth of the Precinct Chairs sent to the County Chair and Secretary. Notice of the special meeting shall be sent to all members of the County Executive Committee at least 48 hours in advance of the meeting.

### **Section 6.4 - Limitations of Meetings**

The County Executive Committee shall not hold a meeting two days prior, during, or two days after the week of the biennial state convention of the Republican Party of Texas or during any calendar week in which committee meetings or general sessions of the quadrennial national convention of the Republican Party are scheduled. Once a County Executive Committee meeting has been properly noticed as prescribed by these Bylaws, no other County Executive Committee meeting of any type, other than for statutory business, shall be held during the period that runs from two days prior to two days after the scheduled County Executive Committee meeting.

### **Section 6.5 - Order of Business**

The order of business for agendas for regular meetings of the County Executive Committee shall be as follows:

1. Call to Order
2. Invocation and Pledges of Allegiance
3. Guest Speaker



4. Approval of Minutes
5. Reports of Officers
6. Reports of Standing and Special Committees
7. Unfinished Business
8. New Business
9. Announcements
10. Adjourn

#### **Section 6.6 - Agenda**

The County Chair is responsible for preparing the agenda for regular meetings of the County Executive Committee and including requested items under "New Business." A Precinct Chair may request to have an item placed on an agenda for a regular meeting. The request shall be made in writing to the County Chair by 5:00 p.m. on the sixth day prior to the meeting. A request received after the deadline is not guaranteed to be placed on the agenda; however, it will be placed on the agenda for the regular meeting of the following month. All agenda items shall be consistent with the mission and purposes of the County Executive Committee as prescribed by these Bylaws. The County Chair shall send the prepared agenda to the Secretary who shall send it to all members of the County Executive Committee at least four days in advance of the regular meeting. The agenda is subject to amendment by the County Executive Committee during the regular meeting by a two-thirds vote.

#### **Section 6.7 – Quorum**

The members present shall constitute a quorum to conduct statutory business. One-fourth of the members shall constitute a quorum to conduct non-statutory business.

#### **Section 6.8 - Voting**

Voting shall only be by personal attendance at a meeting of the County Executive Committee.

### **ARTICLE VII. COMMITTEES**

#### **Section 7.1 - Appointment of Committee Chairman and Members**

The County Chair shall appoint the chairman for each committee subject to the approval of the County Executive Committee by a majority vote. The committee chairman shall appoint the other members of the committee of which he or she serves as the chairman. The County Chair may remove a Committee Chairman, subject to the approval of the County Executive Committee by a majority vote.

#### **Section 7.2 - Candidates Committee**

The Candidates Committee shall recruit qualified persons to seek public office on the Republican ticket, vet the most viable candidates in all elections that directly affect the citizens of Kerr County, and recommend to the County Executive Committee which candidates to endorse and support. The Candidates Committee shall offer practical assistance and advice to the Party's candidates relevant to fundraising, organization, and reporting.

### **Section 7.3 - Finance Committee**

The Finance Committee shall prepare an annual budget, review the County Executive Committee's expenditures and receipts annually, and issue a report to the County Executive Committee within ninety days after the last day of the fiscal year. The Treasurer shall be an ex-officio member of this Committee. The County Chair may appoint associate members, serving in an advisory capacity.

### **Section 7.4 - Fundraising Committee**

The Fundraising Committee shall be responsible for raising funds needed for the operation of the County Executive Committee.

### **Section 7.5 - Elections Committee**

The Elections Committee will assist the Chair in appointing election judges and reviewing the polling locations with the County Elections Staff. The Elections Committee will also maintain a pool of election clerks and poll watchers and coordinate training with the State and County.

### **Section 7.6 - Headquarters Committee**

The Headquarters Committee shall maintain, operate, and staff the county headquarters with the assistance of County Executive Committee members and volunteers. The duties of the Headquarters Committee are inclusive of but not exclusive to: training volunteers; creating a staff schedule to man the office and phone; ensuring that guests are requested to sign in upon visiting the headquarters; ensuring that stocks of membership applications, sale inventories, and candidate materials are maintained and propose replenishment orders as needed; and keep the headquarters area clean.

### **Section 7.7 - Information Systems Committee**

The Information Systems Committee shall maintain the office laptop computer and printer; train office staff on use of electronic equipment; maintain the voter database and Precinct Maps; and own office email accounts.

### **Section 7.8 - Membership Committee**

The Membership Committee shall create and maintain an independent membership database which can be used to quickly send emails to all members or selected groups of Members; and provide a monthly update to all Precinct Chairs; and print and mail membership cards.

### **Section 7.9 - Rules Committee**

The Rules Committee is responsible for periodically reviewing the County Executive Committee Bylaws and Standing Rules, recommending amendments or revisions to Bylaws and Standing Rules to the County Executive Committee as needed, and evaluating proposed Rules, By-laws, or Resolutions as directed by the County Chair or County Executive Committee.

### **Section 7.10 - Vacancy Committee**

The Vacancy Committee shall be responsible for interviewing qualified persons and making recommendations to fill vacancies on the County Executive Committee, with the assistance and cooperation of the County Chair.

### **Section 7.11 – Legislative Committee**

The Legislative Committee will research key issues, proposed legislation, pertinent stances of lawmakers, and keep the CEC abreast, in plain English, of such matters. The Legislative Committee will solicit input from the Precinct Chairs, regarding the most pressing concerns from their constituents. During the Texas Legislative Session, the Legislative Chair will monitor the activities of the legislature and organize advocacy trips to the State Capitol if needed or desired. The Legislative Chair should endeavor to be aware of (and participate in) local grassroots coalitions, such as 391 Commissions or republican advocacy groups.

### **Section 7.12 - Other Committees**

The County Executive Committee may establish other standing or special committees as it shall deem necessary.

### **Section 7.13 - Notice of Meetings**

The notice of all committee meetings shall be sent to all members of the County Executive Committee at least seven days in advance of the meeting.

## **ARTICLE VIII. FINANCIAL MANAGEMENT**

### **Section 8.1 - Fiscal Year**

The fiscal year of the County Executive Committee shall begin on the first day of July each year and end on the last day of June of the following year.

### **Section 8.2 - General Funds**

General funds of the County Executive Committee shall be held in a checking account under the name of "Kerr County Republican Party." The County Chair, Vice Chair, and Treasurer shall be authorized to sign checks for expenditures, with at least two of the three signatures being required for checks that exceed the amount of one thousand dollars. The County Chair is authorized to approve expenditures of less than one thousand dollars per transaction without requiring the approval of the County Executive Committee. This limit applies to individual transactions and is not cumulative. Any expenditure of one thousand dollars or more shall be ratified or approved by the County Executive Committee and recorded in the minutes of the meeting where such action was taken. The County Chair's authorization ceases when the account balance is equal to or less than five thousand dollars or the three-month average of utilities, rent, office supplies, and insurance, whichever is greater.

### **Section 8.3 - County Primary Fund**

A County Primary Fund will be created by the County Executive Committee as provided in Section 173.031 of the Texas Election Code. The County Primary Fund shall be held in a checking account under the name of "Kerr County Republican Party Primary Fund." The County Primary Fund shall be managed by the Treasurer and the County Chair. The County Primary Fund is subject to audit as provided in Sections 173.035 and 173.036 of the Texas Election Code.

## **ARTICLE IX. OPEN MEETINGS AND RIGHTS OF MEMBERS**

All meetings of the County Executive Committee and its committees shall be open to all members of the County Executive Committee. All members shall have the right to appear before any committee to make recommendations for the committee's consideration, testify concerning any item of business under the committee's purview, and record or livestream the proceedings of any portion of a meeting unless it is held in executive session.

## **ARTICLE X. ADVOCACY**

Members shall represent the official policies and positions of the County Executive Committee. Members shall explicitly state they do not represent the County Executive Committee or Kerr County Republican Party when presenting their individual opinions and positions, and they shall not allow any inference that they do.

## **ARTICLE XI. PARLIAMENTARY AUTHORITY**

The rules contained in the latest edition of Robert's Rules of Order Newly Revised shall govern the County Executive Committee in all cases to which they are applicable and in which they are not inconsistent with the Texas Election Code, the Rules of the Republican Party of Texas, these Bylaws, and any special rules of order the County Executive Committee may adopt.

## **ARTICLE XII. CONFLICTS**

Any provision of these Bylaws in conflict with the Texas Election Code or the Rules of the Republican Party of Texas is automatically declared null and void and does not cause any other provision to be null and void. Any provision discovered to be in conflict shall be amended within sixty days.

## **ARTICLE XIII. AMENDMENT**

These Bylaws may be amended at any meeting of the County Executive Committee by a two-thirds vote. The proposed amendment shall be submitted in writing either at the previous regular meeting or to the Secretary who shall send it to all members of the County Executive Committee at least seven days in advance of the meeting at which it is to be considered.