



Organizational Meeting Memo

There are four required County Executive Committee (CEC) meetings you must hold as County Chair per year. The first is the Organizational Meeting. Below outlines the requirements of the Organizational meeting specifically and also information for meetings in general.

Timing

- You must call an organization meeting to be held between June 13th (the first day new officers take office) and July 28th. (RPT Rule 8d & Texas Election Code 171.022 (c))
 - NOTE: Cannot be held during the Republican National Convention July 18th – 21st.

Notice

- Notice of the meeting must be sent by hard copy through the **US Postal Mail** to all members of the executive committee. It must be mailed to their last known address 14 days PRIOR to the date of the meeting.
 - CANNOT BE EMAILED
- The in accordance with RPT Rule 8d the notice must include:
 - State time
 - Date
 - Location of the meeting
 - Name(s) of the person calling the meeting
 - Agenda
 - Copy of the proposed bylaws/rules for the biennium

Agenda

- The agenda must include passing the bylaws/rules for the biennium.
 - It is suggested that you send a copy of the final passed bylaws to RPT
- See the Sample Agenda

Bylaws

- You must pass bylaws for your county party.
 - Even if they are exactly the same, and it may even be the same individuals serving in the CEC – you STILL MUST pass your county party bylaws.
- Bylaws should outline how County Party Officers, outside of the County Chair, are selected.
- Sample bylaws are attached.
 - I would highly suggested to skim through as there are some new updates based on changes in State Law & Party Rules.

Officers

- Local party officers do not have to be precinct chairs. However ONLY the County Chair and precinct chairs are eligible to vote on statutory matters. Therefore if an officer is

also a precinct chair they are allowed to vote, but only once in their capacity as precinct chair.

- Secretary
 - You do need to select a county party secretary.
 - There is no technical deadline by which this action must happen but is a good housekeeping rule to take care of it as this meeting.
 - The Secretary is recognized by state law in certain instances to act on behalf of the county chair when authorized by the chair. If the county chair were to resign the secretary is the person charged with calling the meeting to fill the vacancy.
- Treasurer
 - Depending on the size of your county party this position might be more time consuming and tedious. Larger counties that have a combined income and expenses over several thousands of dollars may be required to send in reports to the Texas Ethics Commission (TEC) or the Federal Election Commission (FEC).
- Vice Chair
 - State law does not recognize authority of a Vice Chair. This does not preclude you having a Vice Chair and there are other duties that this person can assist with.

Filling Precinct Chair Vacancies

- A county executive committee shall, by majority vote at its organizational meeting, adopt a bylaw and/or rule for filling vacancies on the county executive committee. (RPT Rule 8h)
- The County Executive Committee (CEC), which is comprised of the County Chair and precinct chairs, or if no precinct chairs exist the county chair constitutes the CEC, may appoint/approve the nomination of anyone who meets the two requirements to fill the position of precinct chair.
 - The person must live in the precinct and be affiliated with the Republican Party.
 - Either by voting in primary or runoff, election or by taking an oath of affiliation
 - So if someone lives in the precinct but voted in the Democrat primary or runoff they are ineligible.
- Attached is the sample of the precinct chair ballot application which you can ask a potential candidate to fill out so that you obtain all of their contact information.
- Many counties do have a process or even committee in place to fill vacancies but this is not required.
 - Often it is outline in the county party bylaws.
- There was confusion over the requirement to take an oath. Party officers are not required to take an oath, however if you would like to do so there is an example attached.

Executive Committee Meeting Quorum (RPT Rule 9)

- Non-Statutory Business and Filling Vacancies (RPT Rule 9a)
 - At County or District Executive Committee meetings, one-fourth (1/4) of the

membership, excluding vacancies, shall constitute a quorum for conduct of non-statutory business.

- Statutory Business (RPT Rule 9b)
 - A quorum for conduct of statutory business (called for by the Texas Election Code) shall consist of those members present.

Open Meetings

- All meetings of the CEC are open meetings. (RPT Rule 8f)
 - Even at open meetings attendees who are not part of the CEC are not allowed to speak unless given permission when called upon by the chair.
- You do have the option to go into executive session which means only members of the CEC and other deemed necessary for the purpose of the meeting would be allowed in the room.

Updating Contact Information

- At any time if officers or precinct chairs are elected to fill vacancies please forward their contact information to RPT. (RPT Rule 8g)
 - You will be sent a spreadsheet of precinct chairs from your county who we have on file at the moment. Please make any updates or changes throughout the year on that spreadsheet and email them back to RPT.

Please let me know if you have any additional questions. I know this is a long email but hopefully it is informative without being overwhelming.

Thank you for your service and good luck on your organizational meeting!

Cassie

Rule No. 8 – Supplementary Executive Committee Rules – Meetings

- a. Compliance Required – The SREC, each county executive committee, each district executive committee, and any committee or sub-committee created by any Bylaws or Rules adopted by same, shall comply with and be established in accordance with these Rules.
- b. Supplemental Rules Permitted – The SREC elected at the biennial State Convention or a county executive committee elected in biennial primary election or a district executive committee created pursuant to the TEC or the bylaws of any political subdivision within the Party, may adopt supplemental rules or bylaws, provided however that such rules or bylaws do not conflict with any rules or bylaws of a higher authority including, but not limited to, these Rules. All such rules and bylaws shall be filed with the SREC and with the Secretary of State and are hereby adopted by reference.
- c. Organizational Meeting of the State Republican Executive Committee – The SREC shall hold its organizational meeting after the adjournment of the biennial State Convention. The agenda of the organizational meeting shall include, but not be limited to the adoption of Bylaws and/or Rules for the biennium. SREC Bylaws or Rules shall always be amendable by a majority of the entire membership, subject only to adopted notice requirements.

- d. **Organizational Meeting of a County Executive Committee** – A County Executive Committee shall hold its organizational meeting within forty-five (45) days after the term of office begins for the County Chairman and the Precinct Chairmen. (The term of office begins twenty (20) days after the Primary Runoff Election according to Subsection 171.022 (c) of the TEC.) The County Chairman shall be responsible for calling the meeting however, if the County Chairman does not call the meeting, then one-fourth (1/4) or 50 of the Precinct Chairmen whichever is fewer, may, by written demand, call an organizational meeting. Notice of the organizational meeting shall be mailed by USPS to the last known address of the members of the executive committee at least fourteen (14) days prior to the date of the meeting and such notice shall state the time, date, and location of the meeting and the names(s) of the person(s) issuing the call. The agenda of the organizational meeting shall include, but not be limited to, the swearing in of the newly elected executive committee members and the adoption of Bylaws and/or Rules for the biennium. The proposed Bylaws and/or Rules shall be sent out with the meeting call via USPS at least fourteen (14) days prior to the date of the meeting.
- e. **Limitations on County Executive Committee Meetings** – No county executive committee meeting shall be held during the week of the biennial State Convention or the quadrennial National Convention.
- f. **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 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.
- g. **Meeting Notice** -- The County Chairman shall notify all members of a County Executive Committee in advance of any meeting of any committee, subcommittee, or ad hoc committee of the County Executive Committee, including a proposed agenda of items to be discussed. Without such notice no meeting can convene. A County Executive Committee shall by majority vote at its organizational meeting adopt a bylaw and/or rule for notice of meetings.
- h. **The County Chairman shall maintain a current list** of the name, mailing address, phone number, email address (if available), and precinct number of every Republican Precinct Chair who was elected in the Primary, the Primary Runoff, or was appointed by the County Executive Committee to fill a Precinct Chair vacancy. The list shall be updated within seven (7) business days of an election changing the status of the list and shall be made available at reproduction costs or by email to any Republican Precinct Chair, Republican Party Official, Republican Elected Office Holder, or Republican Candidate for Elective Office of the county requesting such.
- i. **Filling Vacancies on a County Executive Committee** (Permanent State Executive Committee Rule) – A county executive committee shall, by majority vote at its

organizational meeting, adopt a bylaw and/or rule for filling vacancies on the County Executive Committee.

Rule No. 9 – Executive Committee Quorum

- a. **Non-Statutory Business and Filling Vacancies** – At County or District Executive Committee meetings, one-fourth (1/4) of the membership, excluding vacancies, shall constitute a quorum for conduct of non-statutory business. As provided by Section 171.024(c), TEC, the SREC has designated one-fourth (1/4) of the membership, excluding vacancies, or such greater percentage, not to exceed a majority of the membership, as may be specified in County Executive Committee Bylaws and/or Rules as the quorum for filling vacancies on County Executive Committees (Permanent State Executive Committee Rule). At SREC meetings, the quorum for conduct of non-statutory business shall be in accordance with the SREC Bylaws. If the quorum provided above is not present at any executive committee meeting, then only statutory business (called for by the TEC) may be transacted at a meeting.
- b. Statutory Business – At SREC, County or District Executive Committee meetings, a quorum for conduct of statutory business (called for by the TEC) shall consist of those members present.