

**SUPPLEMENTAL RULES OF THE EXECUTIVE COMMITTEE OF  
THE REPUBLICAN PARTY OF TARRANT COUNTY  
AS AMENDED SATURDAY, SEPTEMBER 11, 2021**

**ARTICLE I NAME AND PURPOSE**

Section 1. The name of this organization shall be the Executive Committee of the Republican Party of Tarrant County, hereinafter referred to as the Executive Committee.

Section 2. The Executive Committee shall exercise those powers conferred upon it by the Election Code of the State of Texas, the rules of the Republican Party of Texas, and by these Supplemental Rules; and shall promote Republican Party candidates in Tarrant County and shall strive to influence the outcome of public policy to reflect the principles found in the platform of the Republican Party of Texas.

**ARTICLE II QUORUM**

A quorum for the purpose of conducting business shall be defined as follows:

Non-Statutory Business – One-fourth (1/4) of the membership, excluding vacancies, shall constitute a quorum for conducting non-statutory business.

Statutory Business – A quorum for conducting statutory business (called for by the Texas Election Code) shall consist of those members present.

Filling Vacancies – A quorum for filling a vacancy in the office of County Chair shall be a majority of the elected members. A quorum for filling a vacancy in the office of Precinct Chair shall be one-third (1/3) of the elected members.

**ARTICLE III MEMBERSHIP AND PRIVILEGES**

Section 1. The voting membership of the Executive Committee shall be composed of the County Chair, who shall be the Committee's presiding officer, and the Precinct Chair from each election precinct of Tarrant County. Each member shall be entitled to one vote by personal attendance at Executive Committee meetings. There shall be no voting by proxy.

Section 2. The County Chair and Precinct Chairs shall be elected biennially as provided for in the Texas Election Code.

Section 3. Precinct Leaders, for precincts without an elected Precinct Chair, can be appointed or removed by the Executive Committee by a majority vote. Precinct Leaders are subject to the same eligibility requirements as Precinct Chairs as stipulated in the Texas Election Code. Precinct Leaders shall be recognized as members of the Executive Committee with the privileges and responsibilities of Precinct Chairs, including floor privileges and the right to speak in debate at Executive Committee meetings, but excluding the right to make motions or vote. At the discretion of the Chair, Precinct Leaders may be required to sit in a designated section at all Executive Committee meetings.

Section 4. Any Appointive or Elected Officers of the Executive Committee, Area Leaders, or members of the State Republican Executive Committee who are not Precinct Chairs shall be recognized as members

of the Executive Committee with the same privileges and responsibilities of Precinct Chairs including floor privileges and the right to speak in debate at Executive Committee meetings, but excluding the right to make motions or vote. These ex-officio members may Chair or serve as voting members on any Standing Committee, provided they reside in Tarrant County.

#### **ARTICLE IV APPOINTIVE AND ELECTED OFFICERS**

Section 1. The appointive officers shall be the Vice-Chair(s), Treasurer, Legal Counsel, Parliamentarian, Chaplain, Sergeant-at-Arms, and Area Leaders.

Section 2. The County Chair shall make these appointments, subject to ratification by the Executive Committee by a majority vote. Each of these officers shall serve a term concurrent with that of the Executive Committee or until their successor is appointed and ratified and may be removed from office by the County Chair. No ratification shall be required to appoint a Parliamentarian.

Section 3. If a vacancy occurs in the office of County Chair, the appointive officers shall serve only until the election of a new County Chair.

Section 4. The County Chair may appoint assistants to the Appointive Officers as needed, who shall be subject to the same requirements, ratification, and removal procedures as the Appointive Officers as outlined in this Article.

Section 5. Immediately upon adoption of these Supplemental Rules, the Executive Committee shall elect a Secretary and Assistant Secretary each of whom may be either a member of the Committee or such other person as the Committee may elect.

Section 6. No appointive or elected officer may have affiliated with another political party during the current or the immediately preceding election cycle, and, except for the Parliamentarian, all must be residents of Tarrant County.

#### **ARTICLE V VACANCIES AND SUCCESSION**

Section 1. In the event of a vacancy in the office of County Chair, the elected Secretary of the Executive Committee shall call a meeting of the Executive Committee to be held within twenty (20) days of the occurrence of the vacancy for the purpose of electing a new County Chair, in accordance with Sec. 171.025 of the Texas Election Code. (See Article II, Sec. 4.) No Vice-Chair or other Party officer shall assume the position of "acting chair."

If a majority of the membership of the Executive Committee does not attend a meeting to elect a new County Chair, then subsequent meetings shall be held as soon as practical, but in no event later than twenty (20) days from the date of the failed meeting.

Section 2. Vacancies in any appointive or elected office shall be filled promptly by the Chair or Executive Committee in the same manner as the original appointment or election. Notice of the election or ratification to fill a vacancy shall be included in the call of the next regular or special meeting of the Executive Committee. A vacancy shall occur in the event an officer dies, resigns, or no longer resides in the county. Any resignation shall be deemed to be effective immediately when given to the County Chair whether given in writing or orally.

## **ARTICLE VI DUTIES OF THE OFFICERS AND EXECUTIVE COMMITTEE**

Section 1. The County Chair shall be the Chair of the Executive Committee and shall be the Chief Executive Officer of the Republican Party of Tarrant County. The County Chair shall preside at all meetings of the Executive Committee and coordinate the political activities of the Republican Party in Tarrant County.

The County Chair shall represent the Executive Committee in its official capacity, shall employ such persons and make such appointments as deemed appropriate, and shall have such usual powers of supervision and management as may pertain to the office of County Chair. Subject to the provisions of Section 2, the Chair shall be an ex-officio voting member of all Standing Committees.

Section 2. The Vice-Chair(s) shall be the assistant executive officer(s) of the Republican Party of Tarrant County and shall aid and assist the County Chair in their duties. When authorized by the Chair, any Vice-Chair may act on the Chair's behalf with respect to any of the duties stated in Section 1, except for actions relating to employment, appointments, or approval of contracts.

The County Chair may appoint any Vice-Chair an ex-officio voting member of any Standing Committee in place of taking that seat themselves, in which case that Vice-Chair shall continue to hold the committee seat at the will of the Chair.

In the absence of the County Chair at any meeting, any Vice-Chair may preside. If no Vice-Chair is available, the presiding officer shall be selected by the body in accordance with the parliamentary authority adopted by these rules.

Section 3. The Legal Counsel shall be the chief legal advisor to the Executive Committee of the Republican Party of Tarrant County, and to all other Committees and officers on legal matters pertaining to the Republican Party of Tarrant County. The Legal Counsel is expected to attend all meetings of the Executive Committee.

Section 4. The Treasurer shall be the custodian of all funds of the Executive Committee and the Republican Party of Tarrant County, and shall disburse the same in accordance with the budgets approved by the Executive Committee. The Treasurer shall keep a strict account of all receipts and disbursements, with the dates thereof, from whom received and to whom disbursed, and the purpose thereof, and shall make a copy of said report available to the Executive Committee at the regularly scheduled meetings.

Section 5. The Secretary and Assistant Secretary shall keep minutes and attendance records for all meetings of the Executive Committee, and perform such duties as required by the Texas Election Code. The Secretary shall prepare draft meeting minutes to include all votes which shall be posted on the County website, labeled as "DRAFT," and distributed via email to the voting and non-voting members of the Executive Committee with a known email address within 20 days of that meeting. Such minutes shall be retained at County Party Headquarters. Following approval and adoption by the Executive Committee, the minutes shall be open to public inspection and posted on the County Party website within 20 days. The Assistant Secretary shall only be required to perform the duties of the Secretary as required by the Texas Election Code, or as provided in these Supplemental Rules when a vacancy has occurred in the office of Secretary. In the absence of both the Secretary and Assistant Secretary at an Executive Committee meeting, the presiding officer shall appoint any member of the Executive

Committee to keep the minutes.

Section 6. The Precinct Chairs and Precinct Leaders shall be responsible for carrying out the directions and resolutions of the Executive Committee in accordance with these Supplemental Rules. The Precinct Chairs and Precinct Leaders shall assist Republican Party candidates and shall have general responsibility for all Republican Party activities, functions, and campaigns within their respective precincts.

Section 7. The Executive Committee, as a body, shall not endorse one Republican over another in a contested primary race. No Republican Party of Tarrant County resources shall be used to recruit a Republican candidate to run against a Republican incumbent.

## **ARTICLE VII MEETINGS**

Section 1. Regular meetings of the Executive Committee shall be held every odd-numbered month, and shall alternate between the second Thursday and the second Saturday of the month. In an emergency, the County Chair may reschedule a regular meeting to occur earlier or later in the same month, subject to the notice requirements of Section 4.

Section 2. The order of business for all regular meetings shall at minimum include:

1. Reading and approval of minutes of the last regular meeting and any intervening meetings
2. Adoption of Special Orders
3. Elections to fill Executive Committee vacancies
4. Reports of officers and standing committees
5. Reports of special committees
6. Special Orders
7. Unfinished business and general orders
8. New business
9. Announcements and introductions

The County Chair may change the order of items above; however, the order chosen must be included in the call to meeting.

Section 3. Special meetings may be called as needed by the County Chair. Special meetings may also be called by a petition of 25% of the members of the Executive Committee submitted to the County Chair. If the County Chair does not act on such petition within 7 days of receipt, any member of the Executive Committee may call the meeting directly by mailing notice to the last known address of the members of the Executive Committee, pursuant to the terms of Section 4.

Section 4. No less than Fourteen (14) days' notice shall be required for all meetings, except in the event of a stated emergency, in which case two (2) days' notice shall be required. (All designation of times shall be considered as the postmark date, or the sent date for electronic notifications.) Except for a resolution proposed in a Resolutions' Committee Report, all resolutions to be presented at a regular or specially called meeting of the Executive Committee meeting must be submitted to the County Chairman, by e-mail or in person, no later than 72 hours prior to the Executive Committee Meeting at which the resolution is to be proposed. The County Chair or his/her designee shall post the proposed resolution on the local party website. This rule may be suspended by a two-thirds (2/3) vote of the members present.

Section 5. New Business. New business may be presented for approval at a Meeting of the Executive Committee in one of the following ways:

- By the County Chair
- By any Standing Committee
- By any three Precinct Chairs of the Committee

All New Business to be presented at a regular or specially called Meeting of the Executive Committee must be submitted to the County Chair, by email or in person, no later than the Sixteen (16) days prior to the Executive Committee Meeting at which the Resolution is to be proposed. This rule may be suspended by a two-thirds (2/3) vote of the members present.

Section 6. Resolutions. All resolutions to be presented at a regular or specially called Meeting of the Executive Committee must be submitted to the County Chair, by email or in person, no later than Sixteen (16) days prior the Executive Committee Meeting at which the Resolution is to be proposed. The County Chair or his/her designee shall post the proposed Resolution on the local Party website. This rule may be suspended by a two-thirds (2/3) vote of the members present.

Section 7. If a meeting is called, and the Chair and Vice Chairs fail to attend, the Secretary shall call the meeting to order and preside while the members (a quorum being present) elect a temporary chair to preside at that particular meeting. If the Chair, Vice Chairs and Secretary fail to attend, any Executive Committeeman or woman may call the meeting to order at the appointed hour and preside while the members (a quorum being present) elect a temporary chair to preside at that particular meeting. The temporary chair shall have the same authority as the regular chair has at any meeting.

Section 8. At meetings of the Executive Committee, all incumbent elected officials of the Republican Party of Texas, together with such other persons as may be designated by the County Chair, shall have the privileges of the floor, but without voting rights.

#### **ARTICLE VIII AREA LEADERS**

Section 1. The County Party shall be organized into areas contiguous with the State House Districts in the County. There shall be an Area Leader for each area who shall be appointed by the County Chair from among that area. No Area Leader may have affiliated with another political party during the current or immediately preceding election cycle. The County Chair's appointed area leaders are subject to ratification by the Executive Committee at a duly noticed meeting where the person(s) appointed are named in the notice of the meeting. The Area Leader serves at the pleasure of the County Chair.

Section 2. The Area Leader is responsible for organizing the Precinct Chairs and Precinct Leaders in that Area in support of the Purpose of the Executive Committee as stated in these Supplemental Rules. The Area Leader shall act as liaison and advisor between the Precinct Chairs and Precinct Leaders in that Area, the County Chair, and the Executive Committee.

Section 3. The Area leaders shall assist the County Chair and shall participate in, Republican Party

activities in that Area, and shall recruit prospects to fill vacancies in that Area. The Area Leaders shall also suggest prospects to fill vacancies on Standing Committees.

## **ARTICLE IX STANDING COMMITTEES**

Section 1. The Standing Committees and their functions shall be:

1. Resolutions: Monitor legislative activity and other events of interest to Tarrant County Republicans, and prepare appropriate resolutions for the Executive Committee, including suggested actions to implement the resolution's desired outcome.
2. Candidates and Campaigns: Recommend policies and procedures to the Executive Committee relating to Republican candidate recruitment, screening, resources, and victory; and on adoption by the Executive Committee, create and supervise at least Candidate Resources and Campaign Victory Subcommittees to implement those policies and procedures.
3. Finance: In cooperation with the County Chair, direct fundraising activities in support of the County Party. Prepare an annual budget for approval by the Executive Committee, including funds acquired and spent by the County Party to perform the duties specified in these Supplemental Rules, but excluding funds acquired and spent by the County Chair in the performance of statutory duties specific to that office (administering elections, etc.). The County Chair, Treasurer, and Finance Committee Chair shall have authority to approve a minimal budget for party operations from the time these Supplemental Rules are adopted at the Organizational Meeting until a budget is approved by the Executive Committee. Create and supervise subcommittees responsible for one or more annual fundraisers and a donor committee.
4. Rules: Recommend Supplemental Rule changes and standing rules to the Executive Committee.
5. Precinct Chair and Volunteer Recruitment and Services: Assist Precinct Chairs, Precinct Leaders, and Area Leaders in recruitment of volunteers to fill Precinct Chair, Precinct Leader, and Block Captain vacancies, assist the County Chair and Tarrant County Republican Party headquarters staff in recruiting volunteers to work the headquarters, and such other related duties as assigned by the County Chair or Executive Committee.
6. Election Administration and Voter Services: Assist with the County Chair's statutory duties facilitating elections. Register voters and provide other voter services as assigned by the County Chair or Executive Committee. Make recommendations regarding ballot integrity and security measures.
7. Education and Training: Under the direction of the County Chair and Executive Committee, prepare and maintain education and training resources for use by the Executive Committee, other committees, and Tarrant County Republicans.
8. Communications and Public Relations: Assist the County Chair in communicating party activity and resources as appropriate to the Executive Committee and public by means such as newsletters, press releases, websites and email. Create and supervise a Technical Subcommittee to maintain the Tarrant County Republican Party's web site, email lists, and related technical activities and resources.

9. Community Involvement Committee: Assist the County Chair in coordinating activities to promote Republican Party values among all residents of Tarrant County, regardless of demographic or traditional political affiliation. Work with local government officials and leaders to encourage adoption of Republican principles and priorities at all levels of government.

Section 2. The County Chair shall appoint the chair of each Standing Committee subject to the approval of the Executive Committee, except that the chairs of the Rules and Resolutions Committees shall be elected by the Executive Committee. These elections shall take place no later than the next regularly scheduled meeting after the adoption of this provision.

Section 3. The Resolutions and Rules Committees shall have 15 members each, including the Committee Chair and the County Chair or their designated Vice-Chair. In addition, the Party Counsel shall be a nonvoting ex-officio member of Rules. Eleven members of each committee shall be elected proportionally from among the members in each State Senate District in a caucus to be held at the next regularly scheduled meeting after the adoption of this provision, with the following number of members by caucus: Senate District 9 shall elect four (4) members, Senate District 10 five (5) members, Senate District 12 one (1) member, and Senate District 22 one (1) member. In addition, the County Chair shall appoint two (2) members. All other Standing Committees shall have at least five (5) members.

Section 4. The first meeting of each newly constituted Standing Committee shall be called by the Committee Chair or the County Chair, within thirty (30) days after the committee is formed.

Section 5. A majority of a Standing Committee's members shall constitute a quorum. Each Standing Committee's chair shall appoint a secretary to record the minutes of the committee's activities. If the Secretary is not a member of the Standing Committee, the Secretary shall not have the right to vote in the Committee.

Section 6. The term of office for Standing Committee chairs and members shall run concurrently with that of the Executive Committee, or until their successors are elected or appointed, and ratified in the same manner as the original appointment or election described in this Article, except that in the event of a vacancy in the office of County Chair, the appointive chairs and members shall serve only until the election of a new County Chair.

Section 7. Each Standing Committee Chair other than Resolutions and Rules shall appoint the members of their committees and fill vacancies as needed, subject to the approval of the County Chair. The Resolutions and Rules Standing Committees shall be composed only of members of the Executive Committee. At least half the members of the Finance Committee, not including the County Chair, shall be members of the Executive Committee. Individuals need not be Executive Committee members to serve on any other Standing Committees or any Subcommittees of any Standing Committee, but no member of any Standing Committee or Subcommittee may have affiliated with another political party during the current election cycle.

Section 8. The time and place of all meetings of any Standing Committee or Subcommittee shall be posted on the County Party website and sent to all members of the relevant Committee or Subcommittee as soon as possible after they are scheduled. If it is not possible to provide such notice of any meeting at least 48 hours before the meeting is called to order, the meeting must be announced to those present at the committee or forming body's preceding meeting prior to that meeting's adjournment. Any action taken at a Standing Committee or Subcommittee meeting held without such

notice shall not be valid unless ratified at a properly noticed meeting.

Section 9. The existence of a Standing or other Committee does not preclude a member of the Executive Committee from bringing a motion that would otherwise be under the purview of any such Committee directly to the floor, except as provided in Article VII, Section 4. The presiding officer of any meeting of the Executive Committee may at their discretion, and without leaving the chair, make the motion to refer any pending item to a Standing or Special Committee.

Section 10. A standing committee member shall forfeit his/her position on the committee if he/she fails to attend three consecutive meetings, unless excused by the Committee Chair.

#### **ARTICLE X SPECIAL COMMITTEES**

The County Chair or Executive Committee may create such Ad Hoc Committees as may be deemed necessary to assist in carrying out duties not specifically assigned to a Standing Committee, with a defined purpose and a defined duration. Individuals need not be members of the Executive Committee to serve on an Ad Hoc Committee unless otherwise stipulated by action of the Executive Committee, but no member of any committee may have affiliated with another political party during the current election cycle.

#### **ARTICLE XI ADVISORY COMMITTEE**

There shall be an Advisory Committee for the Republican Party of Tarrant County. The voting members shall be the County Chair, the Area Leaders, the Standing Committee Chairs, the Secretary, the Treasurer, and the Legal Counsel. The Vice-Chair(s), along with any current SREC members or past County Chairs who reside in Tarrant County, shall also be non-voting members, but shall not be counted in determining or achieving quorum.

The County Chair shall be the Chair of the Advisory Committee. The Committee shall meet at the call of the Chair and shall advise the Chair on matters of interest to the Executive Committee between Executive Committee meetings. The Chair may, at their discretion, request consent from the Advisory Committee on any action to be taken between Executive Committee meetings, in which case the Advisory Committee, by majority vote, may provide consent on the Executive Committee's behalf. Such consent, if granted, shall be reported to the next regular or special meeting of the Executive Committee, and may be reversed by a 3/5 vote of the Executive Committee at that meeting.

#### **ARTICLE XII PARLIAMENTARY AUTHORITY**

The current edition of Robert's Rules of Order, Newly Revised, shall be the parliamentary authority governing the Executive Committee and Officers in all cases in which they are not inconsistent with these Supplemental Rules, or the Rules of the Republican Party of Texas.

#### **ARTICLE XIII AMENDMENTS**

These Supplemental Rules may be amended by a majority vote of the members of the Executive Committee present and voting at a meeting of the Executive Committee, a quorum being present, held on or before March 1, 2021, with at least fourteen (14) days written notice as set out below. Thereafter, these Supplemental Rules may be amended by a two-thirds vote of the members of the Executive Committee present and voting at a meeting of the Executive Committee, a quorum being



present. The Executive Committee is to receive notice of any proposed amendment by mailing or emailing written notice to each voting and non-voting member of the Executive Committee at least fourteen (14) days in advance of a regular or special meeting called for that purpose.

## **APPENDIX A DEFINITIONS REFERENCED**

Several potentially unfamiliar terms used in the Tarrant County Executive Committee Supplemental Rules are defined in other documents the Supplemental Rules include by reference or elsewhere in Texas Code. Rather than include full definitions in the Supplemental Rules themselves, which would increase the size of the document and also have to be kept current (by action of the Executive Committee), those definitions are included here.

These definitions are for reference only. If any of them change in the source material, they will be updated here as soon as possible, but the source definition is always the one that applies, unless the Supplemental Rules stipulate otherwise.

From Robert's Rules of Order, Newly Revised, 11th Edition:

1. Delivery of Meeting Notice: "When notice is required to be sent, unless a different standard is specified that requirement is met if written notice is sent to each member either: 1. by postal mail to the member's last known address; or by a form of electronic communication, such as e-mail or fax, by which the member has agreed to receive notice." (pg. 89)

2. Previous Notice of Motions: "A requirement of previous notice means that announcement that the motion will be introduced— indicating its exact content as described below—must be included in the call of the meeting at which the motion will be brought up, or, as a permissible alternative, if no more than a quarterly time interval will have elapsed since the preceding meeting, the announcement must be made at the preceding meeting." (pg. 121)

3. General and Special Orders: "An order of the day, as stated above, is a particular subject, question, or item of business that is set in advance to be taken up during a given session, day, or meeting, or at a given hour, provided that no business having precedence over it interferes. Orders of the day are divided into the classes of general orders and special orders. A special order is an order of the day that is made with the stipulation that any rules interfering with its consideration at the specified time shall be suspended except those relating to: (a) adjournment or recess; (b) to questions of privilege; (c) to special orders that were made before this special order was made; or (d) to a question that has been assigned priority over all other business at a meeting by being made the special order for the meeting as described on page 371. An important consequence of this suspending effect is that, with the four exceptions just mentioned, a special order for a particular hour interrupts any business that is pending when that hour arrives." (pg. 364-365)

From the Texas Administrative Code: 1. Election Cycle: "A single election and any related primary or runoff election." (TAC §20.1(6))