

**Bylaws of the 2024-2026 Executive Committee  
Comal County Republican Party**

**Article One: The Executive Committee**

- 1.1 Name.** The name of the Committee shall be the Comal County Executive Committee, hereinafter referred to as "CEC".
- 1.2 Membership.** Membership of the CEC shall be comprised of the Republican County Chairman and the Republican Precinct Chairs of Comal County, Texas as provided by the Election Code of the State of Texas.
- 1.3 Duties.** The CEC shall exercise those powers conferred upon it by the Election Code of the State of Texas, and by these Bylaws, and perform all duties necessary to promote the best interest of the Republican Party of Texas in Comal County.
- 1.4 Ethics.** The CEC is committed to the growth and health of the Comal County Republican Party (sometimes referred to as "CCRP"), therefore, any member, officer, ex-officio member or committee member of the CEC who publicly supports a candidate of another party shall be subject to censure upon two-thirds vote of the CEC present at the next announced meeting of the CEC and subject to removal.

**Article Two: Objectives**

- 2.1 Objectives:** The objectives of the CEC shall be:
  - (a) To conduct the business of the CCRP as protected by the Constitutions of the United States and Texas and all other business as may be required to be an effective representative of the duly constituted Republican Party of Texas (sometimes referred to herein as "RPT") and to advance and support the Preamble, Principles, Platform, Legislative Priorities, and Resolutions of the RPT (collectively referred to as "Ideals and Policies");
  - (b) To promote an informed electorate through education of the Ideals and Policies stated in 2.1(a).
  - (c) To promote and advance activism of residents of Comal County in the cause of good government and liberty through application and exercise of the Ideals and Policies; and
  - (d) To facilitate effectiveness of Republicans of Comal County, and to promote the welfare and growth to the CCRP; and to promote the Ideals and Policies of the CCRP.

## **Article Three: Meetings**

- 3.1. Statutory Meetings.** The organizational meeting of the CEC shall convene pursuant to Rule 8 of the RPT.
- 3.2 Regular Business Meetings.** The Fiscal Year of the CCRP shall be July 1<sup>st</sup> through June 30<sup>th</sup>. Meetings of the CEC shall be held a minimum of four (4) times per year and shall be scheduled by the County Chair. All members shall be notified in writing or by electronic means of the time, place, and agenda of these meetings at least seven (7) days prior to the day they are held.
- 3.3 Special Meetings.** Special Meetings of the CEC may be held at any time upon notification in writing or by email issued:
  - (a) by the County Chair; or
  - (b) by Fifty One percent (51%) or more of the members of the CEC in office.
- 3.4. Notice of Special Meeting.** Any call must be delivered to the Secretary at least fourteen (14) days prior to the date specified in the call for the meeting. The call and notice must contain the time and place for the Special Meeting together with the objective or objectives thereof. At least ten (10) days prior to the date of the meeting, notice in writing or by email of the call containing information required by these bylaws, shall be sent to each member of the CEC at the address as it appears on the records of the CEC by or under the authority of the Secretary. In the event of a stated emergency, three (3) day notice for the meeting by personal contact of each member shall be deemed sufficient.
- 3.5. Meeting Via Video Teleconference (“VTC”).** Any meeting may be conducted via VTC with a minimum of Fifty One percent (51%) or more of the members of the CEC agreeing to such a meeting. Meetings held by VTC must allow for two-way communication ability to share documents among all participating members. The results of any Record Vote in a VTC shall be displayed on the shared screen space for all members to see the results immediately as the result of the vote is announced.

## **Article Four: Conduct of Meetings**

- 4.1 Quorum.** At all regular and special business meetings there shall be present, to constitute a quorum, at least Fifty One percent (51%) of the members of the CEC in office at the time a vote is required. If a quorum is not present, a less number may conduct business not requiring a vote. At all Statutory meetings, a quorum shall consist of those members of the CEC present; provided however, that if fifty one percent (51%) of the members are not present, then only such business as is called for by the Election Code or other business not requiring a vote shall be transacted at such meeting.

**4.2 Attendance at meetings.** Ex-officio members of the CEC, e.g. SREC's, Republican Club Presidents, and Chairs of Standing Committees will be invited to attend meetings. At all meetings of the CEC only members and officers of the Committee shall have privileges of the floor. All others will participate only at the invitation of the Chair. Unless otherwise invited by the Chair, any non-member of the CEC may not address the members and if so, will be subject to removal by the Sergeant-at-Arms.

**4.3 Voting.** Only members of the CEC, consisting of the Republican County Chair and the Republican Precinct Chairs of Comal County, shall have the right to vote.

## **Article Five: Executive Committee Members and their Duties**

**5.1 Eligibility.** All members of the CEC must meet the requirements of office as defined in Texas Election Code:

- (a) Sec. 11.002, Qualified Voter.
- (b) Sec. 161.005 Eligibility for party offices generally.
- (c) Sec. 161.009 Party officer subject to mandamus.
- (d) Chap. 162 Regulating participation in party affairs; and
- (e) Chap. 171.02-27 County Executive Committee.

**5.2 County Chair.** The County Chairman is elected for a two (2) year term in the Texas Primary Election by county primary voters. Subject to the following paragraph (a), he/she shall provide strong leadership for the local organization and recruit people to fill key positions in the organization. He/she shall conduct primaries, precinct conventions and county conventions in even numbered years, keep election records and take all steps to insure secret balloting and honest elections. He/she shall assist Republican Candidates in planning campaigns and stimulate auxiliary Republican Clubs.

It being considered fundamental and necessary for successful leadership of the County Party to be led by a County Chairman who honors and supports Ideals and Policies of the Republican Party of Texas. Any person so elected as County Chairman may exercise such leadership of the CCRP conditioned upon the following:

- (a) As a prerequisite to any elected County Chairman having any authority to convene any meeting of precinct chairs or otherwise conduct any business of the party or represent the same, such elected person must have filed with the RPT a pledge to honor and support the Ideals and Policies of the RPT. Such pledge must have been filed at the offices of the RPT prior to or simultaneous with their filing as a candidate to be placed on the ballot for the County Chairman for any such Texas Primary.
- (b) In the event a person is elected by the county primary voters as County Chairman and such person failed to file such timely pledge, the non-statutory duties of the County Chairman shall be carried out by a Special Management Committee comprising of no less than three (3) people, one member elected by the County Executive Committee, one member by the Vice-Chair, and one member by the most recent past County Chairman. Such a Special

Management Committee may be enlarged by popular vote to seven (7) members by a majority vote of the CEC. The failure of any elected County Chairman to have filed the pledge in a timely manner, shall be found *per se* to have engaged in conduct inconsistent with the Ideals and Policies of the RPT and shall be removed as provided under Art. 5.4 of these Bylaws.

**5.3 Precinct Chair.** The Precinct Chair is elected for a two (2) year term by primary voters in the precinct in which he/she resides. In general, the Precinct Chair carries out all precinct programs prescribed by the County Chair and the CEC. He/she will help elect Republican candidates by conducting political preference surveys in his/her precinct and encouraging all Republicans and Republican leaning independents to register to vote. He/she will recruit volunteers to assist in the work, attend all meetings of the CEC, and assist the County Chair to insure Republican Primary Elections and Republican Precinct Conventions are conducted in his/her precinct.

**5.4 Removal of County or Precinct Chair.** A Precinct or County Chairman who has failed to perform statutory duties or failed to attend four or more consecutive meetings of the CEC may be removed for abandonment of office as provided by Section 171.029 of the Texas Election Code.

## **Article Six: Executive Committee Officers and their Duties**

**6.1 County Chair.** The County Chairman shall be the CEC's presiding officer and its official spokesperson. He/she will perform duties as listed in Paragraph 5.2. He/she shall be an ex-officio member of all County Standing and Special Committees.

**6.2 County Vice-Chairs.** County Vice-Chairs shall be nominated by the County Chairman, with the approval of the CEC, for a term no longer than that of the County Chairman who appoints them. The County Chairman may nominate no more than two (2) Vice Chairs who must have CEC approval. They will perform the chairman's non statutory duties at his/her discretion. The Vice Chairs shall ensure coordination between the CEC and Auxiliary groups on the county. The Vice Chairs shall assist the County Chairman in all the duties of that office as assigned by the County Chairman.

**6.3 Secretary.** A Secretary shall be appointed by the County Chairman at the first statutory meeting of each newly elected CEC and shall serve for the same term as the CEC. The Secretary will keep an up-to-date roll of the CEC members, ensure that each member receives timely notices of meetings, and maintain a permanent file containing minutes of CEC meetings. 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 Chairman, as outlined in the Texas Election Code. The secretary is authorized to receive applications for a place on the primary ballot, as provided in the Texas Election Code.

**6.4 Treasurer.** A Treasurer shall be appointed by the County Chairman, with the approval of the CEC. He/she shall be the custodian of all funds of the organization and as such shall be responsible for keeping systematic records and for complying with any applicable state and federal statutes regarding reporting contributions and expenditures. The Treasurer shall collect funds and deposit them in a bank approved by the CEC. The Treasurer will also pay all bills and dispense funds on the order of the County Chairman. Disbursements under \$1,000 will be signed by the Treasurer or the County Chairman. All checks of \$1000 or more will be signed by the County Chairman and by the Treasurer, or his/her designated appointee. The Treasurer will make written reports of contributions and expenses for presentation to the CEC at all regular business meetings. The Treasurer will keep accurate and complete financial contribution records, listing names, addresses, amount given, the date of contribution and contributor's occupation, when required by law. The Treasurer's books and records will be open to all members of the CEC upon request.

**6.5 Budget.** In June of each year, the Treasurer and Financial Committee shall compile an annual budget. The budget will be submitted to the CEC at their next meeting for approval. In any fiscal year, expenditures that exceed the annual budget by a total of \$1000 must be approved by the CEC.

**6.6 Internal Financial Review.** In January and June of each year, the Financial Committee will conduct an internal financial review of the books and records of the CCRP on the current fiscal year and will submit a report to the CEC. The Financial Committee will consist of three CEC members appointed by the County Chairman and approved by the CEC. Any person with authority to sign checks on any CCRP bank account may not be appointed to the Financial Committee. An internal financial review will also be required within two months of the departure of either the County Chairman or the Treasurer from the CEC.

**6.7 Failure to Appoint.** Should the County Chairman fail to appoint the below named officers within three months of his/her certification or appointment to that office, the CEC may make these appointments on its own cognizance.

**6.8 Operations Officer.** An Operations Officer may be appointed by the County Chairman. The duties of this officer will be to perform those duties assigned by the County Chairman, as outlined in the county operational plan.

**6.9 Parliamentarian.** A Parliamentarian may be appointed by the County Chairman. The duties of this officer will be to advise the County Chairman on matters of parliamentary procedure.

**6.10 Sergeant-at-Arms.** A Sergeant-at-Arms may be appointed by the County Chairman. The Sergeant-at-Arms shall be responsible for maintaining proper order and decorum at all meetings of the CEC, at the request of the County Chairman

**6.11 Chaplain.** A Chaplain may be appointed by the County Chairman. The Chaplain shall open the meetings with prayer and perform other duties as directed by the

County Chairman.

## Article Seven: Advisory Board

**7.1 Members.** The Officers, the Vice-Chair and the Standing Committee Chairs shall compose the Advisory Board of the CCRP. If the named positions include fewer than two (2) Precinct Chairs, the County Chair will select additional members from the CEC, so that a minimum of two (2) Precinct Chairs are seated on the Advisory Board.

**7.2 Duties.** The Advisory Board shall be responsible for advising and assisting the County Chairman.

**7.3 Executive Advisory Board.** The County Chairman may appoint an Executive Advisory Board of business and community leaders to advise and assist the CEC and the CCRP.

## Article Eight: Appointments

**8.1 Standing Committees.** Except as otherwise provided herein, the County Chairman will assign all Standing Committee Chairs for the following Standing Committees:

- (a) Financial.
- (b) Nominations.
- (c) Resolutions.
- (d) Convention; and
- (e) Rules and Bylaws

**8.2 Special Committees.** Special Committees may be created at the discretion of the County Chairman.

**8.3 Nominations Committee.** A Nominating Committee shall be recommended by the County Chairman and be made up of no less than three (3) and no more than (5) Precinct Chairs who shall be elected by the voting members CEC. The CEC and/or the Nominations Committee may appoint additional persons (such as a past member or officer of the CEC or past or current members of the State Party organization) to serve in an advisory capacity. The committee shall elect its own Chair. The committee shall be responsible for:

- (a) Seeking out a County Chairman, should it become necessary.
- (b) Seeking Precinct Chair replacements for vacancies along with the help of the County Chairman.
- (c) Interviewing candidates seeking an endorsement

**8.4 Vacancies.** In the event a vacancy occurs in the office of County Chairman, the CEC shall appoint a replacement in the following manner; the Nominating Committee will meet and present its recommendations to the CEC for approval at a Special Meeting called by the Secretary for that purpose, or at a regular meeting as long as notice for that order of business is given in writing at least ten (10) days in advance. In the event a

vacancy occurs in the office of Precinct Chair, the County Chairman or the Standing Nominating Committee shall present a nominee to the CEC. The appointment for the unexpired term shall be made upon the approval of the CEC.

Any Precinct Chair prior to signing a petition to allow a person to be on the ballot for County Chairman shall carefully evaluate the candidate's strong allegiance to the CCRP. Items to be considered shall be:

- (a) Whether the person has complied with Republican Party of Texas Rule 46 demonstration of their affiliation with the Party and has signed a pledge to honor and support the Ideals and Policies of the RPT as prescribed by RPT Rule 43 or as attached.
- (b) Whether the person has been actively involved in one or more of the Republican clubs in Comal County.
- (c) Whether the person has served as a Republican Election Judge, Clerk, Poll watcher or served on the Early Voting Ballot Board.
- (d) Whether and how frequently the person has volunteered to work at the CCRP Headquarters or on one or more advisory committees.
- (e) Whether the person has served as a delegate at a Republican County or State Convention; and
- (f) If the person is designated as a Hard Republican in the Texas GOP data base.

## **Article Nine: Local Nonpartisan Elections**

### **9.1 Support in Local Nonpartisan Elections.**

Any candidate with a two-thirds (2/3) vote of the CEC present, with a properly signed RPT Rule 43 for down ballot candidates and who has exhausted the steps necessary to receive support from the RPT Candidate Resource Committee and the local government committee (i.e.) endorsement from the CCRP. Any support shall comply with any approved guidelines from the RPT.

### **9.2 Endorsement.** To receive an endorsement of the CCRP in a local, nonpartisan election, i.e. school board, city offices, appraisal district, MUD District, Water Board, etc., a candidate must:

- (a) Request an interview with the CCRP;
- (b) Submit a pre-interview form (if the pre-interview form is not completed, the interview will not be granted); and
- (c) Sit for interview with the Nominations Committee.

Following the candidate interview, recommendations of the Committee will be presented to and voted on by the CEC. With CEC approval, endorsement will be given to the candidate most aligned with CCRP Ideals and Policies.

### **9.3 Financial Support.** Any financial support from the CCRP shall not exceed \$1,000 per endorsed candidate per campaign.

## **Article Ten: Parliamentary Authority**

- 10.1 Authority.** Robert's Rules of Order, Newly Revised shall govern this organization in all proceedings except those inconsistent with the provisions of the by-laws of this organization, the Rules of the RPT, and the Texas Election Code.

## **Article Eleven: Amendments**

- 11.1 Amendment Procedure.** These Bylaws may be amended at any regular meeting of the CEC by a two-thirds (2/3) vote of all members present, provided at least fifty one percent (51%) of the total membership of the CEC votes, and provided written notice to amend has been given at the previous regular meeting and also in the notice of the call of the meeting.

## **Article Twelve: Expiration of these By-Laws**

- 12.1 Automatic Expiration of By-Laws.** These By-Laws are written to govern the actions of the CEC that passes them. They cannot be used to govern the actions of future, yet unselected Executive Committees. These By-Laws will therefore expire when the new Executive Committee takes office according to the Texas Election Code Sec. 171.002, beginning the 20<sup>th</sup> day after runoff primary election day in 2026. Effectively, no by-laws are in effect until it is filed with the RPT. Only the most recently filed by-laws shall be considered in effect.