



# **Liberty County Republican Party By-Laws**

Approved at the July 10, 2018, Organizational Meeting

*(This Page is Intentionally Left Blank)*

## TABLE OF CONTENTS

I.	Name of Organization	
A.	Liberty County Republican Party	1
B.	"LCRP"	1
II.	Objectives of the LCRP	
A.	Promoting Principles	1
B.	Opportunity for Full Participation.	1
III.	Officers	
A.	List of Officers	1
B.	Term of Office	1
C.	Vacancies	1
D.	Duties of Officers	1
	1. Chairman	1
	2. Vice Chairmen	2
	3. Treasurer	2
	4. Secretary	2
	5. Parliamentarian	2
	6. Sergeant-at-Arms	2
	7. Webmaster	2
	8. Publicity	2
IV.	Members of the Executive Committee	3
A.	Voting Members	3
	1. Validity of Voting	3
	2. Quorum for Voting	3
B.	Qualification for Precinct Chairman	3
C.	Term of Office	3
D.	Vacancies in Executive Committee	3
E.	Roll Calls	3
V.	Objectives/Duties of the Executive Committee	3
A.	Observing all Laws of State and US	3
B.	Endorsements	3
C.	Representation	3
D.	Establish General Policies	3
E.	Carry out Programs of Republican Party of Texas	4
	1. Conduct Republican Primaries	4
	2. "Get the Vote Out"	4
VI	Meetings	4
A.	Regular Meetings	4
	1. Frequency of Meetings	4
	2. Organizational Meetings	4
B.	Monthly Workshop-Type Meetings	4
	1. Date of Meetings/Workshops	4
	2. Conflicting Meetings/Workshops with Quarterly Meetings	4

<b>VII</b>	<b>Committees</b> .....	4
	A. Appointment of Chairman of Standing Committees.....	4
	B. Develop Procedures for Conducting Business.....	4
	C. Removal of Committee Member.....	5
<b>VIII</b>	<b>Parliamentary Authority – Robert's Rules of Order</b> .....	5
<b>IX</b>	<b>LCRP Membership</b> .....	5
	A. Recommendation to Join .....	5
	B. Membership Dues .....	5
<b>X</b>	<b>Amendments to By-Laws</b> .....	5
	A. Amending the By-Laws.....	5
	B. In Lieu of Special Meeting for Amendments .....	5

# LIBERTY COUNTY REPUBLICAN PARTY (LCRP) BY-LAWS

## ARTICLE I. -Name of Organization

**Section A.** The name of this organization shall be the Liberty County Republican Party.

**Section B.** Hereinafter, the Liberty County Republican Party will be referred to as "LCRP."

## ARTICLE II - Objectives of the LCRP

**Section A.** To foster and encourage growth in the Liberty County Republican Party (LCRP) by promoting the principles as expressed in the Republican Party of Texas platform and by electing Republican officeholders not only in local elections, but in state and national elections as well; and,

**Section B.** To provide an opportunity for full participation in the Party to those citizens of Liberty County interested in supporting the values, ideologies, attitudes, policies and philosophies of the Republican Party.

## ARTICLE III - Officers

**Section A.** Officers of the Executive Committee shall consist of the County Chairman, County Vice Chairman, Treasurer, Secretary, Parliamentarian, and Sergeant-at-Arms. The Chairman shall appoint the Treasurer immediately upon assuming office. The County Vice Chairman, the Parliamentarian, and the Sergeant-at-Arms shall also be appointed by the County Chairman, and, at no time, shall these offices remain vacant for more than ninety (90) days. The Secretary shall be elected by the Executive Committee following the commencement of their term of office. The Chairman has the option to appoint two Co-Vice Chairman if he or she so chooses.

**Section B.** The term of office for the officers shall be concurrent with that of the Executive Committee, except in the event of a vacancy in the office of County Chairman, at which time the appointed officers shall serve only until the election of a new County Chairman.

**Section C.** A vacancy in the officer of the County Chairman shall be filled in accordance with the provisions of the Texas Election Code, Section 171.025. A vacancy in the officer of Secretary shall be filled by the Executive Committee following the notice of the vacancy, or at a special meeting called for that purpose.

**Section D.** Duties of officers shall be those prescribed by the parliamentary authority adopted by the Executive Committee and by these by-laws, including, but not limited to:

- (l) **Liberty County Chairman.** The Liberty County Chairman shall be the Executive Committee's presiding officer and official spokesman. He or she shall perform these duties required by the statute and by these by-laws and by the Rules of the Republican Party of Texas. He or she shall be an ex-officio

member of all county Standing and Special Committees. The County Chairman may be a member of the Texas Republican County Chairman's Association and any assessment or dues are to be paid by the Liberty County Executive Committee.

- (2) **Liberty County Vice-Chairman(s).** The County Vice-Chairman shall assist the County Chairman as requested in the performance of the duties of the office. In the event of the appointment of Co-Vice-Chairman, both appointees shall communicate and act cooperatively with the Chairman and each other to fulfill the duties of the office. In the absence or unavailability of one Vice-Chairman, the second Vice-Chairman may act for both Co-Vice-Chairman.
- (3) **Treasurer.** The Treasurer shall be responsible for keeping systematic records and report all expenditures and earnings of the LCRP, including any donations and contributions to the LCRP, in compliance with all applicable state and federal statutes. The Treasurer shall prepare a current report of the financial status of the LCRP to be presented to the Executive Committee at each regularly scheduled meeting. An internal audit of the accounting books shall be made following the commencement of their term of office by an Audit Committee and appointed by the County Chairman.
- (4) **Secretary.** The Secretary shall carry out the usual duties of that office, including the keeping of an up-to-date roll of the Executive Committee's members and ensuring that each member receives timely notices of meetings. A permanent file containing the 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 County Chairman, as provided for in the Texas Election Code, Section 171.025. The Secretary is authorized to receive applications for a place on the Primary Ballot, as provided for in the Texas Election Code, Section 171.022 (a)(2).
- (5) **Parliamentarian.** The Parliamentarian shall advise the Executive Committee on the execution of, and the compliance with, the Roberts Rules of Order and any applicable state and federal laws as they apply to procedure.
- (6) **Sergeant-at-Arms.** The Sergeant-at-Arms shall enforce order at the direction of the Chairman and assist in practical details in organizing meetings of the Executive Committee.
- (7) **Communications Director.** The Communications Director shall be responsible for all announcements and releases to the media, with approval from the County Chairman.
- (8) **Programs Director.** The Programs Director shall plan, develop and implement educational events to further the principles of the LCRP.
- (9) **Outreach Director.** The Outreach Director shall reach out to various communities in Liberty County for farther the principles of the LCRP.

## **ARTICLE IV – Members of the Executive Committee**

- Section A.** The voting members of the Executive Committee, when conducting official business required by the Texas Election Code, shall be the County Chairman (hereinafter, the term "Chairman" will refer to the position regardless of gender) and the Precinct Chairmen. Officers and Committee Chairmen who are not Precinct Chairmen may serve as ex-officio or non-voting members of the Executive Committee and may attend executive session by invitation of the Chairman.
- (1) No vote shall be valid without a quorum present in person and no proxy vote is allowed.
  - (2) A quorum shall consist of 1/4 of all duly elected or appointed Executive Committee members.
- Section B.** To qualify to hold the office of Precinct Chairman, a person must be a qualified voter residing within the bounds of the county precinct he or she seeks to represent and cannot be a holder of, nor a candidate for, elected public office at the county, state, or national level.
- Section C.** The term of office shall be for two (2) years, commencing on the twentieth (20th) day after the Run-off Primary Election Day, as so stated in the Texas Election Code, Section 171.022.
- Section D.** Any vacancy in the office of County Chairman or Precinct Chairman shall be filled by the Executive Committee. A majority of the total membership of the Executive Committee must participate in filling a vacancy and the person selected must receive a majority of the votes cast of those members participating in the election, as so stated in the Texas Election Code, Sections 171.024.
- Section E.** A Roll Call will be made at each meeting of the Executive Committee and will consist of all members of the Executive Committee.

## **ARTICLE V - Objectives/Duties of the Executive Committee**

- Section A.** The Executive Committee is charged with the responsibility of observing all laws of the State of Texas and the United States in fulfilling the purposes as stated in this Article.
- Section B.** No Republican candidate shall state, imply or suggest an endorsement from the LCRP in any publication/online print, radio, or media, including, but not limited to, letters, emails, newsletters, or any type of advertisement, without the approval of the Executive Committee.
- Section C.** To represent the LCRP, of Liberty, Texas, and of the United States, articulating the Party's candidates for office.
- Section D.** To establish general policy for the LCRP, subject to the direction of the biennial County/Senatorial District Convention.

**Section E.** To cooperate in carrying out programs initiated by the Republican Party of Texas, including, but not limited to:

- (1) conducting a Republican Primary election in as many election precincts within Liberty County as practicable, but, at a minimum, having a voting location in each County Commissioner's precinct; and
- (2) organizing a coordinated effort, including, but not limited to, a "Get the Vote Out," preceding each general election, to publicize the Party's candidates.

## **ARTICLE VI – Meetings**

### **Section A. Regular Quarterly Meetings.**

- (1) The LCRP shall meet no less frequently than quarterly for the conduct of business necessary to fulfill its objectives and purposes. All meetings, regular or quarterly can conduct official business if a quorum is present and is duly called by the chairman shall be open to the public, except that the presiding officer may declare an executive (closed) session for the purpose of considering confidential matters.
- (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 Run-off Primary Election. At this meeting, officers shall be appointed and/or voted on, and the by-laws shall be adopted by the Executive Committee.

### **Section B. Monthly Executive Meetings.**

- (1) The County Chairman will set the date, time and place for these meetings and will give the Executive Committee a minimum of seventy-two (72) hours' notice prior to any Executive Committee meetings. It has been suggested that these meetings be held on the first Tuesday of each month at 7 6 pm to create a consistent time pattern.

## **ARTICLE VII - Committees**

**Section A.** The County Chairman shall appoint the Chairman of any Standing Committees deemed necessary to carry out policies of the LCRP.

**Section B.** Each committee is authorized to develop procedures for conducting the business within that committee's jurisdiction, subject to review and amendment by the full Executive Committee.



**Section C.** A committee member or members may be removed from a committee upon the written request of the committee chairperson or the County Chairman, and a majority vote of the executive committee with the committee member in question being notified by certified mail.

#### **ARTICLE VIII - Parliamentary Authority**

The rules contained in the most current edition of Robert's Rules of Order shall govern the Executive Committee in all cases to which they are applicable and in which they are not inconsistent with these by-laws, any special rules promulgated by the Republican Party, or any state or federal statutes.

#### **Article IX - LCRP Membership**

**Section A.** It is strongly recommended that anyone involved in the LCRP become a sustaining supporter of the local party to show their support for and belief in the Party. This would include candidates running for office, as well as, those holding office or those serving as members of the Executive Committee, officers of such, or committee chairman of such, as well as committeemen.

**Section B.** Suggested Sustaining Supporter Dues which are paid in full for a two year period to coincide with the terms of office of the Executive Committee for those respective years shall be \$45.00 per individual and \$63.00 per family for that two-year period, and the suggested Sustaining Supporter Dues for a one year period from June 15th to the next June 15th of the following year shall be \$25.00 per individual and \$35.00 per family.

#### **ARTICLE X - Amendments to By-Laws**

**Section A.** These by-laws may be amended by two-thirds (2/3) vote of the members of the Executive Committee and voting at a properly called meeting of the Executive Committee by giving notice at the previous regular meeting, or by mailing written notice to each Executive Committee member at least seven (7) days in advance of a regular or special meeting called for that purpose.

**Section B.** In lieu of a special meeting for the express purpose of ratifying an amendment to the by-laws, copies of the proposed amendment(s) should be made available to the Executive Committee by regular or electronic email at least seven (7) days before the date set by the County Chairman for the vote on the amendment.