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**The Bylaws of
the Republican Party
of Fort Bend County**

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Adopted by the Fort Bend Republican Executive Committee

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June 13, 2016

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The Bylaws of the Republican Party of Fort Bend County

Adopted June 13, 2016

Article I. The Organization

This organization has been established pursuant to the Texas Election Code. The name of this organization shall be “**The Republican Party of Fort Bend County.**” For purposes of reference in these Bylaws, the organization shall be referred to as the “Party.” The Party shall be governed by the Executive Committee of the Party in accordance with the Texas Election Code, the Rules of the Republican Party of Texas, these Bylaws, and *Robert’s Rules of Order, Newly Revised*. The object of this organization shall be to perform the duties assigned to it in the Texas Election Code, to support, assist and to elect Republican candidates to public office, and to establish, promote and to educate the voting public on positions and issues consistent with the State and/or National Republican Party Platforms.

Article II. Governance

Section 2.1. The Executive Committee

The Executive Committee shall be the governing body of the Party. The Executive Committee shall exercise those powers and fulfill those duties conferred upon it by the Texas Election Code, the Rules of the Republican Party of Texas, and these Bylaws.

Section 2.2. Meetings

Meetings of the Executive Committee shall be held in accordance with the requirements of the Texas Election Code, the Rules of the Republican Party of Texas, and these Bylaws. Other than the organizational meeting, meetings of the Executive Committee may be called by the Chairman or the Secretary. The organizational meeting of the Executive Committee shall be held no earlier than the twentieth day following the runoff election conducted after the Republican Party primary election in even-numbered years (or no later than forty-five days after the Republican Party primary election in even-numbered years if there is no runoff election). Special meetings of the Executive Committee may be called by ten members of the Executive Committee.

Section 2.3. Notice of Meetings

Fourteen days written notice of the organizational meeting of the Executive Committee shall be provided by the Chairman to the members of the Executive Committee. Seven days written notice of all other meetings of the Executive Committee may be provided by the Chairman or the Secretary to the members of the Executive Committee except in the case of an emergency, in which case three days written notice of the meeting shall be provided to the members of the Executive Committee. Written notice of all meetings of the Executive Committee shall include the date, time, and place of the meeting, the agenda, and the specific items to be considered or voted on by the Executive Committee. If mailed, the mailing should be properly addressed with postage prepaid. The postmark (cancellation stamp) will determine the send date. Notice of meetings of the Executive Committee may be transmitted by email.

Section 2.4. Quorum

A quorum for any meeting of the Executive Committee, other than a statutory meeting required by the Texas Election Code, shall be one fourth of the members of the Executive Committee. A quorum for any statutory meeting of the Executive Committee shall consist of those members present.

96 **Section 2.5. Conduct of Business at Meetings**

97 The vote of a majority of the members of the Executive Committee present and voting at a
98 meeting at which a quorum has been established shall decide any question or issue to be resolved by the
99 Executive Committee, unless the affirmative vote of a greater percentage of the members of the Executive
100 Committee is required by the Texas Election Code, the Rules of the Republican Party of Texas, these
101 Bylaws, or *Robert's Rules of Order, Newly Revised*. At the request of two members of the Executive
102 Committee, any item of business shall be added to the agenda for the next meeting of the Executive
103 Committee for consideration, debate, and action. Unless a member of the Executive Committee obtains
104 the consent of the Executive Committee, a member of the Executive Committee may address the
105 Executive Committee no more than two times on any single item of business to be considered and for no
106 more than three minutes on each such occasion. Unless otherwise provided by the U.S. or Texas
107 Constitutions, U.S. or Texas statutes, the Rules of the Republican Party of Texas, or these Bylaws, the
108 current edition of *Robert's Rules of Order, Newly Revised*, shall be the parliamentary authority governing
109 the meetings of the Executive Committee.

110 **Section 2.6. Vacancies**

111 In the event that a vacancy exists with respect to a precinct chairman's office in a voting precinct,
112 the Chairman or any member of the Executive Committee may nominate any registered voter who (1)
113 resides in that precinct, and (2) voted in the most recent Republican Party primary election to serve as the
114 precinct chairman of the precinct in question, and the Executive Committee, by majority vote at a meeting
115 in which a quorum of the Executive Committee is present, may appoint the nominee to fill the vacancy,
116 provided written notification of the proposed action is included in the notice for the meeting at which that
117 action will be considered.

118 **Article III. The Officers of the Party**

119 **Section 3.1. Responsibilities and Duties**

120 The officers of the Party shall be responsible for implementing the policies and decisions of the
121 Executive Committee. At its organizational meeting, the Executive Committee shall nominate and elect a
122 Vice Chairman, a Secretary, a Treasurer, and General Counsel; and may at the organizational meeting or
123 any meeting thereafter, nominate and elect a Parliamentarian, a Chaplain, and a Sergeant at Arms. For
124 each officer position EXCEPT Vice Chairman, the Executive Committee may at any meeting elect one or
125 more assistants (or in the case of General Counsels, one or more Deputy General Counsels). To be
126 eligible to serve as an officer a person must (1) have voted in the most recent Republican Party primary
127 election held prior to the organizational meeting; and, (2) with the exception of Parliamentarian, be a
128 resident of Fort Bend County; and, (3) with the exception of General Counsels, Deputy General Counsels,
129 and the Chaplain, be a member of the Executive Committee. All officers shall have duties as specified in
130 these bylaws, in directives of the Executive Committee, and in *Robert's Rules of Order, Newly Revised*,
131 except as otherwise specified by the Texas Election Code and the rules of the Republican Party of Texas.

132 Within thirty days of the runoff election (or forty-five days of the primary election if there is no
133 runoff election), each officer shall deliver to the newly elected Chairman all records, documents, and
134 other property belonging to the Party.

135
136 An officer of the Party is a fiduciary and owes a legal duty of loyalty to act for the Party's benefit.
137 When carrying out his or her responsibilities, the officer must always seek to advance what he or she

138 reasonably believes to be the Party's best interest and must place the Party's best interest above the
139 officer's own personal interest or the interest of anyone else.

140
141 The officer also owes the Party a duty to act in good faith (i.e. a duty to act with an honest
142 purpose) and a duty not to deliberately disregard the officer's responsibilities to the Party or to
143 intentionally violate any laws.

144
145 The officer may not ask for or receive any significant benefit from any individual or group in
146 connection with actions the officer may take on behalf of, or in the name of, the Party unless the officer
147 obtains the prior authorization and approval of the Executive Committee. This is true even if the officer
148 believes the benefit he or she would receive will not harm the Party. So long as the officer holds his or
149 her position in the Party, he or she may never act on behalf of any individual or group seeking to do
150 business with the Party.

151
152 The officer may not compete with the Party or take advantage of an opportunity available to the
153 Party or assist another individual or group in doing so unless the officer obtains the prior authorization
154 and approval of the Executive Committee.

155
156 The officer may not use Party funds or other resources for the officer's or anyone else's benefit
157 and may not use or disclose the Party's proprietary or confidential information for the officer's or anyone
158 else's benefit.

159
160 The officer may not enter into a business transaction with the Party unless he or she obtains the
161 prior authorization and approval of the Executive Committee.

162
163 In addition to the duties of loyalty and good faith, the officer owes the Party a legal duty to act
164 with due care, competence, and diligence. The officer must always act with the care that is reasonable for
165 a person in the same position under similar circumstances. The officer must use his or her skills and
166 knowledge in carrying out his or her responsibilities. The officer must follow the lawful instructions
167 received from the Executive Committee.

168
169 The officer must report certain information (i.e., information that is material or significant or
170 information concerning actual or probable violations of law or a breach of any duty owed to the Party)
171 within his or her area of responsibility to the Executive Committee in order for the Executive Committee
172 to properly meet its responsibilities and fulfill its function as the governing body of the Party.

173
174 If the officer has any questions regarding his or her responsibilities or the duties owed to the
175 Party, the officer should immediately refer the matter to the General Counsel.

176 **Section 3.2. The Chairman**

177
178
179 The Chairman shall preside at all meetings of the Executive Committee and shall implement the
180 policies approved by the Executive Committee. In the Chairman's absence at any meeting of the
181 Executive Committee, the Vice Chairman shall assume the duties and responsibilities of the office of
182 Chairman. In the absence of the Chairman and Vice Chairman, the Secretary shall assume the duties and
183 responsibilities of the Chairman and may appoint a temporary chair with the approval of the members of
184 the Executive Committee present. In the absence of the Chairman, the Vice Chairman and the Secretary
185 from any meeting of the Executive Committee, the Executive Committee may appoint a chairman and
186 secretary of that meeting from among the members of the Executive Committee present. The Chairman
187 may appoint assistants at his or her own discretion.

188 **The Chairman shall be the Executive Committee’s official representative and shall:**

189 Execute and deliver all contracts and agreements in the name of, and on behalf of, the Party upon
190 the approval of the Executive Committee and within the limitations established by the budget.

191 With the Treasurer, prepare and submit for approval to the Executive Committee a biennial
192 budget no later than the first regular meeting of the EC after the organizational meeting for the current
193 biennium. (Two year term and Two year budget)

194 With the Treasurer approve the disbursement of all funds and the disposition of all property
195 belonging to the Party in accordance with the budget and Section 4.5 of these Bylaws.

196 May approve any expenditure of \$1,000 or less

197 Be responsible for the safe keeping of all records of the Party during his or her term of office.

198 Be responsible for other matters formally assigned to the Chairman by the Executive Committee

199 The proposed budget may be submitted by e-mail to the members of the Executive Committee
200 and may be amended as necessary during the year by the Executive Committee. .

201 **Section 3.3. The Vice Chairman**

202 The Vice Chairman shall preside at all meetings of the Executive Committee during the
203 Chairman’s absence or during the deliberations and voting on any matter in which the Chairman yields
204 the gavel, shall also be responsible for interface with the Committees and other matters formally assigned
205 to the Vice Chairman by the Executive Committee. In the event of a vacancy in the office of the
206 Chairman, the Vice Chairman shall serve as the Chairman pro tem until a new Chairman is elected by the
207 Executive Committee.

208 **Section 3.4. The Secretary**

209 The Secretary shall record the minutes of all meetings of the Executive Committee and shall
210 preside at any meeting or appoint any member of the Executive Committee with the approval of the
211 members present to preside during the absence of the Chairman and the Vice Chairman or during the
212 deliberations and voting on any matter in which the Chairman and the Vice Chairman yield the gavel. At
213 each meeting of the Executive Committee, the Secretary shall report on the actions taken by the Executive
214 Committee at the previous meeting and submit the minutes for that meeting. The reading and approval of
215 the minutes for the previous meeting may be waived by a majority vote of the Executive Committee. The
216 Secretary shall also be responsible for other matters formally assigned to the Secretary by the Executive
217 Committee.

218 **Section 3.5. The Treasurer**

219 The Treasurer shall be responsible for all funds collected and disbursed by the Party, shall submit
220 a financial report to the Executive Committee within thirty days after the end of each calendar quarter
221 with each of those reports reconciled to the current year’s budget, shall reconcile on a monthly basis all
222 bank statements for accounts maintained by the Party, shall with the Chairman approve the disbursement
223 of all funds and the disposition of all property belonging to the Party within the limits established by the
224 budget and Section 4.5 of these Bylaws, and shall be the principal signature of the authorized signatures
225 on all checks written on bank accounts maintained by the Party. The Treasurer’s reports may be

226 transmitted to members of the Executive Committee by e-mail. The Treasurer shall also be responsible
227 for other matters formally assigned to the Treasurer by the Executive Committee.

228 **Section 3.6. The General Counsels**

229 The General Counsel(s) shall provide legal advice, upon request, to the Executive Committee in
230 regard to its responsibilities and duties under the Bylaws, the Rules of the Republican Party of Texas, the
231 Texas Election Code, and any other applicable law or regulation. The General Counsel(s) shall also be
232 responsible for other matters formally assigned by the Executive Committee. The General Counsels'
233 client shall be the Party and not any individual member of the Executive Committee.

234 **Section 3.7. The Parliamentarian**

235 The Parliamentarian shall advise the Executive Committee on matters of procedure and
236 interpretations of Robert's Rules of Order, upon request, at any meeting of the Executive Committee.
237 The Parliamentarian shall also be responsible for other matters formally assigned to the Parliamentarian
238 by the Executive Committee.

239 **Section 3.8. The Chaplain and the Sergeant at Arms**

240 The Chaplain and the Sergeant at Arms shall have those duties and responsibilities assigned to
241 their offices under the Rules of the Republican Party.

242 **Section 3.9. The Senatorial District Executive Committee**

243 The Fort Bend County Republican Precinct Chairmen residing within each Senatorial District
244 constitute a Senatorial District executive committee within Fort Bend County and each shall caucus at the
245 organizational meeting to elect a Senatorial District Chairman who shall be the District Executive
246 Committeeman from the county specified by TEC Sec.171.053-054. The District Executive
247 committeeman shall be the temporary caucus chairman for that Senate District Convention, if able to
248 serve; otherwise the Senatorial District Executive Committee shall appoint the temporary caucus
249 chairman. In Senatorial Districts where Fort Bend is not the majority membership the Senatorial District
250 Chairman for those districts shall act as a representative to the majority Senatorial District Executive
251 Committee to protect and enable the Fort Bend resident's participation with the majority executive
252 committee.

253 **Section 3.10 Vacancies**

254 Subject to the requirements of the Texas Election Code, a vacancy in the positions of the
255 Chairman, Vice Chairman, Secretary, Treasurer, or General Counsel, shall be filled by the Executive
256 Committee at a meeting called for that purpose within thirty days of the effective date of the officer's
257 resignation, disability, death, or removal. In the event that any officer elected by the Executive
258 Committee is either unable or unwilling, in the opinion of a majority of the Executive Committee, to
259 faithfully serve and fulfill the duties and responsibilities of his or her office, the officer may be removed
260 from office by the Executive Committee.

261

262 **Article IV. Committees**

263 **Section 4.1. Standing and Other Committees**

264 The Party shall maintain three standing committees, consisting of: (1) an Outreach Committee,
265 (2) a Communication Committee, and (3) a Finance Committee. All shall be governed by the Executive
266 Committee, each of the standing committees shall have a minimum of five voting members, including its
267 chairman. The chairman of each of the standing committees shall be a member of the Executive
268 Committee, and a majority of the members of the each standing committee shall be members of the
269 Executive Committee. In the notice for the organizational meeting, the Chairman shall include a report
270 identifying the individuals he or she will nominate to serve as the chairman of the Outreach Committee,
271 the Communications Committee, and the Finance Committee. Nominations for those positions may also
272 be made by members of the Executive Committee. The committee chairman and members of each
273 standing committee shall be elected by the Executive Committee. No one may serve as a member of
274 more than two standing committees or serve as the chairman of more than one standing committee.

275 Upon missing two consecutive meetings of a standing committee, a member of that committee
276 may be removed by a majority vote of the remaining voting members of that committee, and the
277 committee may appoint another individual to serve as a voting member pro tem of the committee to fill
278 the vacancy until a permanent voting member is elected by the Executive Committee.

279 The Executive Committee may impanel other committees (including, but not limited to, a
280 Precinct Development Committee, a Candidates Committee, a Bylaws Committee, a Vacancy Committee,
281 and an Ethics Committee). The Chairman shall be a member of each of the standing committees. The
282 chairman of the Ethics Committee, if one is impaneled, shall be the General Counsel and members shall
283 include the Chairman, Vice Chairman, Bylaws Chair(s) and Four Executive Committee members elected
284 at the organizational meeting. The committee chairman and members of such committees may be elected
285 by the Executive Committee at the organization meeting or at a subsequent meeting.

286 The chairman of each standing or other committee shall submit all committee recommendations,
287 proposals, or reports to the Executive Committee. Such committee reports may be submitted by e-mail to
288 the Executive Committee. . Meetings of a committee may be held on no less than five days' notice, either
289 written or verbal, issued by the chairman of the committee to each voting member of that committee.
290 Notice of the meeting may be e-mailed to members of the committee. Notice shall be forwarded to the
291 Chairman for distribution to all members of the Executive Committee.

292 In the event that any member of a committee is either unable or unwilling, in the opinion of the
293 Executive Committee, to faithfully serve and fulfill the duties and responsibilities of his or her position on
294 a committee, the committee member may be removed from that position by the Executive Committee.

295 **Section 4.2. The Communications Committee**

296 The Communications Committee shall develop and implement a communications program,
297 including, but not limited to, the Party newsletter and website. The Communications Committee shall be
298 responsible for ensuring that all facets of the communications program shall be available on a uniform
299 basis to all Republican elected officeholders, all candidates seeking the Republican Party's nomination for
300 office in a primary election, run-off, or special election, as well as all members of the Party. The
301 Communications Committee shall not accept a political advertisement that is not fully paid for in advance
302 or that does not comply with all applicable statutory and regulatory requirements. Questions in regard to
303 the latter condition shall be referred to the General Counsel by the chairman of the Communications

304 Committee. The Chairman and Treasurer of the Party shall serve as members of the Communications
305 Committee.

306 **Section 4.3. The Finance Committee**

307 The Finance Committee shall be responsible for: (i) reviewing and overseeing the Party's
308 finances on a quarterly basis, (2) provided the amount is included in the budget previously approved by
309 the Executive Committee or surplus funds are available, approving all proposed expenditures of Party
310 funds or contractual commitments amounting to more than \$1,000.00 and less than \$5,000.00, (3)
311 recommending that the Executive Committee approve or disapprove all proposed expenditures of Party
312 funds or contractual commitments of \$5,000.00 or more, (4) assisting the Chairman and Treasurer in
313 developing the proposed budget for the next fiscal year, and (5) reviewing the audit proposals of two or
314 more certified public accounting firms. The Treasurer shall serve as a member of the Finance Committee.

315 **Article V. General Provisions**

316 **Section 5.1. Amendment of the Bylaws**

317 These Bylaws shall be amended by the affirmative vote of a majority of the members of the
318 Executive Committee at its organizational meeting. Unless a proposed amendment to the Bylaws is
319 required in order to comply with the Texas Election Code or the Rules of the Republican Party of Texas
320 (in which case the amendment will require the affirmative vote of a majority of the members of the
321 Executive Committee present and voting at a meeting called for that purpose), these Bylaws may be
322 amended by a two-thirds affirmative vote of the Executive Committee present and voting at a meeting
323 called for that purpose, (1) provided the text of the proposed amendment was included in the notice for
324 that meeting, or (2) a majority of the members of the Executive Committee present and voting at a
325 meeting called for that purpose, provided the text of the proposed amendment was furnished to, and
326 considered but not voted on by, the Executive Committee at its previous meeting.

327 **Section 5.2. Fiscal Year**

328 The fiscal year of the Party shall begin on July 1st of year.

329 **Section 5.3. Checks, Contracts, etc.**

330 All checks written on accounts maintained by the Party shall be signed by the Treasurer and
331 countersigned by the Chairman. The Executive Committee may authorize one or more officers to execute
332 (comprised of the Chairman, the Vice Chairman, the Treasurer, the Secretary, and, if one is elected, an
333 Assistant Treasurer) to deliver checks, agreements, and other written instruments entered into on behalf
334 of, and in the name of, the Party, and such authorization may be general or specific.

335 **Section 5.4. Annual Audit of Financial Statements**

336 The Provisions of this Section 5.4 shall apply upon the direction of the Executive Committee. At
337 the end of each fiscal year, but not later than January 31st of the succeeding year, the Treasurer and the
338 Finance Committee shall submit a report to the Executive Committee recommending that a certified
339 public accounting firm be engaged to conduct an audit of the Party's financial statements for the prior
340 fiscal year. No later than February 20th of the next succeeding year, the Executive Committee shall
341 engage a certified public accounting firm to conduct an audit of the Party's financial statements for the
342 prior fiscal year.

343 **Section 5.5. Inspection of the Party’s Books and Records**

344 The books and records of the Party shall be open to inspection or examination by any member of
345 the Executive Committee during normal business hours. A request to inspect the books and records of the
346 Party shall be submitted in writing to the Chairman, specifying the particular books and records to be
347 inspected. A copy of the request shall be provided to the Vice Chairman, the Secretary, the Treasurer,
348 and the General Counsel by the member of the Executive Committee making the request. The books and
349 records identified in the request shall be made available within ten business days of the Chairman’s
350 receipt of the request.

351 **Section 5.6. Executive Committee as Final Authority**

352 The Executive Committee shall be the final authority on all public issues and shall, by majority
353 vote, determine which local or state candidates, if any, are to be endorsed by the Party. No member of the
354 Executive Committee, an officer of the Party, or a member of a Standing Committee may act, by verbal or
355 written communication, to express a position on a public issue or endorse or oppose a candidate for
356 elective or appointive office in a communication to the public using the Party’s name, letterhead, logo,
357 funds, or other resources without explicit authorization by a majority vote of the Executive Committee at
358 a meeting called for that purpose. A member of the Executive Committee, an officer of the Party, or a
359 member of a Standing Committee may indicate his or her position with the Party in a letter to the editor,
360 personal endorsement of a candidate, or other communication to the public on a public issue or election
361 contest, provided that such communication clearly states that the communication does not represent the
362 position of the Party. Unless authorized by the Executive Committee at a meeting called for that purpose,
363 the Party shall not endorse or oppose any candidate in a contested Republican Party primary election or
364 runoff election. The Chairman, identified as such, may not endorse in any race, whether partisan or non-
365 partisan, where two or more known Republicans are on the ballot.

366 **Section 5.7. Political Advertisements**

367 Any publication or web site authorized by the Party or using the Party’s name, letterhead, logo,
368 funds; or other resource that contains any advertising related to the election or defeat of a candidate
369 seeking the nomination of the Republican Party in a primary election, a runoff election, or a special
370 election shall include the prominent disclosure of the information set out below in no less than 12 point
371 bold type.

372 Advertisements in this publication regarding any candidates for public office do not
373 constitute endorsements by the Republican Party of Fort Bend County. The candidates are solely
374 responsible for the content, accuracy, and completeness of the information included in their
375 advertisements. Acceptance of advertisements for any candidates should not be construed as a
376 preference for one candidate by the Republican Party. The Republican Party does not endorse
377 candidates in contested primary elections, runoff, or special elections.

378 In any political advertisement or endorsement related to the election or defeat of any candidate
379 included in any publication or web site authorized by the Party or using the Party’s name, letterhead, logo,
380 funds, or other resources, each such advertisement or endorsement shall include the prominent disclosure
381 in no less than 12 point type that the advertisement is a paid political advertisement and the name, street
382 address, and telephone number of the candidate or committee paying for the advertisement.

383 No political advertisement or endorsement from any unaffiliated political action committee with a
384 name associated with or similar to the name, image, or identity of the Republican Party may be accepted

385 for inclusion in any publication or website authorized by the Party or using the Party's name, letterhead,
386 logo, funds, or other resource.

387 **Section 5.8. Severability**

388 In the event that any provision of these Bylaws is held by a court of competent jurisdiction to
389 violate or to be inconsistent with a provision of the Texas Election Code or the Rules of the Republican
390 Party of the State of Texas, the particular provision of these Bylaws shall be deemed to be without force
391 or effect and the remaining provisions of these Bylaws shall not be affected thereby.