

WILLIAMSON COUNTY REPUBLICAN PARTY

BYLAWS *Approved by majority vote of CEC 6/29/2024* *Amended & Adopted 7-29-25*

ARTICLE I NAME

The name of this organization shall be the Williamson County Republican Party Executive Committee (hereinafter referred to as County Executive Committee or CEC).

ARTICLE II PURPOSE

The purpose of the County Executive Committee shall be:

1. To develop and sustain a countywide organization through which the Republican Party of Texas (RPT) can exercise those powers and responsibilities conferred upon it by state and federal statutes;
2. To establish general policy and to be responsible for the supervision and management of the Republican Party in Williamson County;
3. To exercise in a conscientious manner those prerogatives accorded to it by these bylaws and the RPT Rules;
4. To represent the Republican Party of this county, state and nation, articulating the Party's positions, promoting the Party's candidates, and supporting the party's legislative priorities;
5. To provide opportunity for full participation in the Party to all Texans who subscribe to the beliefs and principles advocated by RPT; and,
6. To cooperate in carrying out programs initiated by RPT, including, but not limited to, conducting a Republican Primary and organizing a coordinated effort preceding each municipal and general election to publicize the Party's candidates or Party-supported ballot initiatives, increasing voter engagement, and encouraging Republicans to participate in Party activities, up to and including Convention.

ARTICLE III MEMBERS

Section 1. The voting members of the County Executive Committee shall be composed of the County Chairman and the Precinct Chairmen of the respective county election precincts in the county, who are to be elected biennially as provided in the Texas Election Code (i) or otherwise appointed according to provisions within these bylaws. Entire membership for the purpose of this document is defined as the total of elected and appointed Precinct Chairs and the County Chairman.

Section 2. A County Chairman or Precinct Chair who fails to perform statutory duties, including missing four consecutive meetings of the County Executive Committee (CEC), may be considered to have abandoned their office.

If authorized by a resolution of the CEC, the County Chairman may initiate a removal process under Texas Election Code §171.029 by sending written notice via certified mail to the individual.

The notice must:

1. State the reasons the CEC believes the office has been abandoned, and
2. Request a written response from the **precinct** chair within seven (7) days of receipt, affirming whether they wish to continue serving.

If the **precinct** chair fails to respond, declines to continue serving, or fails to affirmatively state their desire to remain in office, the office shall be declared vacant by operation of law, and the vacancy shall be filled pursuant to the procedures in this subchapter.

If the **precinct** chair does respond and affirms a desire to remain in office:

1. The seat shall not be vacated solely on the basis of missed meetings or non-performance at that point; however,
2. The County Executive Committee may, at its discretion, remove the **precinct** chair by a **majority** of the **members** present **and voting** when it determines the absence has impaired representation or participation; however, the Committee may instead vote by a majority of the **members** present **and voting** to grant the **precinct** chair a one-time grace period of **one** additional consecutive meeting absences, provided that:
 - A. The **precinct** chair requests a one-time grace period of up to **one** additional consecutive meeting absence, provided that:
 - B. The **precinct** chair submits a formal written request, citing specific reasons for invoking the grace period;
 - C. The **precinct chair's grace period** request is made **concurrent with the affirmative response required under the Texas Election Code §171.029**.

The grace period shall not be extended or repeated under any circumstance. Once the grace period ends or is violated, the seat shall be declared vacant by the County Executive Committee without further action required.

Amended 7/29/2025

Section 3. Each elected CEC member serves for a term of two (2) years beginning the twentieth (20th) day after the Primary Runoff Election Day.

Section 4: Any vacancy in the office of County Chairman or Precinct Chair shall be filled by the appointment of the County Executive Committee. To fill a vacancy, a quorum of the total membership of the County Executive Committee must participate, and a person must receive a majority vote of the CEC members present and voting, must be eligible to serve as a County Chairman or Precinct Chairman in Texas, and must not have participated in another political Party's activities within the previous two years (such as voting in another Party's primary, running for elected office on another Party's ticket, or donating to another Party or Party's candidates).

Section 5: The Subcommittee on Recruitment and Training shall create a Precinct Chair Vacancy Application that shall include the Oath of Affiliation to the RPT. Any Precinct Chair Vacancy Application received by the Secretary must be reviewed by the Subcommittee on Appointments and Endorsements within seven (7) days, and an interview scheduled and conducted no less than ten (10) days before the beginning of the next Executive Committee meeting at which the applicant's name will be considered for appointment.

Section 6: No member of the CEC may vote on any issue for which the member is a

registered lobbyist or has a substantial professional interest, as defined by Local Government Code, with respect to the issue to be voted upon.

Section 7: It shall be the duty of each member of the CEC to be a liaison between RPT and party members within the Precinct or county he/she represents.

ARTICLE IV OFFICERS

Section 1. The officers of the County Executive Committee shall be the County Chairman, Vice Chairman, Treasurer, Secretary, Parliamentarian, Chaplain, and Sergeant-at-Arms. The County Chairman shall appoint the Treasurer, Parliamentarian, and Sergeant-at-Arms, upon assuming office, with the approval of a majority of present and voting members of the CEC. The County Chairman may appoint a Co-Sergeant-at-Arms at the Chairman's discretion and with the approval of the CEC. In no case shall the office of the Vice Chairman be vacant for more than ninety days.

The County Chairman will send out notifications through email to the CEC twelve (12) days prior to the Organizational Meeting, of all appointive positions. Individual members of the CEC may make nominations for appointive positions from the floor, with each nomination requiring a second.

The CEC shall elect the positions of Vice Chairman, Secretary, and Chaplain. Election is by vote of a majority of CEC members present and voting, a quorum being met, and conducted by secret ballot. In no case shall the office of Vice Chairman be vacant for more than 90 days.

All nominees for an elected position shall be given up to an aggregate of three (3) minutes to speak on their own behalf and/or have others speak on their behalf.

Neither the County Chair nor any appointive or elected officer may make public endorsements in their capacity as officers of the Williamson County Republican Party.

Section 2. Term of office of the appointive and elected officers shall be concurrent with that of the CEC, except in the event of a vacancy in the office of County Chairman, in which case the appointive and elected officers shall serve only until election of the new County Chairman. Term of office of appointed and elected officers, however, shall be at the pleasure of the Chairman who appointed them.

Section 3: A vacancy in the office of County Chairman shall be filled in accordance with provisions of the Texas Election Code (iv). A vacancy in the office of Secretary shall be filled by the CEC following notice of vacancy, or at a special meeting called by the County Chairman or CEC members for that purpose.

Section 4. Duties of officers shall be those prescribed by the parliamentary authority adopted by the CEC, by these bylaws, by the Texas Election Code (v).

Section 5. Any officer, appointed or elected, who is not also a Precinct Chairman shall serve as a non-voting member and may not be counted for the purposes of a quorum.

A. County Chairman

The County Chairman as the County Executive Committee presiding officer, shall set the agenda for county executive committee meetings, and is the County Executive

Committee's official representative and spokesman. The Chairman shall perform those duties required by statute (v), by these bylaws, and by the Rules of RPT. The Chairman shall be an ex-officio member of all standing and special committees and subcommittees. The Chairman shall appoint such additional officers deemed necessary to assist and carry out duties not specifically assigned to another officer with the approval of a majority of present and voting CEC members.

The Chairman shall oversee all activities and management of the Williamson County Republican Party Headquarters, including ensuring adequate staffing and safeguarding of all documents and equipment.

The Chairman shall not enter into any lawsuit on behalf of the CEC without approval of two-third ($\frac{2}{3}$) vote of the entire voting membership of the CEC. If the Chair becomes aware of any lawsuit against the party, the Chair must notify the CEC within 24 hours, providing all litigation details.

The Chairman will be responsible for working with the Treasurer to develop an annual budget and will present the annual budget for the CEC to approve by majority vote of those present and voting.

B. County Vice Chairman

The County Vice Chairman shall assist the Chairman as requested in performance of duties of the office, and in event of the chairman's absence or inability to serve, the Vice Chairman shall serve as acting Chairman for the purpose of non-statutory duties until the Chairman resumes his/her duties or until the election of a new County Chairman.

C. Treasurer

The Treasurer shall be responsible for creating standard financial reports and keeping systematic records, and for complying with any applicable state and federal statutes with regard to reporting contributions and expenditures. The Treasurer shall prepare a monthly financial report and shall, at least quarterly, present this report to the CEC to be included in the minutes. The financial reports, past and current, shall be available to any CEC member upon request.

D. Secretary

The Secretary shall carry out the usual duties of that office, including keeping an updated roll of the CEC members and committee members, along with their contact information, and ensuring that each CEC and committee member receives timely notices of all meetings. A permanent file containing minutes of the CEC meetings shall be maintained. The Secretary shall keep a record of attendance and shall report to the CEC any Precinct Chair who has not attended four consecutive meetings, and who will therefore be subject to procedures required for removal from office as outlined in Texas Election Code (ii).

In the event of a vacancy in the office of County Chairman, the Secretary shall call a meeting of the CEC for the sole purpose of electing a new County Chairman as outlined in the Texas Election Code (iv).

The Secretary shall prepare draft meeting minutes to include a roster of members in

attendance and all votes taken, which shall be posted on the County Party website labeled as "DRAFT", and distributed via email to the voting and non-voting members of the CEC with a known email address within ten (10) days of the conclusion of that meeting. Such minutes shall be retained at County Party headquarters. Following approval and adoption by the CEC, the minutes shall be open to public inspection and posted on the County Party website within twenty (20) days.

The Secretary is authorized to receive applications for a place on the Primary Ballot, as provided in the Texas Election Code (vi). The Secretary shall notify officers, committee members, and Precinct Chairman of the duties and responsibilities of office as outlined in the Bylaws of the Williamson County Republican Executive Committee as approved in its entirety upon taking office.

E. Parliamentarian

The Parliamentarian shall advise the County Chairman on procedural issues and rule on procedural questions that arise during the course of CEC meetings

F. Sergeant-at-Arms

The Sergeant-at-Arms shall assist the County Chairman in conducting the CEC meetings and shall serve to keep peace and order during the CEC meetings.

G. Chaplain

The Chaplain shall provide spiritual leadership for the Party and perform such duties as requested by the Chairman.

ARTICLE V MEETINGS

Section 1. The CEC shall meet at such times as required by RPT Rules (vii); in any case, there shall be no fewer than one regular scheduled meeting held each quarter, measured in a 3-month period starting on January 1. The County Chairman shall endeavor to have regularly scheduled monthly meetings, typically held on the last Tuesday of the month. If there will be a planned deviation from this tentative schedule, the County Chairman shall notify the CEC at least thirty (30) days in advance.

Section 2. In the year in which the CEC is elected, one of the regular quarterly meetings shall be an Organizational Meeting, to be held within forty-five (45) days following the beginning of the term of the new CEC, which is 20 days after the date of the Primary Runoff Election, for the purpose of adopting the bylaws, electing the CEC Secretary, constituting standing committees, and other business pertinent to organizing the CEC. During the Organizational Meeting, Bylaws may be approved by majority vote of present and voting members of the CEC.

Section 3. The County Executive Committee shall meet at the call of the County Chairman, except that special called meetings of the County Executive Committee shall meet at the call of the County Chair; or shall also meet upon the call of the Chairman upon petition of twenty-five (25) percent of its current membership, with proper notice according to our bylaws. Special called meetings shall not take the place of the regular CEC meetings for that month or quarter.

The County Chairman, as the CEC presiding officer, shall propose an agenda for regular CEC meetings. The agenda is subject to amendment and approval by a majority vote of the CEC before it becomes official. Each agenda will include a call for new business. After approval, two-third ($\frac{2}{3}$) votes of present and voting CEC members are required to amend the agenda. Call of special called meetings shall include the date, time, location, set agenda and order of business. **Amended 7/29/2025**

Section 4. Not less than ten (10) days written notice shall be required for all CEC and special called meetings. Meeting notice shall be given by email, with the CEC member's permission, in lieu of written notice.

Section 5. A quorum for conduct of non-statutory business and filling vacancies shall be one-quarter ($\frac{1}{4}$) of the total membership of the CEC. Quorum for statutory business shall be as required by RPT Rule (viii).

Section 6. Voting shall be by personal attendance only. All voting is based on those present and voting unless explicitly stated to be of the "entire or total membership". There shall be no proxy voting. Abstentions will be considered an invalid vote and not counted toward the majority.

Section 7. At the discretion of the County Chairman, the CEC shall be permitted to meet in executive session. Any current elected or appointed member of the CEC may attend executive sessions.

Section 8. For a resolution to be included on the agenda it must be submitted in writing to the Secretary or County Chairman, along with the Resolutions Committee, at least twenty (20) days before the meeting, at the request of a minimum of five (5) voting members of the CEC. The submitted resolution shall include the names and signatures of those CEC members moving and seconding the resolution. The timeline does not apply to resolutions regarding Precinct Chairs who have missed four consecutive meetings (see Article III Section 2).

A two-thirds ($\frac{2}{3}$) vote of those CEC members present and voting, a quorum having been established, shall be required to consider a resolution not on the agenda in order. A two-thirds ($\frac{2}{3}$) vote of those CEC members present and voting in the CEC meeting shall be required to pass any resolution.

Section 9. Any Appointive and elected Officers of the CEC, members of the State Republican Executive Committee representing Williamson County (in whole or in part), and the RPT Chairman and Vice-Chairman shall be recognized as members of the CEC with the same privileges and responsibilities of Precinct Chairs, including floor privileges and the right to speak in debate at CEC meetings, but excluding the right to make motions or vote.

Section 10. Official video recording of all non-executive session CEC meetings, is allowable and any such recording shall be made available to any CEC member-

ARTICLE VI COMMITTEES

Section 1. There shall be the following standing committees and subcommittees, each of which shall be composed of at least three (3) and no more than seven (7) members.

The standing Committee Chairmen and Committee members shall be appointed by the County Chairman at its organizational meeting provided for in Article VI, Section 2 of these

bylaws, subject to approval by majority of the CEC.

At least three-fifths (¾) of each standing and special committee's and subcommittee's membership must be voting members of the CEC.

Notices of committee meetings must be given ten (10) days in advance to all CEC members and all committee meetings are open to the public. Each Standing Committee should meet at least once per month, with the option to not meet in the month of December.

A. Election Integrity Committee

The Election Integrity Committee shall be tasked with: reviewing all election contracts and making suggestions via a report to the CEC prior to voting to allow the County Chairman to sign such contract; studying the fiscal notes, advantages, and potential security pitfalls of certain election integrity measures; assisting in recruiting poll watchers, election judges and election clerks; attending all public tests of voting equipment; accepting and reviewing any reports from the Subcommittee on Voter Data Analysis & Accuracy and empowering the County Chairman to act on behalf of the CEC to address any issues.

i. Subcommittee on Voter Data Analysis and Accuracy - The Subcommittee on Voter Data Analysis and Accuracy shall be tasked with: reviewing all voter data for new additions and any inaccuracies which should be addressed by our County Election Department; compiling such data into a report to be submitted to the Election Integrity Committee for review; training Precinct Chairs on accessing voter data; reviewing updated voter data during early voting periods to inform candidates and volunteers about which voters have not yet cast ballots and encourage them to do so; analyzing RPT new voter reports to help initiate contact by the respective Precinct Chair with all new voters.

The Subcommittee on Voter Data Analysis and Accuracy shall meet and subsequently report to the Election Integrity Committee on at least a quarterly basis.

B. Organization Committee

The Organization Committee is tasked with: reviewing all reports from the below-listed Subcommittees, reviewing all training modules created by the Subcommittee on Recruitment & Training, proposing names of Precinct Chair applicants to be voted on by the CEC for appointment to vacant seats, proposing names of candidates to be voted on by the CEC for endorsement in non-Primary races.

i. Subcommittee on Appointments & Endorsements - tasked with creating uniform vetting standards for Precinct Chair applicants and candidates seeking endorsement in non-Primary races, and submitting a report of recommended applicants and/or candidates to the Organization Committee. Multiple names may be recommended for a position.

ii. Subcommittee on Recruitment & Training - tasked with creating a Precinct Chair Vacancy Application; recruiting voters with strong Republican voting records to fill vacant Precinct Chair positions and referring these recruits to the Subcommittee on Appointments and Endorsements once they have completed a Precinct Chair Vacancy

Application; and creating and executing training modules for onboarding newly elected or appointed Precinct Chairs. These modules shall be reviewed and approved by the Organization Committee.

iii. Subcommittee on Voter Outreach & Volunteer Organization - tasked with coordinating with the Subcommittee on Event Planning to take advantage of opportunities in the community to register new voters or update voters' registration; recruiting and scheduling volunteers to participate in events or campaign duties such as fairs, rodeos, poll greeting, block walking, phone banking or other such activities deemed necessary to promote and support Republican candidates and initiatives.

C. Resolutions

The Resolutions Committee is tasked with: reviewing all submitted resolutions; screening resolutions for potential points of order, returning submissions needing to be edited or corrected (along with suggested edits or corrections) to CEC members who submitted the resolution; submitting screened resolutions to the County Chair and Secretary to be included on the agenda for a vote.

Amended 7/29/2025

D. Fundraising and Finance

The Fundraising and Finance Committee is tasked with: supporting the Treasurer in ensuring the fiscal health of the CEC, creating opportunities for fundraising, and helping to retain donors

i. Subcommittee on Donor Development - cultivating new and former donors, ensuring regular communication with donors through thank you calls and necessary follow-up tasks, locating potential sponsors for events

ii. Subcommittee on Event Planning - creating, planning and executing multiple fundraising events annually; recruiting volunteers to help execute events; working with the Subcommittee on Donor Development to locate sponsors; submitting reports on proposed events to the Committee on Fundraising and Finance to ensure all expenses are within budget.

E. Local Government

The Local Government Committee is tasked with staying up to date on all municipal government meetings and agendas, including, but not limited to, school boards, city councils, county commissioners court; submitting reports on proposed CEC action alerts to be approved by the County Chairman for disseminating through email and social media channels.

F. Rules

The Rules Committee is tasked with meeting on an as-needed basis to propose amendments or clarifications to existing, approved bylaws.

G. Audit

The *Audit* Committee is tasked with performing twice-yearly audits of the CEC financials, including all bank accounts, PACs, and TEC reports.

Section 2. The County Chairman may appoint such special committees as deemed necessary to assist in carrying out duties, such as Legislative Priorities, with approval by a majority vote of the CEC.

Term of office of the special committees shall be concurrent with that of the CEC, except in the event of a vacancy in the office of County Chairman, the special committees shall serve only until elections of the new County Chairman. Term of office of special committees, however, shall be at the pleasure of the County Chairman who appointed them. A special committee may be terminated by a two-third ($\frac{2}{3}$) vote of the entire membership of the CEC.

Section 3. A standing committee member shall forfeit his/her position on the committee if he/she fails to attend three consecutive meetings (either of the committee to which they are appointed or the CEC as a whole), unless excused by the County Chairman.

ARTICLE VII EXPENDITURES

Section 1. Funds of the Williamson County Republican Party shall be held in checking accounts that include the name of "Williamson County Republican Party" or other names approved by the Chairman and the Treasurer.

Section 2. The County Chairman, Treasurer, and Vice-Chairman shall be authorized as signatories for expenditures, along with others as authorized by the CEC.

Section 3. Any non-budget expenditure over the amount of \$500.00 shall require the ratification or authorization by a majority vote of the CEC members present and voting.

Section 4. No member of the CEC may borrow funds on behalf of or commit the CEC to repay any loan or note without prior approval of two-thirds ($\frac{2}{3}$) of the entire CEC membership, and the request for expenditure must be submitted in writing to the Secretary and County Chairman at least twenty (20) days in advance of the meeting to be included on the agenda.

ARTICLE VIII PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the CEC in all cases to which they are applicable and in which they are not inconsistent with these bylaws. The Parliamentarian shall rely on RROO-NR, as well as any special rules promulgated by RPT, Federal, and State statutes, to assist in addressing ambiguities and to ensure the smooth operation of CEC meetings.

ARTICLE IX PERSONS

Whenever used or appearing in these Bylaws, pronouns of the masculine gender shall include the feminine, as well as the neuter gender, and the singular shall include the plural wherever appropriate.

ARTICLE X AMENDMENT OF BYLAWS

These bylaws may be amended at any meeting of the CEC, duly called and constituted, by two thirds (2/3) vote of those CEC members present and voting, provided that the amendment has been proposed in writing at the previous regular meeting, or notice of proposed amendment is included in the call to the meeting at which it will be presented.

ARTICLE XI SEVERANCE CLAUSE

Any article or section which is in conflict with federal or state statute, Texas Election Code, or RPT Rules is automatically declared null and void and will not cause any other article or section in these bylaws to be null and void. Any conflicts between Texas Election Code and RPT rules shall be resolved by complying with Texas Election Code. Any section or article so discovered in conflict shall be amended promptly at the next regularly scheduled meeting following such discovery according to Article XI above.

WILLIAMSON COUNTY REPUBLICAN PARTY STANDING RULES

Amended & Adopted 7-29-25

1 - Committee members, namely those who are not current precinct chairs, are be granted access to the WCRP website Private Docs section. Access will make available relevant documents that relate to any regular or special called meeting such as agendas, minutes (excluding executive session minutes), resolutions, attendance and recorded votes. While non-voting, Committee members are all appointed by the County Chair and approved by the CEC. The Secretary will work with the County Chair and the Committee Chairs of each committee (or designee) to facilitate access. An ongoing process will be adopted to update changes in committee members.

Amended 03/25/2025

- 2 - 'Official copy' of resolution passed, which is final version of adopted resolution
1. Shall be placed on OFFICIAL Williamson County Republican Party letterhead;
 2. Shall be signed within 7 business days of meeting passing the resolution-whether a regular meeting or a meeting by petition of the CEC;
 3. Shall include wet signature of Chairman, Deputy Chairman or Secretary-if neither Chairman or Deputy are available to sign. The "signed" copy will be maintained "on file" and that same statement will be placed on the signature block of the public version.

Official copy shall be immediately circulated according to the specific direction below (unless otherwise specified in the language of the resolution) adopted resolution & common practices of Williamson County.

Copies are to be posted on Social Media (Facebook, etc..) & circulated to news outlets the final version of adopted resolution; ie Texas Scorecard, The Texan, All local Community Impact media outlets, 590 KLBJ News, Hill Country News, Austin American Statesman, Taylor Press, The Hutto News, Williamson County News, etc... As well as Local and State political entities such as:

Williamson County Commissioners Court, The Republican Party Of Texas, SD5 / SREC & SD24 / SREC.

1. Shall be placed on OFFICIAL Williamson County Republican Party letterhead;
2. Shall include in signature line 'Passed Williamson County, Texas Republican Party CEC
3. with 2/3 present & voting on XX-XX-XX' (actual date passed)
4. Shall include on signature line an initial by Chairman, Deputy Chairman or Secretary indicating signer of official copy retained at headquarters;
5. Shall be made available (Emailed) to CEC members as soon as possible but no less than 7 business days from days of the meeting date when resolution was passed;
6. Shall be immediately circulated according to the resolution's instructions in final form with all notations & initials affixed.

Dates of circulation shall be documented at headquarters by the Chairman, Deputy Chairman &/or Secretary & available for review by CEC members by request.

Amended 07/29/2025

APPENDIX

- (i) Texas Election Code Title 10 Subtitle B Chapter 172
- (ii) Texas Election Code 171.029
- (iii) RPT Rule 8(k)
- (iv) Texas Election Code 171.025
- (v) Texas Election Code 172.111, 31.092, 42.009, 33.003, 202.006, 123.001, 171.082, 174.022, 31.032, 51.002, 32.002, 32.034, 85.009, 32.006, 172.021, 172.081, 172.029, 172.082, 52.002, 43.003, 51.003, 85.009, 87.027, 172.117
- (vi) Texas Election Code 172.022
- (vii) RPT Rule 8(e) and 8(f)
- (viii) RPT Rule 9(b)