

**SUPPLEMENTAL RULES OF THE EXECUTIVE COMMITTEE OF THE REPUBLICAN PARTY  
OF TARRANT COUNTY  
As Adopted July 30, 2022/amended March 11, 2023**

**ARTICLE I NAME AND PURPOSE**

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

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

Section 3. Reference to the Texas Election Code in these Supplemental Rules is for guidance only. The Election Code is incorporated by reference into these Supplemental Rules only to preserve the State's interest in ensuring the integrity in its elections' process.

**ARTICLE II QUORUM**

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

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

Statutory Business – A quorum for conducting statutory business shall consist of those members present.

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

**ARTICLE III MEMBERSHIP AND PRIVILEGES**

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

Section 2. The County Chair shall create a Precinct Chair Vacancy Application consistent with this rule that includes the Oath of Affiliation. Precinct Chair Vacancy Applications shall be received by the County Chair or Party Secretary no later than forty-eight (48) hours before the beginning of the Executive Committee meeting at which the applicant's name will be placed in nomination. In the case of an application that has not been properly submitted or confirmed to be eligible, the Chair shall declare that the election to fill the vacancy in that precinct shall be postponed until the next regular or special meeting of the Executive Committee.

Section 3. The County Chair and Precinct Chairs shall be elected biennially in the Republican Primary or appointed by the Tarrant County Executive Committee. To be eligible for the Party Offices of County Chair and Precinct Chair, a candidate shall be a registered voter of Tarrant County as of the day the application for candidacy is filed. A candidate for Precinct Chair shall be a resident of the precinct to be a candidate for or to serve as a precinct chair for that precinct.

Any Precinct Chair may nominate any applicant (s) who is eligible to fill any vacancy after the beginning of the current term of office. In such case, an additional requirement for an eligible applicant is that they cannot have affiliated with another political Party for the current primary cycle.

Precinct Chairs may nominate any applicant that has been confirmed to be eligible based on these Supplemental Rules.

All members of the Executive Committee have the right, in debate, to bring forward facts and circumstances about a prospective Precinct Chair that they think should be taken into consideration by the Executive Committee members prior to a vote to confirm a new Precinct Chair.

All contested vacancies will be decided by a majority vote of the members of the Executive Committee by secret ballot.

Write-In Candidates for Precinct Chair shall be allowed. To be entitled to a place on the list of write-in candidates, a candidate shall otherwise be qualified for the office of Precinct Chair and shall make a declaration of write-in candidacy that is filed with the County Chair and such declaration shall be filed not later than 6:00 pm of the fifth day after the date of the filing deadline for the general primary election. A write-in vote for the office of Precinct Chair shall not be counted unless the name written in appears on the list of write-in candidates.

Section 3. Any Appointive or Elected Officers of the Executive Committee, Area Leaders, or members of the State Republican Executive Committee who are not Precinct Chairs shall be recognized as members of the Executive Committee with the same privileges and responsibilities of Precinct Chairs including floor privileges and the right to speak in debate at Executive Committee meetings, but excluding the right to make motions or vote. These ex-officio members may chair or serve as voting members on any Organization Committee, provided they reside in Tarrant County.

Section 4. Precinct Chair Removal from Office. If a Precinct Chair has failed to attend four or more consecutive executive meetings of the County Executive Committee, the Precinct Chair may be removed for abandonment of office by a resolution passed by the County Executive Committee that authorizes the County Chair to send a notice to the Precinct Chair that states that the Precinct Chair is considered to have abandoned the office of Precinct Chair and the duties of the office; and states the reasons the Executive Committee believes the Precinct Chair has abandoned the office; and the notice is sent by certified mail and requests a response from the Precinct Chair not later than the seventh day after the day the Precinct Chair receives the notice. The Precinct Chair shall respond to the notice on or before the seventh day after the date the Chair receives the notice and state whether or not the Chair wishes to continue in office. A Chair's failure to respond and affirmatively wishes to remain in office results in a vacancy in the office of Precinct Chair.

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

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

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

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

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

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

Section 6. Any appointive or elected officer shall have affiliated with the Republican Party during the current and immediately preceding election cycle. All shall be residents of Tarrant County except the Parliamentarian.

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

Section 1. In the event of a vacancy in the office of County Chair, the elected Secretary of the Executive Committee shall call a meeting of the Executive Committee to be held within twenty (20) days of the occurrence of the vacancy

for the purpose of electing a new County Chair. No Vice-Chair or other Party officer shall assume the position of "acting chair."

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

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

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

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

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

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

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

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

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

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

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

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

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

## **ARTICLE VII MEETINGS**

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

Section 2. The order of business for all regular and special meetings shall be published on the County Party website and included in the call of the meeting by the Chair.

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

Section 4. No less than Fourteen (14) days' notice shall be required for all Executive Committee meetings, except in the event of a stated emergency, in which case two (2) days' notice shall be required. (All designation of times shall be considered as the postmark date, or the sent date for electronic notifications.)

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

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

All New Business to be presented at a regular or specially called Meeting of the Executive Committee shall be submitted to the County Chair, by email or in person, no later than 10 days prior to the Executive Committee Meeting at which the Resolution is to be proposed. The County Chair or his/her designee shall post any proposed Resolution on the Party website. This rule may be suspended by a two-thirds (2/3) vote of the members present.

Section 6. If a meeting is called, and the Chair and Vice Chairs fail to attend, the Secretary shall call the meeting to order and preside while the members (a quorum being present) elect a temporary chair to preside at that particular meeting. If the Chair, Vice Chairs and Secretary fail to attend, any Tarrant County Precinct Chair may call the meeting to order at the appointed hour and preside while the members (a quorum being present) elect a temporary chair to preside at that particular meeting. The temporary chair shall have the same authority as the County chair has at any meeting.

Section 7. At meetings of the Executive Committee, all incumbent elected officials of the Republican Party of Texas, together with such other persons as may be designated by the County Chair, shall have the privileges of the floor, but without voting rights.

## **ARTICLE VIII AREA LEADERS**

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

noticed meeting where the person(s) appointed are named in the notice of the meeting. The Area Leader serves at the pleasure of the County Chair.

Section 2. The Area Leader is responsible for organizing the Precinct Chairs in that Area in support of the Purpose of the Executive Committee as stated in these Supplemental Rules. The Area Leader shall act as liaison and advisor between the Precinct Chairs in that Area, the County Chair, and the Executive Committee. Each Area Leader may appoint assistants to aid in the performance of his or her duties.

Section 3. The Area leaders shall assist the County Chair and shall participate in Republican Party activities, and shall recruit applicants to fill vacancies in their Area. Area Leaders shall confirm the eligibility of applicants and ensure that applicants fill out the Precinct Chair Vacancy Application.

Area Leaders shall present all applicants who have submitted valid and accurate application, including in the case of two or more applications that have been received for the same Precinct. In the event Area Leaders are unable to nominate applicants during an Executive Committee meeting for any reason, any voting member of the Executive Committee may make the nomination(s). Area Leaders may express their preferences in a contested race once the nominations have been submitted.

The Party Secretary, Assistant Secretary, or their designee may assist in confirming the eligibility of vacant Precinct Chair applicants, at the request of a Precinct Chair or Area Leader.

## **ARTICLE IX STANDING COMMITTEES**

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

- a. Resolutions: Monitor legislative activity and other events of interest to Tarrant County Republicans, and prepare appropriate resolutions for the Executive Committee, including suggested actions to implement the resolution's desired outcome.
- b. Rules: Recommend Supplemental Rule changes and standing rules to the Executive Committee.

Section 2. The chairs of standing committees shall be elected by the Executive Committee. These elections shall take place no later than the next regularly scheduled meeting after the adoption of this provision.

Section 3. The Resolutions and Rules Committees shall have 17 members each, including the Committee Chair and the County Chair or their designated Vice-Chair. In addition, the General Counsel shall be a nonvoting ex-officio member of Rules. Thirteen members of each committee shall be elected proportionally from among the members in each State Senate District in a caucus to be held at the next regularly scheduled meeting after the adoption of this provision, with the following number of members by caucus: Senate District 9 shall elect six (6) members, Senate District 10, three (3) members, Senate District 12, one (1) member, Senate District 22, two (2) members, and Senate District 23, one (1) member. In addition, the County Chair shall appoint two (2) members.

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

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

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

Section 7. Each Standing Committee shall be composed only of members of the Executive Committee. A Chair or any member of any Standing Committee or Subcommittee shall have affiliated with the Republican Party during the current and immediately preceding election cycle.

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

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

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

## **ARTICLE X ORGANIZATION COMMITTEES**

Section 1. Organization Committees shall serve at the direction of the County Chair. The County Chair shall appoint the chair of each Organization Committee. The Organization Committees and their functions shall be:

- a. Finance: In cooperation with the County Chair, direct fundraising activities in support of the County Party. Prepare an annual budget for presentation to the Executive Committee, including funds acquired and spent by the County Party to perform the duties specified in the Supplemental Rules of the County Party, but excluding funds acquired and spent by the County Chair in the performance of statutory duties specific to that office (administering elections, etc.).
- b. Voter Poll Review: In cooperation with the County Chair, provide for technical aspects of voter roll review on a regular basis, including reporting to the Executive Committee and related Precinct Chairs for assistance in overall voter removal when deemed necessary.
- c. Education and Training: Under the direction of the County Chair, prepare and maintain education and training resources for use by the Executive Committee, other committees, and Tarrant County Republicans.
- d. Community Involvement: Assist the County Chair in coordinating activities to promote the Republican Party among all residents of Tarrant County, regardless of demographic or traditional political affiliation.

Section 2. The first meeting of each newly constituted Organization Committee shall be called by the Committee Chair or the County Chair, within thirty (30) days after the committee is formed.

Section 3. A majority of an Organization Committee's members shall constitute a quorum. Each Organization Committee's chair shall appoint a secretary to record the minutes of the committee's activities. If the Secretary is not a member of the Organization Committee, the secretary shall not have the right to vote in the Committee.

Section 4. The term of office for Organization Committee chairs and members shall run concurrently with that of the Executive Committee, or until their successors are appointed, except that in the event of a vacancy in the office of County Chair, the appointive chairs and members shall serve only until the election of a new County Chair.

Section 5. A Chair and any member of an Organization Committee need not be members of the Executive Committee. However they shall have affiliated with the Republican Party during the current and immediately preceding election cycle.

Section 6. The time and place of all meetings of any Organization Committee or Subcommittee shall be posted on the County Party website and sent to all members of the relevant Committee or Subcommittee as soon as possible after they are scheduled. If it is not possible to provide such notice of any meeting at least 48 hours before the meeting is called to order, the meeting shall be announced to those present at the committee or forming body's preceding meeting prior to that meeting's adjournment. Any action taken at an Organization Committee or Subcommittee meeting held without such notice shall not be valid unless ratified at a properly noticed meeting.

Section 7. The existence of an Organization or other Committee does not preclude a member of the Executive Committee from bringing a motion that would otherwise be under the purview of any such Committee directly to the

floor, except as provided in Article VII, Section 5. The presiding officer of any meeting of the Executive Committee may at their discretion, and without leaving the chair, make the motion to refer any pending item to an Organization or Special Committee.

Section 8. An Organization committee member shall forfeit his/her position on the committee if he/she fails to attend three consecutive meetings, unless excused by the Committee Chair.

#### **ARTICLE XI SPECIAL COMMITTEES**

The County Chair or Executive Committee may create such Ad Hoc Committees as may be deemed necessary, to assist in carrying out duties not specifically assigned to a Standing or Organization Committee, with a defined purpose and a defined duration. Individuals need not be members of the Executive Committee to serve on an Ad Hoc Committee unless otherwise stipulated by action of the Executive Committee. All members of any committee shall have affiliated with the Republican Party during the current and immediately preceding election cycle.

#### **ARTICLE XII ADVISORY COMMITTEE**

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

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

#### **ARTICLE XIII PARLIAMENTARY AUTHORITY**

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

#### **ARTICLE XIV AMENDMENTS**

These Supplemental Rules may be amended by a two-thirds vote of the members of the Executive Committee present and voting at a meeting of the Executive Committee, a quorum being present. The Executive Committee is to receive notice of any proposed amendment by mailing or emailing written notice to each voting and non-voting member of the Executive Committee at least fourteen (14) days in advance of a regular or special meeting called for that purpose.

#### **ARTICLE XV APPENDICES AND STANDING RULES**

The Appendices attached on separate pages are not part of these Supplemental Rules but are included for reference. Therefore, the Appendices are not required to be voted on by the Executive Committee. Appendices include but are not limited to relevant definitions and references to relevant sections of Robert's Rules of Order and Texas Law. The Appendices shall be maintained by the Rules Committee.

Any Standing Rules passed by the Executive Committee shall also be attached by reference but are not part of these Supplemental Rules.

## APPENDIX A DEFINITIONS REFERENCED

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

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

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

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

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

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

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