

**Proposed by Jorge F. Gonzalez, EPGOP Chair, with input from the Rules
Committee members, for adoption at the 29 June EPGOP
Organizational Meeting.**

**BY-LAWS OF THE
EL PASO COUNTY REPUBLICAN PARTY**

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**ARTICLE I
Name**

Section 1. The name of the organization shall be the El Paso County Republican Party. The County Executive Committee is the governing organization of the El Paso County Republican Party, this committee is hereinafter referred to as the CEC.

**ARTICLE II
ORGANIZATIONAL PURPOSE**

Section 1. The El Paso County Republican Party CEC, also referred to as EPGOP, represents our community, of individuals, families, and businesses, and seeks to unite El Pasoans, through a constitutional and conservative approach, in order to provide candidates to win elections and realize our party's goals.

The purposes of the CEC shall be:

1. To act as the governing body of the EPGOP and to exercise those powers and fulfill those duties and responsibilities conferred upon it by county, state or federal statutes, as well as Republican Party of Texas rules.
2. To establish general policy for the EPGOP.
3. To be responsible for the general supervision and management of the EPGOP.
4. To foster and encourage growth in the EPGOP by promoting the principles articulated in platforms, planks, and legislative priorities and by electing Republican officeholders.
5. To establish a process for volunteers to work in functions, tasks, goals, committees, and all pertinent jobs necessary to meet the mission, vision and goals of the EPGOP.

**ARTICLE III
RESPONSIBILITIES**

Section 1. Responsibilities of the CEC are:

1. Observe all laws of the State of Texas and these United States in fulfilling these Bylaws. It is also agreed that all decisions will be bound by the Texas Election Code and the Rules of the Republican Party of Texas (hereinafter referred to as RPT) when applicable;

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2. Establish the platform and general policy of the EPGOP, subject to the direction of the biennial County and State Conventions;
3. Represent the Republican Party at City, County, State, and National levels by:
 - a. The use of all Communications' media to articulate the Party's platform
 - b. Supporting and promoting the Party's candidates
 - c. Working together with conservative clubs and associations, to present a unified voice of conservative values throughout El Paso County.
4. All members of the CEC, except the County Chair, are expected to participate in at least two committees. One committee being the Precinct Development Committee, and another committee of their choosing as presented in the Organizational Chart of the EPGOP. The member shall petition to the committee chair his/her inclusion in the committee and the committee chair will make a determination if the member is accepted.
5. Represent the stated principles, virtues, values, and beliefs of the EPGOP at all times;
6. Cooperate in carrying out programs initiated by the RPT, including but not limited to:
 - a. conducting a Republican Primary in as many election precincts within the county as practicable and holding a Republican Primary at minimum 50% of the precincts in each County Commissioners precinct in the county;
 - b. organizing coordinated efforts within each precinct preceding each general election to publicize and support the Party's candidates;
7. Ensure Precinct Chairs and Republican Candidates adhere to the Texas State Election Code of Ethics;
8. Provide an opportunity for participation in EPGOP activities to all who subscribe to and participate in the beliefs, ethics, and principles advocated by the Republican Party;
9. Prepare the Party's Strategic Game Plan, approve an annual budget, and adopt changes to the Bylaws whenever appropriate and/or needed.
10. The CEC must approve contractual obligations for the Party as outlined in Article VI under responsibilities of the County Chair.

Section 2. Endorsements:

1. The EPGOP CEC as a body shall not endorse any candidate appearing in a contested race on the Republican Primary, Primary Runoff or Special Election ballot.
2. The CEC may endorse or oppose any candidate(s) appearing on any non-partisan ballot, provided there is a simple majority vote achieved with a major quorum present and proper notice being given ahead of the meeting of the intent to consider the question.
3. Notwithstanding, individual Precinct Chairs may support candidates of their choice.

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4. The CEC may vote in accordance with RPT Rule 44 whether or not to endorse an incumbent Republican candidate.

ARTICLE IV RULES

Section 1. The CEC may adopt additional rules for the operation of the Party.

Section 2. Rules may be adopted by a majority vote of the CEC at any meeting with a minor quorum present.

Section 3. The rules adopted by this political party must be consistent with State law, the Texas Election Code (hereinafter TEC), and the rules adopted by the RPT.

ARTICLE V MEMBERS

Section 1. The members of the El Paso County Republican Party are the Precinct Chairs of each election precinct and the County Chairman, in accordance with TEC Section 171.

Section 2. The CEC shall be composed of the County Chair, and the Precinct Chair of the respective election precincts in the county. The County Chair and the Precinct Chair of the respective election precincts in the county shall be the only voting members of the CEC. {TEC 171.022}

Section 3. To qualify to hold the office of Precinct Chair or County Chair, a candidate must be a qualified voter residing within the bounds of the entity represented and, during the voting year in which primary elections are held, must have voted in the Republican Primary. {TEC 171.231}

Section 4. The term of office shall be for two (2) years commencing on the twentieth (20th) day after the Primary Runoff Election day as provided for in the appropriate section(s) of the Texas Election Code.

Section 5. Any vacancy in the office of County Chair or Precinct Chair shall be filled by the CEC in accordance with Texas Election Code.

Section 6. If any member of the CEC misses four (4) consecutive meetings that member may be removed for abandonment of office. A resolution passed by the CEC instructing the Chairman to notify the Precinct Chair, via certified mail, of their failure to attend meetings. The Precinct Chair has seven (7) days to respond in writing. The Chair and/or remaining CEC members may then ask for the member's resignation. {TEC 171.029}

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ARTICLE VI OFFICERS

Section 1. The Chairman shall appoint the Secretary and Treasurer upon assuming office; neither of these two positions should go vacant for more than 30 days.

Section 2. The Chairman shall appoint the Vice Chair(s), Parliamentarian, Elections Administrator, and additional officers as necessary, with the CEC's approval/ratification.

Section 3. Officer terms shall be concurrent with that of the CEC, except that in the event of a vacancy in the office of County Chair, appointed officers shall serve only until election of a new County Chair.

Section 4. All officers and Committee Chairs serve at the pleasure of the Chair.

Section 5. Vacancy of the County Chair. A vacancy in the office of County Chair shall be filled in accordance with Section 171.025 of the Texas Election Code. Votes by mail, email, or fax are not allowed to fill a vacancy in the office of County Chair. A proxy vote by a member of the CEC not in attendance is not allowed.

Section 6. No officer may hold more than one office simultaneously for more than 30 days.

Section 7. Duties of officers shall be those prescribed by the parliamentary authority adopted by the CEC and by these Bylaws as listed below:

County Chairman. The County Chairman shall be the CEC's presiding officer and official spokesman. He/She shall perform those duties required by State statutes, by these bylaws, and by the Rules of the Republican Party of Texas. He/She shall be an ex-officio member, with full voting privileges, of all County Standing and Special Committees. The County Chairman may be a member of the Texas Republican County Chairmen's Association and any assessments or dues are to be paid by the CEC. The County Chairman is authorized to conduct the following activities:

1. Authorized to employ staff personnel pursuant to workload requirements and budgetary allowances provided these staff positions.
2. Authorize expenditures for normal operating expenses which were omitted from the Party's budget. Any expenditure or commitment of the Party to a financial obligation in excess of \$500 (five hundred dollars) up to \$1,000 (one thousand dollars) above the normal operating expenses authorized in the budget for any given month must be submitted by the County Chairman to the County Party Finance Committee for their approval. Any expense exceeding \$1000 (one thousand dollars) over the normal operating expenses authorized in the budget must be submitted by the County Chairman to the County Executive Committee.
3. Be responsible for the safekeeping of all records or assets of the Republican Party of El Paso County, and to turn them over to his/her successor when he/she vacates the office, within 20 days.
4. Is one of the signatories authorized for signing checks on the Party's treasury.

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5. Order an examination of the Party's books following the election of a County Chairman. In accordance with these bylaws.
6. Have the powers of supervision and management necessary to maintain a well-ordered County Headquarters.
7. Has the authority to remove any officer or committee chairman with or without cause.

County Vice-Chair. The County Vice-Chair shall assist the Chairman as requested in the performance of any non-statutory duties of the office. The Vice Chair may not perform any statutory duties as outlined by state law but may assist in any other functions of the County Chairman, including appointment to committees. The Vice Chair is charged with the following duties:

1. To preside over CEC meetings that are called by the County Chairman but for which the County Chairman fails to attend.
2. To be one of the signatories authorized for signing checks on the Party's treasury.
3. May represent the County Chairman and the Party at any function where the County Chairman is not present.
4. Any other non-statutory duty assigned by the County Chairman on behalf of the Party.
5. When multiple Vice-Chairs are appointed the Chair will designate a Senior Vice-Chair to preside over CEC meetings in his absence, and to be the authorized signature on the Party's accounts.

Secretary The Secretary shall be appointed by the Chairman, and the Secretary may exercise all powers and duties of that office prior to and following confirmation. The duties of the secretary are:

1. Make sure minutes of any Statutory and non-Statutory meetings are being taken; are accurate and timely; and are filed to the proper authorities.
2. Make sure notices to members or committee officers are being notified of meetings in a timely fashion, and with all information to assure the presence of all members;
3. Make sure to keep a database of all contact information of members and officers of the Party;
4. Make sure the Chairman is informed of dates, places and times of events or meetings the chairman has to attend or serve. Make sure information is available to be prepared for meetings and events organized by the Party;
5. Other functions and tasks as required by the Chairman.
6. In the event of a vacancy in the office of County Chair the Secretary will follow Texas Election Code 171.025 as well as notifying the RPT Chairman of the vacancy. If a committee member files with the secretary a written request for a meeting to fill a vacancy,

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the secretary shall call the meeting to convene no later than the 20th day after the date the secretary receives the request. {TEC 171.025}

7. If the Office of Secretary is vacant for thirty (30) days, the CEC shall notify the Chair requesting the position be filled. If the position remains vacant an additional fifteen (15) days, the members of the CEC shall nominate and vote on one of their members to serve as Secretary.

Treasurer. The Treasurer shall be appointed by the Chairman, and the Treasurer may exercise all powers and duties of that office prior to and following confirmation. He/she shall have charge of the funds deposited with the Republican Party of El Paso County, with the following specific duties:

1. The Treasurer shall be one of the signatories authorized for signing checks on the Party's treasury, and shall pay all the bills of the Party.. There must be at least three (3) authorized signatories.
2. The Treasurer shall deposit all funds received by the Party in a timely manner.
3. The Treasurer shall prepare an annual budget for the Party to be presented to the CEC forty-five (45) days prior to the close of the calendar year. Every three (3) months the Treasurer shall compare actual income and disbursements with the budgeted amounts, and shall report to the CEC.
4. The Treasurer shall keep or supervise a system of bookkeeping in which the accounts correspond to identical categories in the budget.
5. The Treasurer shall prepare an annual report within sixty (60) days after the close of the calendar year, to be presented to the first CEC meeting following the sixty (60) day limitation period, and to be available to any CEC member's inspection at the county headquarters during working hours.
6. The Treasurer shall prepare and file the finance reports required by federal and state statutes, Texas Ethics Commission, and Texas Secretary of State.
7. The Treasurer shall be custodian of all funds belonging to the Party and shall submit a monthly report of net income by category and expenses by category to the CEC.
8. He/ She shall make sure the bookkeeping system and the chart of accounts correspond to identical categories in the budget, the records of which shall be in safekeeping at EPGOP Headquarters and available for inspection by any member of the CEC and/or Committee Officers.
9. The treasurer shall be an ex-officio voting member of the Finance Committee.

ASSISTANT TREASURER The Chairman and/or the Treasurer have the prerogative of appointing an assistant treasurer subject to confirmation by the CEC.

1. The assistant treasurer shall be an ex-officio voting member of the Finance Committee.

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2. In the event of the Treasurer's inability to serve, the Assistant Treasurer if any, automatically shall succeed to the office of Treasurer and assume the duties thereof until the Treasurer's replacement by action of the Chairman.

Parliamentarian. The Parliamentarian shall be appointed by the Chairman subject to confirmation by the CEC. The Parliamentarian shall advise the County chairman on matters of rules and procedures, and questions that may arise during the course of Executive Committee meetings, Conventions, and other meetings as deemed necessary by the County Chairman.

Elections Administrator. The Vice Chair of Elections shall be the Elections Administrator. The Elections Administrator may receive payment from funds paid to the Party for organizing the Primary Election, and may hire others to assist in that work. The Elections Administrator is a member of the Elections Committee.

Sergeant-At-Arms. The Sergeant-at-Arms shall assist the Chair and/or Vice Chair, presiding over the meeting, in maintaining a proper decorum at all meetings of the CEC and to ensure that all business to come before such meeting may be disposed of in an orderly, non-disruptive and professional manner. The Sergeant-at-Arms shall be the officer responsible for:

- 1) Preserving Order
- 2) The removal of any person deemed by the Chair or Vice Chair, presiding over the meeting, to be so disruptive or abusive of a privilege during a meeting of the CEC when that to allow such a person to remain would seriously impede the Committee from conducting and completing the business for which the Committee was called to order.
- 3) The Sergeant-At-Arms has the discretion to not carry out orders which could cause physical danger or legal liability.
- 4) Supporting Leadership
- 5) Managing and Securing Property
- 6) Preparing Meeting Spaces

ARTICLE VII MEETINGS

Section 1. The CEC shall meet at such times as required by the Texas Election Code and in no event shall there be less than one meeting held each quarter. The Chair will decide the frequency and agenda for non-statutory or regulatory scheduled meetings of the CEC. {TEC 171.029}

Section 2. In the year in which the CEC is elected, the first meeting called shall be an organizational meeting, to be held within forty-five (45) days following the date of the Primary Runoff Election, for the purpose of adopting Bylaws, and other business pertinent to organizing the CEC. These Bylaws will stay in effect until the adoption of new bylaws at the Organizational Meeting.

Section 3. The CEC shall meet at the call of the Chair, except that meetings may also be called by petition of twenty-five (25%) percent of its membership to the responsible officer. {TEC 171}

Section 4. Not less than seven (7) days written, email or manual notice shall be required for all regular meetings. An emergency meeting may be called with a seven (7) day notice. The only business for the purpose of the Emergency Meeting may be discussed, no regular party business

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may be discussed. In accordance with the RPT rules, no CEC meeting shall be held two (2) days prior to, during, or two (2) days after the week of the biennial State Convention or the quadrennial National Convention.

Section 5. STATUTORY BUSINESS. A quorum for conduct of statutory business (called for by the TEC) shall consist of those members present.

Section 6. NON-STATUTORY BUSINESS. A quorum for conduct of non-statutory business and filling vacancies in the office of Precinct Chair shall constitute one-fourth (25%) of the total membership, excluding vacancies.

Section 7. SPECIAL PURPOSE MEETING. A quorum of Fifty percent (50%) of the total membership, excluding vacancies shall be required for filling a vacancy in the office of County Chair and for amending these bylaws.

Section 8. Voting shall be by personal attendance only, no proxies are allowed.

Section 9. Voting members of the CEC shall consist of: the County Chair and Precinct Chairs only.

Section 10. In accordance with RPT Rule 7(a), at all CEC meetings, votes shall be cast and counted in manner prescribed by the current edition of Robert's Rules of Order Newly Revised; and except as provided in this rule, the vote of each member shall have equal weight. The CEC may authorize voting to fill precinct chair vacancies via U.S. mail or email.

ARTICLE VIII COMMITTEES

Section 1. The following committees will be created by the County Chairman, who will appoint each Committee Chair. All Committee Chairs must be members of the CEC.

Section 2. Each Committee shall be composed of no less than three (3) members. Some committees may have trusted Republican volunteers from the community to be committee members.

Section 3. Each committee is authorized to develop procedures for conducting the business within the committee's jurisdiction. The CEC members may suggest or advise in writing regarding the procedures established by the committee, but are not voting members, The final decision is made by members of the committee and the Chairman, who is a voting member of all committees.

Section 4. A committee member or members may be removed from a committee upon request of the Committee Vice Chair or County Chair

Section 5. A majority of the committee members shall be a quorum. Both, regular members and ex-officio members present, shall be counted in establishing the required number of persons present for a quorum.

Section 6. All committees shall submit a Monthly Activity Report to the Secretary 4 business days prior to the CEC meeting. The report will consist of a list of activities performed, with dates, the personnel attending, and quantitative results of the activities. Quantitative results expected to report

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are indicated in the CEC Rules document.

Section 7. The duties of the Committees shall be as follows:

1. **FINANCE COMMITTEE.** The Finance Committee supports the Chair and the Party Treasurer in performance of their assigned duties as requested, and shall be responsible for:
 - a. The appointed Finance Vice Chairman shall serve as chairman of the Finance Committee and shall be appointed by the Chairman. Additional ex-officio members shall be the Treasurer, the Assistant Treasurer(s), if any, and the General Counsel.
 - b. The Finance Committee will review the Treasurer's proposed budget, and annual report before they are presented to the CEC for consideration.
 - c. It shall be the duty of the Finance Committee to develop and implement ways and means to fund the programs and activities of the Party.
 - d. The Finance Committee shall review and approve expenditures exceeding the Chair's authority up to the limits established by the CEC.
 - e. Assign and oversee the accounting personnel to process day-to-day operations. Confirm the registration of all accounting transactions.
 - f. The Finance Committee shall meet at the call of the Party Chair, Treasurer, and/or Committee Vice Chair.
 - g. The Finance Committee shall develop a rule for authorizing expenditures in excess of fifteen hundred dollars (\$1500), or that exceeds the budgeted amount by two hundred dollars (\$200.00). Two signatures are required on all checks, but the Finance Committee may establish rules exempting some expenditures from this requirement.

2. **FUNDRAISING COMMITTEE.**
 - a. The Fundraising committee Vice Chair will be appointed by the County Chair.
 - b. The Fundraising committee Vice Chair (VCF) will appoint as many members as necessary to conduct the business of the committee. Committee members do not need to be members of the CEC but will need approval of the Operations Vice Chair to perform any duties for El Paso GOP.
 - c. The Fundraising committee is responsible for creating Standard Operating Procedures (SOP) for fundraising County wide events organized by El Paso GOP.
 - d. The Vice Chair will appoint a temporary committee for county wide events, and a temporary committee chair for the purpose of organizing the event. Following the guidelines and timeline of the SOP, the Temporary Committee will report weekly to the Vice Chair and the County Chair on the progress and alignment to the SOP.
 - e. The Fundraising committee, in conjunction with the Precinct Development Committee, the Finance committee, and the County Chair will determine a running

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budget that supports events to generate revenue for the EL Paso GOP. Procedures for this purpose should be established by Rules and SOPs of the Fundraising committee.

- f. The Fundraising committee will work with the Finance committee to establish an electronic form of monetary transactions to generate revenue from activities by the Communications committee.
 - g. The Vice Chair will assign a member of the committee to manage information of donors' engagement using software tools available to the Fundraising committee by the Operations committee.
3. **ELECTIONS COMMITTEE.** The Elections Committee shall organize, train, equip and staff volunteers for all elections and provide a detailed analysis of each election.
- a. The committee will be managed by the Vice Chair of Elections (VCE) and shall be appointed by the Chairman, subject to confirmation by the CEC. The VCE will act as the Elections Administrator for all purposes defined by the latest version of the Texas Elections Laws.
 - b. The voting membership of the Elections Committee shall be composed of the Vice Chair of Elections and no fewer than four (4) members of the CEC, nominated by the Vice Chair and subject to confirmation by the CEC.
 - c. Non-CEC members are necessary to complete the work of the Committee.
 - d. The committee will oversee, consolidate and share with the public at large, and with the help of the Communications committee, a running calendar of important election dates.
4. **BYLAWS COMMITTEE.**
- a. The Bylaws Committee shall periodically review the bylaws governing the CEC, and may recommend amendments thereto which have been approved by a majority of all members of the Bylaws Committee to the CEC for consideration.
 - b. The Bylaws committee will periodically review the rules adopted by the CEC, and may recommend amendments thereto which have been approved by a majority of all members of the Bylaws Committee to the CEC for consideration.
 - c. The Bylaws committee will review the Rules established by other EPGOP committees to confirm they conform to Local, State and National rules and laws.
 - d. The Bylaws Committee shall meet at the call of the Committee chair.
5. **PRECINCT DEVELOPMENT COMMITTEE.**
- a. The Vice Chair of Precinct Development will be the Precinct Development Committee and will be appointed by the County Chair.

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- b. The committee, with the help from the Elections committee, will analyze voting data to establish a County wide strategy to contact the greatest number of El Paso citizens and promote the ideals and values of the Republican Party.
 - c. Will develop a Standard Operation Procedure to select, interview, and propose candidates for Precinct Chair positions, for local and statewide public office positions.
 - d. This committee will make sure each candidate has complied with RPT Rule 43 prior to being accepted as a viable Candidate for any position whether public office or for the El Paso Republican Party.
 - e. The committee will evaluate and recommend nominees to the El Paso Republican Hall of Fame and Volunteer of the Year; and bring those recommendations to the CEC for further evaluation so they can be voted on.
 - f. The committee, in coordination with other committees, will organize events at the precinct level that:
 - 1. Promote the EPGOP;
 - 2. Bolster interest in candidacy for EPGOP positions and local public positions;
 - 3. Promote donations to the EPGOP;
 - 4. Register unregistered voters;
 - 5. Build friendship between EPGOP and El Paso citizens.
 - g. The Vice Chair will divide all precincts within the County according to Justice of the Peace Districts for organizational purposes and will select, through his/her own selection process, a Justice of the Peace District Chair for each of the districts. Each of the Chairs will report to the Vice Chair on a regular basis to review activities in each District.
6. **OPERATIONS COMMITTEE.** The Operations Vice Chair will be the Operations Committee Chair, and will be appointed by the County Chair
- a. The Operations Vice Chair will appoint sufficient members to meet all functions as assigned to this committee.
 - b. The Operations committee will oversee running day-to-day activities such as answering calls, staffing the office, cleaning, and supplies; and all activities to maintain the offices in good and attractive order.
 - c. The operations committee will have full asset control of all furniture, equipment, digital assets, memberships, subscriptions, databases, networking, and any other resources needed by the El Paso GOP.
 - d. The Operations committee will be overseeing the recruitment process of all volunteers and help direct them to the committee or position as required and desired. The committee will generate a Standard Operations Procedure for this process.

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- e. The Operations committee will oversee the IT service required for the efficient operation of the El Paso GOP, through the selection and use of a software platform to safeguard data pertaining to all members of the GOP, donors, volunteers, vendors, and all individuals the El Paso GOP must interact with. The same software will maintain and safeguard data for all committees.
- f. The Committee shall meet at the call of the Committee Vice Chair

7. TRAINING COMMITTEE

- a. The Training Committee Vice Chair will be appointed by the County Chair
- b. The Vice Chair will establish the number of members He/ She deems required to meet the responsibilities of the committee.
- c. The committee will create a Standard Operations Procedure for each of its training programs.
- d. The committee may add training programs to promote the ideals, values and the platform of the Republican Party as they see fit, but should include at least programs for Precinct Chair Training, Convention organization training, Campaign organization, and block walking training.
- e. In coordination with other committees, the Training committee will use software tools, equipment, promotion of training programs, fundraising activities, and funds to pay for supplies necessary to run the programs.

Section 8. The County Chair may appoint such special committees as he/she deems necessary to assist in carrying out duties not specifically assigned to an already established Committee. The County Chair may, at his/her discretion, combine any committees for effectiveness purposes.

Section 9. Each Committee shall maintain minutes of its meetings and shall file such minutes with the Secretary of the CEC within a reasonable time after any meeting of such Committee. A permanent file containing minutes of each Committee meeting shall be maintained by the Secretary in the same manner as the Secretary maintains minutes of the CEC meetings.

ARTICLE IX PARLIAMENTARY AUTHORITY

Section 1. 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 and any special rules promulgated by the Republican Party of Texas, or any State or Federal statutes.

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**ARTICLE X
AMENDMENT OF BYLAWS**

In accordance with RPT Rules 1(a), 8(a) and 8(b), these Bylaws and Supplemental Rules, after the Organizational Meeting, may be amended by a 2/3 vote of the members of the CEC present and voting at a properly called meeting of the CEC by giving notice at the previous regular meeting, or by mailing written notice to each CEC member at least seven (7) days in advance of a regular or special meeting called for that purpose.

**ARTICLE XI
SEVERABILITY CLAUSE**

If any provision or provisions of these By-laws shall be held to be invalid, illegal, unenforceable or in conflict with the law of any jurisdiction, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

Executed By: _____
County Chairman Signature Date

CEC Secretary Signature Date