

STANDING RULES
THE EXECUTIVE COMMITTEE
OF THE
NUECES COUNTY REPUBLICAN PARTY

ARTICLE I

AGENDA

Section 1. The agenda for all regular meeting of the Executive Committee shall be submitted with the call to the meeting and shall include:

- Call to Order
- Pledge of Allegiance
- Roll Call/Certification of Quorum
- Approval of Minutes of Last Meeting
- Announcements
- Reports
- Unfinished Business
- New Business
- Adjournment

Section 2. The agenda for all emergency meetings of the Executive Committee shall be submitted with the call to the meeting, and shall not require the introduction of unfinished and/or new business. (See Bylaws Article III, Section 3)

Section 3 The order of business as set forth in the agenda may be suspended when a majority of the members present vote to suspend the order of business, a quorum being present.

Section 4. In order to prevent undue delay of the order of business, each Executive Committeeman may speak not more than twice on the same motion, or other item of business, and not longer than three (3) minutes each time. To address the Executive Committee for a longer period of time, the consent of two-thirds (2/3) of the members must be obtained.

ARTICLE II

DUTIES OF OFFICERS

Section 1. The County Chairman shall preside at all meetings of the Executive Committee and shall be the Committee's official representative and spokesman. In addition, the County Chairman shall be charged with the following powers and duties:

- a. To make the appointments specified in the Executive Committee's Bylaws;
- b. To call the meetings specified in the Executive Committee's Bylaws and Standing Rules, and in the Election Code of the State of Texas;
- c. To employ staff personnel pursuant to workload requirements and budgetary allowances as approved by the Executive Committee;
- d. To be empowered to execute contracts which fall within the limitations set by the budget and approved by the Executive Committee;
- e. To be the custodian of all records and physical property of the Nueces County Republican Party from the beginning of his term to the end of his term : and to transfer all records and property to his successor the day his term ends;
- f. To be one of four (4) signatories authorized for signing checks on the Party's treasury;
- g. To arrange for bonding of the person(s) whose duties include receiving and depositing Party monies;
- h. To have the usual powers of supervision and management necessary to maintaining a well-ordered Party Headquarters;
- i. To be an ex-officio member of all Standing and Special Committees;
- j. To perform those duties specifically designated to the County Chairman in the Election Code of the State of Texas, and to observe all applicable state and Federal laws.

Section 2. The County Vice-Chairman shall assist the County Chairman in the execution of duties. In addition, the Vice-Chairman shall be charged with the following duties and powers:

- a. In the event an Executive Committee meeting is called and the County Chairman fails to attend, the Vice-Chairman shall preside;
- b. The Vice-Chairman shall be one of four (4) signatories authorized for signing checks on the Party's treasury;
- c. The Vice-Chairman shall serve as the Coordinator of the Party headquarters

Section 3. The Secretary shall be capable of assuming duties normally required of a Recording Secretary, including the following responsibilities:

- a. In the event an Executive Committee meeting is called, and the County Chairman and the Vice-Chairman fail to attend, the Secretary shall call the meeting to order and preside while the members present elect a Chairman Pro Tem;
- b. In the event the office of County Chairman becomes vacant, the Secretary shall call a meeting of the Executive Committee for the purpose of electing a new County Chairman. The Secretary shall keep an accurate record of the minutes of all meetings of the Executive Committee and shall have a copy of those minutes posted on the bulletin board at Party Headquarters within seven (7) working days

after each meeting. A permanent copy, bearing his signature and that of the presiding officer, shall be kept in a binder at Party Headquarters, a copy of which shall be made available at cost to any Executive Committeeman. The permanent binder shall be removed from Party Headquarters only to be taken to Executive Committee meetings.

- c. The Secretary shall keep an up-to-date list of Executive Committeemen, as well as all Standing and Special Committee members, and all officers of the Nueces County Republican Party, a copy of which shall be made available at cost to any Executive Committeeman upon request and which shall be brought to each meeting of the Executive Committee;
- d. The Secretary shall keep a permanent, dated record of the Bylaws and Standing Rules of the Executive Committee, a copy of which shall be furnished to any Executive Committeeman upon request and shall be brought to each meeting of the Executive Committee. In addition to recording any amendment in the minutes, the Secretary shall also record it on a blank page opposite the article amended, with a reference to the date and page of the minutes where it is recorded, and with the initials of the presiding officer.
- e. The Secretary shall be one of four (4) signatories authorized for signing checks on the Party's treasury.

Section 4. The Treasurer shall administer the funds deposited with the Nueces County Republican Party, with the following specified duties:

- a. The Treasurer shall be one of four (4) signatories authorized for signing checks on the Party's treasury; and he shall pay the bills of the Party upon authorization of two (2) of the four (4) signatories designated in these Standing Rules, one of which must be his signature;
- b. The Treasurer shall supervise a system of bookkeeping in which the accounts correspond to identical categories in the budget;
- c. The Treasurer shall prepare an annual report within sixty (60) days after the close of the fiscal year, to be presented at the first Executive Committee meeting following the sixty (60) day limitation period, and to be available to any Executive Committeeman's inspection at Party Headquarters during hours of operations; the fiscal year shall correspond to the calendar year;
- d. The Treasurer shall report to the Executive Committee quarterly statements of disbursements and receipts;
- e. The Treasurer shall periodically compare actual rates of income and expenditures with the budgeted amounts and shall report to the Finance Committee if adjustments are in order.
- f. The Treasurer shall perform those duties specified in the applicable state and Federal statutes;
- g. The Treasurer shall be an ex-officio member of the Finance Committee.

Section 5. The Legal Counsel shall, upon request, advise the Executive Committee of the Party's public responsibilities and statutory obligations.

Section 6. The Parliamentarian shall assist the County Chairman on matters of parliamentary procedures upon request.

ARTICLE III

DUTIES OF THE STANDING COMMITTEES

The Standing Committees are sub-committees of the Executive Committee, established to perform preliminary groundwork and to provide organizational machinery to enable the Executive Committee to fulfill its responsibilities. Standing Committees shall meet regularly, or as often as necessary to fulfill their duties, and a brief written report of each Standing Committee meeting shall be sent to the Party Headquarters within seven (7) working days, to be placed on file at Party Headquarters. Any Executive Committeeman has the privilege of attending any Standing Committee meeting. The duties of each Standing Committee are detailed as follows:

Section 1. The Finance Committee shall be primarily responsible for planning and executing fundraising activities for the Nueces County Republican Party. It shall also be responsible for preparation of an annual budget that corresponds with the written strategy plan developed by the Coordinating Committee, and an annual report of income and expenditures, for approval by the Executive Committee. The Treasurer shall serve as an ex-officio member of the Finance Committee.

Section 2. The Candidate/Campaign Committee shall develop and carry out a continuing program for recruiting, developing and encouraging individuals to run as Republican candidates for public office. This committee shall serve in an advisory capacity to the nominees of the Republican Party.

Section 3. The Auxiliary Development Committee shall develop and carry out a continuing program to establish, communicate with and promote the activities of the various Republican organizations within Nueces County.

Section 4. The Precinct Development Committee shall recruit qualified persons to fill vacancies on the Executive Committee; shall recruit potential election judges and clerks, and shall aid Executive Committeemen in developing a precinct voter profile.

Section 5. The Leadership Activities Committee shall develop and conduct periodic training and educational programs for Executive Committeemen, Republican volunteers, Republican auxiliary organizations, and campaign workers.

Section 6. The Public Relations Committee shall develop and carry out a continuing program of communication with Executive Committeemen, party volunteers and the general public that emphasizes the Party's platform, ideals, and activities.

Section 7. The Coordinating Committee shall be responsible for the development and implementation of a written strategy plan and corresponding time line for Party growth and organization within thirty (30) days after the beginning of the calendar year. The Committee shall coordinate the goals, programs, and activities of the Nueces County Republican Party with those of the Republican Party of Texas and the State Republican Executive Committee officials for the Twentieth (20th) State Senatorial District of Texas.

Section 8. The Headquarters Committee shall recruit, train and schedule volunteers to staff the Headquarters commensurate with the daily workload of the Headquarters.

ARTICLE IV

PARLIAMENTARY AUTHORITY

All rules of order not specifically covered by these Standing Rules shall be governed by the most current edition of Robert's Rules of Order in all cases in which they are applicable and in which they are not inconsistent with these Standing Rules and any special rules promulgated by the Republican Party of Texas, or any state or federal statutes.

ARTICLE V

AMENDMENT PROCEDURE

These Standing Rules may be amended by a two-thirds (2/3) majority vote of the members of the Executive Committee present and voting at a meeting of the Executive Committee, a quorum being present, by giving notice at the previous regular meeting, or by mailing written notice to each Executive Committeeman at least fourteen (14) days in advance of a regular meeting called for that purpose.

ARTICLE VI

TERM OF STANDING RULES

The term of these Standing Rules will be concurrent with the term of the Executive Committee which adopts them by a majority vote of the Executive Committee members present and voting at a meeting of which due notice of purpose has been given.