

DENTON COUNTY REPUBLICAN PARTY STANDING RULES
DENTON COUNTY EXECUTIVE COMMITTEE
For the 2018-2020 term

Adopted by the Denton County Republican Party County Executive Committee June 28, 2018

Amended September 20, 2018

1. DONATIONS

- a. Memorials for deaths and family tragedies are sent as follows: If death or family tragedies occur to Headquarters volunteers, Party officials, Precinct Chairs, elected officials, or their immediate family, and the family has requested memorials to a specific charity, then those wishes shall be respected; otherwise flowers may be sent with \$75.00 limit. In cases of serious illness, flowers/gift may be sent within the same guidelines.
- b. All monies expended for memorials and donations shall be limited to Republican-related groups as herein before named.

2. PAC CONTRIBUTIONS

Republican Candidates – only in general elections to candidates with viable opposition in an amount to be determined by the Executive Committee and ONLY if previously placed on an agenda and approved by the Executive Committee will be distributed by the appropriate PAC.

3. VOTER DATABASE INFORMATION

- a. Precinct Chairs will be given written instructions on how to access and update the “Denton Republican Voter Database” for their walk lists and instructions will be placed in their Precinct Chair Packets, together with a Request Form for a hard copy of their walk list if they need Headquarters to provide that. Allow up to 5 days minimum for completion of the walk list.
- b. Access to the Denton County Republican Party (DCRP) Voter Database will be granted to approved candidates at a cost to be determined by the County Chairman, Technology/Facilities Chairman and Executive Director. The base cost will be determined by the size of the race and the base cost will be the same for every candidate in that race.

4. HEADQUARTERS USE

- a. Republican candidates, clubs and DCRP committees may have meetings at headquarters but must schedule such meetings with the Headquarters Administrator.
- b. Anyone or any group using Headquarters must have a “person in charge” responsible for “lockup and cleanup”.
- c. DCRP staff, including volunteers, will not wear articles of clothing or other paraphernalia depicting favoritism among Republican candidates who are in contested primaries while working or otherwise engaged at Headquarters during contested Primary elections.
- d. Signs and materials for Republican candidates will become the property of DCRP and as such may be used or discarded at its discretion if left at Headquarters for more than 60 days following the relevant election.
- e. All black and white photocopies are \$0.10 per page and color copies are \$0.40 per page or adjusted upwards based on increase in costs.

5. CONFLICTS OF INTEREST

- a. To avoid any appearance of conflict of interest or favoritism, neither the DCRP County Chairman nor paid staff may manage or volunteer for any Primary candidate’s campaign.
- b. Current Party Officers may not allow their party titles to be published as supporters of candidates in Primary Elections.
- c. DCRP paid staff shall remain neutral in intraparty contests for both public and Party offices.

6. EXPENSES AND TRAVEL

- a. No travel expense will be reimbursed unless approved by a majority vote of the DCRP Officers.
- b. Reimbursement for approved DCRP activities and events may be obtained for materials, postage, photocopies, etc. using an approved Reimbursement Request form. A Reimbursement Request form may be approved by the County Chairman or Executive Director, but not for themselves.

c. No check for expenses, reimbursement, compensation or other funds may be signed by the recipient of those funds.

7. RESOLUTIONS

Resolutions or noted time designated for consideration of a resolution(s) must be on an agenda of the Executive Committee meeting. Therefore, resolutions must be submitted by a Precinct Chair to the Executive Director or County Chairman for review by Officers – before the Officers Meeting. In case of time sensitive status, a Precinct Chair may request a suspension of this rule in order to have a resolution considered, suspension requiring a 2/3 vote of those Precinct Chairs present and voting.

8. OFFICIAL COMMUNICATIONS

The County Chairman reserves the right to edit and/or delete any content on DCRP website including any official social media. Any events to be listed on the calendar must be for Republican organizations unless approved by the DCRP Officers with the right of appeal to the Executive Committee.

The Denton County Republican Party Activist Facebook Group shall be monitored under the direction of a group of administrators who shall enforce the Group's stated policies for content.

All official DCRP electronic communications, including website information, must first be approved by the County Chairman, Executive Director, or Publicity Chair.

Communication of any kind with the media on behalf of the Executive Committee is restricted to the County Chairman and/or Publicity Chair.

All speaking/interview requests should be addressed to the County Chairman or the Publicity Chair and the Publicity Chair should maintain a database of current contacts.

9. PRECINCT CHAIR APPLICATIONS

Resignations or newly vacated precincts will be forwarded to the entire Executive Committee upon receipt.

Applications for vacant Precinct Chair positions will go through the Precinct Chairman Selection committee. This rule shall not apply to Precinct Chairs who served immediately preceding their consideration.

The process for reviewing and acting upon applications for vacant Precinct Chair positions is:

- a. Upon submission of application, copies are simultaneously sent electronically using current processes in place to the party staff, the Precinct Chair Selection Committee, and the entire Executive Committee.
- b. Once Precinct is verified as vacant, staff determines GOP Primary Voting history, performs a cursory background check and verifies voter registration address with Denton County Elections.
- c. If determined Applicant has voted Republican, and voter registration is within precinct in question, the application and voting history is passed on to the Precinct Chairman Selection Committee. The Precinct Chairman Selection Committee must have at least three (3) members present to constitute a quorum.
- d. The Applicant is invited to a physical meeting for interview with the Precinct Chairman Selection Committee on an evening held in a mutually satisfactory quadrant of the county.
- e. The Precinct Chairman Selection Committee interviews the Applicant and reports back to the Vice Chairman of Precinct Chairman Development and the County Chairman.
- f. Applicants that are approved by the Precinct Chairman Selection Committee will then be proposed and voted on at the next Regular Business Meeting for approval.

The Precinct Chairman Selection Committee will then provide a full report to the entire Executive Committee to include but not be limited to

All application received

Whether or not each application is for a currently vacant precinct

Whether or not each applicant meets the requirements in the Election Code

A brief synopsis of the interview and any other findings.

A recommendation to either seat or not seat each applicant.

In the case of two or more applicants that meet the legal criteria to fill the vacancy, an election will be held by secret ballot to fill the vacancy from among all qualified applicants. Each applicant will have two minutes to address the body prior to the vote being cast.

10. PRESENTATION OF AWARDS TO CANDIDATES IN CONTESTED PRIMARY RACES

The Denton County Republican Party does not endorse, favor, or otherwise show preference for any Republican candidate over another in contested primary races. Pursuant to this policy, awards or other special recognition will not be given to candidates in contested intraparty or primary races. This policy will be in effect when two or more candidates have filed in an applicable race and will end when a winner is determined either by election or withdrawal of all other candidates.

11. DECORUM AT EXECUTIVE COMMITTEE MEETINGS

The following shall serve as Executive Committee decorum rules for all Precinct Chairs, Officers and others in attendance:

- a. Please do not interrupt other speakers or Precinct Chairs even if you disagree strongly.
- b. Please be brief when speaking and ensure what you say is relevant.
- c. Please do not make statements during speaker's question time; limit remarks to an actual question.
- d. Please be courteous and polite to speakers, guests and fellow members even if you disagree strongly.
- e. Please refrain from speaking with others while the speaker has the floor or when business is being conducted.
- f. Speakers in favor or against an issue or person shall be limited to 3 speakers for and 3 against with debate being limited to two minutes per speech.

12. HEADQUARTERS - SAFETY ISSUES

- a. Whenever possible, there should be a minimum of two people at Headquarters at all times.
- b. If, for any reason, there is cause for concern, do not hesitate to call emergency 911. If Police are called and the Executive Director is not involved, contact the Executive Director and the County Chairman.
- c. Change locks, passwords, pins and other forms of electronic access whenever anyone with a key ceases employment or is no longer associated with the

Headquarters office. Key holders should be limited to the County Chairman, Executive Director, and employees.

d. Interior offices should be locked when not in use. Voter, candidate, employee and any documents containing personal information must be secure and available only to the Executive Director, County Chairman and their designees.

13. PARTY STAFF

The following paid staff members may be hired or terminated at the discretion of the County Chairman.

- a. Executive Director
- b. Office Coordinator
- c. Office Assistant
- d. Staff Assistant - possible volunteer position
- e. Primary Elections Administrator
- f. Political Action Committee (PAC)/ FEC and TEC Treasurer

Paid staff members will retain their positions at the end of a County Chairman's term unless terminated by the incoming County Chairman. Volunteer staff members are automatically terminated at the end of a County Chairman's term unless re-appointed by the incoming County Chairman.

14. AREA VICTORY LEADERS role will include:

- a. Communicate and follow up with Precinct Chairmen on activities and opportunities communicated to Precinct Chairmen by the County Chairman or other Executive Committee officers. Participate and encourage Precinct Chairmen participation in Executive Committee activities and events.
- b. Hold periodic meetings (two to four per year) of Precinct Chairmen in the area to communicate important information, coordinate upcoming activities, share ideas, and promote teamwork.
- c. Identify potential assistants, replacements for Precinct Chairs along with potential election judges and alternates and pass that information on to the Vice Chairman of Precinct Chairmen Development.

- d. Coordinate the party-building activities in precincts assigned to his/her area under guidance of Victory Elections Committee Chairman or Vice Chairman of Political Affairs
- e. Coordinate distribution of campaign materials such as door hangers, yard signs, and voter canvassing supplies and assist in establishing the quantity of such materials appropriate for each precinct in your area.
- f. Maintain periodic email communication of upcoming activities with all identified Republican activists in your assigned area.

15. FINANCIAL AND CASH SECURITY

- a. Bring a written budget amendment to the next Regular Business meeting of the Executive Committee when expenses are expected to exceed what was approved in the budget.
- b. Maintain an “arm’s length” transaction policy on all purchases not made from a regular vendor. For example, any purchases of technology, hardware or software, new or used, from an individual should be reviewed and approved by the Technology/Facilities Chair.
- c. There should be a standard operating procedure for handling donations made at the office which will facilitate clearly defined donations at the office to be recorded and deposited within 3 days of receipt.
- d. Any petty cash transactions must be accompanied by a receipt.
- e. Credit and debit cards should be issued only to bank account signatories. There should be a \$500 limit on all bank debit cards and a \$500 limit per transaction on any credit card.
- f. Two signatures are required on all checks.
- g. The Denton County Republican Party requires prompt payment for goods and services provided. Invoices are due on receipt. No “payment plans” are available with the exception that Lincoln Cabinet memberships can be paid monthly or quarterly.
- h. All legal notices should immediately be forwarded to the County Chairman and Executive Committee members.
- i. Accounting Entries: Do not record deposit entries until the money is received and attach copies of receipts to corresponding expenses.

J. Contracts and leases with a value of over \$1,000 require the prior approval of the Executive Committee and must be signed only by the County Chairman. Contracts extending beyond the next election period should be entered into rarely and only with the approval of the Executive Committee.

k. All outreach and event items must be signed for before being removed from Headquarters and should be returned within 48 hours of the end of the event.

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