

**STANDING RULES  
DENTON COUNTY REPUBLICAN PARTY  
DENTON COUNTY EXECUTIVE COMMITTEE  
For the 2020-2021 term**

**Adopted August 20, 2020**

**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, and others approved by the County Chairman, will be given instructions on how to access the GOP Data Center for their walk lists, precinct voting data, etc. Precinct Chairs must allow up to five (5) days minimum for the precinct walk list to be provided by Headquarters.
- b. Denton County Elections Administration Voter Database resources are available to Precinct Chairs.

**4. HEADQUARTERS USE**

- a. Republican candidates, clubs and DCRP committees may have meetings at headquarters but must schedule such meetings with the Headquarters Executive Director.
- 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 sixty (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 must be submitted by a Precinct Chair to the DCRP officers, in care of the County Chair, at least eleven (11) days before the CEC. 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.

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, who maintains a database of current contacts.

## **9. PRECINCT CHAIR APPLICATIONS**

Resignations or newly vacated precincts will be forwarded to the entire Executive Committee in the Call to Meeting packet or weekly Precinct Chair email.

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 a vacant Precinct Chair position is:

- a. Upon submission of application, copies are sent in the Call to Meeting 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 held in a mutually satisfactory quadrant of the county.

e. The Precinct Chairman Selection Committee interviews the Applicant and reports back to the County Chairman and then the CEC.

f. Applicants approved by the Precinct Chairman Selection Committee are proposed and voted on at the next Regular Business Meeting for approval.

The Precinct Chairman Selection Committee will make available a full report to the entire Executive Committee, to include, but not be limited to:

All applications 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; and

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 amongst the Precinct Chairs present using secret ballots to fill the vacancy listing 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 staff members and volunteers may be selected and terminated at the discretion of the County Chairman.

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

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 assigned to your area 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, election judges and clerks and pass that information on to the Vice Chairman of Precinct Chairmen Development, DCRP Primary Election Administrator or Headquarters.
- d. Coordinate the party-building activities in precincts assigned to his/her area under guidance of Victory Elections Committee Chairman or County Chair.
- 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 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 Headquarters 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, unless other arrangements have been made with Executive Director or County Chairman.