

**STANDING RULES  
DENTON COUNTY REPUBLICAN PARTY  
DENTON COUNTY EXECUTIVE COMMITTEE  
For the 2022-2024 term**

**To be presented for Adoption July 14, 2022**

**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 \$150.00 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 a minimum of five (5) days 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, senatorial district convention committees, 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.
- f. For larger general records requests, the requestor shall provide a new “in the package” flash drive.

## **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 AND MAIN MOTIONS**

Resolutions and main motions must be submitted by a Precinct Chair to the DCRP officers, in care of the County Chairman, at least eleven (11) days before the Executive Committee meeting. In case of time sensitive status, a Precinct Chair may request a suspension of this rule in order to have a resolution or main motion considered by providing copies to all Executive Committee members at the beginning of the Executive Committee meeting and 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 and Media Chair.

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

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

## **9. PRECINCT CHAIR APPLICATIONS**

The committee shall develop a questionnaire to be completed in addition to the Precinct Chair application which shall include among other matters, voting history, Republican activities, candidate support, campaign contributions, and criminal history.

The process for reviewing and acting upon applications for a vacant Precinct Chair office is as follows:

- a. Upon submission of an application, staff verifies the Precinct is vacant, verifies GOP Primary voting history, performs cursory background check, and verifies voter registration address with Denton County Elections.
- b. If Applicant is determined qualified, the application, questionnaire, voting history, and background check are sent to the Precinct Chairmen Selection Committee. If not qualified,

Applicant is notified via email that includes the reason they were not qualified. An applicant that has been determined not qualified, may appeal the determination to the committee chair.

c. Qualified Applicants for a vacant Precinct Chair office will go through the Precinct Chairmen Selection Committee. This rule shall not apply to Precinct Chairs who served during the preceding session or were elected in the Primary Runoff Election. The Precinct Chairmen Selection Committee must have at least three (3) members present to constitute a quorum when interviewing a Precinct Chair Applicant.

d. The Applicant is invited to a physical meeting for interview with the Precinct Chairmen Selection Committee held at the DCRP headquarters or on location prior to Executive Committee meeting. The Precinct Chairmen Selection Committee interviews the Applicant and creates a report that contains a brief synopsis of the interview and any other findings and a recommendation to either seat or not seat each applicant and the reasons for their determination. The report shall be sent out to the entire Executive Committee in the next Executive Committee Call to Meeting Packet.

e. Applicants are voted on at the next Regular Business Meeting for approval by the Executive Committee.

f. In the case of two or more qualified applicants for a vacant Precinct Chair office, the Precinct Chairmen Selection Committee interviews the Applicants and creates a report that contains a brief synopsis of the interviews and any other findings and recommendation to either seat or not seat each applicant and the reasons for their determination. After the Precinct Chairmen Selection Committee has issued their report on each of the applicants, the candidates will be notified that they are in a contested race for the office, and they will have two minutes at the next Executive Committee meeting to present to the Precinct Chairs why they are the best candidate for the office. An election will then be held amongst the Executive Committee present using secret ballots to fill the vacancy. Applicants for a vacant Precinct Chair office shall close twelve (12) days prior to the next Regular Executive Committee meeting following the initial call to the meeting that included the initial Applicant's committee report. Notice of the election for the contested Precinct Chair office will be included in the Executive Committee Meeting Agenda.

## **10. PRECINCT CHAIR RESIGNATIONS**

A Precinct Chair desiring to resign shall submit their resignation in writing to the County Chairman and is effective upon receipt by the County Chairman. Resignations or newly vacated precincts will be forwarded to the entire Executive Committee in the Call to Meeting packet.

## **11. OATH OF OFFICE**

The County Chairman, Officers and Precinct Chairs shall take the following oath:

"I \_\_\_\_\_, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of \_\_\_\_\_, of the State of Texas, County of Denton. I will support Republican candidates and the principles of the Republican Party of Texas, and will to the best of my ability, preserve, protect, and defend the Constitution and laws of the United States and of the State of Texas, so help me God."

## **12. AGENDA**

The agenda for any meetings of the Executive Committee shall be as follows:

- a. Convene
- b. Opening Ceremonies (i.e., prayer, pledges, inspirational)
- c. Roll Call and Call to Order
- d. Reading and Approval of the Minutes
- e. Reports of Officers, Boards, and Standing Committees
- f. Reports of Special Committees
- g. Special Orders
- h. Unfinished Business and General Orders
- i. New Business
- j. Program
- k. Announcements
- l. Adjournment

An agenda item may be omitted if the item will not be undertaken at a particular meeting.

### **13. 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.

### **14. 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.

### **15. 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.

## **16. 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. Operations Manager, and
- g. 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.

## **17. AREA LEADERS** role will include:

- a. Communicate and follow up with Precinct Chairs assigned to your Area on activities and opportunities communicated to Precinct Chairs by the County Chairman or other Executive Committee officers. Participate and encourage Precinct Chair participation in Executive Committee activities and events.
- b. Hold periodic meetings (two to four per year) of Precinct Chairs 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 Chair of Training and 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 Chair or County Chairman.
- 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.

## **18. 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 Vice Chair of Technology.
- 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.

#### **19. Rule to Ensure Adequate Debate**

In order to allow for complete and informed debate on any matter that could be perceived as an endorsement of the Denton County Republican Party Executive Committee, the question may not be called until at least 2 persons have had the opportunity to speak for such a motion/resolution and against such a motion/resolution.

## **Glossary**

**Affiliation** means connected to the Republican Party of Texas either by voting in the Republican Party Primary or taking an Oath of Affiliation.

**Main Motion** means a motion that introduces business before the Executive Committee. *RONR 10:1 & 10:3.3.*

**Republican Club** means a club that affirmatively acknowledged that it supports the Principles of the Republican Party of Texas, and subject to the confirmation by the Executive Committee.

**Republican of Texas Principles 2022-2024:** as adopted by the RPT STATE CONVENTION

We Believe in:

- (1) “The laws of nature and nature’s God,” and we support the strict adherence to the original language and intent of the Declaration of Independence and the Constitutions of the United States and of Texas.
- (2) The sanctity of innocent human life, created in the image of God, which should be equally protected from fertilization to natural death.
- (3) Preserving individual, Texan, and American sovereignty and freedom.
- (4) Limiting government power to those items enumerated in the United States and Texas Constitutions.
- (5) Personal accountability and responsibility.
- (6) Self-sufficient families, founded on the traditional marriage of a natural man and a natural woman.
- (7) Having an educated population, with parents having the freedom of choice for the education of their children.
- (8) The inalienable right of all people to defend themselves and their property.
- (9) A free enterprise society unencumbered by government interference or subsidies.
- (10) Honoring all of those that serve and protect our freedom.

**Resolution** means an important, lengthy, or complex Main Motion. *RONR 10:13*



## PERTINENT FACTS

- A **main motion** brings business before the assembly.
- A **subsidiary motion** assists the assembly in treating or disposing of a main motion.
- A **privileged motion** deals with matters of immediate importance. It does not relate to the pending business.
- An **incidental motion** is related to the parliamentary situation so that it must be decided before business can proceed.

## MEANING OF SYMBOLS

- # Main motion when no other motion is pending.
- I In order when another has the floor; may interrupt.
- S Requires a second.
- D Is debatable.
- A Can be amended.
- M Requires a majority vote (i.e. more than half of votes cast).
- $\frac{2}{3}$  Requires a 2/3 vote (twice as many in the affirmative as in the negative).
- + Usually no vote is taken; the chair decides.
- N No vote; chair responds.
- R Vote may be reconsidered.
- \* See *Robert's Rules of Order Newly Revised*, current edition, for specific rules.

## TYPES OF AMENDMENTS

- To insert (within) or add (at the end of a sentence or paragraph) a word, consecutive words, or paragraph.
- To strike out a word, consecutive words, or a paragraph.
- To strike out and insert (which applies to words) or to substitute (which is applied to at least a paragraph of one or more sentences.)
- To strike out a word or paragraph and insert it in a different place.

## RANKING MOTIONS

Motions on this page are listed in rank order, with the highest ranking at the top. After a motion has been stated by the chair, higher ranking motions are in order but not lower ranking motions except that Amend and

Previous Question can be applied to amendable and/or debatable motions of higher rank than themselves.

Interrupt	Second	Debate	Amend	Vote	Reconsider
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## PRIVILEGED MOTIONS

#	Fix the Time to Which to Adjourn	S	A	M	R
#	Adjourn	S		M	
#	Recess	S	A	M	
	Raise a Question of Privilege	I		+	
	Call for the Orders of the Day	I		+	

## SUBSIDIARY MOTIONS

	Lay on the Table	S		M	R*
	Previous Question	S		$\frac{2}{3}$	R*
#	Limit or Extend the Limits of Debate	S	A	$\frac{2}{3}$	R*
	Postpone to a Certain Time (or Definitely)	S	D	A	M R*
#	Commit or Refer	S	D	A	M R
	Amend <sup>1</sup>	S	D	A*	M R
	Postpone Indefinitely	S	D	M	R*

## MAIN MOTIONS

		S	D	A	M	R
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## NON-RANKING MOTIONS

### INCIDENTAL MOTIONS

	Interrupt	Second	Debate	Amend	Vote	Reconsider
Appeal Chair's Decision	I	S	D*		M*	R
Close Nominations or Close the Polls		S		A	$\frac{2}{3}$	
Consider by Paragraph or Seriatim		S		A	M	
Create a Blank		S			M	
Division of the Assembly	I				N	
Division of the Question		S*		A	M*	
Object to Consideration of a Question	*				$\frac{2}{3}$ *	R*
Parliamentary Inquiry	I				N	
Point of Order	I		*		+	
Reopen Nominations or Reopen the Polls		S		A	M	R*
Request for Information	I				N	
<sup>2</sup> Request for Permission to Withdraw a Motion	*	*			neg	
Suspend the Rules		S			$\frac{2}{3}$ *	

### MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY

Take from the Table		S			M
<sup>3</sup> Rescind or Amend Something Previously Adopted		S	D	A	* R*
<sup>3</sup> Discharge a Committee		S	D	A	* R*
<sup>4</sup> Reconsider	*	S	D*		M

## NOTES

<sup>2</sup> Before a motion has been stated by the chair, it can be withdrawn or modified by the maker. After it has been stated by the chair, it can be withdrawn or modified only by unanimous consent or by a majority vote of the assembly.

<sup>3</sup> An Incidental Main Motion which usually requires a majority vote with previous notice, a 2/3 vote without previous notice, or a majority vote of the entire assembly/membership.

<sup>4</sup> Hasty or ill-advised action can be corrected through the motion to Reconsider. This motion can be made only by one who voted on the prevailing side and made only on the same day the original vote was taken. In a session of more than one day, a reconsideration can also be moved on the next succeeding day within the session on which the meeting is held.

## FORMS OF VOTING

- A **voice vote** is the most commonly used form of voting (ayes and noes).
- A **rising vote** is the normal method of voting on motions requiring a 2/3 vote for adoption. It is also used to verify a voice vote or a vote by show of hands. The chair can order a rising vote or a single member can call for a Division of the Assembly.
- A **show of hands** is an alternative for a voice vote; sometimes used in small boards, committees, or very small assemblies, or for a rising vote in very small assemblies, but only if no member objects.
- Some conventions use **voting cards**, provided to delegates, to raise for voting.
- A **count** can be ordered by the chair or by a majority vote of the assembly.
- **Unanimous consent** is a vote of silent agreement without any objection.
- A **ballot** or **roll call** vote can be ordered by a majority of the assembly.