

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

Adopted 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.