



## 2024-2026 Standing Rules

### DENTON COUNTY REPUBLICAN PARTY DENTON COUNTY EXECUTIVE COMMITTEE

#### 1. DONATIONS

- a. Memorials for deaths and family tragedies shall be 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, or flowers may be sent with \$150.00 limit. In cases of serious illness, flowers/gifts may be sent within the same guidelines.
- b. All monies expended for memorials shall be limited to Republican- related groups, as herein before named.
- c. All monies expended for non-memorial donations shall be limited to Republicans and approved by the CEC during a regular meeting.

#### 2. PAC CONTRIBUTIONS

The Executive Committee will distribute funds, via the appropriate DCRP PAC, to Republican candidates only in **GENERAL** elections to candidates with viable opposition. Funds will be given in an amount to be determined by the Executive Committee and **ONLY** if previously placed on an agenda and approved by the Committee with 2/3 of the CEC present at a standard regular meeting.

#### 3. VOTER DATABASE INFORMATION

- a. Precinct Chairs, and others approved by the County Chair, shall be given instructions on how to access the GOP Data Center for their walk lists, precinct voting data, etc. Precinct Chairs must allow a maximum of five (5) days upon request for the precinct walk list to be provided by the Data Analytics Committee.
- b. Denton County Elections Administration Voter Database resources shall be made available to Precinct Chairs.

#### 4. HEADQUARTERS USE

- a. Republican candidates, clubs, senatorial district convention committees, and DCRP committees (via a member of the CEC) may have meetings at headquarters but must schedule such meetings with the Headquarters Staff.
- b. Anyone or any group using Headquarters must designate a member of the CEC responsible for "lockup and cleanup."

- c. 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.
- d. All party related black and white photocopies over 20 pages are \$0.10 per page and color copies are \$0.40 per page over 10 pages for CEC members only per week.
- e. For larger general records requests, the requester shall provide an electronic means for transfer. Physical electronic media must be new in the package.

## **5. CONFLICTS OF INTEREST**

- a. To avoid any appearance of conflict of interest or favoritism, neither the DCRP County Chair nor paid staff may manage or be paid for work on any campaign, volunteer on a campaign or endorse in their official Denton County GOP capacity in any Primary candidate's campaign.
- b. DCRP paid staff shall remain neutral in intraparty contests while on the clock.

## **6. RESOLUTIONS**

In case of a time sensitive issue (less than 14 days before the next CEC meeting), a Precinct Chair may submit a resolution by providing a copy to all Executive Committee members 24 hours prior to the Executive Committee meeting. A 2/3 vote is required to take up the item and a super majority 2/3 vote is required to pass an item submitted in less than 14 days.

## **7. OFFICIAL COMMUNICATIONS**

- a. Any events to be listed on the calendar must be for Republican/Conservative organizations unless approved by the Public Relations Committee with the right of appeal of the Executive Committee.
- b. All official DCRP electronic communications, including website information, must first be approved by the County Chair, Executive Director, or Public Relations Committee Chair.
- c. The Public Relations Committee Chair, with approval from the County Chair or Executive Director, reserves the right to edit and/or delete substantive content on DCRP website including any official social media. Clerical errors may be corrected by staff as needed.
- d. Communications may include the text of resolutions passed by the Executive Committee, as well as links or analysis of the voting records or official actions of elected officials whose jurisdiction includes territory within Denton County.
- e. Communication of any kind with the media on behalf of the Executive Committee is restricted to the County Chair and/or Public Relations Committee Chair. All speaking/interview requests should be addressed to the County Chair, or the Public Relations Committee Chair, who maintains a database of current contacts.

## **8. PRECINCT CHAIR VACANCY APPLICATIONS**

The committee shall develop a questionnaire to be completed in addition to the Precinct Chair vacancy application which shall include among other matters, voting history, Republican activities, candidate support, felony convictions, and campaign contributions. 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 or affidavit of affiliation, and verifies voter registration address with Denton County Elections.

- b. If Applicant is determined qualified, the application, questionnaire, and voting history are sent to the Precinct Chair Recruitment and Training Committee. If not qualified, the applicant is notified via email by the committee that includes the reason(s) they were not qualified.
- c. The Applicant is invited to a meeting for interview with the Precinct Chair Recruitment and Training Committee held prior to the following CEC meeting. If the applicant cannot attend the interview within 30 days, the committee may deny the application. In this case, the applicant may reapply after 90 days. The committee shall present a report that contains a brief synopsis of the interview and relevant facts relating to the applicant. The report shall be sent out to the CEC in the next Call to Meeting Packet for voting at the next CEC meeting.
- d. In the case of two or more qualified applicants for a vacant Precinct Chair office, the candidates will be notified that they are in a contested race for the office, and they will have two minutes to speak at the next CEC meeting. An election will then be held amongst the CEC 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 CEC. Notice of the election for the contested Precinct Chair office will be included in the CEC Meeting Agenda.

## **9. PRECINCT CHAIR RESIGNATIONS**

A Precinct Chair desiring to resign shall submit their resignation in writing to the County Chair and is effective upon receipt by the County Chair. The County Chair shall email all resignations to the CEC immediately.

## **10. OATH OF OFFICE**

The County Chair, 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 only support the Republican Party and the principles of the Republican Party of Texas. I will vote in the Republican primary and vote for the Republican candidates in the General Election, and will to the best of my ability, preserve, protect, and defend the Constitution and laws of the United States and of the Great State of Texas, so help me God."

## **11. AGENDA**

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

- Pre meeting introductions and Social Hour host
  - a. Convene
  - b. Opening Ceremonies (i.e., prayer, pledges, inspirational, first-time guests)
  - 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.

## **12. CODE OF CONDUCT**

- a. Members are elected officials and shall conduct themselves in a manner befitting an elected office.
  - Members shall refrain from personal moral defamatory attacks on each other on forms of communication shared among the body.
  - Members are responsible for maintaining appropriate decorum at the polls and ensuring volunteers are held to the same standard while working for DCRP or Republican candidates.
  - Members shall not make formal complaints to facilities used for meetings/special events.
  - Attendance is required and CEC members should strive for at least 80% of all CEC meetings.
  - All Precinct Chairs shall serve on at least 1 committee and represent DCRP at a minimum of 1 event per year.
  - Precinct Chairs are expected to attend Precinct Chair Training once per term.
  - Violations of this code may result in censure.
- b. Meetings
  - Silence your electronic devices
  - Be on time
  - Only address the chair
  - Speak only when you have the floor (exception for interrupting motions)
  - Stay on topic
  - Follow any time limits in place
  - Attack issues, not other members
  - Do not use profane language
  - Clean up after yourself
  - Violations of this code may result in expulsion from the meeting where the conduct occurred.

## **13. 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 Chair.
- 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.
- 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 Chair, and their designees.

#### **14. PARTY STAFF**

The following staff members and volunteers may be selected and terminated at the discretion of the County Chair:

- 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
- g. Volunteer Coordinator (volunteer)

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

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

Area Leaders will motivate, train and implement the mission of the CEC. They will be selected by the precinct chairs in each area and shall be elected at the first CEC meeting following the organizational meeting. Areas will be defined by geographic area.

- Argyle/Bartonville/Copper Canyon/Double Oak - Precincts 3156, 3157, 4197, 4198, 4206, 4207, 4182, 4183, 4199, 4200, 4201, 4202, 4203
- Carrollton (East)/Plano/Dallas - Precincts 2091, 2093, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107
- Carrollton (West) - Precincts 2108, 2109, 2110, 2111, 2112, 2113, 2114, 3115, 3116
- Corinth/Shady Shores/Hickory Creek/Lake Dallas/Highland Village - Precincts 2071, 2072, 2073, 2074, 3152, 3153, 3154, 3155, 3158, 3159, 3160
- Denton (One) - Precincts 2069, 2070, 4043, 4163, 4165, 4166, 4167
- Denton (Two) - Precincts 1056, 1057, 1058, 1060, 1061, 1062, 1063, 1064, 1065, 1066, 2067, 4168, 4171, 4174
- Denton (Three) - Precincts 1059, 4169, 4170, 4173, 4175, 4176, 4177, 4178, 4187, 4189
- Denton (Four) - Precincts 4161, 4162, 4164, 4179, 4180, 4181, 4184, 4185, 4186
- Flower Mound - Precincts 3138, 3139, 3140, 3141, 3142, 3143, 3144, 3145, 3146, 3147, 3148, 3149, 3150, 3151, 4204, 4205, 4208
- Frisco (North)/Prosper - Precincts 1016, 1017, 1018, 1019, 1020, 1021, 1032, 1033, 1036, 1037, 1039
- Frisco (South) - Precincts 1022, 1023, 1024, 1025, 1026, 1027, 1029, 1172, 2080, 2082, 2083, 2089
- Justin/Northlake/ Fort Worth (West) - Precincts 4194, 4195, 4196, 4216, 4217, 4218, 4219, 4220, 4221, 4222, 4223
- Krum/Ponder - Precincts 1000, 1001, 4188, 4190, 4191, 4192, 4193
- Lewisville (East)/Coppell - Precincts 2094, 2095, 2096, 3117, 3118, 3119, 3120, 3121, 3122, 3123, 3124, 3125

- Lewisville (West) - Precincts 3126, 3127, 3128, 3129, 3130, 3131, 3132, 3133, 3134, 3135, 3136, 3137
  - Little Elm (East) - Precincts 1028, 1030, 1031, 1034, 1035, 1038, 1040, 1041, 1042, 2076, 2077
  - Little Elm (West)/Oak Point - Precincts 1044, 1045, 1046, 1047, 1048, 1051, 1052, 1053, 2075, 1049, 1050
  - Pilot Point/Aubrey/Krugerville/Crossroads/Providence Village/Celina - Precincts 1008, 1009, 1010, 1011, 1012, 1013, 1014, 1015, 1054, 1055, 1224, 1225, 2068
  - Roanoke/Trophy Club/Southlake/Fort Worth (East) - Precincts 4209, 4210, 4211, 4212, 4213, 4214, 4215, 4226
  - Sanger - Precincts 1002, 1003, 1004, 1005, 1006, 1007
  - The Colony - Precincts 2078, 2079, 2084, 2085, 2086, 2087, 2088, 2090, 2092
- a. Communicate and follow up with all Precinct Chairs assigned to their Area on activities and opportunities that help grow the party. Encourage Precinct Chair participation in CEC activities and events.
  - b. Hold quarterly meetings, at a minimum, with all Precinct Chairs in their Area to communicate important information, coordinate campaign activities (such as block walking, phone banking and text messaging), share ideas, and promote teamwork.
  - c. Area Leaders are responsible for reporting the success of Precinct Chairs in their area.
  - d. Identify potential assistants, election judges and clerks and pass that information on to the Volunteer Committee.
  - e. Coordinate the party building activities in precincts assigned to their area under guidance of the Voter Outreach Committee.
  - f. 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 their area.
  - g. Maintain periodic communication of upcoming activities with all identified Republican activists in your assigned area.
  - h. Area Leaders must have at least 2 years experience as a Republican Precinct Chair and live within the area assigned at time of appointment.
  - i. Area Leaders will meet as a group for quarterly coordination meetings.

#### **16. DUTIES OF THE CHAIR DURING CANDIDATE FILING**

- a. The chair shall be available at least 4 hours per business day during the last 7 days of a filing period.
- b. The chair shall process candidate applications within 24 hours during the last 7 days of filing of a filing period.
- c. The chair shall notify (by both email and phone) any candidate of any defects in their application within 30 minutes of discovery.

#### **17. ENDORSEMENTS**

The CEC may endorse Republican candidates in any election only by a formal request submitted by a Precinct Chair to the party Secretary prior to any CEC meeting, endorsements will be approved by a 2/3 majority vote of the CEC members present.

#### **18. APPOINTMENTS AT AN ORGANIZATIONAL MEETING**

At an organizational meeting of the CEC, after the approval of the Bylaws, the CEC Officers, Committee Chairs and Precinct Chairs, including those appointed after the application deadline, shall be selected, seated and sworn so that the CEC may immediately be at full strength and begin preparation for a successful general election.

#### **19. PRESERVATION OF DOCUMENTS**

- a. The Secretary or Executive Director shall keep an accurate record of the minutes and shall receive and retain copies of all DCRP Records.
- b. Any Executive Committee Member shall have the right to inspect any DCRP records (financial, etc.) in the presence of the County Chair or the Chair's representative.
- c. Committee reports, resolutions, or any other documents presented or referenced in each respective Executive Committee meeting shall be made available to members of the CEC on demand. Additionally, the Secretary or Executive Director shall maintain current lists of the Executive Committee members (attendance sheets), Officers, and Standing and Temporary Committee members.
- d. Copies of all documents referred to in this paragraph shall be kept with each respective Executive Committee meeting in a binder at County Headquarters, a copy of which shall be furnished to members of the Executive Committee upon request. A duplicate binder shall be kept by the Secretary or Executive Director.
- e. The Secretary or Executive Director shall record any amendments to the minutes on a blank page opposite the Article amended, with reference to the date and page of the minutes where it was recorded.