

BRAZORIA COUNTY REPUBLICAN PARTY (BCRP)

STANDING RULES

The function of the Standing Rules is to set down details of the administration of an organization, not parliamentary procedure, and can be changed upon the same conditions as any ordinary procedure of the organization. Rules may be added as the need arises.

AMENDMENT

1. These Standing Rules may be amended by a simple majority vote provided one-fourth (1/4) of the membership is present.

RULES PERTAINING TO OFFICERS

2. **CHAIR** - The Chair, in addition to the responsibilities assigned by the Bylaws:

- a. Is required to take the Secretary of State (SOS) mandatory training for conducting elections and any SOS mandated refresher courses;
- b. Is authorized to serve as an ex-officio member of all committees;
- c. Shall hold an Organizational Meeting pursuant to TEC after the runoff primary election to elect officers and to address all other organizational business.
- d. Is required to maintain order and proper decorum during the meeting, including voting.
 - i. Unless a standing vote is specifically requested, both members and guests shall remain seated during a vote. When the results are unclear or challenged, a standing vote may be called by the chair or demanded by a precinct chair. In a standing vote, precinct chairs shall stand until counted, then be seated.
 - ii. Guests shall remain seated and silent during voting procedures. Once voting has begun, no one is allowed to enter the area. After the vote is taken, precinct chairs and guests must remain seated until the results are announced by the chair. Precinct chairs and guests are permitted to exit the area once voting has started, but may not re-enter until the vote has been concluded.

3. SECRETARY - The secretary, in addition to the responsibilities assigned by the Bylaws, is to maintain membership lists of all Standing and Special Committees.

4. PAC TREASURER - The PAC treasurer may request expert assistance in performing the Bylaw's prescribed duties when necessary.

5. SENATORIAL DISTRICT CHAIR - The Senatorial District Chair shall preside over their Senatorial District Executive Committee meetings, including the Organizational Meeting and the Senatorial District's convention.

6. COMMISSIONER PRECINCT CHAIR - The Commissioner Precinct Chair presides over the Commissioner Precinct Executive Committee. This position must be filled in order and before the committee may fill a vacancy in nomination for a public office in that County Commissioner's or Justice's precinct.

7. PRECINCT CHAIRS - Precinct Chairs must attend training provided by the BCRP including any refresher training and shall provide either an email address, telephone number or both on their ballot application. This contact information is confidential and will not be considered public information under the Texas Public Information Act.

RULES PERTAINING TO MEETINGS AND AGENDA

8. Notice for the Organizational Meeting shall be sent no later than fourteen (14) days prior to the meeting. All regular meetings of the Executive Committee shall be called by the County Chair by mail or email, and such mail shall be postmarked or transmitted not less than ten (10) days and not more than forty-five (45) days before the meeting. Any member who wishes to post an item on the meeting call must make such request of the County Chair no later than fourteen (14) days before such meeting including resolutions. Any item received after the fourteenth day will be placed on the following meeting's agenda. Notice for Special Meetings must be mailed or emailed not later than five (5) days prior to the meeting and only items appearing in the call will be on the agenda.

9. A resolution is a main motion in parliamentary procedure which expresses the Executive Committee's formal opinion or sentiments. All resolutions shall be typed and in proper form to be considered by the Executive Committee. The resolution will contain a "whereas" clause or a preamble offering an explanation and rationale of the resolution. The "resolved" clause shall positively state the action called for by the resolution. Only a single issue shall be addressed in a resolution. All resolutions must be submitted no later than fourteen (14) days prior to a regularly called meeting. Any resolution submitted after the fourteenth day shall be held and presented at the next

regular meeting unless the author submits a written request to withdraw the resolution. Any resolution passed shall be sent electronically to the recipient and the email address of the recipient will be provided by the author of the resolution.

10. Electronic Meetings: Electronic meetings are allowed in accordance with the Bylaws for Regular and Special Meetings of the Executive Committee.

- a. Should the attendance of an Electronic Meeting exceed the number allowed by the electronic method selected, and Precinct Chairs are attempting to join the meeting, then the last guest to sign in will be the first guest that must leave to make room for the incoming Precinct Chair.
- b. In order for a Precinct Chair to participate in a vote, they must have been added to the role prior to the beginning of the vote being taken. If the vote has started, then the late arriving Precinct Chair will not be placed on the role until the vote is completed.

11. No County Executive Committee meeting shall be held 2 days prior, during, or 2 days after the week of the biennial convention or during any calendar week in which committee meetings or general sessions of the quadrennial national convention are scheduled.

RULES PERTAINING TO COMMITTEES

12. The committees created by the Bylaws or by vote of the BCRP Executive Committee are authorized to undertake only those actions which are necessary for the completion of the duties and goals stated herein, or in the case of a special committee, set forth at the time of its creation.

- a. Any action taken by a committee of the BCRP is to be taken in the name of the committee alone, and not in the name of the Executive Committee as a whole. If a committee or committee chair acts independently of the Executive Committee, they can cause confusion or even harm to the BCRP. Each committee must take great care in its conduct and handling of BCRP business so that it represents the BCRP with honor and integrity.
- b. Each committee has the responsibility to investigate and develop recommendations that must be brought before the Executive Committee for a vote. In addition, a two-thirds (2/3) vote by the committee is required to bring anything before the Executive Committee. At a regular meeting of the Executive Committee, any committee may be called upon by the County Chair to make a report on the committee's activities and progress.

STANDING COMMITTEES

13. BYLAWS AND STANDING RULES COMMITTEE - This committee shall meet according to BCRP Bylaws. The purpose is to determine the need to recommend amendments to the Executive Committee. In addition, the committee shall meet within 60 days following the end of the Texas Legislative Session to review the TEC for any changes affecting the organization of the BCRP. A report including any recommendations regarding the need to amend the Bylaws and Standing Rules will be made at the next regular meeting of the Executive Committee following this committee meeting.

14. FINANCE COMMITTEE - This committee shall meet to review the budget proposal that has been prepared by the County Chair and make a recommendation to the Executive Committee at the first regular meeting following the Organizational Meeting. The Finance Committee shall meet as often as needed to discuss plans for fundraisers as well as for disbursement of funds including any scholarship that is to be awarded. The Finance Committee will make a presentation to the Executive Committee regarding the BCRP Scholarship program and eligibility requirements. This presentation will be given at the September regular meeting or no later than the October regular meeting. The Finance Committee shall make recommendations for fundraisers, for disbursement of funds, and any scholarship, and shall present them to the Executive Committee for a vote.

15. CANDIDATE RESOURCE COMMITTEE - This committee shall meet during the summer and fall of odd-numbered years prior to filing for offices on the Republican Primary ballot. The Candidate Resource Committee may not, as a committee, endorse any candidate in a contested primary or runoff primary prior to the election. This committee shall research laws and ordinances pertaining to political signs and make the information available to all precinct chairs and candidates on the Republican Primary ballot, as well as Republican candidates appearing on the November ballot. The committee will supply the candidates with general information regarding the BCRP, the Executive Committee including meeting dates, local Republican Clubs and their contact information, and scheduled event information.

16. TRAINING AND DEVELOPMENT COMMITTEE - This committee shall develop and conduct a training program for precinct chairs which shall include training in election laws, parliamentary procedures, and practical political procedures. Resources of the Republican Party of Texas and the BCRP shall be utilized in developing a training program. The Training and Development Committee shall present their proposed program to the Executive Committee for a vote. Upon approval, the program with the help of the County Chair shall be implemented.

17. PUBLIC RELATIONS COMMITTEE - This committee shall develop and carry out a continuing program for publicizing Republican issues and activities. Such plan shall be approved by the Executive Committee prior to implementation. Members should develop and maintain a good relationship with local newspapers, and make sure the newspapers have information regarding elections, fund raisers, and special events. Members will monitor the BCRP website to see that all information is current and correct.

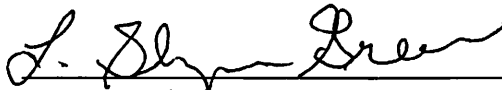
18. ENGAGEMENT COMMITTEE - This committee shall develop and carry out a continuing program for recruitment of Republican voters and precinct or headquarters volunteers. This program is to be approved by the Executive Committee. Nontraditional voters may be specifically sought, and it is important to identify the faith and civic leaders within these groups. The goal is to increase the involvement of all Republican voters in every precinct by promoting the conservative message. The committee should first contact the Republican Party of Texas for guidelines and direction. Members should be aware of community organizations and activities and make this information available to the Executive Committee.

19. ELECTION INTEGRITY COMMITTEE - This committee shall work to ensure free and fair elections in Brazoria County. Efforts of the committee may include, but are not limited to, the following: recruit and support staff for polling places and Signature Verification and Ballot Board; train election workers and poll watchers, coordinate election activities with the BCRP Chair and Brazoria County Clerk's office; assist in the appointment and support of poll watchers; advocate for election policy and legislation conducive to election integrity.

SPECIAL COMMITTEES

20. The Executive Committee may create a special committee for the purpose of accomplishing a specifically stated task. The committee may be created at any meeting of the Executive Committee by a majority vote of the membership when a non-statutory quorum is present. The Executive Committee may dissolve a Special Committee at will.

These Standing Rules adopted by the Brazoria County Republican Party Executive Committee on this the 10th day of September, 2018 and amended on this 9th day of March, 2026.



County Chair



Secretary