

**BY-LAWS OF
THE LUBBOCK COUNTY EXECUTIVE COMMITTEE OF THE
DEMOCRATIC PARTY OF TEXAS**

ARTICLE I. NAME

The name of this organization shall be the Lubbock County Executive Committee of the Democratic Party of Texas.

ARTICLE II. PURPOSE OF THE ORGANIZATION

Article language omitted pending review by the Bylaw Committee, In the interest of expedience, this omission shall remain in place until appropriate language is proposed and approved by vote of the CEC membership.

ARTICLE III. MEMBERS

Section 1. Membership Types

The membership of the Lubbock County Democratic Party Executive Committee shall include two types of active members: the County Chair, a county wide elective position and the County Precinct Chairs. The County Precinct Chairs shall consist of one precinct chair from each election precinct in Lubbock County. The combined body of the County Chair and the Precinct Chairs shall form the County Executive Committee, hereafter referred to as the CEC.

Section 2. Qualifications of County Chair and Precinct Chairs

Democrats 18 years of age or older are eligible to serve as either the County Chair or as a Precinct Chair, provided they meet the following criteria:

- A. They are qualified voters and have a record of voting in the Democratic Primary, not including runoffs, in the voting year, or signed an oath of affiliation:
Oath of Affiliation: "I swear that I have not voted in a primary election or participated in a convention of another party during this voting year. I hereby affiliate myself with the Democratic Party."
- B. They are not candidates for, nor holders of, an elective office of the federal, state, or county government; and
- C. They are residents of the county or election precinct from which they seek election. Any time they move from their precinct, or county, they will automatically be removed from office.
- D. A qualified Party member may become a candidate for County Chair or Precinct Chair by filing a written application in Lubbock County using the Application for Party Chair on Primary Ballot available on the Secretary of State website or available by request from the current County Chair.
 - a. The completed application shall be filed with the County Chair or with the CEC Secretary no later than 6 p.m. on the primary election candidate filing deadline. An application mailed but not received by the County Chair or CEC Secretary will not be accepted.
 - b. The County Chair shall post on the bulletin board at the County Court House a notice of the address at which the County Chair or CEC Secretary will be available to receive applications on the last day of the filing period, posted no later than the day before the filing deadline.

Section 3. CEC Member Election and Terms of Office.

- A. The County Chair shall be elected by majority vote in the Lubbock County Democratic Party Primary held in even-numbered years. Qualified voters of Lubbock County shall elect the County Chair for a two-year term.
- B. The Precinct Chairs shall be elected by plurality vote in the Lubbock County Democratic Party Primary held in even-numbered years for the election precinct in which they reside. The term of office for Precinct Chairs shall begin on the twentieth day following the primary election and shall continue for two years or until their successors are elected and certified. The outgoing County Chair is responsible for notifying all Precinct Chairs of the Precinct Chair's election status.

Section 4. Vacancy in Office

- A. When a vacancy occurs for the County Chair position, the CEC Secretary shall call a meeting to fill the vacancy at any time after the vacancy occurs and in accordance with current State Party Rules.
- B. The County Chair may appoint a person to fill a Precinct Chair vacancy at any time. A completed Application for Party Chair on Primary shall be submitted to the County Chair for consideration of appointment. The appointed Precinct Chair shall then be confirmed and ratified by majority vote by the CEC at the next business meeting of the CEC at which a quorum is present (25% of the membership).

- a. In the event a quorum is not present at the meeting, a member of the CEC may call for a vote via electronic or postal service mail; the vote shall follow the requirements of the TDP rules.
- b. In the event additional candidate(s) are presented at the time of the ratification vote and providing the additional candidate(s) are otherwise qualified and have presented a notarized State Application for Precinct or County Chair Ballot, the CEC will not conduct the ratification vote of the County Chair's appointment. The candidates shall stand for election as business of the CEC meeting; the election shall require a quorum is present and shall be held by open ballot of the CEC members present. The CEC vote shall recognize the new Precinct Chair.

The Precinct Chairs shall be elected by plurality vote in the Lubbock County Democratic Party Primary held in even-numbered years for the election precinct in which they reside. The term of office for Precinct Chairs shall begin on the twentieth day following the runoff primary and shall continue for two years or until their successors are elected and certified. The outgoing County Chair is responsible for notifying all Precinct Chairs of the Precinct Chair's election status.

The results of the ratification process or election vote shall be published within 7 days with notice of the Precinct Chair's name and address promptly posted on the Secretary of State website. Precinct Chairs shall assume the position immediately.

Section 5. The Duties of Executive Committee Members

The CEC has duties specified by statute (see Texas Election Code), by TDP rules (see State Party Rules, III, C) and as delineated herein or in the CEC Policy and Procedures handbook.

Section 6. Executive Committee Meetings

There are two kinds of executive committee meetings: statutory and executive committee designated meetings.

- A. Statutory Meetings. Three statutory meetings of the County Executive Committee shall be held: in December of odd-numbered years, on or before the second Friday after the First Primary,

and on or before the second Friday after the Runoff Primary. Precinct chairs shall be notified by written notice at least five days in advance of all meetings excluding emergency situations.

- B. Executive Committee Designated Meetings. The Lubbock County Democratic Party Executive Committee shall meet a minimum of six (6) times each year in addition to the statutory meetings. When precinct chairs gather for a meeting of the County Executive Committee, the gathering shall be considered an official meeting only if the meeting has been duly called by written notice given at least 5 days in advance and if a quorum is present. A quorum shall consist of 40% of the precinct chairs currently holding office, except where state rules require a quorum of 50%.

ARTICLE IV OFFICERS

Section 1. Kinds of Officers

Officers shall be active members of the Lubbock County Democratic Party. The Lubbock County Executive Committee shall elect a Vice-Chair, Secretary, Treasurer, Historian, and Parliamentarian. Only the Vice-Chair must also be a Precinct Chair.

Section 2. Duties of Executive Committee Officers

The Officers of the County Executive Committee have statutory (see Texas Election Code), State Democratic Party (see State Party Rules, III, C) and County Executive Committee specified duties.

- A. If the County Chair and the Secretary choose not to administer (hold) the County Primary Election, then the County Chair shall appoint a County Democratic Party Elections Administrator. The Lubbock County Election Commission must approve the Democratic Party Elections Administrator.
- B. The County Chair shall 1) preside at all Executive Committee meetings and chair the Lubbock County Convention, 2) call emergency meetings when necessary, 3) organize with the Vice-chair and the Secretary the agenda for all meetings, 4) appoint the Executive Committee chairperson of those standing and ad hoc committees whose chairs are not ex officio filled by the Vice-chair, Secretary, Treasurer or Parliamentarian, 5) serve as an ex-officio member of all committees, 6) determine the date and place of the Lubbock County Convention, 7) serve as a delegate to the state convention, 8) act as a facilitator during election activities from the block to the precinct to the county to the state levels, 9) maintain communications with all Precinct Chairs, 10) in emergency approve payment of bills, 11) appoint chairpersons and solicit volunteers for Lubbock County Convention committees, 12) articulate positions of the Lubbock County Democratic Party with the media, 13) provide a current list of Precinct Chairs to all members of the Lubbock County Executive Committee, and 14) appoint individuals to fill headquarters trustee vacancies in conformance with the articles of the property Management Trust Agreement.
- C. The Vice-chair shall 1) preside at all meetings in the absence of the County Chair or at the request of the County Chair, 2) help coordinate the agenda for each meeting, 3) conduct an orientation for newly elected Precinct Chairs, 4) chair the Coordinated Campaign Committee.
- D. The Secretary shall 1) keep and report the minutes of each Executive Committee meeting, 2) maintain records of the Lubbock County Democratic Party, 3) maintain a current roster of county Precinct Chairs and relevant contact persons at the Senatorial District Executive Committee and the State Party, 4) preside at Executive Committee meetings when the County Chair and Vice-chair are absent and appoint a temporary Secretary for that meeting, 5) assist the County Chair and Vice-chair with Executive Committee agenda, and 6) chair the Headquarters Committee.
- E. The Treasurer shall 1) keep an accurate account of all receipts and disbursements, 2) pay bills

- with the approval of the Executive Committee, 3) approve, with the County Chair, expenditures in emergencies, 4) present a Treasurer's report at each regular Executive Committee meeting, and 5) make accurate and timely reports as required by the rules of the state party, the Texas Election Code, and the Internal Revenue Service, 6) chair the Fundraising and Finance Committee, 7) make recommendations for expenditures to the Executive Committee as needed.
- F. The Historian shall 1) keep a permanent record of all activities and accomplishments of the Lubbock County Democratic Party, 2) chair the Issues and Information committee.
- G. The Parliamentarian shall 1) chair the By-Laws Committee, 2) be familiar with state party rules 3) observe and advise that all actions of the Executive Committee are in accordance with the by-laws and the latest edition of the *21st Century Robert's Rules of Order*, and file copies of by-laws and subsequent revisions with the state chair.

ARTICLE V FINANCE

Section 1. Budget

The treasurer shall, in consultation with the Fundraising and Finance Committee, prepare an annual budget that shall be considered and approved by the Executive Committee.

Section 2. Fiscal year

The fiscal year shall begin September 1 and close August 31.

Section 3. Expenditure of funds

Expenditure of funds by the County Executive Committee, unless previously approved in the annual budget or otherwise specified by law, shall require the approval of at least fifty-one percent of members present at an official meeting of the committee. In no event shall any officer or member of the CEC incur any debt on behalf of the Lubbock County Democratic Party not authorized by the operating budget. The treasurer and the County Chair will be authorized users of all bank accounts.

Section 4. Expenditure and collection of funds

Expenditure and collection of funds shall conform to the rules of all pertinent regulating agencies.

Section 5. Audit

The County Chair shall cause an audit, at least once each calendar year of the financial records of the CEC to be made by an ad hoc three-person oversight committee that includes one member of the Finance Committee and two other individuals which are not officers or committee chairs. A copy of the report of such audit shall be furnished upon request to any member of the CEC.

ARTICLE VI EXECUTIVE COMMITTEE MEETINGS

There are two kinds of executive committee meetings: statutory and executive committee designated meetings.

Section 1. Statutory Meetings.

Three statutory meetings of the County Executive Committee shall be held: in December of odd-numbered years, on or before the second Friday after the First Primary, and on or before the second Friday after the Runoff Primary. Precinct chairs shall be notified by written notice at least five days in advance of all meetings excluding emergency situations.

Section 2. Executive Committee Designated Meetings.

The Lubbock County Democratic Party Executive Committee shall meet a minimum of six (6) times

each year in addition to the statutory meetings. When precinct chairs gather for a meeting of the County Executive Committee, the gathering shall be considered an official meeting only if the meeting has been duly called by written notice given at least 5 days in advance and if a quorum is present.

ARTICLE VII COMMITTEES

Section 1. Types of Committees

Committees shall be of two types: standing and ad hoc. Each committee shall be chaired either 1) by an officer of the Lubbock County Executive Committee ex officio, or 2) by a member of the Lubbock County Executive Committee to be appointed by the County Chair and approved by the Executive Committee, or 3) by a member of the Lubbock County Executive Committee nominated by the Executive Committee and approved by the Executive Committee. In addition, each committee may be co-chaired by a volunteer to be elected by the members of the particular committee. Committee chairs will serve for a period of two years or until the next precinct chair election. The County Chair shall be a member of each committee ex officio.

- A. Standing committees shall be Fundraising and Finance, Issues and Information, Coordinated Campaign, Headquarters, and By-laws.
- B. The County Chair shall appoint ad hoc committees for the period of time necessary for them to accomplish their tasks.

Section 2. Duties of the Committees

The duties of the committees include, but are not limited to, the responsibilities described below.

- A. The Fundraising and Finance Committee shall conduct fundraising activities in accordance with all pertinent state and federal rules and regulations and assist and advise the treasurer in monthly reporting of the party's financial status, preparing a biennial budget, and recommending expenditures to the Executive Committee.
- B. The Issues and Information Committee shall study party positions and recommend responses on local, state, and national issues. The committee shall provide forums and position papers for the general membership of the Lubbock County Democratic Party and for the public.
- C. The Coordinated Campaign Committee shall coordinate campaigns in Lubbock County, assist in forming steering committees, promote precinct organization (canvassing, voter registration, voter education) establish target precincts, organize early voting strategy, recruit precinct chairs, provide orientation for precinct chairs, recruit candidates for political offices, and inform and assist candidates. The Vice Chair of the Lubbock County Executive Committee shall chair this committee.
- D. The Headquarters Committee shall recruit volunteers, provide orientation for volunteers, oversee the mailing list and manage the telephone tree and the e-mail list, staff headquarters, coordinate meeting schedules, establish its telephone committee, and in consultation with headquarters property trustees, manage the properties of the party including computers and electronics. The Secretary of the Lubbock County Executive Committee shall chair this committee.
- E. The By-Laws Committee shall review the by-laws in off-election years, recommending revisions or additions to the by-laws. The by-laws will be distributed to each member of the County Executive Committee in accordance with current State Democratic Party rules. The Parliamentarian of the Lubbock County Executive Committee shall chair this committee.

ARTICLE VIII PARLIAMENTARY AUTHORITY

Unless otherwise provided for by statute or by Party Rules, the current edition of Robert's Rules of Order shall be the parliamentary authority governing party committee meetings and procedures.

ARTICLE IX AMENDMENTS

Section 1. These by-laws may be amended by a majority vote of the Executive Committee at which a quorum (40% of committee membership) is present.

Section 2. Amendments may be proposed by the By-Laws Committee or by any CEC member. A copy of proposed amendment(s) shall be presented to each member of the Executive Committee at least thirty (30) days prior to voting on the same. Proposed amendments may be sent via electronic mail (email) or US Postal Service. Notice shall be given per the most recent contact information maintained by the Party.

Section 3. Bylaw amendments shall be effective immediately upon adjournment of the meeting in which the amendments are approved.