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Johnson County Democratic Party

**BYLAWS**

**OF THE**

**EXECUTIVE COMMITTEE**

**OF THE**

**JOHNSON COUNTY DEMOCRATIC PARTY**

As Adopted On November 1, 2011 and As Amended on March 23, 2023

**ARTICLE I.**  
**NAME AND MEMBERSHIP**

**SECTION 1.01. NAME.**

Pursuant to the Texas Election Code and Texas Democratic Party Rules, the name of this organization shall be the **Johnson County Democratic Party Executive Committee**, hereinafter referred to as the “Executive Committee.”

Authority: Texas Election Code, Section 171.021  
Texas Democratic Party Rules, Article III.E

**SECTION 1.02. MEMBERSHIP.**

**(A) STATUTORY MEMBERS.** The Statutory Members of the Executive Committee consist of the Democratic County Chair and the Democratic Precinct Chairs elected by a majority vote of their respective electors in the Democratic Party Primary to a two year term, beginning twenty (20) days after the date scheduled for the second (runoff) primary or other date specified by the Election Code, by those voting in the Johnson County Democratic Party Primary and any County Chair or Precinct Chairs appointed to fill vacancies in accordance with the Texas Election Code, the Texas Democratic Party Rules, and Article III, Section 3.09 of these Bylaws.

Authority: Texas Election Code, Sections 171.022, 171.024, 171.025  
Texas Democratic Party Rules, Article III.E.1, E.5

**(B) OFFICER MEMBERS.** Any Officers of the Executive Committee, as defined in Section 4.01, who are not also Statutory Members (Precinct Chairs), shall be entitled to vote on all local policies and other matters not defined in the Texas Election Code or the Texas Democratic Party Rules, except as provided in Section 4.11.

Authority: Texas Democratic Party Rules, Article III.6.c

**(C) ORGANIZATION MEMBERS.** The highest ranking officer of a Democratic Party Affiliate, Club, or Organization, duly chartered with the Texas Democratic Party organization it represents, shall automatically be deemed members of the Executive Committee for the purposes of this Section. If the highest-ranking officer of a Democratic Party Affiliate, Club, or Organization is already a member of the Executive Committee by virtue of holding another position on the Executive Committee, then the next highest-ranking officer who is not also on the Executive Committee shall represent the Affiliate, Club, or Organization on the Executive Committee. A representative of a duly chartered Affiliate, Club, or Organization as described

in this Section shall be entitled to vote on all local policies and other matters not defined in the Texas Election Code or the Texas Democratic Party Rules, except as provided in Section 4.11.

Authority: Texas Democratic Party Rules, Article III.E.6.c

**(D) SPECIAL MEMBERS.** The Executive Committee may approve such Auxiliary, Advisory, Honorary, or Associate Members, who may or may not be entitled to vote in accordance with Section 1.02(B) above. The term of office and the duties, responsibilities and the voting rights, if any, shall be determined at the time of appointment of any members under this section. Any elected Democratic Public or Party officeholder representing Johnson County, Texas, in whole or in part, is automatically deemed a voting Member of the Executive Committee pursuant to this section to the extent authorized or allowed by law.

Authority: Texas Democratic Party Rules, Article III.E.6.c

**(E) CHAIR EMERITUS.** The immediate past Chair of the Johnson County Democratic Party shall be a member of the Executive Committee and the Steering Committee and shall be entitled to vote on all local policies and other matters not defined in the Texas Election Code or the Texas Democratic Party Rules, except as provided in Section 4.11; provided, however, that if the immediate past Chair is also a Member of the Executive Committee by virtue of holding another office, the immediate past Chair may cast only one vote.

Authority: Texas Democratic Party Rules, Article III.E.6.c

### **SECTION 1.03. ELIGIBILITY.**

**(A) STATUTORY MEMBERS.** All statutory voting members of the Executive Committee shall be:

- (1) 18 years of age or older;
  - (2) Qualified voters and have voted in the Democratic Party Primary, excluding run-offs, in voting years;
  - (3) Residents of the Precinct in the case of Precinct Chairs or the County in the case of the County Chair;
- and
- (4) Not otherwise disqualified by law from holding the office.

Authority: Texas Election Code, Sections 161.005(a)(1)- (2), 171.023(a)  
Texas Democratic Party Rules, Article III.E.3

**(B) NON-STATUTORY MEMBERS.** The Officer, Organization, Special, and Chair Emeritus Members, defined in Sections 1.02(B)-(E), above, shall reside in the County and shall have not voted in the Republican Party Primary in the year they are invested as an Officer, Organization, Special, or Chair Emeritus Member of the Executive Committee.

Authority: Texas Democratic Party Rules, Article III.6.c

## **ARTICLE II. PURPOSE, OBJECTIVES, AND DUTIES**

**SECTION 2.01. PURPOSE.** The Executive Committee shall exercise those powers conferred upon it by the Texas Election Code, the Rules of the Texas Democratic Party, and by these Bylaws, and perform all duties necessary to promote the best interests of the Democratic Party of Texas in Johnson County and its candidates.

Authority: Texas Democratic Party Rules, Article III.E.2.c

**SECTION 2.02. OBJECTIVES.** The objectives of the Johnson County Democratic Party Executive Committee shall be:

- (A)** To establish general operating policies and conduct the business of the Johnson County Democratic Party as required by the Texas Election Code and the Rules of the Texas Democratic Party;
- (B)** To support the objectives, policies, and platforms of the Democratic National and State Committees and work for the election of all Democratic Party nominees;
- (C)** To cooperate in carrying out programs initiated by the Texas Democratic Party, including, but not limited to, conducting a Democratic Primary Election in even numbered years;
- (D)** To facilitate cooperation and active participation among Democrats, and others who support Democratic candidates and ideals, and to promote the growth of the Democratic Party in Johnson County, Texas;
- (E)** To recruit and provide the assistance needed to elect qualified Democratic candidates to Precinct, County, and District offices contained in whole or in part within Johnson County, Texas;
- (F)** To develop a broad based, effective Democratic Party organization in Johnson County that will engage in activities serving to promote a positive image of Democrats and the Democratic Party;
- (G)** To promote responsible and professional public relations, communications, and media reports regarding the Johnson County Democratic Party, its activities, and its candidates;
- (H)** To raise funds, within the guidelines of state and federal law, for the purpose of carrying out the duties and responsibilities of the Executive Committee and in promoting Democratic nominees for office;
- (I)** To maintain a Johnson County Democratic Party Headquarters located in the county seat, and in such other locales as approved by the Executive Committee; and
- (J)** To comply with the requirements of the Texas Election Code and the Texas Democratic Party Rules.

Authority: Texas Democratic Party Rules, Article III.E.2.c

**SECTION 2.03. DUTIES AND RESPONSIBILITIES.**

**(A) STATUTORY DUTIES.** The Statutory duties of the Statutory Members of the Executive Committee include:

- (1) Collecting filing fees;
- (2) Appointing poll watchers;
- (3) Canvassing Primary Election and Primary Run-Off Election results;
- (4) Setting and publicizing times and places for Precinct and County Conventions; and
- (5) Unless otherwise specified by law, authorizing the expenditure of funds upon the approval of at least 51% of the members, a quorum being present.

(See Texas Election Code Chapters 31, 32, 34, 42, 43, 51, 52, 123, 125, 143, 145, and 162 for additional statutory duties of the County Party Executive Committee.)

Authority: Texas Election Code, Sections 33.03, 172.021, 172.022, 172.082, 172.084, 172.116, 174.022, 174.063  
Texas Democratic Party Rules, Article III.E.6.a, E.8

**(B) NON-STATUTORY RESPONSIBILITIES.** In addition to its Statutory Duties, the Executive Committee shall have the primary responsibility for:

- (1) Planning and coordinating the General Election Campaigns of the Democratic Party's Nominees within the County;
- (2) Raising funds for conducting local campaigns;
- (3) Supporting the statewide effort for the entire Democratic Party ticket;
- (4) Producing materials and coordinating local services for all Democratic campaigns;
- (5) In the case of Nominees running for office in districts which include areas outside of the County, working with the Precinct, House, Senatorial, or Congressional District Committees of the Texas Democratic Party;
- (6) Establishing such Offices and Committees as it deems appropriate to carry out its non-statutory duties, including the appointment of Officers and Committee Members who are not Statutory Members of the Executive Committee; and
- (7) Taking affirmative steps to encourage young people, women, and minorities to seek selection as Delegates to Party Conventions and as members of Party Committees so that they shall be represented in reasonable relationship to their presence within Johnson County.

Authority: Texas Democratic Party Rules, Articles I.B.3 and III.E.6.b- c.

## **ARTICLE III. MEETINGS**

### **SECTION 3.01. GENERAL PROVISIONS.**

**(A) OPEN MEETINGS.** Meetings at all levels of the Johnson County Democratic Party shall be open to all members of the Party, regardless of race, sex, sexual orientation, age, color, creed, national origin, religion, ethnic identity, economic status, philosophical persuasion, or disability; provided, however, the Executive Committee or any Committee created by these By-Laws shall have the authority to convene into an Executive Session upon two-thirds vote of the members present and voting to discuss matters of involving strategic plans, matters made confidential by law, litigation, or other actions not required by law to be taken in public.

**(B) PUBLICATION OF MEETINGS.** The time and place of all meetings of the Johnson County Democratic Party at all levels shall be publicized fully and in such manner as to assure timely notice to all interested persons.

**(C) LOCATION OF MEETINGS.** All meetings shall be held in places accessible to all Party members and large enough to accommodate all interested persons, including individuals with disabilities.

Authority: Texas Democratic Party Rules, Article I.B.4, B.6

### **SECTION 3.02. STATUTORY MEETINGS AND NOTICES.**

**(A) STATUTORY MEETINGS.** Three Statutory Meetings of the Executive Committee shall be held in even-numbered years:

- (1) In January;
- (2) On or before the Second Friday after the First Primary; and
- (3) On or before the Second Friday after the Run-Off Primary.

Authority: Texas Election Code, Chapter 172  
Texas Democratic Party Rules, Article III.E.7.a

**(B) STATUTORY MEETING NOTICES.** The Statutory Members of the Executive Committee shall be given electronic notice by email message or text message at least five (5) days in advance of all meetings, excluding emergency situations as defined in the Texas Election Code and the Texas Democratic Party Rules. The County Chair and the Secretary shall be directly responsible for sending electronic notice by email message or text message to the Statutory Members to ensure that they receive notice within the time prescribed by law.

Authority: Texas Election Code, Chapter 172  
Texas Democratic Party Rules, Articles I.B.6 and III.E.7.b

**SECTION 3.03. REGULAR BUSINESS MEETINGS.** Business meetings of the Executive Committee shall be held a minimum of four (4) times per year as scheduled by the County Chair with approval of the Executive Committee. Electronic notice by email message or text message of the time and place of Regular Business Meetings shall be postmarked at least seven (7) days prior to the meeting date, unless a meeting schedule calendar shall have been distributed to all members of the Executive Committee entitled to vote on matters that may properly come before a Regular Business Meeting, in which case, only a change in the scheduled date or time will require an electronic notice by email message or text message.

Authority: Texas Democratic Party Rules, Articles I.B.6 and III.E.2.c

**SECTION 3.04. SPECIAL MEETINGS.** Special Meetings of the Executive Committee may be held at any time upon:

(A) A written call issued by the County Chairman; or

(B) A written call signed by at least fifty-one percent (51%) of the Members of the Executive Committee in office at the time of signing the call; provided, however, that if the purpose of the Special Meetings is to take action concerning Statutory matters, the call must be signed by at least fifty-one percent (51%) of the Statutory Members.

Authority: Texas Democratic Party Rules, Articles I.B.6, III.B.2 and E.2.c

**SECTION 3.05. NOTICE OF SPECIAL MEETINGS.** The written call must be delivered to the Secretary at least fourteen (14) days prior to the specified meeting date. The call and the notice thereof must contain the time and place of the Special Meeting and the subject(s) to be discussed and a copy of any resolutions to be proposed. The written call shall be mailed by, or under the authority of, the Secretary, at least ten (10) days in advance of the Special Meeting to each member of the Executive Committee entitled to vote on matters contained in the notice of call, at the address as it appears on the records of the Executive Committee.

Authority: Texas Democratic Party Rules, Articles I.B.6 and III.E.2.c

**SECTION 3.06. QUORUM.**

(A) **STATUTORY MEETINGS.** At all Statutory meetings, a quorum consists of forty percent (40%) of those Statutory Members present, and if less than a majority is present, only such business as called for by the Texas Election Code may be transacted.

**(B) REGULAR AND SPECIAL MEETINGS.** At all Regular and Special Business Meetings, there shall be a quorum if at least forty percent (40%) of the members of the Executive Committee in office, and entitled to vote on the matters before the meeting, are present at the time the meeting is called to order.

**(C) MEETINGS TO FILL VACANCIES.** If the meeting is to fill a vacant statutory position, a majority of the Statutory Members shall be required for a quorum as required by the Texas Election Code.

Authority: Texas Election Code, Sections 163.002(1)(A) and 171.024(b)  
Texas Democratic Party Rules, Article III.B.3 and E.5.b

**SECTION 3.07. VOTING.** Only those members of the Executive Committee present and entitled to vote upon the issue before the meeting shall have the right to vote. A majority of those members of the Executive Committee constituting a quorum shall determine the question except as may be required by the Texas Election Code, the Texas Democratic Party Rules, or these By-Laws. The amendment of these Bylaws, however, shall require an affirmative vote of two-thirds (2/3) of the Statutory Members of the Executive Committee constituting the quorum. A person may not participate or vote in a County Executive Committee meeting as a proxy. No secret ballots may be used.

Authority: Texas Election Code, Section 171.026  
Texas Democratic Party Rules, Articles III.B.1 & 4, and E.2.c

### **SECTION 3.08. ATTENDANCE.**

**(A) ATTENDANCE REQUIREMENT.** All members of the Executive Committee are required and obligated to attend all meetings of the Executive Committee and of any Permanent Committees to which they are assigned during the term of office to which they have been elected to serve. The Secretary of the Executive Committee shall maintain a record of attendance

**(B) ABSENTEEISM RESULTING IN VACANCY.** Members of the Executive Committee, including Officers and Committee members, who fail to attend fifty percent (50%) of the Regular Business Meetings of the Executive Committee or of any Permanent Committee to which they are assigned during a calendar year, may, upon the recommendation of the County Chair and upon two-thirds vote of a quorum of the Statutory Members, be presumed to have resigned and the vacant position may be filled in accordance with Section 3.09.

**(C) SUSPENSION OF VOTING RIGHTS.** Voting rights of Organization Members, Special Members, and the Chair Emeritus may be suspended under the same circumstances as set forth in subsection (B), above, and may only be reinstated after the Member attends two consecutive meetings following the suspension.



**(D) NOTICE REQUIRED.** Written notice of the intent to declare an office vacant or to suspend voting rights shall be given to the person affected and the Statutory Members in accordance with Section 3.03 or Section 3.05 of these By-Laws.

Authority: Texas Democratic Party Rules, Article III.E.2.c

**SECTION 3.09. VACANCIES.** Any vacancy in the office of County Chairman, Precinct Chair, or other elected Office or Committee Chair shall be filled by a majority of the Statutory Voting Members of the Executive Committee at any Statutory, Regular, or Special Business Meeting called in accordance with the Texas Election Code, the Texas Democratic Party Rules, and Sections 3.04 and 3.05 of these By-Laws.

Authority: Texas Election Code, Sections 171.024 and 171.025  
Texas Democratic Party Rules, Article III.E.5

**SECTION 3.10. LOCATION OF MEETINGS.**

**(A) STATUTORY MEETINGS.** The Statutory meetings of the Executive Committee shall take place in the county seat at a location prescribed the Texas Election Code, the Texas Democratic Party Rules, or these By-Laws.

Authority: Texas Election Code, Sections 172.082(c), 172.084(c)  
Texas Democratic Party Rules, Article III.E.7.a

**(B) OTHER MEETINGS.** At least one Regular or Special meeting of the Executive Committee shall be held in each of the Johnson County Commissioner Precincts during a calendar year.

Authority: Texas Democratic Party Rules, Article III.E.2.c

**SECTION 3.11. MEETING AGENDAS.**

**(A) PUBLICATION OF AGENGA.** The Chair of the Executive Committee shall cause the Secretary to publish an Agenda for each meeting of the Executive Committee that shall be included in the Call for the Meeting in accordance with these By-Laws and posted in a public place for not less than 72 hours before the meeting convenes.

Authority: Texas Democratic Party Rules, Article I.B.6

**(B) ORDER OF BUSINESS.** The Agenda for each meeting shall include, at a minimum, the following Order of Business:

- (1) Call to Order;**

- (2) Roll Call;
- (3) Reading of the Minutes;
- (4) Officers' Reports;
- (5) Committee Reports;
- (6) Statutory Business;
- (7) Old Business;
- (8) New Business;
- (9) Announcements;
- (10) Presentation of Program; and
- (11) Adjournment.

Authority: Texas Democratic Party Rules, Articles II.B.3 and III.E.2.c

## **ARTICLE IV. OFFICERS**

### **SECTION 4.01. OFFICERS.**

**(A) ADDITIONAL OFFICES.** In addition to the County Chair, the Statutory Members of the Executive Committee shall, by majority vote, elect a Vice-Chair, a Secretary, a Treasurer, a Political Director, a Parliamentarian, and the Vice-Chairs of the Permanent Committees established by these By-Laws. The Executive Committee may, from time to time, approve the appointment of such other non-voting officers or assistant officers as necessary to carry out the Party's objectives as defined in these Bylaws. An elected Officer or Committee Vice-Chair need not be a Statutory Member of the Executive Committee; provided, however, that if such elected Officers or Committee Vice-Chairs are already Statutory Members of the Executive Committee, they shall not be entitled to cast more than one vote in meetings of the Executive Committee.

Authority: Texas Democratic Party Rules, Article III.E.6.c

**(B) TIME OF ELECTION.** The Executive Committee shall elect the Officers and Permanent Committee Chairs described in Section 4.01(A), above, at the First Statutory Meeting of each newly elected Executive Committee.

Authority: Texas Election Code, Chapter 172

Texas Democratic Party Rules, Article III.E.2.c, E.6.c

**(C) TERM OF OFFICE.** The term of office for the Officers described in Section 4.01(A) shall coincide with the terms of office for the Statutory Voting Members of the Executive Committee.

Authority: Texas Democratic Party Rules, Article III.E.2.c

**SECTION 4.02. COUNTY CHAIR.** The County Chair shall:

- (A) Be the presiding officer and official spokesperson for the Johnson County Democratic Party Executive Committee and its Steering Committee;
- (B) Provide leadership and management for the local organization and recruit people to fill key positions in the organization;
- (C) Conduct primaries, precinct conventions, and county/senatorial district conventions in even numbered years, keep election records and take steps to ensure secret balloting and honest elections;
- (D) Appoint members of the Permanent Committees established by these By-Laws, subject to approval by a majority vote of a quorum of the Executive Committee at a Statutory, Regular, or Special Meeting at which prior notice has been given in accordance with these rules;
- (E) Assist Democratic Candidates in the planning and execution of campaigns and maintain working relationships with all elected Democrats;
- (F) Be an ex-officio member of all Permanent Committees established by these By-Laws;
- (G) Be and a member of the Texas Democratic County Chairs Association, with any dues and associated expenses payable by the Executive Committee;
- (H) No later than 20 days after the local canvass, deliver to the State Chair and to the County Clerk or Elections Administrator written notice of the name, address, and precinct number of each Precinct and County Chair elected;
- (I) Ensure that meetings of the Executive Committee are held and proper notice is published in accordance with these By-Laws, the Texas Democratic Party Rules, and the Texas Election Code; and
- (J) Perform such other duties as required by the Texas Election Code, the Rules of the Texas Democratic Party, and these By-Laws.

(See Texas Election Code, Chapters 18, 31, 32, 33, 42, 43, 51, 52, 87, 123, 124, 125, 145, 162, 172, 173, 174, 181, 182, 191, 213, 231, 232, 251, and 257 for additional statutory duties of the County Chair.)

Authority: Texas Election Code, Section 172.118

Texas Democratic Party Rules, Article III.E.2.c

**SECTION 4.03. COUNTY VICE-CHAIR.** The County Vice-Chair shall:

- (A) Assist the County Chair in the performance of duties of the Chair;
- (B) Act in the place of the County Chair when the County Chair is not available to perform the duties of the Chair;
- (C) In the event of a vacancy in the position of the County Chair, serve as Acting County Chair until a County Chair is named in accordance with Section 3.09;
- (D) Serve as the Chair of the Permanent Committee on Community Outreach and Candidate Recruitment;

- (E) Facilitate the development of Democratic affiliated clubs, caucuses, and organizations and serve as the official liaison of the Executive Committee to such affiliates;
- (F) Assist with the implementation of programs designed to increase membership and participation in the Johnson County Democratic Party;
- (G) Provide guidance and direction to candidates, potential candidates, and nominees of the Democratic Party, in gaining access to public and private forums throughout Johnson County, Texas;
- (H) Serve as a member of the Steering Committee;
- (I) Be of the opposite sex of the County Chair; and
- (J) Perform such other duties as may from time to time be assigned by the County Chair or prescribed by the parliamentary authority adopted in Article VI of these By-Laws.

Authority: Texas Democratic Party Rules, Article III.E.2.c, E.6.c

**SECTION 4.04. PRECINCT CHAIRS.** The Precinct Chairs are Statutory Member of the Johnson County Democratic Party Executive Committee and shall:

- (A) Be responsible for carrying out the Precinct focused programs of the Democratic National, State, and County Executive Committees;
- (B) Attend all meetings of the County Executive Committee;
- (C) Serve as members of the Permanent Committees to which the Precinct Chair is assigned and attend all Permanent Committee meetings;
- (D) Attend all meetings of the County Commissioner Precinct Executive Committee;
- (E) If elected as the Chair of the County Commissioner Precinct Executive Committee, serve as a member of the Steering Committee;
- (F) Help elect Democratic candidates by conducting political preference surveys in the Precinct, recruiting and directing Precinct volunteers in voter registration and Get-Out-The-Vote programs, introducing candidates to residents of the Precinct, distributing campaign materials, and engaging in other campaign activities;
- (G) Be responsible for conducting the Democratic Primary Elections and Democratic Precinct Conventions;
- (H) Attend workshops and training programs designed to enhance performance of these duties;
- (I) Recruit Voting Precinct Coordinators to assist in the performance of these duties; and
- (J) Perform such other duties as may from time to time be assigned by the County Chair or prescribed by the parliamentary authority adopted in Article VI of these By-Laws.

Authority: Texas Democratic Party Rules, Article III.E.2.c

**SECTION 4.05. SECRETARY.** The County Secretary shall:

- (A) Maintain a permanent file containing all Calls, Agendas, Minutes, Reports, and Resolutions of all meetings of the Executive Committee and maintain copies of all reports from the Permanent and Temporary Committees as reported in the Minutes;

- (B) Ensure that a complete and current roll of all members of the Executive Committee is maintained and that each member receives proper notice of meetings and report the attendance of the Executive Committee Members in the Minutes of the meetings of the Executive Committee;
- (C) Be responsible for Executive Committee correspondence, public relations, and technology as directed by the Chair;
- (D) Develop and distribute a professional newsletter, coordinate the development and maintenance of an official website for the Johnson County Democratic Party, and regularly produce and make available to media outlets press releases on behalf of the Executive Committee;
- (E) Serve as a Member of the Steering Committee;
- (F) Serve as the Chair of the Permanent Committee on Communications and Administration;
- (G) In accordance with the Texas Election Code and the Texas Democratic Party Rules, call a meeting of the Statutory Members of the Executive Committee in the event of a vacancy in the office of the County Chair;
- (H) Be authorized to receive applications for a place on the primary ballot;
- (I) Be responsible for the general administration of the Johnson County Democratic Party Headquarters and for recruiting volunteers to staff the office during normal business hours; and
- (J) Perform such other duties as may be from time to time assigned by the County Chair or prescribed by the parliamentary authority adopted in Article VI of these By-Laws.

Authority: Texas Election Code, Section 171.025

Texas Democratic Party Rules, Article III.E.2, E.6.c

**SECTION 4.06. TREASURER.** The Treasurer shall:

- (A) Be the custodian of all funds of the Executive Committee and shall be responsible for keeping systematic records for complying with any applicable state and federal statutes with regard to reporting contributions and be responsible for the filing of such reports as required by law;
- (B) Collect funds for deposit in bank accounts approved by the Executive Committee and pay bills or disburse funds by check in accordance with budgetary policies of the Executive Committee, the Texas Democratic Party Rules, the Texas Election Code, and applicable federal law;
- (C) Submit a written financial report of receipts and disbursements to be presented at regular business meetings of the Executive Committee and ensure that accurate and complete financial contributor records, listing name, address, amount given, and the date of contributions are maintained;
- (D) Serve as a member of the Steering Committee;
- (E) Ensure that the books and records be open to members of the Executive Committee;
- (F) Serve as the Chair of the Permanent Committee for Budget and Finance;

- (G) If required by a Resolution of the Statutory Members of the Executive Committee, provide bond upon such terms and conditions as the Statutory Members of the Executive Committee shall prescribe, the premium of which shall be paid from funds from the Executive Committee;
- (H) Provide the Audit Committee with any and all information required for the performance of an annual audit of the financial affairs of the Executive Committee;
- (I) Assist the Political Action Committee of the Executive Committee in its duties to the extent allowed by law; and
- (J) Perform such other duties as may be from time to time assigned by the County Chair or prescribed by the parliamentary authority adopted by Article VI of these By-Laws.

Authority: Texas Election Code, Chapter 173

Texas Democratic Party Rules, Article III.E.2.c, E.6.c

**SECTION 4.07. POLITICAL DIRECTOR.** The Political Director shall:

- (A) Be responsible for building a volunteer database and labor pool to assist in activities and events in connection with the Primary and General elections;
- (B) Provide information and even-handed assistance to candidates for nomination in the Primary and Run-Off Elections, making all such information and assistance equally available to all such candidates wherever possible;
- (C) Assist with the coordination of campaigns and events for the Democratic Nominees in the General Election;
- (D) Acquire information and assistance regarding the administration of Primary and General Elections from local, state, and national officials whenever necessary or required;
- (E) Provide the Chair, the Officers, the Executive Committee, the County Commissioner Precinct Executive Committees, and the Permanent Committee Chairs and members with the necessary information, programs, and recommendations for organizing during the General Election campaign;
- (F) Serve as the Chair of the Permanent Committee on Grass Roots Organizing and Campaigns;
- (G) Serve as a member of the Steering Committee;
- (H) Be responsible for coordinating Democratic Party and candidates' Get-Out-The-Vote efforts in both Primary and General elections;
- (I) Develop and present programs and information to Democrats and the general public about the Democratic Party, its candidates, and the election process; and
- (J) Perform such other duties as may from time to time be assigned by the County Chair or prescribed by the parliamentary authority adopted by Article VI of these By-Laws.

Authority: Texas Democratic Party Rules, Article III.E.2.c, E.6.c

**SECTION 4.08. PARLIAMENTARIAN.** The Parliamentarian shall:

- (A) Keep and maintain order at all meetings and ensure that the meetings are conducted in accordance with proper authorities when necessary;
- (B) Provide the Chair, the Executive Committee, and the Permanent Committees, upon proper request, with appropriate parliamentary advice and rulings concerning the application of the Texas Election Code, the Texas Democratic Party Rules, these By-Laws, and Robert's Rules of Order Newly Revised as adopted in Article VI, below;
- (C) Appoint, with the approval of the Chair, a Sergeant-At-Arms, to assist in maintaining order during meetings of the Executive Committee;
- (D) Attend meetings of the County Commissioner Precinct Executive Committees and of the Permanent Committees, as requested by the County Chair or the Chairs of the Permanent Committees;
- (E) Serve as the Chair of the Permanent Committee on Rules, Resolutions, and Nominations;
- (F) Advise and assist the Chair in reviewing and preparing information regarding the conduct of the Precinct and County Conventions;
- (G) Serve as member of the Steering Committee;
- (H) Promote, demonstrate, and exemplify the proper use of parliamentary procedures at all meetings and at all levels of the Johnson County Democratic Party;
- (I) Assist with the development and presentation of training programs designed to educate and familiarize Democrats and the general public about the Texas Election Code, the Texas Democratic Party Rules, these By-Laws, and Robert's Rules of Order; and
- (J) Perform such other duties as may from time to time be assigned by the County Chair or prescribed by the parliamentary authority adopted in Article VI of these By-Laws.

Authority: Texas Democratic Party Rules, Article III.E.2.c, E.6.c

**SECTION 4.09. ELIGIBILITY.** Each Officer who is not also a Statutory Member of the Executive Committee must meet the requirements of Section 1.03(B) of these bylaws.

Authority: Texas Democratic Party Rules, Article III.E.2.c, E.6.c

**SECTION 4.10. TERM OF OFFICE.** The term of office for the Officers and Committee Vice-Chairs of the Executive Committee shall be concurrent with that of the Statutory Members of the Executive Committee, except that in the event of a vacancy in the office of County Chair, any person appointed to a position without a vote of the Executive Committee shall serve only until the election and seating of a new County Chairman. No Officer or Committee Vice-Chair of the Executive Committee elected pursuant to these By-Laws shall be eligible to serve for more than four (4) consecutive full terms in the same office.

Authority: Texas Democratic Party Rules, Article III.E.2.c, E.6.c

**SECTION 4.11. ELECTION OF OFFICERS.** The Notice of Election shall contain information about the candidates for Officers and Committee Vice-Chairs and be distributed to the Statutory Members of the Executive Committee at least ten (10) days before the Meeting at which the Officers and Committee Chairs will be elected. In accordance with Section 3.07, only Statutory Members of the Executive Committee shall be entitled to vote on any motion to elect Officers or Committee Vice-Chairs.

Authority: Texas Democratic Party Rules, Article III.E.2.c, E.6.c

**SECTION 4.12. APPOINTMENT OF OFFICERS AND COMMITTEE CHAIRS.** If no person stands for election as an Officer or Committee Vice-Chair created in Section 4.01, above, within three months of the beginning of the statutory term of office, or for election by the Executive Committee to a vacancy in accordance with Section 3.09, above, the County Chair shall make Interim Appointments to the vacant positions, which shall be confirmed by the Executive Committee at the next Statutory, Regular, or Special Business meeting. Notice of the Interim Appointments and the confirmation election shall be the same as provided in Section 4.11, above.

Authority: Texas Democratic Party Rules, Article III.E.2.c, E.6.c

## **ARTICLE FIVE. COMMITTEES**

**SECTION 5.01. PERMANENT COMMITTEES.** The Permanent Committees of the Johnson County Democratic Party Executive Committee shall be:

- (A) Community Outreach and Candidate Recruitment;
- (B) Communications and Administration;
- (C) Budget and Finance;
- (D) Grass Roots Organizing and Campaigns; and
- (E) Rules, Resolutions, and Nominations.

Authority: Texas Democratic Party Rules, Article III.E.2.c, E.6.c

**SECTION 5.02. PERMANENT COMMITTEE MEMBERSHIP.** In addition to the elected Officer-Chair and the elected Officer Vice-Chair of each Permanent Committee, the County Chair shall, with approval of the Executive Committee, appoint not less than three (3) nor more than five (5) additional members, at least two (2) of which shall be Statutory Members of the Executive Committee.

Authority: Texas Democratic Party Rules, Article III.E.2.c, E.6.c



**SECTION 5.03. PERMANENT COMMITTEE PROCEDURES.** Each committee may develop procedures for the conduct of its business, subject to the review and amendment of the Executive Committee; provided, that the procedures utilized shall not be in violation of the Texas Election Code, the Texas Democratic Party Rules, these By-Laws, or Robert's Rules of Order Newly Revised.

Authority: Texas Democratic Party Rules, Article III.B.4, E.2.c, and E.6.c

**SECTION 5.04. COMMUNITY OUTREACH AND CANDIDATE RECRUITMENT.** The Permanent Committee on Community Outreach and Candidate Recruitment shall:

- (A) Build and maintain relationships in the various communities and constituent groups of the Democratic Party within Johnson County;
- (B) Attempt to increase participation in the Johnson County Democratic Party that reflects the diversity of the citizens of Johnson County;
- (C) Assist in developing and organizing local Democratic organizations, affiliates, and clubs;
- (D) Develop and present programs and materials to be presented at meetings of the Executive Committee and other Democratic forums designed to educate and inform the community and individuals about legal and practical qualifications and procedures for nomination and election to public or party office; and
- (E) Assist the County Chair, Vice-Chair and the Executive Committee in recruiting qualified candidates for precinct, county, and district elected offices and upon nomination in the Primary Election, offer assistance in campaign planning and execution.

Authority: Texas Democratic Party Rules, Articles I.B.7 and III.E.2.c, E.6.c

**SECTION 5.05. COMMUNICATIONS AND ADMINISTRATION.** The Permanent Committee on Communications and Administration shall:

- (A) Assist the County Chair and Secretary in maintaining a Johnson County Democratic Party Headquarters in the county seat, and at such other locales as authorized by the Executive Committee, by developing plans and budgets for consideration by the Executive Committee and the Budget and Finance Committee;
- (B) Develop rules and policies for the operation and use of the Headquarters, and related facilities by Democrats, auxiliary organizations, candidates and nominees, volunteers, and Democratic officeholders;
- (C) Develop and publish a professional newsletter on behalf of the Executive Committee and set policies for the distribution of campaign materials and literature out of the Headquarters, including policies requiring that all materials distributed by or on behalf of the Executive Committee clearly denotes the same and is made universally available to any Democrat upon request;
- (D) Develop and continually update policies and technologies required to create and maintain a Johnson County Democratic Party website, including policies on access and advertisements and wherever possible utilizing donated services and labor; and

(E) Develop and present programs and materials to be presented at meetings of the Executive Committee and other Democratic forums designed to educate and inform the community and individuals about public and media relations and the utilization of traditional and modern technology during elections and in non-election years to promote the election of Democratic candidates or the message of the Democratic Party.

Authority: Texas Democratic Party Rules, Article III.E.2.c, E.6.c

**SECTION 5.06. BUDGET AND FINANCE.** The Permanent Committee on Budget and Finance shall:

- (A) Assist the County Chair and Treasurer in the development of a two-year operating budget and financial planning;
- (B) Plan and manage fundraising activities to provide adequate funds to carry out the strategic plans of the Johnson County Democratic Party as detailed in the operating budget, including but not limited to an annual countywide Democratic fundraising banquet and sales of Democratic campaign paraphernalia;
- (C) Cooperate with the Temporary Audit Committee in its annual audit of the books and financial records of the Johnson County Democratic Party, authorizing and utilizing outside expertise when necessary or required;
- (D) Review and recommend to the Executive Committee policies and proposals involving the creation and maintenance of a Johnson County Democratic Party Political Action Committee; and
- (E) Submit the financial plans, budgets, and audit reports for review and approval by the Executive Committee.

Authority: Texas Democratic Party Rules, Article III.2.c, 6.c

**SECTION 5.07. GRASS ROOTS ORGANIZING AND CAMPAIGNS.** The Permanent Committee on Grass Roots Organizing and Campaigns shall:

- (A) Assist the County Chair and Political Director in developing policies and procedures for recruiting and utilizing volunteers at the Headquarters or in the field during Primary and General elections;
- (B) Create a database of current and historic information about registered voters in Johnson County, Texas for use by candidates and nominees in the Primary and General elections, including policies regarding any uniform fees for services or materials to be charged for access in order to recoup the costs of creating and maintaining such database;
- (C) Plan and implement a voter registration program on behalf of the Executive Committee designed to maximize the registration of likely Democratic voters based upon historic and current demographic and micrometric information and analysis;
- (D) In conjunction with the Political Director and the campaign officials for Democratic nominees, develop and continually update a coordinated campaign planning program to be implemented by the Temporary Coordinated Campaign Committee; and

(E) Develop and present programs and materials to be presented at meetings of the Executive Committee and other Democratic forums designed to educate and inform the community and individuals about grass roots organizing, voter registration, and campaigns.

Authority: Texas Democratic Party Rules, Article III.E.2.c, E.6.c

**SECTION 5.08. RULES, RESOLUTIONS, AND NOMINATIONS.** The Permanent Committee on Rules, Resolutions, and Nominations shall:

(A) Assist the Chair, the Parliamentarian, and the Executive Committee in the development and implementation of policies and procedures concerning the orderly revision of rules, the adoption of resolutions, and the process of nomination to a public or party office;

(B) Review, analyze, and propose the adoption of or revisions to the rules governing the Executive Committee, the Permanent Committees, the Temporary Committees, and the Precinct and County Conventions, including proposals for Standing Rules, where necessary.

(C) Review, analyze, and propose the adoption of or revisions to resolutions concerning the governance of the Executive Committee, the Permanent Committees, the Temporary Committees, and the Precinct and County Conventions or concerning the fundamental policy issues guiding the Johnson County Democratic Party;

(D) Report the names and qualifications of candidates for nomination for public or party office and recommend the election of nominees for such offices; and

(E) Develop and present programs and materials to be presented at meetings of the Executive Committee and other Democratic forums designed to educate the community and individuals about the Texas Election Code, the Texas Democratic Party Rules (including information about the delegate selection process), these By-Laws, and Robert's Rules of Order.

Authority: Texas Democratic Party Rules, Articles I.B.7 and III.E.2.c, E.6.c

**SECTION 5.09. COMMISSIONER PRECINCT EXECUTIVE COMMITTEES AND COORDINATORS.**

(A) **ELECTION OF COORDINATORS.** In accordance with Section 171.072(b) of the Texas Election Code and Article III.G of the Texas Democratic Party Rules, the elected or appointed Precinct Chairs of the Voting Precincts (collectively known as the Commissioner Precinct Executive Committee) in each of the Johnson County Commissioner Precincts shall elect a County Commissioner Precinct Chair, who shall be designated as the "Commissioner Precinct Coordinator."

Authority: Texas Election Code, Section 171.072(b)  
Texas Democratic Party Rules, Article III.G

**(B) DUTIES OF THE COORDINATORS.** The County Commissioner Precinct Executive Committee Chairs serving as County Commissioner Precinct Coordinators shall assist the Voting Precinct Chairs within their Commissioner Precincts in carrying out the duties of the Voting Precinct Chairs and Voting Precinct Coordinators. The Commissioner Precinct Coordinator shall conduct at least one (1) training meeting of the County Commissioner Precinct Executive Committee annually. The County Commissioner Precinct Coordinator and their Precinct Chairs shall recruit and recommend appointments to fill any vacancies in the office of Precinct Chair within the County Commissioner Precinct. While any vacant Precinct Chair remains unfilled, the County Commissioner Precinct Coordinator shall make every effort to carry out the principal duties of Precinct Chair in such precinct(s).

Authority: Texas Democratic Party Rules, Article III.E.2.c, and E.6.c

Historical Note: The following is a list of Voting Precincts in each of the Johnson County Commissioner Precincts on the date of the adoption of these By-Laws:

Commissioner Precinct 1=Voting Precincts 6, 14, 15, 16, 17, 18, 19, 23, 30, 31, & 33

Commissioner Precinct 2=Voting Precincts 1, 2, 3, 4, 5, 12, 29, & 32

Commissioner Precinct 3=Voting Precincts 7, 8, 10, 11, & 35

Commissioner Precinct 4=Voting Precincts 9, 13, 20, 21, 22, 24, 25, 26, 27, & 28

## **SECTION 5.10. STEERING COMMITTEE.**

**(A) STEERING COMMITTEE MEMBERSHIP.** The Steering Committee shall consist of the following individuals:

(1) The County Chair;

(2) The County Vice-Chair;

(3) The County Secretary;

(4) The County Treasurer;

(5) The County Political Director;

(6) The County Parliamentarian;

(7) The County Commissioner Precinct Coordinators;

(8) The Chair Emeritus;

(9) A Representative of each elected Democratic officeholder representing Johnson County in whole or in part; and

(10) A Representative of each of the affiliated Democratic organizations recognized in Section 1.02(c) and Section 5.11 of these By-Laws.

Authority: Texas Democratic Party Rules, Article III.E.2.c, and E.6.c

**(B) MEETINGS OF THE STEERING COMMITTEE.**

The Steering Committee shall serve as the governing body of the Johnson County Democratic Party between Executive Committee meetings, offering advice and counsel to the Chairman, except that the Steering Committee shall take no action that is not specifically authorized in advance by the Executive Committee. A quorum of the Steering Committee is forty percent (40%) of its membership, and a majority vote of the quorum present is authorized to take action.

Authority: Texas Democratic Party Rules, Article III.E.2.c, and E.6.c

**(C) NOTICE OF STEERING COMMITTEE MEETINGS.** The Steering Committee shall meet upon five (5) days written notice by the Chairman to consider and develop plans, strategies, and budgets to be recommended to the Executive Committee, the Permanent Committees, and the Temporary Committees. Meetings of the Steering Committee shall be open to all members of the Executive Committee.

Authority: Texas Democratic Party Rules, Articles I.B.5-6 & III.E.2.c and E.6.c

#### **SECTION 5.11. AFFILIATED DEMOCRATIC ORGANIZATIONS.**

**(A) SUPPORT FOR AUXILIARY ORGANIZATIONS.** The Executive Committee shall recognize, encourage, and support those organizations recognized and authorized by the National and State Democratic Party as auxiliary organizations and shall sponsor and encourage the formation of such auxiliaries. The Vice-Chair of the Executive Committee is designated to act as the liaison contact with these and other Democratic organizations and to assist in the coordination of common or shared activities.

**(B) RECOGNITION OF AFFILIATES.** Consistent with the policies of the Texas Democratic Party, the following affiliated Democratic organizations are recognized and shall be entitled to voting membership on the Executive Committee and Steering Committee, as set forth in Sections 1.02(C) and 5.10(A)(11) of these By-Laws:

- (1) The Texas Young Democrats;
- (2) The Texas Democratic Women;
- (3) The Texas Coalition of Black Democrats;
- (4) The Tejano Democrats;
- (5) The Stonewall Democrats; and
- (6) The Non-Urban/Agricultural Caucus.

Authority: Texas Democratic Party Rules, Article III.D.2.a, E.2.c, and E.6.c

**(C) LOCAL DEMOCRATIC CLUBS.** Legitimate local Democratic clubs or organizations may also obtain representation on the Executive Committee pursuant to Section 1.02(D) of these By-Laws.

Authority: Texas Democratic Party Rules, Article III.E.2.c, and E.6.c

## **SECTION 5.12. TEMPORARY COMMITTEES.**

**(A) CREATION OF TEMPORARY COMMITTEES.** The County Chairman may appoint, with the approval of a majority of the Statutory Members of the Executive Committee, such temporary special purpose committees as necessary to assist in carrying out the objectives and statutory duties of the Executive Committee.

**(B) AUTHORIZED TEMPORARY COMMITTEES.** The Texas Election Code, the Texas Democratic Party Rules, and these By-Laws authorize the following Temporary Committees of the Executive Committee:

- (1)** The Primary Committee, which shall perform the duties set forth in the Texas Election Code during the biennial primary election season;
- (2)** The Audit Committee, which shall conduct an annual audit of the county party's finances and property not later than May of each year;
- (3)** The Convention Planning Committee, which shall organize and plan for party conventions at all levels and assist convention delegates;
- (4)** The Coordinated Campaign Committee, which shall assist with coordinating the campaigns of all nominees of the Democratic Party on the ballot during a general or special election; and
- (5)** Any other temporary committees as the Executive Committee may deem necessary or required

Authority: Texas Election Code, Sections 172.081, 172.082, and 172.084  
Texas Democratic Party Rules, Article III.E.2.c, and E.6.c

**SECTION 5.13. ELIGIBILITY.** All Committee Members shall meet the requirements for Party affiliation and shall have demonstrated an interest in and support for Democratic candidates and principles. The County Chair, or a designated representative of the Chair, may serve as an ex-officio member of any committee, with voting rights, if any, to be determined by the rules of the committee.

Authority: Texas Democratic Party Rules, Article III.E.2.c and E.6.c

## **ARTICLE VI. PARLIAMENTARY AUTHORITY**

**SECTION 6.01. AUTHORITY.** The Democratic Party of Texas Rules for All Conventions and Meetings and Robert's Rules of Order, Newly Revised, will govern all meetings except where inconsistent with the provisions of these Bylaws, the Texas Democratic Party Rules, or the Texas Election Code. Such rules may be suspended upon unanimous consent when, in the judgment of the Chair, it is beneficial for the discussion at hand or in the best interest of the parties present.

Authority: Texas Democratic Party Rules, Article III.B.4

**SECTION 6.02. SUPREMACY CLAUSE.** These By-Laws shall be the primary source of governance of the Executive Committee, the Permanent Committees, and the Temporary Committees; provided, that in case of a conflict with the Texas Democratic Party Rules or the Texas Election Code, those sources shall prevail.

Authority: Texas Democratic Party Rules, Article III.E.2.c

## **ARTICLE VII. AMENDMENTS**

**SECTION 7.01. AMENDMENT PROCEDURE.** These Bylaws may be amended by a majority vote of the Statutory Members of the Executive Committee present at a properly called Regular or Special Meeting of the Executive Committee, provided, that in accordance with Article 3.06, there is quorum of forty percent (40%) of the Statutory Members present.

Authority: Robert's Rules of Order

**SECTION 7.02. NOTICE OF AMENDMENT.** Notice of any proposed amendments to these By-Laws shall be given to the Statutory Members in accordance with Section 3.03 or Section 3.05, and a copy of the proposed amendment(s), or a summary thereof, shall be distributed at least ten (10) days prior to the meeting at which they will be considered.

Authority: Texas Democratic Party Rules, Article III.E.2.c and E.6.c

I, Sheryl Gray, Acting Secretary of the Johnson County Democratic Party Executive Committee, hereby certify that these Bylaws of the Executive Committee of the Johnson County Democratic Party were amended by a quorum of the members of the Executive Committee at a Regular Business meeting held on March 23, 2023, notice of which and copies of these Bylaws having been distributed to the Statutory Members in advance of the meeting.

/s/ \_\_\_\_\_

JCDP Chair

Printed Name: Linda Brown

/s/ \_\_\_\_\_

Acting Secretary

Printed Name: Sheryl Gray