BRAZORIA COUNTY DEMOCRATIC EXECUTIVE COMMITTEE

RULES AND BYLAWS

Rev 2/09/19

Executive Committee Leadership

Kris McGarvey, Chair

Jacinda Valencia, Secretary

Jose Parra, Treasurer

Bylaws Committee

Monica Morgan,
Sheila Pope, PhD
Kris McGarvey
Cecile Edwards
Karen Weyel
Sheila Cooper
Cynthia Strickland
Gary Murrell

ARTICLE I

STATEMENT OF PRINCIPLES

The Brazoria County Democratic Executive Committee, hereafter referred to as BCDEC hereby adopts the Statement of Principles as published by the Texas Democratic Party as the foundation for Party activities at all levels. To achieve these principles, we hereby make these declarations and adopt the following Rules to govern Party activities at all levels:

1. No test of membership in, nor oaths of loyalty to, the BCDEC shall be required or used if it has the effect of requiring prospective or current members of the Democratic Party to acquiesce in, condone, or support discrimination on the grounds of race, sex, sexual orientation, gender identity, age, color, creed, national origin, religion, ethnic identity, economic status or disability. Further, discrimination on the grounds of race, sex, sexual orientation, gender identity, age, color, creed, national origin, religion, ethnic identity, economic status or disability in the conduct of the Democratic Party affairs is prohibited.
2. The Democratic Party at all levels shall support the broadest possible voter registration and participation without discrimination on the grounds of race, sex, sexual orientation, gender identity, age, color, creed, national origin, religion, ethnic identity, economic status or disability.
3. It shall be the duty of the County Chair and Party Officers at all levels to take 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 in the county.
4. Every person who accepts a Party office at any level (including the position of Precinct or Committee Chair) must agree to support all the Party's nominees or shall be removed. **This includes endorsements made by the State Party as a part of Project LIFT and/or any endorsements voted on behalf of the BCDEC.**
5. Public meetings of the BCDEC shall be open to all members of the Party, regardless of race, sex, sexual orientation, gender identity, age, color, creed, national origin, religion, ethnic identity, economic status or disability.
6. The time and place of all meetings of the BCDEC shall be publicized fully and, in such manner, as to assure timely notice to all interested persons. Such meetings shall be held in places accessible to all Party members and large enough to accommodate all interested persons.

ARTICLE II
RULES OF ORDER

All meetings of the BCDEC shall be conducted in accordance with Robert's Rules of Order Newly Revised except as it may be otherwise provided herein or as provided in the Rules of the Democratic Party of Texas, and applicable laws of the State of Texas, including, without limitation, the Texas Election Code.

ARTICLE III
QUORUM

Twenty- five percent of the members (exclusive of any vacancies) of the BCDEC being present at any meeting of said Committee shall constitute a quorum for the purpose of transacting any business that might come before the Committee unless State Law or the Rules of the Democratic Party of Texas specifically provide other quorum requirements.

ARTICLE IV
MEETINGS

Regular meetings of the BCDEC shall be held as required by the Laws of the State of Texas and the Rules of the Texas Democratic Party (TDP). Special meetings shall be held either upon a call by the Chair, or upon the written petition of 51% of the qualified members (exclusive of vacancies) of the Committee presented to the Chair. Notice of all meetings, regular or special, shall be given to each member of the Committee which shall be given at least ten (10) days before the day of the meeting, and otherwise comply with the Rules of the Texas Democratic Party. The County Chair may appoint a qualified individual to serve as parliamentarian at any meeting of the Committee.

ARTICLE V
RECORDS

All records of the BCDEC including but not limited to minutes of meetings, reports of committees, candidate filing forms, returns of elections, checkbooks, bank statements, accounting records, and official correspondence and contracts shall be maintained at the headquarters of the BCDEC and if no such headquarters exist, then in location agreed upon by the Chair and Secretary of the BCDEC, and under their joint custody, and shall be available to the inspection of any member of the BCDEC.

ARTICLE VI
FINANCES

1. All money that may be received by the BCDEC through any of its members or officers shall be deposited to an account or accounts of the Committee with a financial institution

as may be directed by the Chair, Secretary and Treasurer. Two signatures out of these officers shall be necessary for all checks.

2. The BCDEC shall have a fiscal year beginning on January 1 and ending on December 31. The Committee shall adopt a budget by March of odd numbered years covering operations through the adoption of the next budget to be presented by the County Chair after review by the Steering Committee. Adoption of the budget shall constitute authorization to spend up to the amount specified for each category of expenditures. The budget may be amended or supplemented by action ~~at~~ of the BCDEC.

3. Each year the Treasurer and one other officer of the BCDEC shall review the books and financial records of the BCDEC and report on such review to the full membership.

ARTICLE VII
STEERING COMMITTEE

The Steering Committee shall be composed of persons appointed by the County Chair. Members of the Steering Committee do not need to be Precinct Chairs or other members of the BCDEC.

The Steering Committee shall be an Advisory Committee to the County Chair and shall act on behalf of the BCDEC in between meetings of the BCDEC as necessary to approve expenditures, adopt resolutions on behalf of the BCDEC (subject to being rescinded at the next meeting ~~on~~ of the Committee), or other activities on behalf of the BCDEC. The Steering Committee members who are not BCDEC members may participate fully in BCDEC meetings except for voting.

The annual objectives of the Steering Committee shall be the following:

- Provide on-going leadership for the activities of the committees in order to ensure that annual goals are accomplished as set forth in the Strategic Plan.
- Develop a two-year budget for the BCDEC and obtain necessary approval.
- Support and assist the County Chair in the completion of BCDEC activities.
- Ensure that active BCDEC members staff all committee positions and that every committee is succeeding in accomplishing its specific goals.
- Review BCDEC accomplishments in consultation with the BCDEC and update the Strategic Planning document annually.

All Steering Committee members shall be notified of meetings of the Steering Committee at least 5 business days before the meeting. Where action can be taken by the Steering Committee, such action can be approved (or rejected) by e-mail, so long as a majority of members of the Steering Committee approve such action via e-mail, and the Chair concludes that the e-mail votes appear to be legitimate.

ARTICLE VIII

STANDING COMMITTEES

All standing committees shall be created by the County Chair and approved by the BCDEC based on the needs of the party at that time. One person may chair each of the standing committees and shall be appointed by the Chair of the BCDEC. Co-chairs may be created at the discretion of the County Chair.

The term of standing committee memberships shall be for the full term (2 years) of the BCDEC which elected them. In case of a vacancy occurring on any of the standing committees by reason of death, resignation or legal disqualification, said vacancy shall be filled by the County Chair. Committee Chairs may be removed from their position at the discretion of the County Chair if duties of the Committee Chair are not being fulfilled.

The Chair of the BCDEC shall be an ex officio member of all standing committees. As of the last amendment of this document, the standing committees of the BCDEC are as follows:

1. CANDIDATE INFORMATION, SUPPORT, AND RECRUITMENT
   The mission of the Candidate Information, Support, and Recruitment Committee is to recruit qualified Democratic candidates for all elected offices and positions in every Democratic Primary in Brazoria County, and to assist those candidates in running for office effectively.
2. CLUB COORDINATION
   The mission of the Club Coordination Committee is to mobilize Democratic activists involved in BCDEC-affiliated Clubs.
3. COMMUNICATIONS
   The mission of the Communications Committee is to articulate clearly and effectively the position of the Democratic Party on issues and ideals through a state-of-the-art website, social media, e-mail, and text messaging.
4. VOLUNTEER DEPUTY REGISTRAR (VDR) TRAINING AND ROSTER
   The mission of the VDR Training and Roster Committee is to schedule VDR training in multiple locations around Brazoria County, recruit volunteers to attend the trainings and maintain a roster of Volunteer Deputy Registrars. This committee will coordinate opportunities with other similar organizations and county parties.
5. ELECTION WORKERS
   The mission of the Election Workers Committee is to provide qualified Judges, Alternate Judges and Election Clerks for every polling location on Election Day and for each early voting location by recruiting and training Democratic activists for these positions.
6. EVENTS/VISIBILITY

The mission of the Events/Visibility Committee is to identify events in Brazoria County where the Party needs to be represented.

7. FUNDRAISING
   The mission of the Fundraising Committee is to raise sufficient funds for the BCDEC to be able to perform its political, administrative, and other functions effectively.
8. "ORGANIZING/GET OUT THE VOTE" (GOTV)
   The mission of the "Organizing/GOTV" Committee is to increase Democratic voter turnout significantly by organizing, training, and motivating activities at the neighborhood level.
9. VOLUNTEER SUPPORT
   The mission of the Volunteer Support Committee is to recruit new precinct chairs and volunteers and provide them the tools to succeed.

ARTICLE IX
VACANCIES

All vacancies shall be filled according to the rules of the Democratic Party of Texas.

ARTICLE X
SECRETARY

1. The BCDEC shall elect a Secretary. If the BCDEC has not done so, the County Chair may appoint a Secretary until the committee acts. The Secretary need not be a member of the committee.
2. The term of office of the Secretary, if one is elected or appointed, shall run concurrently with the term of office of the BCDEC.
3. The combined amount of any compensation paid from the Primary fund to the Secretary and the Chair for their services shall be more than $300.00 but in no case exceed the lesser of $8,000.00 or 5% of the amount actually spent for necessary expenses in holding the Primary Election for that year, exclusive of the compensation paid to the Chair and Secretary. (Required by in accordance with Texas Election Code §173.004.
4. The Secretary shall be responsible for taking minutes of any BCDEC meeting.
5. The Secretary legally is authorized to receive applications for a place on the Primary ballot, and an application received by the Secretary shall be filed officially.
6. The BCDEC may, by majority vote, adopt continuing rules for the conduct of its business, so long as they are not prohibited by law or are not inconsistent with the rules of The Texas Democratic Party. Such rules shall be filed with the State Chair.

ARTICLE XI
TREASURER

The Chair shall appoint a Treasurer of the BCDEC at the first meeting of the newly elected and installed BCDEC who shall serve the full two-year term of that Committee, or until a successor shall be appointed.

The Treasurer shall keep or cause to be kept an accurate record of all funds received and spent by the BCDEC; and shall present or have presented a financial report at all meetings of the BCDEC.

ARTICLE XII
NOTICES

Whenever these Rules or the Rules of the Texas Democratic Party require that timely notice be given (including notice in writing), such notice shall be regarded as having been given (including "in writing") if it is either published prominently on the Party's website or contained in an e-mail sent to the person required to be notified, provided, however, that if a member of the Committee or of the Steering Committee notifies the county chair in writing that he or she does not have ready access to e-mail or website, posting of notice will not be sufficient as to that person, and other appropriate means of providing notice to that person shall be employed.

ARTICLE XIII
AMENDMENT

These Rules may be amended by a majority of the BCDEC members attending a meeting called for such purpose. The quorum shall be 25% of the committee membership excluding vacancies. The proposed amendment must be emailed to the BCDEC members at least ten (10) days before its adoption is considered by the committee.