

TABLE OF CONTENTS

Bylaws of the Hays County, Texas Democratic Party

1. Article I. Name2

2. Article II. Governance and Purpose2

3. Article III. Guiding Principles and Vision2

 Section I. Guiding Principles2

 Section II. Vision3

4. Article IV. Qualifications and Organizational Structure3

5. Article V. Meetings4

6. Article VI. Officers and Elections6

 Section I. Duties and Responsibilities.....6

 Section II. Officers and their Responsibilities7

7. Article VII. Vacancies and Removal of Officer or Chairs11

8. Article VIII. Standing Committees13

9. Article IX. Review and Amendments15

10. Article X. Grievance Procedure..... 15

11. Article XI. Conflict of Interest15

12. Article XII. Bylaws effective date.....16

Bylaws of the Hays County Democratic Party (Texas)

ARTICLE I. NAME

The name of this organization is the Hays County Democratic Party (“HCDP”). The name of the governing body is the Hays County Executive Committee (“HCEC”). The HCEC shall consist of the County Chair and all Precinct Chairs.

ARTICLE II. Governance and Purpose

A. The HCDP will conduct itself according to (1) the Texas Election Code, (2) other applicable laws, (3) rules of the Texas Democratic Party, and (4) these Bylaws, as may be adopted or amended from time to time. Should any conflict arise among this set of controlling authorities, the conflict shall be resolved in the order set forth in the preceding sentence.

B. The purpose of the HCDP is to support, promote, build, and perpetuate the Democratic Party at the county, state, and national levels, to help elect principled Democrats, and to promote Democratic Party values in the community, and to support fair and free elections (collectively, our “Purpose”). The HCEC is tasked with determining the means to achieve our Purpose.

ARTICLE III: Guiding Principles and Vision

Section I. Guiding Principles

A. The HCDP hereby adopts in total the [Texas Democratic Party's Statement of Principles and General Rules](#) as the foundation for party activities at all levels, and hereby incorporates such Statement into these Bylaws by reference.

B. The HCDP respects the dignity and worth of every person regardless of race, ethnicity, national origin, color, sexual orientation, gender identity or expression, religious affiliation, physical or mental ability, age, income, or education.

C. The HCDP is committed to eliminating structural and institutional racism. The HCEC shall adopt and maintain anti-racism policies-and procedures to govern its affairs.

D. The HCDP believes that our citizens and voters deserve openness, fairness, and the highest ethical standards from their HCEC representatives at all levels.

E. The HCDP shall work in partnership with voters, service providers, clubs and organizations, businesses, other counties, lawmakers, state and national Democratic Party leadership, and others to continually improve the quality of our leadership and services to the community.

F. The HCDP believes that Hays County voters deserve conscientious stewardship of the public trust regarding planning for and coordinating the Primary and General Election Campaigns of the Democratic Party's nominees.

G. The HCDP does not endorse, favor, or show preference for one Democratic candidate over another in any contested primary or special election. Precinct chairs, as individuals, are free to endorse any Democrat in primaries or special elections, but not as "Precinct Chair."

H. The HCDP can only function with an informed citizenry and contested elections. The HCDP encourages full participation in our democratic and legislative processes. Accordingly, the HCDP shall seek Democratic candidates to run for all elected positions and shall seek to educate voters regarding Democratic nominees appearing on ballots in Hays County, and to inform voters of the important legislative actions that affect them.

I. The HCDP believes in openness, inclusiveness, transparency, accountability, and grassroots participation. All the HCDP's activities should reflect these values.

ARTICLE IV: Qualifications and Organizational Structure

A. Qualifications: Any person is eligible to hold the office of Precinct Chair or County Chair, provided he/she/they meet the statutory criteria specified in the Texas Election Code, including:

1. Living in the county or precinct from which they wish to be elected,(
(Required by Texas Election Code §171.023(a) and §161.005(a)(1)).

2. Be a qualified voter in that county ((Required by Texas Election Code §161.005 (a)(1))
3. Not be a county, state, or federal public office holder or candidate for such office (Required by Texas Election Code §161.005(a)(2))
4. In a general election year, be affiliated with the Democratic Party through voting in the Democratic primary election or runoff or by oath of affiliation ([pg. 17, 3. Qualifications in TDP Rules](#))

ARTICLE V: Meetings

- A. Regular meetings of the HCEC shall be called by the County Chair and communicated to the public by the Secretary. In the event the County Chair fails to schedule a meeting of the HCEC at least once within any ninety (90) day period, a meeting of the HCEC may be called by 25% of the members of the HCEC.
- B. Although only one (1) meeting per quarter is required by the Texas Democratic Party (TDP) ([make link.](#)) The Hays County Executive Committee (HCEC) meets monthly. These meetings may be changed by a majority vote of the HCEC. These meetings maybe in person, online, or a combination of the two, dependent upon a recommendation from the chair and confirmation vote by the HCEC.
- C. MEETING DATES/TIMES are decided on a majority vote by the HCEC at the beginning of the year.
- D. Locations may vary but shall be decided by at least a month in advance. Notification of date and meeting at least 7 days in advance. Notification shall also be provided to the public at least 7 days in advance with posting on the official HCDP calendar and social media.
- E. Notices for meetings, called meetings, or other statutory business shall be sent individually to members of the HCEC in the timeframe required.
- F The presiding officer of the HCEC shall call the meeting to order at the time set and establish if a quorum is present.
- G. County Executive Committee Quorum. Non-Statutory Business – At County Executive Committee (CEC) meetings, the quorum for conducting non-statutory business shall consist of not less than 25% of the membership, excluding vacancies.
 - E. If a quorum is not present, the meeting will be recessed for fifteen minutes, at which time the presiding officer will again call the meeting to order. If

no quorum is present the second time, the meeting shall be adjourned without taking any action. Political organizations, candidates and other persons may make announcements.

- F. In the absence of the County Chair from any HCEC meeting, the First Vice Chair shall serve as the presiding officer. In the absence of the Chair and First Vice Chair, the Second Vice Chair shall serve as the presiding officer. If a meeting is called by the majority of the HCEC voting members, and no officer is present to call the meeting to order, any member of the HCEC may call the meeting to order and select a temporary presiding officer to conduct the meeting.
- G. Any request for an item to be placed on the agenda shall be received by the County Chair at least seven (7) calendar days before the meeting. The County Chair shall have the discretion to allow or disallow any request received within seven (7) calendar days of the meeting.
- H. Any person qualified to vote in Hays County who supports the principles of the Democratic Party may attend and participate in any regular HCDP meeting as a non-voting member (a “Qualified Participant”). If a person that is not a Qualified Participant requests to participate or address the members of the HCEC, the meeting rules first must be suspended by a two-thirds (2/3) majority of the HCEC members present. Question of the non-Qualified Participant’s participation or address must then be approved by a majority vote of the HCEC members present.
- I. All meetings of the HCEC 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 Texas Democratic Party (TDP Rules), and applicable laws of the State of Texas , including, without limitation, the Texas Election Code.
- J. Unless otherwise provided, all actions to be taken by the HCEC must be approved by a simple majority of the voting members present at the meeting when such item is discussed.
- K. As per TDP rules, there shall be no secret votes or ballots for any action taken by the HCEC.
- L. Any action that contravenes or violates these Bylaws shall be void *ab initio*.

ARTICLE VI: OFFICERS AND ELECTIONS

The officers of the Hays County Executive Committee (HCEC) shall be the County Chair, First Vice Chair, Second Vice Chair, Secretary, Treasurer and Parliamentarian. The Secretary and Treasurer need not be Precinct Chairs, but if they are not, they will have no vote on the HCEC. The Parliamentarian shall not be a Precinct Chair. For the first term only (2021) the First and Second Vice-Chairs shall serve from the time of their election until January 2023. Beginning in January 2023, officers (other than the County Chair, Secretary, and Parliamentarian) shall be elected in January in odd-numbered years for two-year terms by the HCEC. They are not precluded from a second term. The First Vice Chair, Second Vice Chair, Secretary and Treasurer will be elected by a simple majority vote.

Section I. Duties and Responsibilities

A. Statutory Duties of the County Executive Committee (*which includes the Chair*):

1. Collecting filing fees, (Required by Texas Election Code §172.021 and §172.022);
2. Appointing poll watchers (Required by Texas Election Code §33.03);
3. Determining the order of names on the ballot (Required by Texas Election Code §172.082 and §172.084);
4. Canvassing primary results (Required by Texas Election Code §172.116);
5. Setting and publicizing times and places for Precinct and County and Senatorial District and State Conventions (Required by Election Code §174.022 and §174.063);
6. Additional required responsibilities are outlined in the Texas Election Code in Chapters 171, 172, 173, and 174 as well as Sections 31.032, 32.006, 32.034, 32.093, 32.111, 34.007, 42.009, 43.003, 51.002, 51.003, 51.035, 52.002, 123.001, 123.033, 124.065, 125.031, 143.033, and 145.036.

B. Non-Statutory Duties of the HCEC:

The HCEC non-statutory duties include, but are not limited to:

1. Having primary responsibility for planning and for coordinating the General Election campaigns of the Democratic Party's nominees

within the county. In the case of nominees running for office in districts which include areas outside of the county, the County Executive Committee shall work with the Senatorial District Committee. This responsibility shall include raising funds for conducting county-wide Field and GOTV, supporting the statewide effort for the entire ticket, producing materials, and coordinating local services for all Democratic campaigns.

2. The approval of expenditure of funds via the Hays County Democratic Party budget or other extra expenditures. Such expenditure, unless otherwise specified by law, shall require the approval of at least 50%+1 of its members present.
3. Primary responsibility for getting their precincts out to vote in all elections.
4. Publicly supporting ONLY Democratic candidates in partisan elections.
5. The HCEC may vote to delegate statutory duties to the County Chair. Such delegation shall not replace or supersede actions or authority of the HCEC as a whole. These delegated actions shall be subject to the review and approval by the superior authority of the full HCEC.
6. The HCEC may not delegate more power or authority that it has under Applicable Law.
7. Unless otherwise provided, such delegated duties remain subject to the review and approval by the voting members of the HCEC.

Section II. Officers and their Responsibilities

A. County Chair:

1. The Chair is elected by the Democrats in Hays County during the primary in even-numbered years, concurrently with the Primary elections, for a term of two (2) years.
2. Besides the Statutory Duties, the County Chair may establish ad hoc committees (not otherwise created by these Bylaws), sub-committees, or task forces as they deem appropriate to carry out their non-statutory duties or address other issues.
3. Nominate individuals to serve on any committees (ad hoc or standing), subcommittees, or task forces, and designate the presiding officers/chairs for ad hoc committees, subcommittees, or task forces, all of which are subject to an approval of the HCEC. These non-standing committees shall serve no longer than the term of office of the County Executive Committee.

4. The Chair shall be ex-officio member on all standing Committees, an hoc committees, task forces and subcommittees, but shall only vote to break a tie.
5. The Chair shall appoint the yearly audit committee subject to approval of the HCEC, to review all financials

B. First Vice Chair

1. The First Vice Chair shall conduct HCEC meetings in the absence of the Chair.
2. The First Vice Chair shall chair the Elections Committee and have a knowledge of how to use the Democratic Party's Voter Activation Network (VAN)(or any equivalent or replacement voter database).
3. The First Vice Chair shall complete the Texas Democratic Party's trainings within sixty (60) days of election, if not proficient in VAN upon election.

C. SECOND VICE CHAIR

1. The Second Vice chair shall direct Get Out the Vote (GOTV) and shall be proficient with the Texas VAN and MiniVAN.
2. The Second Vice Chair will be responsible for Precinct Chair Training, including the VAN. This person will serve as the primary resource for Precinct Chair Leads with respect to their precinct mobilization efforts.

D. SECRETARY

1. The Secretary shall be elected at the first HCEC meeting following the election of the County Chair and shall serve the same term as the chair, as per Texas Democratic Party rules.
2. The Secretary is authorized to receive applications for a place on the Primary ballot, and any application received by the Secretary shall be filed with the Texas Secretary of State's office or Hays County Elections, as the law requires.
3. The Secretary shall keep the minutes of all meetings of the HCEC and shall provide a copy of those minutes for review at least five (5) days before the next HCEC meeting.
4. The Secretary shall maintain the attendance record for all HCEC meetings. Absences (excused or unexcused) shall be reported in the meeting minutes along with the names of any guests present, and the Secretary should notify the Chair if a Precinct Chair has missed three (3) or four (4) consecutive meetings. (*See "Vacancies"*), and when applicable, the secretary shall report the reason for the absences.

5. The Secretary shall maintain custody of all HCEC records and shall make such records available for inspection online (to review but not to copy or edit) by any member of the HCEC or the Texas Democratic Party.
6. The Secretary shall provide notice of upcoming meetings (either as called by the County Chair or by 25% of the voting members) and give updates to the webmaster and Communications Chair, so the HCDP website and social media have up-to-date information.
7. In addition to general notice, individual members of the HCEC must receive notice of the meetings from the Secretary.
8. The Secretary may appoint a committee to assist with his/her/their duties.
9. The Secretary, on completion of the term of office, shall provide all records to the incoming Secretary on the twentieth (20th) day following the election of a successor.
10. The County Chair or County Executive Committee Secretary, shall add any Chair who is appointed and remove any Chair who resigns, dies, or is removed from office during the term of their office to the Texas Secretary of State website. (A County Chair or Precinct Chair who has been elected by the voters or has been appointed to fill a vacancy must also be posted to the website of the Secretary of State.) The list as posted on the Texas Secretary of State website shall be the official members of the County Executive Committee for all purposes outlined under these Rules and Texas statutory requirements.

E. TREASURER

1. The Treasurer shall be elected at the first meeting following the acceptance of these bylaws, and thereafter in odd-numbered years, serving a 2-year term.
2. The Treasurer shall deposit all contributions and monies consistent with Texas Ethics Commission (TEC) requirements within 10 days of receipt into an account at a financial approved by a majority of the HCEC voting members
3. The Treasurer and Secretary shall have a key to the HCDP PO box.
4. The Treasurer shall reimburse only budget approved amounts, and only with completed vouchers with the appropriate receipts. The Treasurer shall make sure that reimbursement vouchers are readily available to HCEC members.

5. The Treasurer shall send reimbursement checks to those who have submitted receipts and reimbursement vouchers for budgeted amounts no more than 10 days after receipt of the above.
6. The Treasurer shall establish internal controls for the financial accounts, assets, receipts, disbursements, obligations, operating budget and financial transactions of the HCEC.
7. The Treasurer shall provide a financial report at all regularly scheduled HCEC meetings, including a report of all fiscal activity of the Hays County Democratic Party, including deposits, revenues, expenditures, and operating budget reports. A copy of this report shall be made available to all HCEC voting members by five (5) days prior to such regularly scheduled meeting.
8. The Treasurer shall maintain the HCEC checkbook and be responsible for paying authorized billing invoices incurred by the Hays County Executive Committee.
9. Upon completion of the term of office, the Treasurer shall provide all records to the incoming Treasurer by the twentieth (20th) day following the election of a successor.
10. The Treasurer is responsible for filing Texas Ethics Committee (TEC) financial reports and, when applicable, Federal Election Commission (FEC) financial reports according to their due dates.
11. In addition, the Treasurer shall work with the County Chair to ensure compliance with the Secretary of State's Primary Finance System's reporting requirements.
12. The Treasurer shall maintain an excel list (or other spreadsheet) of all donations and expenditures.
13. Yearly, the treasurer shall make available the financial records, including the material inventory, expenditures and income of the Party to the Financial Review committee to audit by the end of January, following the current fiscal year end (December 31.)
14. Should the treasurer resign before the end of his/her/their term, a Special Finance Review Committee, comprised of two members from the Budget Committee and one from the Fundraising Committee shall review the financial books and records of the Party and make a report within 30 (thirty) days following the resignation.

F. PARLIAMENTARIAN

1. The Parliamentarian shall be a registered voter in Texas who is affiliated with the Democratic Party (See Texas Election Code Chapter 162, Regulating Participation in Party Affairs).
2. The County Chair shall appoint the Parliamentarian, subject to approval of the HCEC, for a term to match the Chair's. The Parliamentarian shall not be a member of the CEC, and therefore has no vote.
3. The Parliamentarian is responsible for ensuring that the Hays County Executive Committee Bylaws and Policies and Procedures, and the Texas Democratic Party Rules are followed.
4. The Parliamentarian shall be familiar with Roberts Rules of Order (most recent edition.)
5. The Parliamentarian serves as the presiding officer on rules and interpretation of the rules as they relate to the Hays County Democratic Party.

G. SWEARING IN

1. The County Chair and the Precinct Chairs shall be sworn in at the Hays County Democratic Party Convention held on the date specified by Party Rules (or as soon as possible thereafter, should election of either be delayed.) The term of office for members of the County Executive Committee shall begin on the twentieth day following the Runoff Primary and shall continue for two years or until their successors are elected and certified. (Required by Texas Election Code §171.022(c))
2. The swearing in shall be conducted before a quorum of a majority of the HCEC membership as specified in Party Rules.
3. Any Democratic elected office holder (active or retired) may be asked to conduct the swearing in ceremony.
4. For County and Precinct Chairs who may be appointed and confirmed between elections, their swearing in may be performed at the first HCEC meeting they attend after election and may be performed by any Democratic elected office holder (active or retired.)

ARTICLE VII: VACANCIES AND REMOVAL OF OFFICER OR CHAIRS

- A. A vacancy by the chair of the HCDP either by resignation or by death, will result in an election among HCEC members for the vacant position.
 1. A meeting shall be called more than 10 days but not more than 20 days after the vacancy has occurred. HCEC members shall be provided at least 7 days' notice of the vacancy prior to the CEC vote.

2. A quorum of current precinct chairs must exist for voting on a new county chair.
3. A simple majority is required for election of the vacancy.
4. Notice of the vacancy shall be posted on HCDP website and other social media platform, or to HCEC by email with return and read receipt requested, at least seven (7) days prior to the vote.

B. Eligibility for nomination:

1. Must meet eligibility requirements for a precinct chair (but must live in Hays County, as opposed to a particular precinct) as per Texas Election Code
2. All candidates must file an official application of candidacy, as stated in Texas Democratic Party rules. This must be notarized and received by the HCEC Secretary prior to the voting for chair.
3. A currently elected member of the HCEC must nominate a candidate for this position.

C. Vacancy by any officers or precinct chairs shall follow the same procedure as a vacancy in a Precinct Chair, according to the nomination and election process above. The quorum for these vacancies is 25% of the HCEC.

D. Vacancy by a committee chair shall result in the committee electing a new chair.

E. As per Texas Democratic Party rules, there shall be no secret votes, and the meeting must be open to the public. (*See Policies and Procedures on how to vote in person or online.*)

F. [Acting Precinct Chair Appointment upon Failure of the Elected Chair to Perform Duties. \(E. 1. D.\)](#) If a Precinct Chair has missed 3 or more consecutive meetings, an acting precinct chair may be appointed.

G. [Removal for abandonment of office upon Failure of the Elected Chair to Perform Duties. \(E. 5. e.\)](#) If a Precinct Chair has missed 4 or more, they may be removed for abandonment of office.

H. The County Chair may appoint a person to fill a precinct chair vacancy at any time. The County Chair (or chair may designate the Secretary) shall delete from the Secretary of State website the name of any County Executive Committee member who resigns, dies, or vacates the position. The appointed chair shall assume the position upon appointment.

I. The County Executive Committee shall confirm those appointed at the next business meeting of the CEC. Any appointment by the County Chair to fill a precinct chair vacancy shall be ratified by majority vote of the County Executive Committee at a meeting at which 25% of the membership shall constitute a quorum; or the Executive Committee, when a business quorum

is present, may call for a vote by mail, listing the precinct chairs to be appointed on a published ballot sent to all its membership, to be signed and returned by a stated deadline (in keeping with the requirement that the Texas Democratic Party does not permit secret ballots) and provide that the vote will not be valid unless 25% of the membership have returned their signed ballots. The results of the votes shall be published within 7 days after the stated deadline. (*Texas Election Code 171.024*) If there is an additional candidate at the time of a ratification vote, then the County Executive Committee shall default to conducting a precinct chair election per its rules, and not conduct a ratification vote of the County Chair's appointment. Notice of the replacement chair's name and address shall be promptly posted on the Secretary of State website after ratification by the County Chair or Secretary. Until confirmed by the County Executive Committee, the appointed chair has only the non-statutory responsibilities of a precinct chair.

- J. When the [precinct boundaries are changed between primary elections \(E, 5. c\)](#) and only one Precinct Chair resides within the new precinct, that Chair shall continue to serve in the new precinct until the end of the term of office. If no chair resides within the new precinct, the office automatically shall become vacant and shall be filled as provided herein. (Required by Texas Election Code §171.023) If a new precinct contains the residence of two or more incumbent precinct chairs in office within the new boundaries, the County Chair shall ask the incumbent chairs to decide by consensus by a date certain as to who shall complete the term as the precinct chair. For those precincts where the incumbent precinct chairs cannot or do not decide by that date, the County Chair shall appoint a committee to make recommendation(s) to the full county executive committee of the chairs to complete the term in the same manner as the county uses to fill a vacancy in a precinct chair office.)
- K. Always default to current [TEXAS DEMOCRATIC PARTY](#) rules and/or [TX Election Code 171.025](#) in filling a vacancy if there are extenuating circumstances or challenge(s) by CEC members.

ARTICLE VIII. STANDING COMMITTEES

- A. **Budget Committee:** The purpose of the Budget committee is to establish the annual budget, and to help the HCEC stay on budget.

B. Candidate Committee: The purpose of the Candidate Committee is to be responsible for helping to recruit candidates to run for partisan races in Hays County.

1. There shall be a Sign Subcommittee. The purpose of the Sign Subcommittee is to assist candidates with getting their signs out and back in a timely manner.

C. Communications Committee: The purpose of the Communications Committee is to develop and implement messaging strategies and disseminate news and information across a variety of media to advance the objectives of the County Party. The Communications Committee will write and send press releases to promote party activities, with approval from the County Chair. In turn, preview and approve any media releases on behalf of the County Party, coming from the Chair or any Committees.

- a. **Technology** The purpose of the Technology sub-committee is to develop and maintain the backend systems/platforms essential for county party business.

D. Data Committee. The purpose of the Data Committee, shall analyze election data, and possibly other data

E. Diversity Committee: The purpose of the Diversity Committee is to bring diverse people into the Hays County Democratic Party.

F. Elections Organization Committee: The purpose of the Elections Organization Committee is to assist the Chair with the myriad tasks involved in holding primaries, runoffs, and elections.

G. Fundraising Committee: The purpose of the Fundraising Committee is to raise funds for all needs of the Hays County Democratic Party.

H. Field/Get Out the Vote Committee (Field/GOTV):The purpose of the GOTV Committee is to develop strategies to educate, encourage, and motivate all Democratic voters to vote in elections.

I. Legislative Advocacy Committee: The purpose of the Legislative Advocacy Committee is to research, organize and communicate efforts to advocate for legislation and policy reflective of Democratic values and ideals. It will create a network of issue-oriented caucuses across the county, to be sure we are up to date on issues and topics.

J. Outreach Committee: The purpose of the Outreach Committee is to provide year-round outreach programs to various constituencies in the county.

K. Precinct Chair Leads Committee: The purpose of Precinct Chair Leads is to support and assist in training the precinct chairs in their designated area.

IX: REVIEW and AMENDMENTS

- A.** HCEC shall review these Bylaws at least once every two years to ensure they are updated and reflect any statutory changes, TDP Rule modifications, or other necessary revisions. This review shall commence no later than the summer after the election of the County Chair in Primary Election years. The review shall be conducted by an ad-hoc Bylaws Review Committee, appointed by the Chair, subject to approval by the HCEC.
- B.** HCEC members shall be notified at least two weeks prior to the discussion of any bylaw revisions to view them digitally or may request a copy in print. (*Note that due to mailing conditions, print may be received in less two-weeks.*)
- C.** Proposed Bylaws revision or changes shall be read and discussed at one meeting, and then voted at the next month's meeting.
- D.** Any proposed amendment to these Bylaws must be ratified by 2/3 of the voting members present to be adopted.

ARTICLE X: GRIEVANCE PROCEDURE

Any formal grievance regarding violation of these Bylaws shall be submitted to the Chair in writing. Upon receipt of such a grievance, the Chair shall randomly select five (5) members from HCEC voting members to review the grievance (the "Grievance Committee"). The Grievance Committee shall meet and conduct an initial review of the written grievance within thirty (30) days of its receipt. Upon a thorough review of the grievance, the Grievance Committee shall provide a written recommendation to HCEC to address the grievance. Note that if the grievance is against the Chair, then the Secretary shall receive the grievance and select the committee at random.

The written complaint must contain the following:

1. A statement of the decision, action, or failure to act from which the complaint is taken; and
2. The points on which the complaint is based; and
3. The individual(s) for whom the complaint is taken; and
4. What provisions of the Party Rules have been violated or disregarded; and
5. What relief, correction or other action is sought by the appellant.

ARTICLE XI: CONFLICT OF INTEREST

A. Prior to commenting or voting on a rule, endorsement, resolution, or policy (an "Official Action"), any voting member/officer that has received or will receive

compensation or remuneration of any kind resulting from either the adoption or defeat of such Official Action, shall disclose this financial interest to the HCEC before the agenda item is discussed. For purposes of this Article, a voting member's/officer's duty to disclose applies to compensation or remuneration that has been received or will be received by his/her/their family members. Such disclosures shall be included in the HCEC's minutes of the discussion of such Official Action. If this rule is violated, the, presiding officer shall declare the vote on the Official Action to be out of order. The HCEC may affirm such Official Action by a new vote once the voting member's interest has been disclosed.

B. Officers of the HCEC are under a continuing obligation to avoid the appearance of a conflict of interest (whether actual or potential conflicts exist). Accordingly, Officers shall not: (1) enter into or propose any transactions or financial relationship between (a) the HCEC and (b) the Officer, a family member of the Officer, or an entity in which the Officer or the Officer's family member has a financial interest; (2) solicit or accept any remuneration, compensation, or gift from any person or entity with whom the HCEC has a business or financial relationship; or (3) accept any remuneration, compensation, or gift for advocating or opposing any Official Action before the HCEC.

C. HCEC members shall avoid any conduct that gives the appearance of impropriety. Any HCEC member with an actual conflict shall not vote on any Official Action in which they have an interest. All HCEC members are strongly encouraged to recuse themselves from voting on any Official Action where they have a potential interest.

D. Property and assets of the HCDP, including any leases held in the name of HCEC, are not to be utilized for the personal use or benefit of any individual HCEC member or other individual.

ARTICLE XII. Bylaws effective date

These bylaws and any amendments go into effect upon passage.

Adopted Regular Hays County Executive Committee meeting, September 12, 2021, Hays County.

Bylaws developed by HCEC Bylaws Committee, Kathi Thomas, chair, Mark Trahan, Donna Haschke, Jourdan Spence, Dr. Michelle Cohen & Deborah Chavez

2022 Bylaws Review Committee: Kathi Thomas, Chair, Donna Haschke, Jourdan Spece, Deborah Chavez, John Hatch, Linda Rodriguez, Alex Moreno, & Will Webber Amendments adopted at June and September, 2022 HCEC meetings.
