ARTICLE I - PREAMBLE

A. The Bexar County Democratic Party (BCDP) includes all Bexar County Democrats. The County Executive Committee (CEC) is the BCDP's governing body, consisting of the Democratic Party Precinct Chairs and the County Chair.

B. The Mission of the Bexar County Democratic Party is to inform and motivate voters to elect candidates for public office who support, uphold, and defend Democratic values and principles. *[Amended 10-Jun-2025]*

C. To carry out the CEC's role in managing the party's affairs, to manage the Bexar County Democratic Party as a continuing organization, and to ensure continuity between terms, the Bexar County Democratic Executive Committee (CEC) establishes these continuing rules to provide for the conduct of the county party's business.

ARTICLE II - DEPUTY CHAIRS

A. Following the first meeting of a CEC's term, the County Chair will schedule a caucus of the seated Precinct Chairs of each County Commissioner's precinct, as determined by the Bexar County Commissioners Court. The County Chair will preside over each of these caucuses. At this caucus the Precinct Chairs shall elect from among their number one (1) individual to serve as that Commissioner Precinct's Deputy Chair, who will serve as Deputy Chair to the County Chair and serve on the Executive Council.

B. The County Commissioner's precinct caucus will be scheduled at a place and time that is convenient and accessible, and before the appointment of any additional precinct chairs, no later than 10 days prior to the next scheduled meeting of the CEC. The quorum for the caucus will be 25% of that Commissioner's Precinct's current Precinct Chairs.

C. The Deputy Chair will be selected by a majority of the Precinct Chairs present at the caucus. If no one individual receives a majority in the first ballot a second ballot with only the two individuals with the highest vote counts will be held. In the event of a tie the County Chair will cast the deciding vote.

D. If the County Chair is absent or unable to chair a meeting of the CEC, the County Chair will choose one (1) of the Deputy Chairs to substitute for the County Chair.

E. Duties of the Deputy Chairs will also include:

1. Coordinate communications among the Precinct Chairs of their Commissioner's Precinct.
2. In circumstances when the Texas Election Code requires a meeting of the Precinct Executive Committee, the Deputy Chair of the corresponding Commissioner's Precinct shall serve as the elected chair of the Precinct Executive Committee.
3. Participate in meetings of the Executive Council and ensure that it conducts business in its area of responsibility according to these Continuing Rules.
4. Attend meetings of the County Executive Committee and of the Steering Committee.
5. Coordinate and encourage Democratic campaign activities by the precinct chairs in their Commissioner's Precinct in campaign season, according to the strategies and programs approved by the CEC, working with the County Chair and any managers the CEC appoints.
6. Ensure that in case of the absence, neglect, or incapacity of a County Chair, the County Executive Committee and the Bexar County Democratic Party will continue to function.

F. Procedure to Remove from Office:

1. Recall:
   a. A Deputy Chair may be removed from office for malfeasance, nonfeasance, or misfeasance that results in harm to the party. Malfeasance is defined as intentional wrongdoing. Nonfeasance is defined as non-performance of a Deputy Chair's duty. Misfeasance is defined as an action which is proper by the law and party rules, but is performed improperly.
   b. The recall procedure shall be initiated either:

● Upon submission of a recall petition which must state the particulars of the alleged offenses, signed by at least one-quarter (1/4) of the seated Precinct Chairs in that County Commissioner's Precinct, or

● Upon a written accusation by the County Chair, who must state and document the particulars of the alleged offenses.

c. In either case, the County Chair shall take advice from the rules committee on procedure, and shall give at least ten (10) business days written notice of the hearing by mail to the Deputy chair, the Precinct Chairs from that Commissioner's Precinct, and the BCDP Secretary. That notice will clearly name the place, time, and purpose of the hearing and shall contain a copy of the removal petition (or accusation if the county chair is initiating the process). The Deputy chair must be notified by certified mail and any other means reasonably available including, telephone, email, and messenger. Proof of such shall be documented and retained by the BCDP secretary. The place and the time of the hearing must be suitable and reasonably convenient to the majority of the chairs concerned.

2. Hearing:
   a. The quorum for such a hearing will be 40% of that Commissioner's Precinct's Precinct Chairs.
   b. The county chair (or a deputy chair if the county chair is absent or is the accuser) will preside over the hearing. The BCDP Secretary or an assistant secretary shall record minutes and the roll of the participants in the meeting.
   c. At any point during the hearing, if the deputy chair chooses to resign, the hearing is terminated.
   d. Those making charges will present them with particulars exactly as in the petition or accusation, and witnesses will be subject to reasonable cross examination by the accused.
   e. The accused Deputy Chair shall then have the opportunity to present his or her defense against the charges proffered and to call witnesses for the defense, all subject to cross examination by an accuser.
   f. After discussion the County Chair shall then call the roll of Commissioner's Precinct Precinct Chairs present for the hearing to determine each of the following points by majority vote. The number of votes for, against, and abstaining shall be recorded:
      1) Whether each of the alleged charges and particulars, if true, are cause for removal,
      2) and, if any of those votes are in the affirmative, then on each charge judged to be cause for removal, they will vote on whether each of the allegations is true,
      3) and if one of more of those votes are in the affirmative, the Deputy Chair may have a single ten-minute period for a final argument or caucus, and then the Precinct Chairs shall vote on whether they wish to remove their Deputy Chair. The number of votes for, against, and abstaining shall be recorded.
   g. The results of this hearing shall be recorded by the Secretary, submitted in writing and reported to the CEC. The CEC shall vote as to whether the process was proper, and if that vote is in the affirmative, the office shall be vacated.
3. Notice: The County Chair shall then send a notice of this result to the Deputy Chair within ten (10) days. If the Deputy Chair has been removed, in accordance with the foregoing procedure, the precinct chairs in that Commissioners Precinct shall elect a Deputy Chair under the same procedure as if the office were forfeited, as provided in Article IIE of these rules.

G. Forfeit: Deputy Chairs who vacate their office as Precinct Chairs automatically forfeit their Deputy Office. A new Deputy Chair will be elected by the Precinct Chairs in that Commissioner's Precinct at the next CEC meeting, by a majority of those present.

H. Redistricting: In the event redistricting moves a Deputy Chair out of his or her Commissioner's Precinct, a new Deputy will be elected by the Precinct Chairs in that Commissioner's Precinct at the next CEC meeting, by a majority

of those present.

I. Three consecutive unexcused absences from CEC meetings or from Executive Council meetings by a deputy chair create an automatic vacancy. Determination of a valid excuse shall be the authority of the Executive Council.

ARTICLE III - SECRETARY

A. The newly elected CEC, at their first meeting, shall elect a Secretary who shall serve for the full two-year term of that CEC, or until a successor has been elected.

B. The duties of the Secretary at CEC meetings shall be to take roll, to keep the minutes of all CEC meetings, and to receive all reports presented at the meeting.

C. The Secretary shall keep a permanent file of minutes which includes all documents and reports presented at the CEC meetings, and attendance records; the master schedule of Bexar County Democratic Party events; and perform other duties placed upon the Secretary by the CEC, the Rules of the Democratic Party of Texas, or by the laws of the State of Texas.

D. Upon election, the Secretary shall designate one (1) person to be available to act as the Secretary in his or her absence. This appointment shall be reported and is subject to approval by the CEC at its next meeting.

E. The Secretary may be recalled by a majority vote of the Executive Council for specific reasons. Following the recall, the CEC members must receive at least a five (5) day written notice that this action will be on the agenda at a regularly scheduled CEC meeting. The Secretary may be removed upon a vote of the majority of the CEC members present at that meeting.

ARTICLE IV - TREASURER

A. Election Procedure

1. Nominations for Treasurer will be made to the Budget and Finance Committee before the first meeting of each newly elected CEC.

2. Nominees shall meet the same qualifications for members of the Budget and Finance Committee as stipulated in the charter of that committee which is explicit within these Continuing Rules and shall complete and submit the same form required of all members of the Budget and Finance Committee for consideration.

3. The Budget and Finance Committee shall report the names of all qualified nominees when making their report to the CEC.

B. The newly elected CEC will elect a Treasurer to take office not later than July 1st. The Treasurer shall serve for the full two-year (2) term of that CEC, or until a successor has been elected, unless recalled in accordance with Section F of this Article.

C. The Treasurer shall

1. Keep, or cause to be kept, an accurate record of all funds received and spent by the CEC;

2. Maintain and be a signer on all bank accounts of the BCDP;

3. Make timely reports to the Texas Ethics Commission and Federal Election Commission as required by law;

4. Present or have presented monthly financial statements to the Budget and Finance Committee and at all meetings of the CEC.

5. Be accountable to the CEC through the Budget & Finance Committee;

6. Be named as Treasurer on all PACs.

D. Financial penalties for failure to make filings shall be the sole responsibility of the Treasurer and will not be reimbursed by the BCDP without authorization by a majority vote of the CEC members present at a regular CEC meeting.

E. Upon election, the Treasurer shall select one person to aid him/her and to provide back up in the event of illness. This appointment shall be approved by the Budget and Finance Committee and reported to the CEC within thirty-days (30) of the Treasurer's election. However, the County Chair shall be named as Assistant Treasurer on all PACs.

F. Removal of Treasurer

1. The Treasurer may be recalled for specific

reasons by a majority vote of the Budget and Finance Committee. Following the recall:

a. The County Chair shall function as the treasurer for all required reporting;

b. The CEC members must receive no less than a five (5) day written notice that this action will be on the agenda at the next meeting.

2. The recall shall stand unless the Treasurer receives a simple majority vote of confidence for reinstatement by those CEC members attending.at a meeting with a business quorum.

G. The Treasurer shall provide a current Financial Report to the Budget and Finance Committee at each meeting of the Committee. The Treasurer is a non-voting member of that Committee.

ARTICLE V - EXECUTIVE COUNCIL

A. The Executive Council is composed of the County Chair, the Treasurer, the Secretary and the four (4) Deputy Chairs, who shall all be voting members. The Executive Council will conduct urgent legal and financial business, which may arise between CEC meetings, and make contracts, draft official communications and perform other business as resolved by the CEC.

B. Quorum for meetings of the Executive Council consists of a majority of its members.

C. All of the Executive Council's actions shall be recorded in minutes and reported to the CEC at the next meeting.

D. The decision to hold a Joint Primary Election does not fall under the Executive Council, but is reserved to the CEC.

E. The authority to hire and supervise paid staff for budgeted positions (excluding subordinate campaign staff) shall rest with the County Chair with advice and consent from the Executive Council and Co-Chairs of standing committees deemed by the Executive Council to be relevant to that position. *[Amended 10-Jun-2025]*

ARTICLE VI - STEERING COMMITTEE

A. The Steering Committee is composed of

1. the Executive Council,
2. the SDEC Members from Bexar County who were elected to represent their Congressional District,
3. the Presidents (or a designee) of Democratic Organizations with twenty-five (25) or more members,
4. the Secretary,
5. the Treasurer and
6. One Co-Chair (or designated representative) from each of the standing committees.

B. The Steering Committee shall compile the proposed agendas for all CEC meetings and do other advisory work.

C. Organizations shall supply a roster of at least 25 members (with their addresses) who shall be residents of Bexar County. The Chair and Secretary shall treat the roster as confidential.

D. Organizations seeking Steering Committee representation shall recertify at the beginning of each term.

ARTICLE VII - MEETINGS

A. All meetings of the CEC and its committees are open and shall be publicized on the BCDP master calendar, and shall be accessible to all members of the party.

B. Regular Meetings of the CEC

1. Regular meetings of the CEC shall be held as required by the laws of the State of Texas. Special meetings shall be held either upon a call by the County Chair, or by written petition of a majority of the qualified members (exclusive of vacancies) of the CEC presented to the County Chair.

2. Regular Meetings of the CEC:

a. Shall be at least quarterly; the meetings shall include:

(1) Within 30 days of the first day of the new CEC term in election years to swear in Precinct Chairs, elect officers and

present proposed budgets;
(2) Within 32 days of the first meeting to approve budgets;
(3) Statutory meetings shall be held in compliance with the state party rules;
(4) August of odd numbered years to approve a Primary Elections Committee.

b. Shall not be scheduled during the week of the biannual state convention.

c. May be changed when deemed necessary by a two-thirds (2/3) vote of the Steering Committee but not for two (2) or more consecutive meetings.

d. The Steering Committee shall propose an annual calendar of meeting dates for CEC approval. At any meeting, the CEC may amend the Calendar.

e. In the absence of a calendar approved by the CEC, the date of each meeting shall be on the second Tuesday of the month on which the meeting is to be held unless that day falls on an Election Day or legal holiday when it shall be called within one (1) week of that date.

3. An orientation for all precinct chairs shall be held within 30 days after the **election of Precinct Chairs** and shall not conflict with any regular monthly CEC meeting. Precinct chair candidates involved in runoffs shall be included. The Precinct Recruitment and Training Committee shall coordinate the orientation, and the Rules committee shall participate. *[Amended 9-Sep-2025]*

4. a. Notice of all meetings, regular or special, shall be given in writing to each member of the CEC and shall be mailed at least eight (8) days before the day of the meeting. The notice may include multiple meetings.

b. The notice shall be marked “do not forward” and “Address service requested.”

c. The notice shall be mailed to the precinct chair’s residence address as reported on their application.

d. Change of venue or rescheduling requires a separate mailed notice.

e. Notification of CEC meetings may additionally be given by e-mail, but not as a substitute for the mailed notice.

f. When a precinct chair’s mailed meeting notice is returned by the post office, the Secretary shall report this at the next CEC meeting.

g. Should the County Chair fail to call a meeting within fifteen (15) days after a required meeting date, a majority of the Deputy Chairs may call the meeting. If the County Chair or the Deputy Chairs fail to call a meeting within sixty (60) days after a required date, then twenty-five percent (25%) of the Precinct Chairs may call a meeting with the notice requirement of such meeting, including an agenda of all business to be considered, be mailed to all members of the CEC at least fourteen (14) days prior to the date of the meeting and shall state the time, date, meeting location, and names of the persons issuing the call.

C. Quorum – A quorum of the CEC is one-quarter (1/4) of the CEC members, which include the County Chair and the Precinct Chairs, excluding vacancies, except as otherwise required by statute or Party rules.

D. Agenda:

1. The County Chair shall consult with the Steering Committee before the meeting announcement is mailed to compile a proposed agenda for the CEC to accept or modify at the meeting.

2. The CEC is in control of its own agenda and shall adopt it at the beginning of each CEC meeting. The only exceptions to this rule are such limitations as may be imposed by statute or Party rules, specifically the requirement that the agenda be published in advance for special meetings to replace a resigned, deceased or removed County Chair.

3. Items of statutory business and other special orders will be the first substantive business in the agenda.

4. Each agenda must include, but is not limited to, the following items: acceptance of

Minutes of the previous meeting and Treasurer's Report, Committee Reports, and New Business.

E. Rules of Order – All meetings of the CEC shall be conducted in accordance with the current edition of Robert's Rules of Order Newly Revised unless otherwise required by these rules, by statute, majority agreement of the quorum, or by the Rules of the Texas Democratic Party.

1. The CEC has adopted this Special Rule of Order (under the terminology of Robert's rules): The general limits on debate in the CEC's meetings are that after the presentation of the motion, four (4) speakers for the motion and four (4) speakers against the motion will be heard, to be evenly divided among the four (4) commissioners' precincts, and they will be limited to speak for two (2) minutes each. These limits apply except when either:
   a. The agenda adopted by the CEC allows longer times or more speakers for a particular item, or
   b. The CEC, by a majority vote, agrees to extend debate.
2. Because the BCDP is a continuing institution, which requires financial and organizational continuity, the BCDP operates under these continuing rules across terms. These rules shall be presented to the CEC at its first meeting in each term.
3. The ranking of rules is in this order from the highest: Federal and State Laws, The Rules of the Texas Democratic Party, these Continuing Rules, and Robert's Rules of Order.
4. When a motion is made to adjourn the CEC meeting, before the vote is taken, the Chair should state what remains on the agenda.

F. Resolutions that are formal expressions of opinion which, if adopted, become the official position of the Bexar County Democratic Party
1. Such resolutions must be submitted in writing for approval by the CEC.
2. Any person qualified or eligible to participate in the CEC meetings may submit to the Steering Committee a proposed resolution for consideration by the CEC.
3. Resolutions, including endorsements, must be submitted to the Steering Committee prior to the meeting of the CEC that they will be considered and voted on. The Steering Committee will include the proposed resolutions on the proposed agenda.
4. Upon receiving a resolution, the Steering Committee shall appoint a temporary ad hoc subcommittee that shall meet immediately upon the adjournment of the Steering Committee. Such subcommittee shall edit the resolution to improve its content and form without changing the sense of the resolution. Upon completing the task of editing the resolution, the subcommittee shall disband immediately.
5. A copy of the proposed resolution will be emailed to CEC members who receive announcements by email.
6. The CEC may choose, by 2/3 vote, to consider for immediate action a resolution that has not conformed with the requirements of 2., 3., and/or 4. above.
7. Resolutions on matters of opinion shall not come to a vote until there has been a vote of 1/3 affirming that the benefit of passing the resolution outweighs any potential risk to Democratic candidates.
8. Amending or adding a "Whereas" clause to a resolution shall not be in order until a motion has passed that there be no further amendments to the "Resolved" clauses.
9. Resolutions on policy issues pertaining to Veterans, including resolutions regarding recommendations for a military award for a Veteran, shall be referred to the Veterans Committee.

G. (a) No standing committee may hold a meeting that takes place on the same day as another standing committee's regular monthly meeting.
(b) In a joint meeting of two or more standing committees, any person who has voting privileges on any of the committees that meet jointly shall have full voting privileges in the joint meeting.
(c) An exception to section (a) may be made at the beginning of a term when the committee meets to elect its co-chairs and

secretary, in which case a meeting of another committee may be held at least an hour earlier or later.

H. The CEC may appoint precinct coordinators who are not members of the CEC but who organize their precinct. Precinct coordinators shall have the privilege of the floor at CEC meetings but may not vote and may not make motions.

I. In meetings of the County Executive Committee, the Executive Council, the Steering Committee, and all standing committees, the motion of the previous question and the motion to limit or extend debate shall be allowed.

J. Rules Regarding Electronic Meetings

1. It is the responsibility of participants to obtain the necessary resources (e-mail and phone) to take part in the electronic meeting. However, the Party shall make available in its office electronic devices that will allow access to CEC meetings by precinct chairs, precinct coordinators, elected officials, candidates and other interested parties, to the extent that is financially and logistically practical.

2. Electronic meetings must be listed on the BCDP calendar. The link to the electronic meeting shall not be placed on the calendar, but the person who is listed as the point of contact for the meeting, or a designee, shall provide a link to each person who, at least thirty minutes prior to the beginning of the meeting, requests access to the meeting by phone call, text message, or e-mail. The point of contact or a designee shall also send by e-mail to each participant the agenda of the meeting and the minutes of the previous meeting before the meeting can be called to order. The agenda and minutes do not need to be shared by e-mail if they are available on a website and a link to them is provided. Streaming a meeting online shall satisfy the legal requirement to have CEC meetings open to the public. Draft agenda, minutes, and other documents may be shared by one or more emails. Nothing in this section shall forbid the assembly setting its own agenda at the beginning of the meeting or the actual reading of minutes which have not been previously distributed in writing.*]*

3. At the beginning of a virtual meeting, the chair(s) will announce preferred methods of rising to be recognized. These may include using the “raise hand” and “chat” features of virtual meeting software.

4. A parliamentary challenge to a motion approved in an electronic meeting of a committee may be made either during that same meeting, or in the subsequent meeting of the same committee, but not thereafter.

5. Approval of minutes of an electronic meeting does not imply that motions approved in that meeting are no longer subject to challenge or reconsideration. If the substance of a challenge to a motion approved in an electronic meeting is that electronic meetings are allegedly not allowed under party rules, the challenge shall be deemed a moot point and not subject to a vote.

6. During electronic meetings, the chair will choose a polling feature of the meeting software. Voice votes shall not be used. The chair may ask first for those voting against the motion to state their name and their vote, before asking those voting affirmatively to do the same, and may end the vote before everyone voting in the affirmative has cast their vote if it is clear that there are sufficient votes for the motion to pass.

7. Disruptive acts that could ordinarily be punished by ejection from an in-person meeting may be remedied by electronic ejection from the on-line meeting. If they are so disruptive as to prevent taking a vote the chair may sever the offender’s connection summarily, and then ask for a vote to approve the action.

ARTICLE VIII - COMMMITTEES

A. The BCDP shall have Standing Committees named in these Continuing Rules, and such other committees and sub-committees as may be approved by resolution of the CEC.

B. The charter of each committee, to include rules for establishing its membership and its area of authority, shall be set by these Continuing Rules or by a resolution of the CEC. A committee quorum is twenty-five

percent (25%) of its voting members.

C. All Standing Committees shall be led by two (2) Co-Chairs, one of whom must be a CEC member. The Co-Chairs shall be elected from that committee's membership. If a Co-Chair resigns or is removed, the remaining Co-Chair shall continue to call and chair meetings and must cause the election of the other Co-Chair within 30 days.

D. 1. The County Chair must call the initial meeting of each committee. The procedure in this section shall be the default procedure for organizing every committee whose charter does not provide other procedures for appointing members and electing co-chairs.

2. Initial committee meetings at the start of each term must be called within a month after the initial CEC meeting of the term, but not within a week of the state convention, and not the same day as the CEC meeting. The initial meetings shall be well publicized and held at a place and time accessible and convenient to most CEC members.

3. At the start of that initial meeting only CEC members may volunteer as members of the committee. At that initial meeting the election of Co-Chairs shall be the first order of business and only sitting Precinct Chairs may vote to elect the Co-Chairs of that committee, one of whom may be a non-CEC member and who thereby becomes a member of the committee. After the election of Co-Chairs, in that term each Precinct Chair who is a voting member of the committee may sponsor **two** non-CEC **members** as **members** of that committee, and such committee memberships shall be effective upon the approval of the committee. If **a** sponsored member resigns or is removed from the committee the sponsor shall resume the privilege of sponsoring **another** non-CEC member. **However, a Precinct Chair member may sponsor only one member in any meeting.** Committee Co-Chairs shall be responsible to maintain records of who sponsored whom and to submit copies of those records to the BCDP Secretary on request. *[Amended 16-Jun-2026]*

E. Membership on a Standing Committee shall include, but not be limited to, members of the CEC. Terms will coincide with the election cycle. All members of the BCDP are encouraged and welcome to serve on committees. Following the initial meeting of any committee, any member who subsequently joins must attend two (2) consecutive meetings before obtaining voting rights **at that second consecutive meeting**. All voting members will be reported to the Executive Council and an official roster will be kept by the Co-Chairs of each committee. If a committee member has two (2) consecutive unexcused absences, the member loses their voting rights until reinstated by attending two (2) consecutive committee meetings. All of these changes are to be reported to the Executive Council. *[Amended 16-Jun-2026]*

F. The term of a Standing Committee Chair shall be for the same full term of the CEC. If Chairs fail to call meetings or perform their duties they may be removed by a vote of the majority of the Executive Council. The County Chair shall be an Ex-Officio member of all Standing Committees. The County Chair may assign one of the Deputy Chairs as Ex-Officio member to monitor and report on each committee. The Deputy Chairs will represent their assigned committees on the Steering Committee.

G. Standing committees may establish their own rules such as are not in conflict with these Continuing Rules or any higher level of authority, with the following provisions.

1. Unless prior notice is given, a two-thirds vote is needed for approval or amendment.

2. When such rules are adopted or amended, the Co-Chairs must notify by e-mail the County Chair and BCDP Secretary within ten days and must report such adoption or amendment at the next meeting of the CEC.

3. Such rules shall expire at the end of the CEC term but may be reintroduced in the following term.

4. A copy of such rules needs to be provided in writing to all current and new members of such committee when adopted or amended.

H. Notice of committee meetings will be publicized and reported to the BCDP office.

I. The standing committees are:

1. Budget and Finance
2. Campaign
3. Communications
4. Election Integrity and Voter Protection
5. Fundraising
6. Precinct Recruitment and Training
7. Rules
8. Veterans
9. Voter Registration

J. The Standing Committees' charters are as follows:

1. Budget and Finance Committee:

a. Members of this committee shall be appointed and/or removed by the Executive Council and approved by a majority vote of the CEC at a regular meeting. In a new CEC term, the current budget and finance committee shall continue to operate until a new committee has been chosen by the new CEC.

b. Any of the following shall disqualify a person from serving on this committee:

(1) Conviction for fiduciary malfeasance

(2) Nepotism, as defined by Texas law

(3) Financial interest in contracts with the BCDP

(4) Conviction for crimes of moral turpitude

c. The Budget and Finance Committee is responsible for reviewing and overseeing required FEC and Texas Ethics Commission filings, other state and federal financial filings, reconciliation of bank statements, and financial reports.

d. The Budget and Finance Committee will propose and monitor execution of a budget and perform other duties prescribed in these Continuing Rules or as required.

e. This Committee shall establish written procedures for the handling and management of party funds and also the receipt and balancing of bank statements. These procedures shall be binding on any person collecting and/or handling money on behalf of the party

f. The bank shall send a copy of all Statements of Accounts (including Primary Account) to the personal mailing address of the Budget & Finance Committee Chair who shall review the statements.

g. At each CEC meeting the report from the Budget and Finance Committee shall include the findings of the monthly reviews of the bank statements for every account. Following each Committee report, all records shall be given to the County Secretary in accordance with ARTICLE IX, Paragraph A of these rules.

2. Campaign Committee:

a. Shall be responsible for candidate recruitment activities. Shall propose to the CEC a County Party campaign strategy, campaign budget, and campaign management in which roles and responsibilities will be assigned, and is responsible for monitoring progress and tactical direction of the campaign. The Committee shall be in charge of the Coordinated Campaign, including Get-Out-the-Vote and political events in Bexar County. It may, with the approval of the CEC, solicit contracts with consultants or other agencies to perform specific campaign tasks; however actual expenditure of funds is the responsibility of the Executive Council.

b. This Committee should be composed of, but not limited to, at least one representative from each of the following political areas in Bexar County 1) County Commissioner Precinct, 2) Senatorial District, 3) State House District, 4) Congressional District.

3. Communications Committee

Shall be responsible for coordinating all public and media relations including, but not limited to, digital media, voter guides, signage, fairs,

festivals, and parades.

a. The Secretary will be an ex-officio member.

b. When needed, the Communications Committee will also assist with BCDP communications, and will work with any office staff for CEC communications.

c. The Communications Committee will manage all of the BCDP's Internet platforms and assets.

d. Internet assets:

(1) The BCDP's Internet assets are accounts with Internet Service Providers, URL registration, social media accounts or groups in the BCDP's name, and similar registrations of internet accounts, groups, or sites operated using the BCDP's name; and the supporting electronic files and documents.

(2) Such assets will not be registered in individuals' names, but ownership will always be registered in the BCDP's name, and control shall always reside with the BCDP.

(3) Where individuals' names are required, such as for webmasters, group "owners" or "administrators", and similar points of contact, the individuals occupying those positions will not claim actual ownership of the BCDP's internet assets but instead on request and without financial demands, they will relinquish control (including passwords, usernames and other instructions necessary to use those assets) to the communications committee or such other individuals or bodies as the CEC may designate. Such individuals accept an obligation to sign suitable releases at the beginning of every term and at any time from assuming such positions, continuing after they leave such positions.

(4) Unless the CEC shall have approved a contract making an exception to this provision, when original content files, HTML code, and databases are submitted for BCDP internet sites, the original author shall cede to the BCDP either an unlimited, perpetual, non-exclusive license for use, or ownership and copyright. This paragraph does not apply to content residing on other sites that are linked to the BCDP's sites, to material used under the "fair use" provision of the copyright laws, nor to copyrighted programs which the BCDP or its agents may have license to use.

4. Election Integrity and Voter Protection Committee:

   a. Shall manage the mechanics of an election, such as recruiting, and recommending, Primary Election Judges; poll watching; observing counting of ballots; and ensuring the Party abides by the Texas State Election Code and the rules of the Texas Democratic Party.

   b. The Committee shall provide a "voting protection team" during elections to quickly investigate problems and to staff phones to quickly handle questions.

   c. The Committee will represent voters to assure that everyone is able to have easily accessible polling places; prevent intimidation of voters at the polls, and do everything possible to assure fair elections for all.

   d. A representative of the Committee should attend scheduled meetings of the Bexar County Election Commission. The responsibilities of the County Election Commission are defined in Texas Election Code, Section 51.002. The Committee will report to the CEC about such meetings.

5. Fundraising Committee shall assist in raising, in consultation with the County Chair and Treasurer, the funds needed to finance the budget adopted by the CEC.

6. Precinct Recruitment and Training Committee shall recruit, train, and motivate Precinct Chairs. For those Precincts lacking functioning Precinct Chairs, the Committee shall recruit Precinct Coordinators (volunteers who wish to organize their precincts). The Committee shall review applications for statutory eligibility. At each CEC meeting which achieves majority quorum, the Committee shall present a list of

applicants recommended for filling Precinct Chair vacancies. Immediately following the CEC vote on recommended applicants, the Committee shall present a complete list of all remaining eligible applicants for vote by the CEC.

7. Rules Committee has the duty to clarify and interpret the Rules of the BCDP and other matters, which the CEC may refer to the Rules Committee. The Rules Committee will consider proposed changes to these Continuing Rules and will draft and recommend changes to the CEC. The Rules Committee will keep minutes and history reflecting the reasons for rules.

8. a. The Veterans Committee shall conduct outreach to Veterans and publicize what Democratic elected officials have done for Veterans, and also provide get-out-the-vote materials related to issues that impact Veterans.

   b. The Veterans Committee shall propose resolutions to the CEC regarding Veterans' issues and advocate to elected officials representing Bexar County in accord with these resolutions.

   c. One of the Veterans Committee Co-Chairs should be a Veteran.

9. The Voter Registration Committee shall recruit deputy voter registrars and coordinate voter registration activities.

ARTICLE IX - ADMINISTRATION

A. Records

1. The Secretary is the custodian of all records of the BCDP including, but not limited to, meeting minutes, attendance records, committee reports, candidate filing forms, election returns, checkbooks, bank statements, accounting records, official correspondence, and contracts.

2. The records shall be maintained by the Secretary in locations agreed upon by the County Chair and Secretary. These records shall be available for inspection by any member of the BCDP.

3. A current record of the Precinct Chairs, with contact information, shall be maintained by the Secretary and available to the CEC and for public access on the BCDP website.

   a. Physical, non-consumable property owned by the BCDP will be marked as such. Any leased or loaned property will also be prominently marked as such and an inventory will be maintained of all items listed.

   b. Standard accounting principles will be applied to all physical inventory and records retention.

B. Finances

1. All money received for the BCDP shall be deposited to an account of the BCDP with a financial institution chosen by the Budget and Finance Committee in an account approved by the CEC. Only the County Chair, with prior authorization of the CEC, shall open a bank account in the name of the BCDP. The number of accounts will be kept to the absolute minimum required by Federal and State law.

2. Authorized signatories for operating accounts (excluding Primary Account)

   a. Signatories shall be limited to the County Chair, Treasurer, and the Secretary.

   b. Any expenditure of $1,000.00 or more requires authorization of at least two (2) signatories.

   c. Any signatory on an account may be removed for specific reasons by a majority vote of the Budget & Finance Committee. The removal shall remain in effect unless overturned by a majority vote of the CEC members present with a business quorum. Following the removal, the committee shall notify the County Chair who shall include notice of the removal in the next written notice of a CEC meeting.

3. In the event of the disability or extended absence of the County Chair, one of the Deputy Chairs (who shall jointly choose one

(1) of their number) will temporarily substitute for the County Chair as signatory.

4. The CEC will approve by resolution the signers on the BCDP's bank accounts.
5. A paper record will be maintained for cash receipts or expenditures.
6. The CEC shall have a fiscal year commencing on July 1st and ending on June 30th of the following year.
7. Budget
   a. A budget covering operational costs shall be proposed by the Budget and Finance Committee, presented by the County Chair at the May meeting and adopted, after review by the CEC, at the June meeting. 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 a CEC meeting.
   b. For each general election campaign season, a campaign sub-budget shall be proposed by the Campaign Committee, processed through the Budget and Finance Committee, and presented to the CEC for approval. This sub-budget will be a living document, and the Campaign Committee will propose amendments to it, as circumstances require. The Budget and Finance Committee will recommend whether a separate BCDP campaign bank account should be approved.
   c. A special budget proposed by the Primary Campaign Committee for the Primary Elections shall be established separately and approved by the CEC prior to the first filing date set by the Secretary of State. As required by law or state administrative regulation a separate BCDP primary fund bank account will be established in an account approved by the CEC and all primary fund money from the state will be deposited into this account.
8. At their first meeting, the newly elected CEC members shall review and ratify all reasonable and necessary expenditures on behalf of the CEC made through the date of such first meeting. The County Chair is authorized to make all reasonable and necessary expenditures to maintain operations between commencement of the new fiscal year and the first meeting of the new CEC subject to the direction of the old CEC and the concurrence of the new Executive Council. (Refer to Article V).
9. The CEC must approve all leases of real property. Where feasible, all leases of real property will be timed to coincide with the BCDP's fiscal year and should not end until at least one (1) month after the beginning of a new term of the CEC.
10. Leases and other contracts for terms longer than five (5) months at amounts greater than $500 per month, or for more than $5,000 total, or any contracts extending past the end of the fiscal year, require both budgetary approval by the CEC and specific approval by the Executive Council before the County Chair or other authorized Officer shall execute any such contract.
11. The Budget and Finance Committee will oversee all monetary obligations, fund-raising events, special events or commitments sanctioned by the CEC. Any BCDP funds advanced to pursue or underwrite any event must be reimbursed to the appropriate BCDP accounts. The Budget and Finance Committee will report the outcome of these events to the CEC no later than the next regularly scheduled CEC meeting following the event.
12. When single items of income of $5,000 or more, or greater than twenty-five percent (25%) of funds on hand are received all members of the Executive Council and the Budget and Finance Committee must immediately be informed, and the fact must be reported to the CEC at its next meeting. If the Party has more than one bank account, and the issue is not already decided by CEC policy or law, the Executive Council will decide into which account such funds will be deposited.
13. When the un-reserved money on hand is

less than the total budgeted to be spent for a period or a purpose, decisions must be made as to which budgeted items will be funded or partially funded. The Executive Council will make these funding decisions after considering advice from the Budget and Finance Committee, bearing in mind any priorities set by the CEC. Such decisions will be reported to the CEC at its next meeting.

14. The Budget and Finance Committee may recommend, and the CEC may adopt, policies creating financial reserves for specific purposes (for example, to pay the rent on the headquarters). These policies will cover both the accumulation and the disbursement of such reserves. Such policies will be enforced under law, as well as, by the CEC, and the Officers of the BCDP have a positive obligation to enforce such policies.

15. The BCDP will not become an agent for a pass-through of money earmarked by a giver to be passed to a specific recipient or candidate's campaign, or for an activity not previously budgeted by the CEC. No donation will be accepted if it contravenes this paragraph.

16. The BCDP will not go into debt by either borrowing money or making campaign expenditures which cannot be covered by money on hand.

C. Transition – A joint physical inventory of property and records by incoming and outgoing officers is required for each transition of Party Officers. A financial audit will be performed by the incoming Budget and Finance Committee, to be initiated not later than 30 days after the election of the Budget and Finance committee.

D. Legal:

1. No person will engage in legal action on behalf of the BCDP without authority from the CEC.

2. The CEC has final determination as to any litigation or any negotiation with respect to any legal activity.

3. The Executive Council shall manage the daily legal business of the BCDP, dealing with attorneys and consulting the Budget and Finance Committee Co-Chairs regarding financial impact. However, the CEC must approve all material measures.

4. This section does not prevent the County Chair from performing duties required by the Texas Election Code.

ARTICLE X - CLUBS AND ORGANIZATIONS

The Bexar County Democratic Party supports and encourages the formation of affiliated Clubs and other Organizations. However, these Clubs and Organizations have no official capacity except as specified under these rules and will at no time represent themselves as the Bexar County Democratic Party.

ARTICLE XI - AMENDMENT

A. All proposed rule changes must be referred to the Rules Committee by the CEC. Amendments to these rules may be proposed in writing by any CEC member. Within thirty-days (30) the Rules Committee, by committee majority vote, will draft changes and may or may not recommend such amendments to the CEC. The Rules Committee's report will be provided to CEC members in writing at one CEC meeting, and will be voted on at the next CEC meeting. The CEC may adopt amendments by majority vote of the members present at the meeting.

B. After amendment these Continuing Rules must be recorded with the State Party in accordance with State Party Rules. It is the joint responsibility of the County Chair and Secretary to ensure they are so recorded and to report the accomplishment of this task at the next CEC meeting.