



Standing Committee Rules of the Bexar County Democratic Party

~~I. Precinct Recruitment and Training Committee (to be inserted here)~~

II. Rules Committee

A. Standing Order Limiting Debate in Meetings of the Rules Committee

(Adopted August 22, 2022): In meetings of the Rules Committee of the Bexar County Democratic Party:

1. Whenever there is no motion on the floor, discussion shall be limited to thirty seconds per person, with no participant except the presiding officer being permitted to speak a second time until either (a) all other participants having spoken or (b) a motion is made;
2. In accordance with Robert's Rules of Order, Section 1 shall be superseded whenever a participant asks a question ("point of information") or calls attention to a procedural error ("point of order") or to raise any other "point" that is governed by Robert's Rules of Order, allowing that the participant may interrupt if the matter is urgent;
3. Whenever a motion is on the floor, discussion shall be limited to sixty seconds per participant after being recognized by the presiding officer, with each extension for such participant requiring approval by majority vote;
4. During a meeting this Standing Order may be temporarily suspended by majority vote for a specified time period, with any suspension ending upon adjournment so that in the following meeting the Standing Order shall again be in effect; and
5. This Standing Order may be amended or revoked by majority vote.

- ### B. Excusing Absences from Meetings of the Rules Committee (Adopted July 24, 2023):
- Voting member status on the Committee shall lapse if the member fails to attend two (2) or more consecutive Rules Committee meetings. Voting rights will be restored only after again attending two (2) consecutive meetings, or by special vote of the committee to excuse such absences. The person requesting an absence must be present at the meeting to request an excuse. The requesting person is given 2 minutes to state their case for excuse. Debate on excuses will be limited to 5 minutes.



**Standing Rules of the
Bexar County Democratic Party
Precinct Recruitment and Training Committee 2022-2024**

Ratified by vote of Committee ___/___/___ Co-Chairs: _____
Revised: 1 / 8 / 2024 (updated references only)

§1 Charter

The Precinct Recruitment and Training Committee, (PRTC), is established by the authority of the Bexar County Democratic Party (BCDP) County Executive Committee (CEC) and operates in compliance with the Texas Election Code (TEC), the Rules of the Texas Democratic Party (TDP Rules) and Continuing Rules for the Bexar County Democratic Party Rules)

The committee charter within the BCDP Rules reads: **“Precinct Chair 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 a vote by the CEC.”**¹

§2 Officers/Roles

A. Co-chairs

- a. At the start of a new term there shall be elected from the body of the committee two co-chairs.²
 - i. Co-chairs shall be responsible for the full and proper execution of the mandate of the committee.
 - ii. One of the co-chairs, or a designated representative shall regularly attend the Steering Committee meeting to represent this committee.³
 - iii. At least one of the two co-chairs must be a CEC member.⁴

B. Secretary

- a. There shall be elected from the body of the committee a Secretary whose role shall be defined as follows:
 - i. The Secretary shall serve as the custodian of records for the committee. They shall, in coordination with the Co-chairs, be responsible for maintaining, archiving, and distributing the meeting agenda, minutes, attendance, committee rules, rosters and all other administrative documents.
 - ii. The Secretary may from time to time send reminders to the members of the committee of upcoming events and meetings.

¹ BCDP Rules Article VIII.J.6

² BCDP Rules Article VIII.C and Article VII.D

³ BCDP Rules Article VI.A.6

⁴ BCDP Rules Article VIII.C

- C. Voting Member (see §3.B Membership)
- D. Non-voting (provisional) Member (see §3.B.a Membership)
- E. Certified Trainer
 - a. For a trainer to become certified on a particular course they must
 - i. Attend the training course at least once
 - ii. Assist in the presentation of the course once under the supervision of another certified trainer or committee officer.
- F. Ex-officio members⁵
 - a. The County Chair shall be an ex-officio member of this committee.
 - b. The County Chair may also appoint one Deputy Chair to serve as an ex-officio member of this committee to monitor and report.
- G. The committee may define additional roles on an ad hoc basis by majority vote.
- H. Any vacancy for an elected officer of this committee shall trigger a special election at the next meeting of the committee after the vacancy has been confirmed by the committee.
 - a. This special election is to be administered by one of the following officers
 - i. A remaining Co-chair -or if none is available-
 - ii. The Secretary -or if they are also not available-
 - iii. The County Chair or designated Deputy Chair representative.

§3 Membership⁶

- A. Membership on the committee shall include but not be limited to members of the CEC. All members of the BCDP are encouraged and welcome to serve in this and other committees⁷
- B. Following the first meeting of the committee in a new term, attendance at two (2) consecutive PRTC meetings is required to become a voting member.
 - a. Until such time that the member has achieved full voting rights they are considered a provisional member of the committee and may participate in debate but may not vote.
- C. Voting member status on the committee shall lapse if the member fails to attend two (2) or more consecutive PRTC meetings. Voting rights will be restored only after again attending two (2) consecutive meetings, or by special vote of the committee to excuse such absences. The person requesting an absence must be present at the meeting to request an excuse. The requesting person is given 2 minutes to state their case for excuse. Debate on these excuses will be limited to 5 minutes.
- D. A lapse in voting status by any officer of the committee shall constitute a failure to perform the duties of the office and shall, in the case of internal officers (e.g. Secretary, Subcommittee

⁵ BCDP Rules Article VIII.F

⁶ BCDP Rules Article VIII.E

⁷ BCDP Rules Article VIII.E

Chair), result in immediate removal from committee office, and in the case of Committee Co-chairs, result in referral to the Executive Council for possible removal⁸.

- E. Upon removal from office, resignation, or completion of the term of the CEC all membership or office on the committee shall be immediately terminated.⁹

§4 Meetings

- A. The County Chair must call to order the first meeting of the committee, at which the officers of this committee shall be elected.
- B. The person conducting any election for an officer of this committee may not vote in the election except where a tie vote occurs.
- C. Co-chairs shall subsequently call regular meetings of the committee to review precinct chair applications and to conduct the business of the committee prior to any Steering Committee or CEC meeting.
- D. All PRTC meetings are open to all Democrats as defined by TDP Rules¹⁰.
- E. The minutes thereof are likewise available to all Democrats upon request.
- F. The PRTC will typically meet the third Thursday **of every month at 6:30 pm** in the BCDP Headquarters (**1844 Fredericksburg Rd., San Antonio, TX 78201**), except where a conflicting holiday, other preempting event occurs, or Co-chair(s) calls a preempting meeting.
- G. Notice of any meetings must be given in writing or by e-mail to all members of the committee at least 8 days prior to the meeting in alignment with BCDP standards¹¹
- H. No business shall be voted on or measure adopted by the committee unless a quorum of 25% of its voting membership be present¹² with the exception that the presence of the County Chair shall not count toward quorum¹³.
- I. Meetings shall be conducted in accordance with *Robert's Rules of Order Newly Revised*.
- J. Agenda:
 - a. Any items to be placed on the agenda must be filed with the Secretary no less than 72 hours prior to meeting. (previous Monday @ 6:30 pm)
 - b. The officers of the committee shall distribute the agenda for the meeting to the committee members no less than 48 hours prior to any meeting. (previous Tuesday @ 6:30 pm)

⁸ BCDP Rules Article VIII.F

⁹ TDP Rules Article VIII.B.3

¹⁰ TDP Rules Article II.B.5

¹¹ BCDP Rules Article VII.B.4

¹² BCDP Rules Article VIII.B

¹³ RONR (12th ed.) 49:8

- c. Only PRTC officers, ex-officio and regular voting members may submit items to the Agenda.
- d. Maintenance of the Agenda documents shall be the responsibility of the PRTC officers collectively.
- e. Agenda shall, at a minimum, contain the following sections:
 - i. Recurring Business
 - 1. Taking attendance & Calling quorum
 - 2. Approval of the Minutes
 - 3. Approval of the Agenda
 - 4. Review of applications
 - ii. Unfinished Business
 - iii. New Business
 - iv. Announcements

K. Minutes

- a. The Secretary shall record the minutes of all PRTC meetings.
- b. In the absence of the Secretary one of the Co-chairs or a designated member shall record the minutes of the meeting.
- c. The Secretary shall distribute written minutes of all meetings to all PRTC voting members at least 48 hours prior to the close of the following meeting agenda, and upon special request, to any member of BCDP.
- d. The Secretary shall keep a record of all special requests for minutes or documents of this committee and all such requests shall be recorded in the minutes of the next meeting.
- e. The Secretary may make audio and/or video recordings of the meetings for the purpose of keeping minutes.

§5 Subcommittees

- A. Any voting member of the committee may be selected by the committee to serve as a chair of a subcommittee. However for any standing subcommittees first priority should be given to a co-chair.
- B. In addition to the chair of the subcommittee, each subcommittee must contain at least two (2) additional voting members from the committee.
- C. Any member (full or provisional) of this committee may participate in any subcommittee. But only full voting members will be able to vote in a subcommittee meeting.
- D. A subcommittee may not be constructed in any manner which deprives any voting member of the parent committee, including the CEC of their oversight responsibility.¹⁴
- E. All actions taken by subcommittees are subject to ratification and modification by the parent committee.¹⁵

¹⁴ TDP Rules Article V.G

¹⁵ TDP Rules Article V.G

F. Standing Subcommittees

a. Recruitment Subcommittee (RS)

- i. RS shall be primarily responsible for identifying, recruiting and vetting applicants for vacant precinct chair seats.
(See: §6 Handling of Precinct Chair Applications)
- ii. RS activity may include identifying Acting Precinct Chair applicants or Precinct Coordinators to assist Precinct Chairs.¹⁶

b. Training Subcommittee (TS)

- i. TS Shall be responsible for :
 1. creating course outlines and detailed curriculum.
 2. reviewing 3rd party course materials for accuracy and securing copyrights for use of these materials where required.
 3. scheduling and hosting regular training sessions for precinct chairs.
 4. with the assistance of the greater committee, coordinating and presenting an orientation for precinct chairs before the start of a new term.¹⁷
- ii. All BCDP training shall be conducted only by a Committee Officer or Certified Trainer.
- iii. All training materials used by the PRTC shall be subject to prior approval by the PRTC.¹⁸
- iv. Training Subcommittee may boost (promote) 3rd party training sessions and materials when appropriate and applicable including but not limited to:
 1. NGP VAN training
 2. Bexar County Voter Registrar training
 3. Bexar County Election Judge training
- v. Training events shall be open to all Elected, Appointed, Acting or Candidate Precinct Chairs and Coordinators.

¹⁶ TDP Rules Article VIII.C

¹⁷ BCDP Rules Article VII B.3

¹⁸ TDP Article V.G

§6 Handling of Precinct Chair and Precinct Coordinator Applications

- A. The committee shall comply with TDP RULES Article III E.3 and all relevant Texas Election Code when reviewing applications for statutory eligibility.

Texas Democratic Party Rule

3. Qualifications. Democrats 18 years of age or older are eligible for the offices of Precinct Chair or County Chair, provided they meet the following criteria:

- a. They are qualified voters (Required by Texas Election Code §161.005 (a)(1)) and voted in the most recent Democratic Primary, not including runoffs, or signed an oath of affiliation:

Oath of Affiliation:

“I swear that I have not voted in a primary election or participated in a convention of another party during this voting year. I hereby affiliate myself with the Democratic Party.”; and

- b. They are not candidates for, nor holders of, an elective office of the federal, state, or county government (Required by Texas Election Code §161.005(a)(2));
and

- c. They are residents of the precinct or county from which they seek election (Required by Texas Election Code §171.023(a) and §161.005(a)(1)).

Texas Election Code Statute

"TEC Sec. 161.005. ELIGIBILITY FOR PARTY OFFICES GENERALLY. (a) To be eligible to be a candidate for or to serve as a county or precinct chair of a political party, a person must:

- (1) be a qualified voter of the county; and
- (2) except as provided by Subsection (c), not be a candidate for nomination or election to, or be the holder of, an elective office of the federal, state, or county government."

"TEC Sec. 171.023. RESIDENCE OF PRECINCT CHAIR.

(a) To be eligible to be a candidate for or to serve as a precinct chair, a person must reside in the election precinct in addition to satisfying the other applicable eligibility requirements."

TEC Sec. 1.005. DEFINITIONS. In this code:

[...]

(17) "Residence address" means the street address and any apartment number, or the address at which mail is received if the residence has no address, and the city, state, and zip code that correspond to a person's residence.

- B. Residency is further defined by TDP¹⁹ as being your registered voting address.
- C. Notary of the application shall constitute an "Affidavit of Residency".
- D. No other criteria may be applied when approving or rejecting an application.
 - a. The committee must not discriminate against any candidate on the basis of gender, race, ethnicity, geography, sexual orientation, disability, prior voting record or any other protected class except to the extent required by the Texas Election Code and TDP Rules. (e.g. Residency and Democratic primary voting requirements.)
- E. All applications must be reviewed for accuracy and eligibility by at least two (2) members of the committee and one (1) officer.
 - a. This provision applies for all Precinct Coordinators and elected or appointed Precinct Chairs where CEC confirmation is required.
- F. All applications for appointed Precinct Chair and Coordinators must be presented to the committee for final review before referral to the County Chair for appointment and confirmation by CEC.²⁰
- G. Applications for vacancies referred out of Committee will be given to the County Chair for signature and immediate appointment.²¹
- H. Confirmation of these appointments will be placed on CEC agenda by the Steering Committee²²
- I. If an application is received for a seat that is not vacant, we will accept and review the application for eligibility and may refer the applicant to the County Chair for appointment as an Acting Precinct Chair or Precinct Coordinator where appropriate²³
- J. In the event that more than one (1) qualified applicant files **for appointment** as Precinct Chair for the **same vacant precinct**, no candidate may be referred to County Chair for selection. All candidates must be presented before the CEC for an election to decide the appointment.²⁴

¹⁹ Aug 18, 2018 correspondence with yellowdog@texasdemocrats.org "The Precinct Chair needs to have the same residency as to be a voter, therefore they must be registered to vote in the precinct."

²⁰ TDP Rules Article VIII A.6.d

²¹ TDP Rules Article VIII A.6.d

²² BCDP Rules Article VI.B

²³ TDP Rules Article VIII C.1

²⁴ BCDP Rules Article VIII J.6

K. A vacancy of an elected or appointed Precinct Chair shall exist upon receipt by the County Chair of a formal letter of resignation, death, moving residence out of the precinct²⁵, the precinct boundaries have been changed by the Commissioners Court leaving the chair no longer residing within the precinct (with caveats²⁶), or removal from office by the County Executive Committee²⁷

§7 Records

- A. All documents and training materials produced by PRTC shall be copyrighted property of the BCDP.²⁸
- B. All officers and members of the committee shall, at the completion of their term of office, transmit all records of the committee held in their trust to the elected Secretary or their successor within one (1) week of the first meeting in the new term.
- C. Records to include but are not limited to:
 - a. committee roster and sign in sheets
 - b. training curriculum materials and thumb drives
 - c. pending precinct chair applications
 - d. agenda of past meetings
 - e. minutes of past meetings
 - f. committee rules and norms documents

Ratifying Signatures

²⁵ TDP Rules Article VIII A.4.c

²⁶ TDP Rules Article VIII E

²⁷ TDP Rules Article VIII F.2

²⁸ BCDP Rules Article VIII.J.3.d.(4)