

2024 Republican Primary Voter Information Package - Part 2

Job Descriptions (as of Jan 17, 2024)

PRESIDENT OF THE UNITED STATES

<https://constitution.congress.gov/constitution/article-2/>

The President's 4-year term of office begins with this oath: "I do solemnly swear (or affirm) that I will faithfully execute the office of the President of the United States, and will to the best of my ability, preserve, protect and defend the Constitution of the United States." The President of the United States is the head of the state and the head of the government of the United States of America. The president directs the executive branch of the federal government and is the commander-in-chief of the United States Armed Forces ("Army, Navy and...Militia of the States" Article II, Sect 2, Clause 1), "when called into the service of the United States." The President is responsible for signing bills from Congress into Law.

UNITED STATES SENATOR – TEXAS

2 per State, 6 Year Term

<https://constitution.congress.gov/constitution/article-1/> - Section 3

<https://www.senate.gov/about/powers-procedures.htm>

Each of the two Senators from each state must abide by their Oath of Office (<https://oaths.us/senate-oath-of-office/>) and Senate Code of Official Conduct, contained in Senate Rules 34 through 43, (<https://www.ethics.senate.gov/public/index.cfm/ethicsrules>) "at all times" and Senate Rules (<https://www.rules.senate.gov/rules-of-the-senate>) approved to apply for each session of the Senate. A **senator** is someone who serves in the **United States Senate**, the upper chamber of the Congress. Senators must be 30 years of age before taking office. A Senatorial candidate also must be a citizen of the U.S. for nine years and reside in the state that they represent "at the time of election." Senators serve six-year terms. The primary responsibilities of a senator includes: keeping their oath of office while representing the people of their state legislation, government oversight, approving presidential appointees, approving foreign treaties, preparing budgets and declarations of war. The responsibility of legislation and government oversight are duties shared with the House of Representatives, the lower chamber of the Congress. In the case of impeachment, the Senate acts as the court presiding over allegations delivered to it from the House of Representatives. In total, there are 100 senators, two for each state.

UNITED STATES REPRESENTATIVE - Texas 21st Congressional District

1 per State District, 2 Year Term

<https://constitution.congress.gov/constitution/> - Section 2

<https://www.house.gov/the-house-explained>

A "House member" abides by their Oath of Office(<https://oaths.us/senate-oath-of-office/>) and Ethics requirements "at all times"(<https://ethics.house.gov/>) and House Rules (<https://rules.house.gov/rules-and-resources>) approved to apply for each session of congress. The member represents and advocates for the needs and opinions of his/her respective district of their state. House members participate in committees to study bills, raise revenue through taxes, hold public hearings, obtain expert testimony and listen to votes so that legislation can be passed. [Article I](#), Section 7, Clause 1 of the [U.S. Constitution](#) states that all bills for raising [revenue](#) must start in the [U.S. House of Representatives](#). The House develops and proposes impeachment recommendations for consideration by the Senate. Further, House members may serve on joint committees with Senate members.

RAILROAD COMMISSIONER

3 per State, 6 Year Term

[About the Railroad Commission of Texas](#)

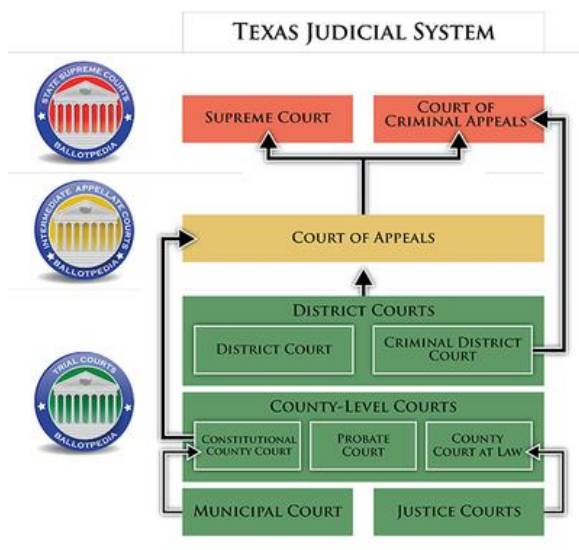
<https://www.rrc.state.tx.us/>

The Mission of the Railroad Commission of Texas is the stewardship of natural resources and the environment. This agency has primary regulatory jurisdiction over the oil and natural gas industry, pipeline transporters, natural gas and hazardous liquid pipeline industry, natural gas utilities, the LP-gas industry, critical natural gas infrastructure, and coal and uranium surface mining operations. The Commission's responsibilities under state and federal laws for regulation and enforcement of the state's energy industries. The Commission also has regulatory and enforcement responsibilities under federal law including the Surface Coal Mining Control and Reclamation Act, Safe Drinking Water Act, Pipeline Safety Acts, Resource Conservation Recovery Act, and Clean Water Act.

JUSTICE, SUPREME COURT
9 per State, 6 Year Term
<https://www.txcourts.gov/supreme/>
 and
JUDGE, COURT OF CRIMINAL APPEALS
9 per State, 6 Year Term
<https://www.txcourts.gov/cca/about-the-court/judges/>
<https://www.txcourts.gov/statistics/annual-statistical-reports/>

The Texas Supreme Court has final appellate jurisdiction in civil and juvenile cases. The Texas Court of Criminal Appeals has final appellate jurisdiction in criminal cases. Only 2 states divide the cases between CIVIL and CRIMINAL matters – Texas and Oklahoma. These Courts are the highest courts of the State. The Court's fiscal year is September/August. Roughly 1100 "Petitions" are received each year with about 70-80 granted a hearing. An important criteria that is used to determine if a hearing is granted is the impact on the laws of the State where clarification of the law is needed. Generally, all cases are heard by March with opinions issued by the end of June.

The Court of Criminal Appeals (CCA) is one of the busiest appellate courts in the Nation. It receives about three times the number of filings as the Texas Supreme Court (TSC). For example, in 2022 the TSC received 1,347 filings and issued 145 opinions while the CCA received 4,027 filings and issued 363 opinions. The CCA not only hears direct appeals on discretionary review from the 14 intermediate appellate courts across the state, it also has original jurisdiction over all post-conviction writs of habeas corpus, and all direct appeals on death penalty cases (death penalty cases do not go through the intermediate courts of appeals - they go directly to the CCA).



4TH COURT OF APPEALS
14 District Courts, 7 per District Court, 6 Year Terms
<https://www.txcourts.gov/4thcoa/>
[https://ballotpedia.org/Texas Fourth District Court of Appeals](https://ballotpedia.org/Texas_Fourth_District_Court_of_Appeals)

The Fourth Court of Appeals has intermediate appellate jurisdiction of both civil and criminal cases appealed from lower courts in thirty-two counties of Texas; in civil cases where judgment rendered exceeds \$250, exclusive of interest and costs, and other civil proceedings as provided by law; and in criminal cases except in post-conviction writs of habeas corpus and where the death penalty has been imposed.

The Fourth Court of Appeals is comprised of seven Justices who hear cases from thirty-two counties located in South Texas and the Texas Hill Country.

THE TEXAS STATE BOARD OF EDUCATION – District 10
15 per State, 1 per district, 2 or 4 Year Term
[SBOE – State Board of Education | Texas Education Agency](#)

The board is made up of “SBOE members” from single-member districts. The governor appoints one member to chair the board. This Board sets policies and standards for Texas public schools. The primary responsibilities of the SBOE include:

- Setting curriculum standards
- Reviewing and adopting instructional materials
- Establishing graduation requirements
- Overseeing the Texas Permanent School Fund
- Appointing board members to military reservation and special school districts
- Providing final review of rules proposed by the State Board for Educator Certification
- Reviewing the commissioner's proposed award of new charter schools, with authority to veto a recommended applicant

Constitution and laws that designate the Board's more specific roles:

<https://statutes.capitol.texas.gov/Docs/CN/htm/CN.7.htm> **THE TEXAS CONSTITUTION ARTICLE 7. EDUCATION**
<https://statutes.capitol.texas.gov/docs/ED/htm/ED.7.htm#7.102> **EDUCATION CODE CHAPTER 7. STATE ORGANIZATION (texas.gov)**

Sec. 7.102. STATE BOARD OF EDUCATION POWERS AND DUTIES (paraphrased below).

The SBOE board **shall** establish:

Administrative:

- a long-range plan for public education.
- curriculum and graduation requirements.
- a training course for school district trustees
- guidelines for credit by examination
- a procedure for placing on probation or revoking a home-rule school district charter and
- rules establishing criteria for certifying hearing examiners
- rules to carry out the curriculum required or authorized
- transcript forms and academic achievement standards for high school programs
- guidelines for determining financial need for the Texas Advanced Placement Incentive Program

- criteria for identifying gifted and talented students and a state plan for their education
- rules relating to community education development projects
- adopt and purchase or license instructional materials.

Technology:

- a long-range plan, rules and policies concerning technology in the public school system
- telecommunications feasibility studies for school districts and regional education service centers
- a board of directors of the center for educational technology

Finances:

- implement a public school accountability system.
- implement the Foundation School Program(how much each school contributes and receives).
- rules concerning school district budgets and audits of school district fiscal accounts
- an annual report on the status of the guaranteed bond program
- uniform bid blanks for school districts to use in selecting a depository bank

Impaired Students:

- Concerning Texas School for the Blind and Visually Impaired or the Texas School for the Deaf:
 - requirements for providing information to determine the cost for
 - student admission requirements for the Texas School for the Deaf.
 - carry out powers and duties related to regional day school programs for the deaf.
- a program for testing students for dyslexia and related disorders

The board **May**:

- enter into contracts relating to or accept grants for the improvement of educational programs
- place on probation or revoke a home-rule school district charter.
- accept a gift, donation, or other contribution on behalf of the public school system or agency
- adopt rules relating to school districts or regional education service centers
- create special-purpose school districts
- approve the commissioner’s plan for the coordination of services to children with disabilities
- invest the permanent school fund within prescribed limits.
- adopt rules as necessary for the administration of the Bond Accountability program

STATE DISTRICT REPRESENTATIVE – HD-19

150 Districts, 1 per District, 2 Year Term

<https://www.house.texas.gov/>

[Texas House of Representatives - Frequently Asked Questions](#)

The State Representative is a member of the Texas House of Representatives which is the lower chamber of the Legislature. Along with the Texas State Senate, the House forms the legislative branch of the Texas state government and works alongside the Governor to create laws and establish a state budget. Legislative authority and responsibilities of the Texas House of Representatives include passing bills on public policy matters, setting levels for state spending, raising and lowering taxes, and voting to uphold or override gubernatorial vetoes.

GILLESPIE COUNTY ELECTED POSITIONS

Click this link to find out: [What are the duties of all Texas county officials?](#)

More Detailed Responsibilities: "[Guide to Texas Laws for County Officials.](#)"

Open Meetings Act: <https://www.texasattorneygeneral.gov/open-government/governmental-bodies/pia-and-oma-training-resources/open-meetings-act-training>

COUNTY ATTORNEY

254 Counties, 1 per County, 4 Year Term

https://www.gillespiecounty.org/page/county_attorney

The county attorney is an elected position in Texas, according to the state's constitution. County attorneys are elected to four-year terms by the voters of their county in the same election cycle as the President of the United States. If the county has appointed a criminal district attorney, the county attorney position is abolished. When the position is occupied, county attorneys:

- **prosecute misdemeanor criminal cases,**
- **enforce** election violations, vice laws, "going out of business" violations & liquor law offenses,
- **act as a juvenile prosecutor**
- **represent county officials and employees** in lawsuits related to their duties. Note: County insurance and TAC (Texas Association of Counties) provides this for attorneys for civil matters.
- **file suit against property violations.**
- The county attorney **may act as an assistant to the commissioner's court**, assuring the court of legality in lawmaking and contracts, acting as a checkpoint for legal questions, screening open records requests and reviewing claims made against the county.
- The county attorney in Gillespie County does not **represent the county** in collecting delinquent taxes, (the county and GCAD have contracted with a separate civil attorney to do that).
- County attorneys join district attorneys in the Texas District & County Attorneys Association, which is a government sector lobbying organization associated with the Texas Association of Counties.

COUNTY TAX ASSESSOR-COLLECTOR

254 Counties, 1 per county, 4 Year Term (TX Constitution Article VIII, Sec 14)

https://www.gillespiecounty.org/page/tax_assessor

The Office collects registration and title fees for the public and all automobile dealers in the area for motor vehicles, trailers, as well as boat and motor titles and registrations. The Office bills and collects the County Occupation Tax portion of the Texas Alcoholic Beverage Commission (TABC) license renewals.

Gillespie County Central Appraisal District, by State law, appraises the value of every property as of January 1st. The total assessed values, as adjusted by various exemptions, is then certified as the "taxable value" for the County. After the taxable value is set, the various taxing entities apply a rate sufficient to fund their budgets and the total millage of all of the taxing authorities is used to establish a tax obligation for each individual property (<https://gillespiecad.org/tax-rates/>). In Gillespie County, the **Tax Assessor Collector ONLY does the following duties:**

- Processes motor vehicle title transfers.
- Issues motor vehicle registration and licenses.
- Collects motor vehicle sales tax for the State.
- Processes boat titles and registrations for Gillespie County residents only.
- Collects boat, and boat motor sales tax for the State.
- County liaison for the Texas Association of Counties.
- County liaison for the Texas Comptroller of Public Accounts (State Comptroller).
- Represents Gillespie County at the various Tax Assessor Collector forums around the state.

- Collects various other fees for the state and county.
- Provides office management
- Provides motor vehicle dealer training.
- Supports County budgeting and fiscal responsibility.

COUNTY COMMISSIONERS

254 Counties, 4 per county, 4 Year Term

Precinct 1 CC Webpage and Map: https://www.gillespiecounty.org/page/commissioner_pct1

Precinct 3 CC Webpage and Map: https://www.gillespiecounty.org/page/commissioner_pct3

Oath of Office: <https://statutes.capitol.texas.gov/Docs/CN/htm/CN.16.htm>

What is a County Commissioner?

The county commissioner is primarily responsible for roads and bridges within their precinct and makes policy-making budget decisions. Four commissioners, elected from a quarter of the county's population, serve along with the county judge on the Gillespie County Commissioner's Court. The county Commissioners

What does a County Commissioner Do in Texas?

A County Commissioner in Gillespie County, Texas has the following duties:

- Acts as the Elected Representative for one of four precincts in the county.
- Primarily builds and maintains the county roads and bridges within the precinct.
- Manages the precinct budget; identifies and advocates changes to meet precinct needs.
- Investigates, in the field, the condition of the roads, bridges, work teams, equipment under fair weather and poor weather conditions.
- Assists in preparing the yearly property tax rate.
- Participates in planning for Emergency Response Services.
- Receives and responds to requests from residents and businesses in the precinct.
- Prepares for and participates in the Commissioners Court and other special meetings called by the County Judge.

The Commissioners Court carries on county government, including providing safety protection, public transportation, parks, hospitals and buildings, providing zoning, waste, water and permit regulations, levying and collecting taxes for county and municipal organizations and overseeing and enforcing more specific duties, as laid out by Texas statutes. (TX Constitution, Chapter 81).

The commissioners court conducts the general business of the county and consists of the county judge and four commissioners. No more than 2 commissioners may be present without declaring it publicly according to the Open Meetings Act. The commissioners court has the following duties:

- Authorizes Contracts – with exclusive authority.
- Approves county annual budget and budget & tax rate.
- Calls, conducts and certifies elections.
- Fills vacancies in elected and appointed positions.
- Hires and sets all salaries and benefits for county employees.
- Appoints non-elected department heads and standing committees.
- Provides for and maintains all county buildings and facilities (Library, Airport, Election Office, etc)
- Understands and complies with state law concerning the county and precinct.

COUNTY SHERIFF

1 per County, 4 Year Term

https://www.gillespiecounty.org/page/GCSO_homepage

<https://www.county.org/resources/resource-library/education-and-training/edu-what-are-the-duties-of-all-texas-county-officials>

What is a Sheriff?

The sheriff acts as a conservator of the peace and the executive officer of the county and district courts. The sheriff serves writs and processes of the courts, seizes property after judgment, enforces traffic laws on county roads and supervises the county jail and prisoners. In counties of fewer than 10,000 residents, the sheriff may also serve as ex officio tax assessor and collector.

What Does a Sheriff Do in Texas?

A sheriff in Texas has the following duties:

- Serves as a licensed peace officer and is responsible for enforcing the criminal laws of the state.
- Manages and operates the county jail.
- Provides security for the courts.
- Serves warrants and civil papers.
- Regulates bail bondsmen in counties with no bail bond board.

GILLESPIE COUNTY REPUBLICAN CHAIR (NOT CONTESTED – FOR INFORMATION ONLY)

1 per County, 2 Year Term

https://texasgop.org/county_chairs/ also <https://gillespiecountygop.org/>

Handbook: <https://texasgop.org/wp-content/uploads/2018/07/County-Chair-Manual-2018.pdf>

“The County Chair is the leader of the local party in each county throughout the state. Some of their responsibilities include overseeing the Primary, Candidate Filing, and other elections; chairing County Executive Committee Meetings; organizing and leading the local party; as well as overseeing and/or assisting with precinct and county or Senate District Conventions as required.”

Republican Elections:

- Accepting applications from local candidates for the Republican Primary Election
- Administering the county’s Republican Primary Election
- Managing Primary Election Funds
- Encouraging voters to participate in elections
- Submitting names for Election Judges and the Early Voting Ballot Board
- Supporting ballot integrity
- Appointing and approving poll watchers

Republican Conventions:

- Organizing, supervising, and encouraging participation in Precinct, Gillespie County, and Senatorial District(24) Conventions
- Submitting delegates and alternates elected to serve at the State Convention
- Submitting resolutions to be considered by the Platform Committee at the State Convention

County Executive Committee:

- Recruiting and providing training for Precinct Chair
- Appointing officers and committees as needed
- Calling and presiding over all County Executive Committee meetings and ensuring that meetings are held at least quarterly
- Maintaining minutes of all meetings and a roster of all committee members

Represents the County Party and spreads the Republican message:

- Being a spokesperson to the local media by answering questions and putting out press releases, newsletters or letters to the editor
- Speaking to organized groups and individual voters in your community about the work the County Republican Party is doing and how others may get involved
- Keeping RPT Headquarters and SREC members informed of County Party activities

Manager of the County Party:

- Setting up a headquarters, where possible and financially feasible
- Acting as a support and information source for local candidates
- Helping form Republican clubs where appropriate and working closely with those clubs

Builds the Republican Party

- Promoting a positive image of the Party through local media and by word of mouth
- Maintaining rapport with community business, neighborhood, and civic groups
- Welcoming newcomers to the area and having them register to vote

Works with the State Republican Executive Committee

GILLESPIE COUNTY PRECINCT CHAIRS

1 per Precinct, 2 Year Terms

[Precinct-Chair-Duties.pdf \(texasgop.org\)](#)

Precinct Chairs are the **voting members of your County Executive Committee** (CEC). Each individual voting precinct is entitled to be represented by one Precinct Chair on the CEC. The Goal of the Precinct Chair must be to build and grow the Republican Party in his or her precinct. The integrity of the Republican Party starts with the integrity of the leadership of each precinct. Each Precinct Chair needs to become a subject matter expert on his/her area and what it will take for Republican candidates with integrity to the Republican Party principles and priorities to win there. The job will produce:

- An increase in the precinct's turnout in the Republican primary elections,
- An increase in the number of Republican votes cast in that precinct in the General Election,
- Deliver the Republican messages to non- active and non-traditional Republican voters.

Functions of the Precinct Chair are to:

- To recruit, train, supervise, and encourage a team of Neighborhood Coordinators and Block Walk Captains in order to "Get Out the Vote."
- Represent the precinct in Republican County Executive Committee meetings and decisions, as well as to other elected officials and candidates.
- Conduct efficient, unbiased elections with integrity at all levels. To accomplish this, the precinct chair will receive election training, assist in voter roll cleanup, organize election volunteers and assure they are fully trained.
- Conduct Precinct Conventions in preparation for County Conventions.

Get Out the Vote. Precinct Chairs lead efforts to provide winning margins for Republican candidates:

- Educating voters through literature distribution and personal contacts which advocate support for Republican candidates.
- Contacting all unregistered potential Republican voters and getting them registered.
- Contacting all registered voters to determine their political preference and how they will vote in the upcoming election and recording this data in voter vault.