

# **REPUBLICAN PARTY OF** **VIRGINIA**

## **Plan of Organization**



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## **PREAMBLE**

The Republican Party of Virginia is a free association organized for the purposes of promoting the principles and achieving the objectives of the Republican Party, electing duly nominated or designated Republican candidates to public office, and performing official actions within the Commonwealth of Virginia, consistent with these purposes.

## **ARTICLE I**

### **Participation in Party Actions**

#### **SECTION A. Qualifications**

1. All legal and qualified voters under the laws of the Commonwealth of Virginia, regardless of race, religion, national origin or sex, who are in accord with the principles of the Republican Party, and who, if requested, express in open meeting either orally or in writing as may be required their intent to support all of its nominees for public office in the ensuing election may participate as members of the Republican Party of Virginia in its mass meetings, party canvasses, conventions, or primaries encompassing their respective election districts.
2. A voter who, subsequent to making a statement of intent, publicly supports a candidate in opposition to a Republican nominee shall not be qualified for participation in party actions as defined in Article I for a period of four (4) years.
3. Paragraphs 4 and 5 shall cease having any effect at such time as the Election Laws of the Commonwealth of Virginia shall provide for party registration, at which time only those registered as Republicans may be deemed to be in accord with the principles of the Republican Party, unless otherwise stipulated by the appropriate Official Committee.
4. In addition to the foregoing, to be in accord with the principles of the Republican Party, unless otherwise stipulated by the appropriate Official Committee, a person otherwise qualified hereunder shall not have participated in Virginia in the nomination process of a party other than the Republican Party with in the last five years.
5. A single exception to Paragraph 4 shall be approved for a voter that renounces affiliation with any other party in writing, and who expresses in writing that he/she is in accord with the principles of the Republican Party and intends, at the time of the writing, to support the nominees of the Republican Party in the future. Any voter that utilizes the foregoing exception, and thereafter participates in the nomination process of a party other than the Republican Party, shall not have the benefit of the exception identified in this paragraph thereafter. Within 30 days of receipt, the Official Committee shall provide a copy of this signed renunciation statement to the Republican Party of Virginia, to be maintained for a period of 5 years.
6. In order to be eligible for election as a Delegate or Alternate Delegate to any convention, an individual must be registered to vote no later than the prefiling deadline established by the Official Committee or, if prefiling is not a requirement, no later than the date of election as a Delegate. A person who has made application for registration and meets all other requirements of Section A, but whose name does not appear on the local registration books solely because of the books having been closed in connection with a local election, will nevertheless be deemed a legal and qualified voter.

#### **SECTION B. Participation**

All Chairmen and members of Official Committees, delegates to Conventions, and voters in Mass Meetings or Party Canvasses provided for in the State Party Plan shall be members of the Republican Party of Virginia as stated in this Article and must be legally qualified voters of the respective Units or election Districts which they represent as Chairmen, members, delegates or voters.

Participation in the nomination of any candidate for public office may not be conditioned on the payment of a registration fee, except as provided for in Article VIII, Section A.1.e.

## **ARTICLE II**

### **Definitions**

1. "State Party" or "Party" or "RPV" means Republican Party of Virginia.
2. "State Party Plan" means Plan of Organization of the Republican Party of Virginia.
3. "State Central Committee" means State Central Committee of the Republican Party of Virginia.
4. "Election District" means the City, County, ward of a City, magisterial district of a County, precinct, or portions or combinations of such political subdivisions which comprise the area defined by law in which an election is to be held.
5. "Congressional District" means the Election District for a member of the House of Representatives of the United States Congress.
6. "District" means Congressional District unless otherwise designated.
7. "Legislative District" means the Election District for a member of the House of Delegates or the State Senate of the Virginia General Assembly.
8. "District Committee" means Republican Congressional District Committee for each Congressional District.
9. "Legislative District Committee" means Republican District Committee for each State Senatorial District and each House of Delegates District as the context may require.
10. "County Committee" means County Committee for the Republican Party for each county.
11. "City Committee" means City Committee for the Republican Party for each City.
12. "Unit" means County or City.
13. "Unit Committee" means County Committee or City Committee.
14. "Republican Party Voting Strength" means a uniform ratio of the votes cast in a political subdivision for the Republican candidates for Governor and President to the total votes cast in the entire Election District for the Republican candidates for Governor and President in the last preceding Gubernatorial and Presidential elections, as calculated according to Article VIII, Section F.
15. "Quadrennial State Convention" means the State Convention held in Presidential election years for the purposes of nominating electors-at-large to the Electoral College and electing delegates-at-large and alternates-at-large to the Quadrennial National Republican Convention.
16. "Quadrennial District Convention" means the District Convention held in Presidential election years for the purposes of nominating an elector to the Electoral College and electing Delegates and Alternates to the Quadrennial National Republican Convention.
17. "Biennial District Convention" means the District Convention held in Congressional election years and is the same as the Quadrennial District Convention in Presidential election years.
18. "Official Committees" are the State Central Committee, each District Committee, each Legislative District Committee, and each Unit Committee.
19. "Ex-Officio" means the person holding the office and shall not be construed to mean with or without vote.

20. "Mass Meeting" is as defined in *Robert's Rules of Order* subject to the provisions of the State Party Plan.
21. "Party Canvass" is a method of electing chairmen and members of Official Committees, delegates to Conventions, or Party nominees which shall include prefilng candidacies, then secret balloting by Party members at convenient polling places and hours after proper notice. Any Party Canvass that includes more than one (1) Unit shall have no less than one (1) polling place in each Unit unless this requirement is waived by a unanimous vote of all of the voting members of the Committee.
22. "Convention" is as defined in *Robert's Rules of Order* subject to the provisions of the State Party Plan.
23. "Primary" is as defined in and subject to the Election Laws of the Commonwealth of Virginia, except to the extent that any provisions of such laws conflict with this Plan, infringe the right to freedom of association, or are otherwise invalid.
24. "*Robert's Rules of Order*" shall mean the then current edition of *Robert's Rules of Order, Newly Revised*.
25. "Military Member" shall mean any member of the Virginia National Guard, or the United States Armed Forces, Merchant Marine, or Coast Guard, who is currently serving on active duty or who expects to be on active duty at the time of a particular mass meeting or convention.
26. "Political Party" means a formal organization which nominates candidates for public office.

With respect to this document, whenever the singular or plural number, or masculine or feminine or neutral gender, is used herein, it shall equally include the others as the context may require. Definitions not set forth above, to the extent found therein and where not otherwise inconsistent with Article VII, Section H and Article VIII, Section I.4 of the State Party Plan, shall be those set forth in *Robert's Rules of Order*.

## **ARTICLE III**

### **State Central Committee**

#### **Section A. Membership**

The membership of the State Central Committee shall consist of the following:

1. State Chairman
2. First Vice Chairman
3. Two (2) Vice Chairmen from the Eastern part of the State.
4. Two (2) Vice Chairmen for the Western part of the State.
5. Two (2) National Committee members.
6. President, ex officio, and two (2) elected representatives of the Virginia Federation of Republican Women.
7. President, ex officio, and two (2) elected representatives of the Young Republican Federation of Virginia.
8. President, ex officio, and two (2) elected representatives of the College Republican Federation of Virginia.
9. District Chairman of each District, ex officio.
10. Three members from each District.

11. One (1) additional member from each District that cast its plurality vote for the Republican Presidential nominee in the last preceding Presidential election.
12. One (1) additional member for each District represented by a Republican member of Congress.
13. Four (4) Republican members of the General Assembly, equally divided between each house.
14. State Treasurer and Finance Chairman.
14. State Secretary
15. Budget Director and General Counsel, but they shall not be entitled to vote.
17. All publicly elected present and former Republican statewide office-holders, ex officio, but they shall not be entitled to vote.

#### **SECTION B. Election and Term**

1. The State Chairman shall be elected by the Quadrennial State Convention for a term of four (4) years or until his successor is elected.
2. The Vice Chairmen shall be elected by the State Central Committee at the first meeting following the Quadrennial State Convention for a term of four (4) years or until their successors are elected. The Eastern portion of the State shall include the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 8<sup>th</sup>, and 11<sup>th</sup> Congressional Districts, and the Western portion of the State shall include the 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> Congressional Districts.
3. The National Committee Members shall be nominated by the Quadrennial State Convention.
4. District Members.
  - a. The regular members representing a District shall be elected by the Quadrennial District Convention for a term of four (4) years or until their successors are elected.
  - b. The additional member for each District that cast its plurality vote for the Republican Presidential nominee in the last preceding Presidential election shall be elected by the District Committee at the first meeting following the Presidential election and shall serve concurrently with the Presidential term.
  - c. The additional member for each District represented by a Republican Member of Congress shall be elected by the District Committee at the first meeting following the Congressman's election and shall serve concurrently with the Congressman's term.
5. The members representing the General Assembly shall be elected by the Republican Members of the General Assembly at the beginning of each even year session of the General Assembly, for a term of two (2) years or until their successors are elected.
6. The State Secretary and State Treasurer shall be elected by the State Central Committee at the first meeting following the Quadrennial State Convention to serve at the pleasure of the Committee.
7. The State Finance Chairman, Budget Director, and General Counsel shall be appointed by the State Chairman to serve at the pleasure of the Chairman. The Budget Director and General Counsel shall serve in an acting capacity until confirmed by a majority vote of the State Central Committee. In the event of any vacancy in one of these offices, the State Chairman shall notify the members of the State Central Committee within seven (7) days.
8. A person shall occupy only one voting membership on the State Central Committee at any one time.

### **SECTION C. Vacancies**

1. A vacancy in the office of State Chairman shall be filled by the State Central Committee until the next regular State Convention, which shall then elect a State Chairman to fill the remaining unexpired portion of the term of the vacating State Chairman.
2. A vacancy in the office of Vice Chairman, State Secretary or State Treasurer shall be filled by the State Central Committee.
3. A vacancy in the office of a National Committee member shall be filled by the State Central Committee until the next regular State Convention which shall then elect a successor National Committee member to fill the remaining unexpired portion of the vacating member's term.
4. Vacancies in the District memberships of the State Central Committee shall be filled by the applicable District Committee; however, any vacancy not so filled within ninety (90) days may be filled by the State Central Committee.
5. Vacancies shall be filled after notice of such intent, has been included in the call of the meeting at which the vacancy is to be filled.

### **SECTION D. Duties**

1. State Central Committee
  - a. The State Central Committee shall formulate and provide for the execution of such policies, plans and measures as it may deem conducive to the best interest of the Party and in conformity with the State Party Plan.
  - b. It shall determine whether candidates for statewide public office shall be nominated by Convention, Party Canvass or Primary.
  - c. It shall call all regular and special State Conventions and make arrangements therefor, including the basis of representation, the time and the place.
  - d. It shall have general supervision of all statewide campaigns. Neither the State Party nor the State Central Committee, however, shall be responsible for the financing of, or any financial obligations resulting from, such campaign, except to the extent that any such obligations may be approved and assumed in writing, in advance, by the State Central Committee.
  - e. It shall prescribe such additional duties of the State officers and shall appoint special State Central subcommittees as it deems appropriate.
  - f. Whenever the State Central Committee shall determine that a District or a Legislative District Chairman has failed to function as such, then the State Chairman shall appoint a new Chairman to perform the duties provided in the State Party Plan until a successor is duly elected by the applicable Committee.
2. State Chairman
  - a. The State Chairman shall be Chairman of the State Central Committee and of its Executive Committee.
  - b. See Article III, Section E, Paragraph 1, Executive Committee.
  - c. He shall issue calls for State Conventions and Party Canvasses, and shall preside until a temporary organization is effected.
  - d. He shall be responsible for sending a copy of the proposed annual budget to all members of the Committee no less than three weeks prior to the meeting at which it will be considered and adopted.

- e. He shall convene the State Central Committee when the needs of the Party so demand, but in no event less than once during each four (4) month period and he shall preside at the meetings of the committee. He shall be responsible for sending written notice of the call for a State Central Committee meeting to all members of the Committee and to Unit Chairmen, which shall include the agenda for the meeting.
  - f. He shall issue, upon request, to Unit Chairmen and Unit Committeemen a commission signed by him and countersigned by the State Secretary, after notification of their elections as such.
  - g. He shall be responsible for the operation of State Headquarters, including hiring such personnel as he may deem necessary. He may appoint any personnel as may be required from time to time with such duties as he may prescribe. In no case shall the total salaries of the employed personnel exceed the total amount for the salaries as set out in the budget adopted by the State Central Committee.
  - h. He shall, acting in the name of the Party not less than ninety days prior to the end of the fiscal year, engage a firm of certified public accountants to perform an annual independent review of the Party's financial records and affairs as of the end of the fiscal year and to report the results of such review to the Executive Committee and to the State Central Committee.
3. First Vice Chairman  
The First Vice Chairman's primary duty, until action is taken under the provisions of Article III, Section C, Paragraph 1, is to act as State Chairman when the office has been vacated by the State Chairman or during his disability.
4. Vice Chairmen  
The Vice Chairmen's primary duties shall be to give organizational assistance to the Official Committees in their respective portions of the State and to discharge such other duties as may be assigned by the State Chairman.
5. District Members  
It shall be the affirmative duty of the District Members of the State Central Committee to cooperate with the District Chairmen and District Committees in coordinating Party activities at every level of the State organization. Membership on the State Central Committee is not an honorary, but rather a working position and each member assumes an obligation to assist in building the Party at every level and particularly within his area.
6. State Secretary
- a. The State Secretary shall keep the minutes and records of State Central Committee and Executive Committee meetings, which shall be the property of the Committee, and he shall transmit a copy of the minutes of the preceding meeting, including attendance, to the Executive Director within thirty (30) days of the adjournment of each meeting. The Executive Director shall post the minutes on the RPV website so that they are available to Members of the State Central Committee and Unit Chairmen. A copy of the minutes of State Central Committee meetings shall also be included with the call for the next meeting.
  - b. He shall serve as the secretary of all State Conventions until a temporary organization is effected. He shall be the custodian of the record of the proceedings of each State Convention.
  - c. He shall keep a roster of the names and addresses of all State Central Committee members and District, Legislative District and Unit Chairmen and shall perform such other duties as the State Central Committee prescribes.
7. State Treasurer  
The State Treasurer shall be the custodian of Party funds.
8. Finance Chairman  
See Article III, Section E, Paragraph 2, Finance Committee.



9. Budget Director  
See Article III, Section E, Paragraph 3, Budget Committee.
10. General Counsel  
The General Counsel shall be a lawyer who shall advise the State Chairman and the State Central Committee on legal matters relating to Party business. He shall serve as Parliamentarian of all meetings of the State Central Committee.

#### **SECTION E. Subcommittees**

1. Executive Committee
  - a. There shall be an Executive Committee of the State Central Committee comprised of the State Chairman and all District Chairmen, plus the following, but they shall not be entitled to vote: The First Vice Chairman, National Committee members, President of the Virginia Federation of Republican Women, President of the Young Republican Federation of Virginia, President of the College Republican Federation of Virginia, State Treasurer, State Secretary, Finance Chairman, Budget Director, and one member of the State Senate and one member of the House of Delegates selected by the Republican members of the Virginia General Assembly who are currently serving on the State Central Committee.
  - b. The Executive Committee shall act for the State Central Committee when the latter is not in session and shall be subject to the direction of the State Central Committee.
  - c. Meetings of the Executive Committee shall be called at the pleasure of the Chairman or one-third of the voting members, and shall be held not less than once every three months.
2. Finance Committee
  - a. There shall be a State Finance Committee comprised of the State Finance Committee Chairman, appointed by the State Chairman and one (1) member from each District, who shall be appointed by the District Chairman. The State Chairman is authorized to appoint additional members to the State Finance Committee.
  - b. The Finance Committee shall be responsible for fund raising activities of the Party which shall be developed in coordination with the Budget Committee. The State Chairman or the Finance Chairman shall provide the State Central Committee with regular updates on the activities of the Finance Committee.
  - c. The State Finance Chairman may appoint other officers of the Finance Committee.
3. Budget Committee
  - a. There shall be a Budget Committee comprised of the Budget Director, who shall be the Chairman, Executive Director of the State Party, Finance Chairman and State Treasurer; and three (3) persons to be appointed by the State Chairman, who shall be experienced in business and financial matters, and who shall serve in an acting capacity until confirmed by a majority vote of the State Central Committee.
  - b. The Budget Committee under the direction of the State Chairman shall prepare an annual budget for approval of the State Central Committee and shall establish controls to assure compliance with the budget as adopted.
  - c. The annual budget shall include a provision for such funds as shall be required to comply with the requirements of Article III, Section D.2.g.
4. Audit Committee

- a. There shall be an Audit Committee comprised of not less than five persons, at least three of whom shall be experienced in business and financial matters to be appointed by the State Chairman, and who shall serve in an acting capacity until confirmed by a majority vote of the State Central Committee.
- b. The Audit Committee shall be responsible for the establishment and supervision of the implementation of accounting and financial systems, procedures and policies and other internal financial controls. It shall also, in cooperation with the Chairman, select a firm to conduct the annual independent review of the Party's financial records and supervise the conduct of this review.

**SECTION F. Financial Transactions**

1. Any written or verbal contract or other transaction between (i) the Party and (ii) the Chairman, one or more members of the State Central Committee, and/or the Executive Director (hereinafter “Responsible Person”), or any corporation, partnership, firm or association in which a Responsible Person or a family member of that Responsible Person has a material financial interest, is void unless:
  - a. The material facts as to the transaction and as to the Responsible Person’s interest are fully disclosed or known to the State Central Committee, or to the Executive Committee acting in its stead pursuant to Article III, Section E.1.b, prior to the time that such contract or transaction is approved, and
  - b. The State Central Committee, or the Executive Committee acting in its stead pursuant to Article III, Section E.1.b, approves the contract or transaction in good faith by an affirmative majority vote (without counting the Responsible Person) at a meeting at which there is a quorum present (without counting the Responsible Person).
2. The term “material financial interest” shall mean a financial interest of any kind which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect a Responsible Person’s or family member’s judgment with respect to transactions in which the Party is involved. The term “family member” shall mean a spouse, parent, spouse of a parent, child, spouse of a child, brother, sister, or spouse of a brother or sister.
3. Neither the State Chairman nor any corporation, partnership, firm or association in which the Chairman or a family member of the Chairman has more than a ten percent (10%) financial interest, may enter into a written or verbal contract or transaction to provide goods or services to the Party.
4. Neither the State Chairman nor any member of the State Headquarters employed personnel may receive direct compensation of any kind from a vendor that is seeking a contract with the Party to provide goods or services or that has provided goods or services to the Party within the previous twelve months. This prohibition also shall extend to any family member of the State Chairman or of the Executive Director.
5. No RPV funds may be lent for any purpose nor may funds be borrowed on its behalf for any period exceeding 90 days in any amount exceeding \$25,000, except as authorized by a vote of the Executive Committee or State Central Committee. The itemized purpose for which the funds will be used must be specified in an email or physical document.

**ARTICLE IV  
District Committees**

**SECTION A. Memberships**

The membership of each District Committee shall consist of the following:

1. District Chairman
2. Unit Chairman, ex officio, of each Unit wholly or partially within the District, subject to the provisions of Article VI, Sections E and H.

3. District Representative of the Virginia Federation of Republican Women, ex officio.
4. Young Republican Federation District Committeeman, ex officio.
5. College Republican Federation District Committeeman, ex officio.
6. District members of the State Central Committee, ex officio.
7. Vice Chairmen, a Secretary and a Treasurer may be elected by the District Committee. They may be elected members of the District Committee, but they shall not otherwise be entitled to vote solely by virtue of holding any of such offices.

#### **SECTION B. Election and Term**

1. The District Chairman shall be elected by the Biennial District Convention for a term of two (2) years or until his successor is elected.
2. The Vice Chairman, Secretary and Treasurer shall be elected by the voting members of the District Committee for a term of two (2) years at the first meeting following the Biennial District Convention.

#### **SECTION C. Vacancies**

1. A vacancy in the office of District Chairman shall be filled by the District Committee for the remaining unexpired portion of the term.
2. Vacancies in the offices of Vice Chairmen, Secretary and Treasurer shall be filled by the District Committee.
3. Vacancies shall be filled after notice of such intent has been included in the call of the meeting.

#### **SECTION D. Duties**

1. District Committee
  - a. The District Committee shall determine whether candidates for District public office shall be nominated by Convention, Party Canvass or Primary.
  - b. It shall call all regular and special District Conventions and make arrangements therefor, including the basis of representation, the time and the place.
  - c. It shall have general supervision over all District Campaigns and shall cooperate with the State Central Committee in conducting statewide campaigns.
  - d. It shall assist in raising funds within the District for National and State causes and otherwise assist the State Central Committee in other Party endeavors wherever practical.
  - e. Whenever the District Committee shall determine that a Unit Committee, or its Chairman, has failed to function as such, the District Committee shall appoint a new Committee, or a new Chairman, as the case may be. A Committee thus created shall perform their duties provided in the State Party Plan until their successors are elected at a Mass Meeting or Convention called for that purpose.
2. District Chairman
  - a. The District Chairman shall be Chairman of the District Committee.
  - b. He shall issue calls for District Conventions and Party Canvasses, and shall preside until a temporary organization is effected. See Article VIII, Section A.

- c. He shall convene the District Committee when the needs of the Party so demand, but in no event less than once during each calendar quarter, with no more than four (4) months between each meeting, and shall preside at the meetings of the Committee. He shall be responsible for sending written notice of the call for a Committee meeting to all members of the Committee, which shall include the agenda for the meeting.
- d. He shall be responsible for the operation of the District Headquarters, hiring such personnel as he shall deem necessary and for which funds are budgeted and shall be accountable therefor to the District Committee.
- e. He shall be responsible for providing a prescribed time and place, which shall be supervised by the District Chairman, or a designated representative, for filing such declaration of candidacy and petitions as may be required by state law of a candidate in any primary election.

## **ARTICLE V**

### **Legislative District Committee**

#### **SECTION A. Membership**

- 1. The membership of each Legislative District Committee shall consist of the Unit Chairman of each Unit wholly or partially in the Legislative District, subject to the provisions of Article VI, Section E.
- 2. Each Unit Chairman's vote within the Committee shall be weighted in proportion to the Republican Party Voting Strength of his Unit within the Legislative District.

#### **SECTION B. Election and Term**

In the month of December in each year preceding a general election for members of the House of Delegates and/or State Senate, the Legislative District Committee shall meet and elect a Legislative District Chairman. The Chairman of a State Senate District shall serve for four (4) years, and the Chairman of a House of Delegates District shall serve for two (2) years, or until their respective successors are elected. He may be one of the Unit Chairmen, but shall not otherwise be entitled to vote solely by virtue of holding said office.

#### **SECTION C. Vacancies**

A vacancy in the office of Legislative District Chairman shall be filled by the Legislative District Committee for the remaining unexpired portion of the term.

#### **SECTION D. Duties**

- 1. Legislative District Committee
  - a. The Legislative District Committee shall determine whether candidates for Legislative District public office shall be nominated by Mass Meeting, Party Canvass, Convention or Primary, where permitted to do so under Virginia Law.
  - b. It shall call all regular and special Mass Meetings, Party Canvasses and Conventions and make arrangements therefor, including the time and the place and, if a Convention, the basis of representation.
- 2. Legislative District Chairman
  - a. The Legislative District Chairman shall be the Chairman of the Legislative District Committee.
  - b. He shall issue Calls for Legislative District Mass Meetings, Party Canvasses, or Conventions and shall preside until a temporary organization is effected. See Article VIII, Section A.
  - c. He shall convene the Legislative District Committee when required and shall preside the meeting of the Committee. He shall be responsible for sending written notice of the Call for a

Committee Meeting to all members of the Committee, which shall include the agenda for the meeting.

- d. He shall be responsible for providing a prescribed time and place, which shall be supervised by the Legislative District Chairman, or a designated representative, for filing such declaration of candidacy and petitions as may be required by state law of a candidate in any primary election.

## **ARTICLE VI**

### **County and City Committee**

#### **SECTION A. Membership**

The membership of each County and City Committee shall consist of the following:

1. Unit Chairman
2. Precinct Members - the number from each Precinct shall be determined by the Unit Committee on the basis of Republican candidates' votes in a recent past election or elections, but not less than one (1) member from each Precinct.
3. At-Large Members - additional At-Large Memberships may be created which shall not exceed in number 30 percent of the members of the Committee.
4. Elected Public Officials - All publicly elected Republican officials shall be additional members of the Committee, if the Unit Committee's Bylaws so provide. They shall not be classified as At-Large Members.
5. Vice Chairmen, a Secretary and a Treasurer may be elected by the Unit Committee. They may be elected members of the Unit Committee, but they shall not otherwise be entitled to vote solely by virtue of holding any such offices.
6. Associate Members – Unit Committees may have Associate Members if the Committee's Bylaws so provide. An Associate Member shall meet all of the requirements for Members of the Committee except for the attendance requirements of Article VII, Section D. Associate Members shall have all privileges of other Members except they shall not be entitled to a vote. Associate Members shall not count toward any limits on Precinct or At-Large Memberships nor shall they be counted when establishing a quorum.

#### **SECTION B. Election and Term**

1. The Chairman and other members of the Committee shall be elected by the Mass Meeting, Party Canvass, Convention, or Primary called for the purpose of electing delegates to the Biennial District Convention for a term of two (2) years or until their successors are elected.
2. The Vice Chairmen, Secretary and Treasurer shall be elected by such procedure and for such terms as shall be fixed by the Unit Party Plan, should there be one, and otherwise as shall be determined by the Unit Committee.

#### **SECTION C. Vacancies**

1. A vacancy in the office of Unit Chairman shall be filled by the Unit Committee for the remaining unexpired portion of the term.
2. Vacancies in the office of Vice Chairman, Secretary and Treasurer shall be filled by the Unit Committee.
3. Any vacancies among other elected members of the Committee shall be filled by the Unit Committee for the remaining unexpired portion of the term.
4. Vacancies shall be filled after notice of such intent has been included in the call of the meeting.

## **SECTION D. Duties**

1. Unit Committee
  - a. The Unit Committee shall determine whether candidates for local and constitutional public offices shall be nominated by Mass Meeting, Party Canvass, Convention, or Primary and whether Unit Chairman and Committee members shall be elected by Mass Meeting, Party Canvass, Convention, or Primary.
  - b. It shall call all regular and all special Mass Meetings, Party Canvasses, Conventions and make all arrangements therefor and, if a Convention, determine the basis of representation. Authority to make such arrangements (other than the date, time and whether there shall be, and the requirements for, any pre-filing) may, at the discretion of the Unit Committee, be delegated to the Unit Chairman.
  - c. It shall cooperate with the State Central Committee, its District Committee, and the Legislative District Committees within its boundaries in conducting all elections and fund raising activities.
2. Unit Chairman
  - a. The Unit Chairman shall be the Chairman of the Unit Committee.
  - b. He shall issue calls for Unit Mass Meetings, Party Canvasses, or Conventions and shall preside until a temporary organization is effected. See Article VIII, Section A. In the case of a Mass Meeting for a Magisterial, City Council or other local Election District in which the Unit Chairman is not a registered voter, he shall designate a representative, who is a registered voter in that Magisterial District, to preside until a temporary organization is effected.
  - c. He shall convene the Unit Committee when required, but in no event less than once during each calendar quarter, with no more than four (4) months between each meeting, and shall preside at the meetings of the Committee. He shall be responsible for sending written notice of the call for a Committee meeting to all members of the Committee, which shall include the agenda for the meeting.
  - d. He shall be responsible for providing a prescribed time and place, which shall be supervised by the Unit Chairman, or a designated representative, for filing such declaration of candidacy and petitions as may be required by state law of a candidate in any primary election.

## **SECTION E. Divided Units**

Whenever a Unit is divided between two (2) or more Congressional or Legislative Districts the Chairman of such Unit Committee shall serve as the Unit representative on the Congressional or Legislative District Committee encompassing his residence. Such Unit Chairman shall designate a person residing in that part of the unit located in each of the other involved Congressional or Legislative Districts to serve at the pleasure of the Unit Chairman as the Unit's representative on the respective Congressional or Legislative District Committee with the authority and vote of a Unit Chairman.

## **SECTION F. Combined Units**

The Party organization of a city of the second class and an adjoining county may be combined whenever the respective committees, by a majority vote of each, vote to combine into one organization. Thereafter, such city and county shall be considered as one Unit for all purposes except in nominations for elective offices which serve solely the city or the county. A combined organization may be dissolved by the majority vote of a Mass Meeting of either the city or the county, provided notice of such proposal is included in the Call of the Mass Meeting.

## **SECTION G. Multi-Jurisdictional Constitutional Offices**

In December prior to any year in which a Constitutional Office that covers more than one jurisdiction is to be filled, the unit chairmen of the affected jurisdictions, by call of the unit chairman representing a plurality of the weighted vote of the combined jurisdictions, shall meet to determine the method of nomination for that office. Decisions shall be made on the basis of the weighted vote of each chairman. In the event the chairmen shall decide to nominate a candidate for a Constitutional Office by convention, it shall remain the responsibility of each unit committee to determine the method of electing delegates thereto.

**SECTION H. Unit Chairmen Who Serve as Congressional District State Central Representatives**

Whenever a Unit Chairman shall be elected to serve as a Congressional District Chairman or Congressional District State Central Representative (as provided in Article II, Section A. 10, 11, or 12), the Unit Chairman shall serve and vote on the Congressional District Committee only as a State Central Representative. In his capacity as a Unit Chairman he shall designate a person residing in that part of the unit located in the same Congressional District to serve at the pleasure of the Unit Chairman as the Unit’s representative on the Congressional District committee with the authority and vote of a Unit Chairman. This provision shall apply whether the Unit Chairman shall have been elected to serve as a State Central Representative either prior to or subsequent to his election as Unit Chairman.

**ARTICLE VII  
Official Committees - General**

**SECTION A. Proxies**

A member of an Official Committee or the Executive Committee of the State Central Committee may be represented in meeting by a proxy, subject to the following conditions:

- 1. Except as provided in Article V, Section A(2) hereof, no individual may cast more than one vote at any meeting.
- 2. The proxy holder must be a member of the Republican Party from the same Election District or organization represented by the absent member of that committee.
- 3. All proxies shall be in writing and shall be signed by the maker of the proxy and shall be substantially in the following form:

"KNOW ALL MEN BY THESE PRESENTS, That I, [NAME] of [AREA REPRESENTED], do hereby constitute and appoint [NAME OF PROXY] my true and lawful attorney, to vote as my proxy (with full power of substitution)\* at a meeting of the Republican [State Central, District, County, etc.] Committee on the \_\_\_\_\_ day of [MONTH], [YEAR], or at any adjourned meeting thereof and for me and in my name, place and stead to vote upon any question that properly may come before such meeting, with all the power I should possess if personally present, hereby revoking all previous proxies.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal, this \_\_\_\_\_ day of [MONTH], [YEAR].

WITNESS: \_\_\_\_\_ (Seal)  
\_\_\_\_\_ (Seal)"

(\* ) Inclusion of the power of substitution is discretionary with the member. Its omission shall preclude substitution.

**SECTION B. Notice and Quorum**

- 1. Except as provided in subsection B.3. of this Article, meetings of Official Committees or the Executive Committee shall be held upon written notice, in the case of the State Central Committee, of not less than three weeks and otherwise, of not less than one week on the call of the Chairman, or on the call of one-third of the voting members, which call shall include the agenda for the meeting. Electronic Mail shall be deemed written

notice for the purpose of this subsection, unless otherwise specified in the by-laws. However, the Official Committee must provide an alternative form of delivery for any member who does not have regular access to electronic mail.

2. Unless otherwise provided by a District's or Unit's Plan or Bylaws, a majority of the voting members of a Committee shall constitute a quorum for the transaction of business. In the case of a Legislative District Committee, the weighted vote of the voting members shall be used in determining whether a majority exists for a quorum. Likewise, a meeting of a Legislative District Committee may be called by one-third of the members' weighted vote or on call of the Chairman.
3. Meetings called for the purpose of (1) determining the method of nomination and associated details for a Republican candidate for a Special Election where there is less than (30) days available in which to nominate a candidate or (2) filling vacancies with Section F of this article, shall require at least twenty-four (24) hour notice, either written or verbal.

### **SECTION C. Removal**

Any Chairman, except the State Chairman, or any other member of an Official Committee may be removed from office by the vote of two-thirds (2/3) of the other members of the Committee, after being furnished with notice that such removal will be sought, with the charges, in writing, signed by not less than one-third (1/3) of the members of the Committee; and allowing him thirty (30) days within which to appear and defend himself. The State Chairman may be removed by a two-thirds (2/3) vote of a State Convention or by the three-fourths (3/4) vote of the State Central Committee, the action of said Convention or Committee being subject to the foregoing as to notice and opportunity for defense.

A member of an Official Committee is held to a higher standard of support for nominees of the Republican Party than an individual who merely participates in a mass meeting, party canvass, convention or primary. Therefore, a member of an Official Committee is deemed to have resigned his Committee position if he (a) makes a reportable contribution to and/or (b) knowingly allows his name to be publicly used by and/or (c) makes a written or other public statement supporting the election of a candidate in opposition to a Republican nominee in a Virginia General or Special Election, and/or (d) becomes an officer of any other political party. A majority of the elected officers of an official committee are charged with recognizing when this provision is in effect. For members of multiple official committees, such recognition by a given official committee applies to all subordinate official committees. Such member may be re-instated by a majority vote of the other members of the Committee.

For the purposes of this section, "allows" shall mean that a member has either (i) affirmatively given permission for his name to be publicly used, or (ii) refused to publicly disavow the use of his name upon receiving notification by an official committee chairman that it is being used.

### **SECTION D. Absences**

A member of an Official Committee other than an ex-officio member automatically loses his committee position if he is absent three (3) consecutive meetings without representation by a person holding a proxy; provided, however, that a State Central Committee member automatically loses and is deemed to have resigned his Committee position if he fails to attend in person at least fifty (50) percent of the regular meetings in any calendar year. A vacancy created by such resignation shall be filled in accordance with the State Party Plan. In the case of an ex-officio member with voting privileges, those voting privileges shall be suspended if he is absent three (3) consecutive meetings. Voting privileges for an ex-officio member that has been suspended may be restored by a two-thirds (2/3) vote of the other members of the committee.

### **SECTION E. Nominations by Committee**

Whenever an Election District fails to nominate a candidate or candidates for public office, in the absence of an instruction to the contrary by the Convention or Mass Meeting, the Official Committee of that Election District is authorized to nominate such candidate or candidates by two-thirds (2/3) vote of those present in a Committee meeting after notice of such intent has been included in the call of the meeting, and the nominations shall have the same force and effect as if the person or persons were nominated by a Mass Meeting, Party Canvass, Convention or Primary.



## **SECTION F. Filling Vacancies**

Whenever candidates, electors, delegates or alternates have been duly elected by a Mass Meeting, Party Canvass, Convention, or Primary and a vacancy occurs, the applicable Official Committee is authorized to fill such vacancy in formal meeting by majority vote after due notice of such intent has been included in the call of the meeting. Such a meeting shall require at least twenty-four (24) hours notice, either written or verbal.

## **SECTION G. Public Meetings**

All Official Committee meetings shall be held in a building appropriate for public use and shall be open to the public.

## **SECTION H. Rules**

All Official Committee meetings shall, to the extent applicable, be governed by and conducted in accordance with, giving precedence as listed to, the following: the State Party Plan; District or Unit Plan or Bylaws; and otherwise in accordance with the then current edition of *Robert's Rules of Order*.

## **SECTION I. Endorsement of Candidates**

An Official committee shall not endorse, nor contribute to from its funds, any candidate who is running for a Republican nomination for public office unless that candidate is unopposed for that nomination. Nothing in this Section shall be construed to prevent an Official Committee from endorsing a candidate running for public office where there will be no Republican nominee, nor to prevent a member or officer of an Official Committee, as an individual, from endorsing a candidate in a contested nomination.

## **SECTION J. Ethical Conduct**

1. Voting members of official committees shall exercise their best efforts to conduct the business of the Party in good faith, with reasonable care, skill, and diligence. They shall hold as confidential all party information, documents, and communications clearly designated as confidential or for limited dissemination or use by adopted policy of the committee. They shall refrain from participating in unethical activity, diminishing the dignity and credibility of the the Party.
2. Recognizing that not all possible conflicts represent an actual conflict of interest, voting members of the State Central Committee and District Committees shall voluntarily disclose, in writing, any known potential or actual conflicts of interest to all members of the official committee on which they serve in a timely manner after becoming aware of such conflict.

# **ARTICLE VIII**

## **Mass Meetings, Party Canvasses, Conventions and Primaries**

### **SECTION A. Call Requirements**

1. All calls for State, District and Legislative District Conventions, shall be issued by the appropriate Chairman to the included Unit Chairman not less than thirty (30) days, except those calls for special elections, prior to the Convention date. Each call shall include:
  - a. The qualifications for membership in the Republican Party of Virginia as stated in Article I.
  - b. The time, place and purposes to the Convention.
  - c. The basis of representation to the Convention.
  - d. The number of Delegate votes to which all participating Election Districts, and the Military Delegation if applicable, are entitled.
  - e. The amount of the registration fee, if any. If one of the stated purposes of the Convention is to nominate persons for any public office, then the registration fee shall not exceed \$25 in the

case of a Unit, District or Legislative District Convention and shall not exceed \$45 in the case of a State Convention.

- f. If one of the stated purposes is to nominate persons for public office, then the declaration requirements for Military Members as per Article VIII, Section H, para 7, subsection a and Military Delegation Participation requirements as per Article VIII, Section H, para 7.
2. All calls for Mass Meetings or Party Canvasses, or for Unit Conventions, shall be published in their entirety on the web site of the Republican Party of Virginia (RPV) and on such unit and district web sites as may be available and appropriate not less than seven (7) days nor more than sixty (60) days, except those calls for special elections, prior to the Mass Meeting or Party Canvass. Calls published in any presidential election year shall be published *at least* fifteen (15) days in advance. All calls must also be published in a newspaper of general circulation in the Election District unless the appropriate official committee votes to eliminate this requirement by a two-thirds (2/3) vote. Except in the case of a special election, no call shall be published earlier than January 1 of the year in which the Mass Meeting, Party Canvass or Convention will take place.  
  
Each call shall include:
    - a. The qualifications for membership in the Republican Party of Virginia as stated in Article I.
    - b. The time, place and purposes of the Mass Meeting or Party Canvass.
    - c. In the event a purpose is to elect Delegates to a Convention, the time, place, purpose of, and the basis of representation to the Convention.
    - d. If the purpose of the Mass Meeting or Party Canvass is solely to elect persons to Party office, then the amount of the registration fee, if any. However, if one of the stated purposes of the Mass Meeting or Party Canvass is to nominate persons for any public office, then there shall be no registration fee required. However, the call may publish a request for voluntary payment of a registration fee.
    - e. The declaration requirements for Military Members as per Article VIII, Section H, para 7, subsection a and Military Delegation Participation requirements as per Article VIII, Section H, para 7.
  3. In order to be a requirement for any election or nomination for public office by a Mass Meeting, Party Canvass, or Convention, pre-filing shall be approved by the appropriate Official Committee and the pre-filing requirement included in the call. The call, including the pre-filing requirement, must then be published at least seven (7) days prior to the pre-filing deadline. This publication requirement shall take precedence over the publication requirement of Article VIII, Section A.2. Each person desiring to pre-file must file a statement prior to the deadline for pre-filing. The Official Committee or its Chairman, if authorized, may prescribe the use of a particular filing form for the required statement, in which case the official pre-filing form must be included with the call published on the RPV website. The Official Committee may, at its option, establish a filing fee for candidates for nomination for public office, as long as such fee does not exceed twice the primary filing fee for that office. Filing fees for any office are non-refundable.
  4. A copy of the call shall be sent by e-mail to each member of the issuing committee who has an e-mail address on file with the committee and to the respective District Chairmen, in compliance with all the time requirements in Paragraphs 1,2 and 3 above.

5. It is the responsibility of the applicable Chairman to use the most effective means available, including news media, to adequately publicize Mass Meetings, Party Canvasses, or Conventions with the purpose of encouraging maximum citizen involvement. This publicity shall include the method of Delegate selection.
6. In the event that a published call for any Mass Meeting, Party Canvass or Convention shall differ in any respect from the call authorized by the Official Committee, the requirements of the published call, unless contested prior to adjournment or conclusion, shall upon adjournment or conclusion of the Mass Meeting, Party Canvass, or Convention be conclusive and not thereafter subject to contest. Participation in a Mass Meeting, Party Canvass, or Convention shall not prejudice the rights of any person signing a petition protesting the validity of such Mass Meeting, Party Canvass, or Convention.
7. A Mass Meeting or Convention may by unanimous consent dispense with the reading of the call.
8. The State Central Committee recommends that the documents related to these proceedings should conform as closely as possible to the model forms in Appendix A.
9. If the number of persons pre-filing as candidates for election or nomination by a Mass Meeting, Party Canvass or Convention does not exceed the number to be elected or nominated for a particular office, then the pre-filed candidate or candidates may be declared elected or nominated by the Republican Party, if provided for in the call. If the number of persons pre-filing as candidates for election or nomination for all offices to be decided upon by any Mass Meeting, Party Canvass or Convention does not exceed the number to be elected or nominated, then the candidates may be declared elected or nominated by the Republican Party and the Mass Meeting, Party Canvass or Convention may be cancelled if provided for in the call.
10. If the number of persons seeking election as a member of a unit committee or as a delegate to a unit, district or state convention does not exceed the total number allowed by the State Party Plan, all candidates for such office who meet the requirements of Article I of the State Party Plan and, where required, any pre-filing requirements, shall be deemed elected.

A unit Chairman shall document the reason(s) for determining that an individual, who is seeking election as a member of the unit committee or as a convention delegate, has been disqualified for the reason that the individual does not meet the Qualifications for Participation as stated in Article I and/or the unit's pre-filing requirements, if any, and shall provide such documentation with the certification of delegates required in Article VIII, Section H.

Additionally, an individual's election may be challenged by any member and may be excluded by a two-thirds (2/3) vote.

#### **SECTION B. State Conventions**

A State Convention, which may be the Quadrennial State Convention, Party Canvass or Primary shall be held in each year in which there is to be an election for Governor or United States Senator for nominating candidates for the applicable offices, and for other proper purposes.

#### **SECTION C. District Conventions**

A District Convention, which may be the Quadrennial or Biennial District Convention, Party Canvass or Primary shall be held in each year in which there is to be an election for Congressman for nominating a candidate and for other proper purposes.

#### **SECTION D. Legislative Convention**

A Legislative District Mass Meeting, Party Canvass, Convention, or Primary shall be held in each year in which there is to be an election for members of the General Assembly from the Legislative District for nominating a candidate(s) and for other proper purposes.

## **SECTION E. Unit Conventions**

A Unit Mass Meeting, Party Canvass, Convention, or Primary shall be held in each year in which there is to be an election for local or constitutional offices for nominating candidates for the applicable offices, and for other proper purposes.

## **SECTION F. Unit Representation**

Representation in all State and District Conventions shall be by Units based upon the Republican Party Voting Strength, but each unit shall be entitled to at least one delegate vote. In all proceedings for nominations for statewide office, the relevant Unit shall be entitled to one (1) delegate vote for each 250 votes. In all proceedings at the District level, the relevant Unit shall be entitled to one (1) delegate vote for each 100 to 500 votes. In all proceedings at the local and Legislative District level, the relevant political subdivision shall be entitled to one (1) delegate vote for each 25 to 500 votes. The exact number shall be decided by the appropriate Official Committee and included in the call.

For the purposes of, and limited to, determining the Republican Party Voting strength of a Military Delegation at a Party convention called to nominate a candidate for election to a public office, such Voting Strength shall be the average percentage of the Republican vote in the immediately preceding Gubernatorial and Presidential elections among all units and portions of units comprising the convention multiplied by the total number of active-duty military absentee votes cast in such units and portions of units in the same Gubernatorial and Presidential elections (number of military absentee ballots cast can be found from your local registrar using the code 6A).

## **SECTION G. Uniform Ratio**

Representation in Legislative District and Unit Conventions shall be by either Units, Wards, Magisterial Districts, Precincts, or the like, but each such political subdivision shall be entitled to at least one delegate vote. In all such proceedings, the political subdivision shall be entitled to one (1) delegate vote for each 25 to 500 votes as defined in Article II, Section 14; the exact number shall be decided by the Official Committee and included in the call.

## **SECTION H. Delegates**

1. Certification
  - a. Delegates and alternates to a Convention shall be certified to that Convention by the permanent Chairman, and Secretary of the Mass Meeting, or Convention which selected them, or by the Chairman of the Official Committee which conducted the Mass Meeting, Convention or Party Canvass to select the delegates and alternates. The certifications shall be delivered to the Chairman of the Official Committee which called the Convention prior to the convening of the Convention. Except in the case of the State Central Committee, a copy of the certification shall also be delivered to the secretary of the official committee. Such Chairman shall be responsible for the preparation of a roll of all such certifications which roll shall thereafter govern the procedures of the Convention, unless and until changed by the Convention.
  - b. In the case of a State Convention a copy of unit certifications shall also be delivered to its District Chairman.
  - c. In the case of a District Convention, said certifications must be delivered to the appropriate District Chairman and Secretary seven (7) days prior to the convening of said Convention. In the case of a State Convention, said certifications must be postmarked sixteen (16) days prior to the convening of the Convention or delivered in person fourteen (14) days prior to the convening of said Convention. After the filing deadline of the certifications, no change may be made except a certified alternate may be made a delegate. A copy of the published official call of the Convention, Mass Meeting, or Party Canvass called for the purpose of selecting delegates and alternates to convention must accompany the certification with the date of the publication included.
  - d. A delegate or alternate who is not certified in accordance with the above requirements shall be seated only by a majority vote of the Credentials Committee, or in the event of the failure of the Credentials Committee to seat, by a vote of the Convention.

- e. The foregoing provisions notwithstanding, members of the Military Delegation (as specified in Section 7 below) shall be certified by the Chairman of the Official Committee that called the Convention, pursuant to the procedures set forth in the Official Call and in compliance with Paragraph 7 of this Section H.
2. A delegation to a Convention may not have more than five (5) delegates and five (5) alternates per delegate vote. No delegate may have less than 0.20 votes.
3. The certification of delegates may state how the delegates shall vote whether by those present voting full vote, or non-full vote, and if an how an allocation of votes is fractionalized. A delegation shall vote full vote unless otherwise designated by the electing body.
  - a. Full vote means the delegates present and voting at the Convention may cast the full vote of the delegation with proportionate weight given to majority and minority vote. Example: If a County has ten votes to a Convention but only six delegates are present at the Convention and four desire to support one candidate and two desire to support another candidate, the four delegates would cast 6.67 votes for their candidate and the two delegates would cast 3.33 votes for their candidate.
  - b. Non-full vote shall mean that each delegate will only be entitled to the vote to which he is certified. Example: If a County has ten votes to a Convention and elects fifty delegates non-full vote, each delegate present at the Convention would have 0.20 vote.
  - c. The vote of a delegation shall be reported to the nearest hundredth. Example: If a 37-vote delegation has 85 delegates present with 22 voting for A and 63 voting for B, A's vote would be  $22/85 \times 37 = 9.58$ ; B's vote would be  $63/85 \times 37 = 27.42$ .
4. No delegation shall vote under a unit rule at any Convention; nor shall any delegation be instructed on any vote at any convention, except as set forth in Paragraph 7 of this Section H.
5. The delegates present in a given delegation shall designate which alternate shall vote in the place of an absent delegate, except where the body electing the delegates has determined that another method of alternate selection shall be used.
6. Any Military Member who is otherwise qualified under Article I to participate in Republican Party actions and who complies with the procedures to become a delegate to any Convention as set forth in the Official Call of the Convention, Mass Meeting, or Party Canvass called for the purpose of selecting delegates and alternates to that Convention (other than a national Republican Convention), and who produces valid military identification or other proof of active-duty status shall be certified as a delegate and shall not be required to be elected as a delegate. The number of delegates certified in this manner shall count toward each unit's maximum allowable number of convention delegates.
  - a. The provisions of this Paragraph 6 of Section H shall remain in force until such time as the State Central Committee determines Department of Defense regulations no longer inhibit active duty military personnel from standing for election to become a delegate to a Convention.
7. Every convention involving nominations for public office, except those called to nominate candidate(s) for a special election, shall have a Military Delegation representing Military Members as set forth below.
  - a. Declaration. Military Members who declare via electronic mail to the Chairman of the Official Committee calling the Convention or his designee in the Call, that because of the obligations of their official military orders, they are unable to attend their respective Unit mass meeting, canvass or convention called for the purpose of selecting delegates to that Convention, and that in lieu of selecting delegates to represent them

from their respective Unit they instead wish to be represented by the Military Delegation, shall be entitled to representation via the Military Delegation. Such e-mail declaration shall include attached a signed statement of intent and affirmation of their official military orders precluding their attendance, and their email address for correspondence. The Call for the Convention shall provide Military Members the deadline and email address by which to send their declarations. The Chairman or his designee shall respond via email to each Military Member to confirm the receipt of each email declaration.

- b. Candidate Preference Ballot. Military Members shall be entitled to cast a Candidate Preference Ballot to convey their ordered candidate preferences for each public office (first choice, second choice, third choice, etc). The Ballot shall be available at the Official Committee website (if one exists) and at the RPV website, and shall be emailed to each declared Military Member within seven (7) days of the receipt of (i) the Member's declaration, or (ii) the filing deadline for candidates for public office, whichever is later. The Call shall provide the deadline and email address by which to return the ballot. The Chairman or his designee shall respond via email to each Military Member to confirm the receipt of each emailed returned ballot. The deadline to return the ballot shall be at least twenty-one (21) days prior to the convening of the convention. The Chairman of the Official Committee or his designee shall be responsible for ensuring the complete set of returned Candidate Preference Ballots are delivered to the permanent chairman of the Convention, once elected, for tallying the ballots in a manner designed to cast a vote in each round of balloting (as determined by the Rules adopted by the Convention) for the then-eligible candidate with the highest preference expressed on each Candidate Preference Ballot. The Chairman of the Official Committee or his designee shall also provide, upon the request of any candidate on the ballot, the names of qualified Military Members who submitted Candidate Preference Ballots.
- c. Voting. The Chairman of the Credentials Committee or his designee shall cast the votes of the Military Delegation in proportion to the count of the Candidate Preference Ballots as specified pursuant to paragraph (b), and shall tabulate results in accordance with the Republican Voting Strength of the Military Delegation.

#### **SECTION I. State Convention Committees**

The State Central Committee shall establish committees for each State Convention. The State Chairman shall appoint the Chairman and one member of each committee. The Congressional District Chairmen shall additionally appoint one member to each committee. Appointments are not subject to approval by the State Convention.

#### **SECTION J. Rules**

1. The Official Committee shall prepare the rules and order of business for the conduct of a Convention in advance thereof. Said rules and order of business shall then be submitted to the Committee on Rules of such Convention for its consideration and report to the Convention.
2. The Official Committee shall prepare the rules for the conduct of a Party Canvass subject to the provisions of the State Party Plan.
3. The State Central Committee recommends that the documents related to these proceedings should conform as closely as possible to the model rules in Appendix B.
4. All Mass Meetings, Party Canvasses, Conventions, and Primaries shall, to the extent applicable, be governed by and conducted in accordance with, giving precedence as listed to, the following: the State Party Plan; District or Unit Plan or By-Laws; rules adopted by a designated Rules Committee; and otherwise in accordance with *Robert's Rules of Order*.

#### **SECTION K. Primaries**

When an Official Committee has declared for a Primary for nominating candidates for public offices, the State Central Committee shall establish the necessary rules and regulations for the conduct of such Primaries and assist in every practical manner.

#### **SECTION L. National Convention Delegates**

Procedures concerning Conventions at which delegates and alternates to National Conventions are elected shall comply with the applicable Rules of the National Republican Party.

### **SECTION M. Public Meetings**

Every Mass Meeting, Party Canvass, or Convention shall be held in a building appropriate for public use and shall be open to the public. If after a call for a Mass Meeting, Party Canvass, or Convention, it shall be determined that the size of the building designated in the call shall be inadequate relative to the anticipated attendance or the building shall be unavailable, the location may be changed by the Chairman issuing the call to a more adequate, but equally accessible, building provided that written notice of the new location be posted at the location originally selected for the meeting, and further provided that those attending are allowed sufficient time to be present at the alternate location and to participate in the Mass Meeting, Party Canvass, or Convention.

### **SECTION N. Special Elections**

Special Mass Meetings, Party Canvasses, and Conventions shall be held to nominate candidates in special elections and for other proper purposes.

### **SECTION O. Divided Units**

1. No member of a Unit Mass Meeting, Party Canvass, or Convention shall vote for delegates to a Convention of a District of which he is not a resident.
2. When a Mass Meeting or Convention has divided in order to choose delegates to different Election District Conventions, each resulting division may, by majority vote, elected to adopt its own rules and it shall otherwise be conducted in accordance with Article VIII, Section I.4 of the State Party Plan.

## **ARTICLE IX Change in Boundaries**

In the event the boundaries of a Unit are changed between the time of the last preceding Gubernatorial or Presidential elections and the time set for a State or District Convention, the Republican Party voting strength shall be transferred between the Units affected on the basis of the percentage or registered voters by Precincts which have been transferred.

In the event the boundaries of a Congressional District, Legislative District, Ward, Magisterial District or Precinct are changed, then a method equal or similar to that aforementioned shall be used for determining the Republican votes transferred between the affected political subdivisions and therefor the revised Delegate allotments of Committee memberships. Boundaries of congressional districts, legislative districts, wards, magisterial districts and precincts shall be determined in accordance with applicable local, state and federal law.

In the event that the boundaries of a congressional district change after March 15 in the year of a Quadrennial District Convention, calls for such conventions issued prior to March 15 shall remain valid for all purposes except the nomination of a candidate for the House of Representatives. Delegates and alternates elected at such conventions shall be the district delegates and alternate delegates to the Republican National Convention, the new boundaries of the congressional districts notwithstanding.

## **ARTICLE X Rulings and Appeals**

### **SECTION A. Rulings**

1. Any Chairman of an Official Committee or twenty (20) percent of the members of an Official Committee may request a ruling or interpretation of the State Party Plan from the General Counsel. The General Counsel's determination shall be binding unless and until overturned upon appeal, either to the Appeals Committee or directly to the State Central Committee. Any original appeal must be made within thirty (30) days of the date that the ruling is posted on the RPV website.

2. The Appeals Committee shall consist of the State Chairman, all of the State Vice Chairmen and a General Assembly Committee Member appointed by the Joint Republican Legislative Caucus. The State Chairman shall convene this Committee within fourteen (14) days or less, either in person or by telephone, and shall participate in its deliberations and decisions. If the State Chairman has not called a meeting of the Appeals Committee within this period, a meeting may be called upon notice given by a majority of the members of the Appeals Committee.
3. In the event of an appeal to the Appeals Committee and a concurrence by a majority of that Committee with the Ruling or interpretation of the General Counsel, it may be further appealed to the State Central Committee, whose decision shall be binding in accordance with Article X, Section C.
4. All rulings and interpretations by the General Counsel, and the final determination on any appeal of such, shall be posted on the State Central Committee and Unit Chair sections of the website of the Republican Party of Virginia. Further, notice of each ruling and determination of any appeal shall be provided by electronic mail to each member of the State Central Committee and to each Unit Chairman.

#### **SECTION B. Contests**

1. Each Unit Committee shall decide all controversies and contests arising within its jurisdiction, but those persons deemed adversely affected by any such decision shall have the right of appeal to the appropriate District Committee. In the case of a split Unit, if the controversy or contest specifically relates to the operations or affairs of a particular Congressional or Legislative District, an appeal shall be taken to that particular Congressional or Legislative District Committee; if not, an appeal shall be taken to the District Committee of the District wherein the person appealing resides.
2. Each Legislative District Committee shall decide all controversies and contests arising within its jurisdiction. Persons deemed adversely affected by a decision of the Legislative District Committee shall have the right of appeal to the appropriate Congressional District Committee. In the case of a legislative district that is located in more than one congressional district, the appropriate Congressional District Committee shall be the District wherein the person appealing resides.
3. Each District Committee shall decide all controversies and contests arising within its jurisdiction. It shall also hear and decide all timely appeals taken from units and legislative districts within the District. Persons deemed adversely affected by a decision of the District Committee shall have the right of appeal to the State Central Committee.
4. All appeals, under sub-sections 1, 2 and 3 of this section must be made in writing within thirty (30) days after the decision appealed from and the appeal must be accompanied by a petition signed by at least twenty-five (25) Party members (except as provided below) of the respective Unit, Legislative District or Congressional District affected. When an appeal involves a mass meeting, party canvass or convention, then for purposes of this paragraph the term "Party members" shall mean mass meeting participants in the case of a mass meeting; canvass voters in the case of a party canvass; or delegates in the case of a convention. If fewer than one hundred twenty-five (125) persons voted in such mass meeting, party canvass or convention, then the petition shall be signed by at least twenty percent (20%) of the voters at such mass meeting, party canvass or convention.
5. All Contests and Appeals under sub-sections 1, 2 and 3 of this section, except for an appeal to the State Central Committee, shall be heard and a decision rendered by the committee to which the appeal was made within fourteen (14) days of receipt of the appeal. If no decision has been rendered in writing at the end of thirty days, the appeal or contest may be made directly to the next level of appeal as if an adverse decision had been rendered. A timely appeal made to the State Central Committee will be heard at the next regular meeting of the Committee unless the Chairman or 1/3 of the members call for a special meeting.
6. If the Contest or Appeal arises from an action during a Mass Meeting, Party Canvass or Convention held less than fourteen (14) days prior to the deadline for the official committee chairman to certify a nominee, a contest or appeal may be made directly to the appropriate Congressional District Committee.



**SECTION C. Finality**

The State Central Committee shall make the final decision, upon timely appeal, on all Party controversies and contests in any Election District of the State, rulings of the General Counsel and on all other matters deemed to affect the efficiency of the Party organization or the success of the Party.

**ARTICLE XI  
Amendments**

The State Party Plan may be amended by any State Convention by three-fourths (3/4) roll call vote after notice of such intent and general text of such amendment has been made in writing to each Unit Chairman and Member of the State Central Committee, postmarked not later than 45 days prior to the start of the convention; or by the State Central Committee by three-fourths (3/4) of its members present, but not less than a majority of the total members, after notice of such intent and general text of such amendment has been included in the call of the meeting.

## **APPENDIX A**

### **Model Calls for Mass Meetings, Party Canvasses and Conventions**

- 1. Model Calls for Conventions: State, District, Legislative**
- 2. Model Calls for Mass Meetings: Legislative and Unit**
- 3. Model Calls for Party Canvasses: Legislative and Unit**

# Model Calls for Conventions

## STATE

OFFICIAL CALL  
State Convention  
of the Republican Party of Virginia  
[DATE] at [TIME] Local Time  
[LOCATION]

As Chairman of the Republican Party of Virginia and pursuant to the Plan of Organization and as recommended and directed by the State Central Committee, I, [NAME], do hereby issue this Call for a State Convention of the Republican Party of Virginia to be held at the [LOCATION], or its alternate site, starting at [TIME] local time on [DATE] for the following purposes:

[USE ALL THAT APPLY]

- a) Electing [NUMBER] delegates and [NUMBER] alternate delegates at large to the Republican National Convention to be held at the [LOCATION], or its alternate site beginning on [DATE];
- b) Nominating two (2) Electors At Large to be voted for in the presidential election on [DATE];
- c) Electing a State Chairman;
- d) Nominating a National Committeeman and National Committeewoman;
- e) Nominating a Republican candidate for the office of [OFFICE];

and for the transaction of such other business as may properly come before the convention; [USE IN PRESIDENTIAL YEARS] and I further direct the Republican Congressional District Chairmen to issue a call for Congressional District Conventions for the purpose of electing three (3) delegates and three (3) alternate delegates per congressional district for a total of [NUMBER] delegates and [NUMBER] alternate delegates to the Republican National Convention to be held at the [LOCATION], or its alternate site beginning on [DATE]; nominating one (1) Elector per congressional district to be voted for in the presidential election of [DATE]; electing a District Chairman; electing three (3) members to the State Central Committee per congressional district; and for the transaction of such other business as may properly come before the District Convention; and I further direct the Republican Congressional District Chairmen to issue the call for each district convention to the chairman of each unit within the district not less than thirty (30) days prior to such conventions, and further, to publish such call in a newspaper of general circulation in the district at least fifteen (15) days prior to the date of such convention as required by the rules adopted by the previous Republican National Convention; and I further direct the Executive Director of the Republican Party of Virginia to publish this call in a daily newspaper of general circulation in the state at least ninety (90) days prior to the date of the state convention as required by the rules adopted by the previous Republican National Convention.

### Qualifications for Participation

All legal and qualified voters under the laws of the Commonwealth of Virginia, regardless of race, religion, national origin or sex, who are in accord with the principles of the Republican Party and who, if requested, express in open meeting either orally or in writing as may be required, their intent to support all of its nominees for public office in the ensuing election, may participate as members of the Republican Party of Virginia in its mass meetings, party canvasses, conventions or primaries encompassing their respective election districts.

### Composition of Convention

The State Convention shall be composed of delegates and alternate delegates of the respective units they represent, and a military delegation. Representation shall be based on a percentage of the total number of

Republican votes cast in each county and city in the last gubernatorial and presidential election combined. Each unit is allowed one (1) Delegate Vote for each two hundred fifty (250) Republican votes cast or major portion thereof. Each unit shall be entitled to at least one (1) Delegate Vote. The delegates and alternates shall be elected in county and city mass meetings, party canvasses or conventions that shall be called for this purpose in conformity with the Plan of Organization of the Republican Party of Virginia by each unit committee.

Military delegates will be selected in conformity with the Plan of Organization of the Republican Party of Virginia. Any members of the Virginia National Guard, the United States Armed Forces, Merchant Marine, or Coast Guard, who are unable to participate in the election of delegates from their unit due their military orders, may be represented through the Military Delegation. To be so represented, they must declare by e-mail to the State Chairman [E-MAIL ADDRESS] no later than [DEADLINE] that they intend to support the Party's nominees in the ensuing election and that their orders preclude them from participating in person. The State Chairman will provide declarants with candidate preference ballots that will be cast on their behalf at the convention.

### Certification of Delegates

The delegates present in a given delegation shall designate which alternate delegates shall vote in the place of an absent delegate except where the electing body electing the delegates has determined another method of alternate delegate selection. The said delegates and alternate delegates to the State Convention so elected shall be certified in writing with their respective names and addresses including zip codes over the signatures of the permanent chairman and permanent secretary of the unit mass meeting or convention, or of the unit chairman of the unit committee which may have conducted a party canvass to select the delegates and alternate delegates.

ALL CERTIFICATIONS, REGARDLESS OF THE DATE OF LOCAL MASS MEETING, PARTY CANVASS OR CONVENTION must be postmarked not later than sixteen (16) days [DEADLINE] prior to the convention or delivered in person fourteen (14) days [DEADLINE] prior to the convening of said convention. After the filing deadline of the certification, no change may be made except a certified alternate delegate may be made a delegate. A copy of the published call of the convention, mass meeting or party canvass called for the purpose of selecting delegates and alternate delegates to said convention, must accompany the certification with the date of publication included. Certification should be mailed or delivered as follows:

Original – [State Chairman and mailing address]

Second Copy – The respective district chairman

Third Copy – For the unit's records

A delegate or alternate delegate is not certified until his name, address and phone number has been provided on the certification.

[ATTACH LIST OF UNITS AND RESPECTIVE VOTING STRENGTHS]

Paid for and authorized by the Republican Party of Virginia, Inc.

## DISTRICT

OFFICIAL CALL  
District Convention  
of the [NUMBER] Congressional District  
of the Republican Party of Virginia  
[DATE] at [TIME] Local Time  
[LOCATION]

As Chairman of the [NUMBER] Congressional District of the Republican Party of Virginia and pursuant to the Plan of Organization and as recommended and directed by the District Committee, I, [NAME], do hereby issue this Call for a District Convention to be held at the [LOCATION], or its alternate site, starting at [TIME] local time on [DATE] for the following purposes:

[USE ALL THAT APPLY]

- a) Electing [NUMBER] delegates and [NUMBER] alternate delegates to the Republican National Convention to be held at the [LOCATION], or its alternate site beginning on [DATE];
- b) Nominating one (1) Elector to be voted for in the presidential election on [DATE];
- c) Electing a District Chairman of the Republican Party;
- d) Electing three (3) members of the State Central Committee;
- e) Nominating a Republican candidate for the office of U.S. House of Representatives;

and for the transaction of such other business as may properly come before the convention.

### Qualifications for Participation

All legal and qualified voters of the [NUMBER] Congressional District under the laws of the Commonwealth of Virginia, regardless of race, religion, national origin or sex, who are in accord with the principles of the Republican Party and who, if requested, express in open meeting either orally or in writing as may be required, their intent to support all of its nominees for public office in the ensuing election, may participate as members of the Republican Party of Virginia in its mass meetings, party canvasses, conventions or primaries encompassing their respective election districts.

### Composition of Convention

The District Convention shall be composed of delegates and alternate delegates of the respective units they represent, and a Military Delegation. Representation shall be based on a percentage of the total number of Republican votes cast in each county and city in the last gubernatorial and presidential election combined. Each unit is allowed one (1) Delegate Vote for each [*one hundred (100) to five hundred; District Committee chooses exact number*] Republican votes cast or major portion thereof. Each unit shall be entitled to at least one (1) Delegate Vote. The delegates and alternates shall be elected in county and city mass meetings, party canvasses or conventions that shall be called for this purpose in conformity with the Plan of Organization of the Republican Party of Virginia by each unit committee.

Military delegates will be selected in conformity with the Plan of Organization of the Republican Party of Virginia. Any members of the Virginia National Guard, the United States Armed Forces, Merchant Marine, or Coast Guard, who are unable to participate in the election of delegates from their unit due their military orders, may be represented through the Military Delegation. To be so represented, they must declare by e-mail to the District Chairman [E-MAIL ADDRESS] no later than [DEADLINE] that they intend to support the Party's nominees in the ensuing election and that their orders preclude them from participating in person. The District

Chairman will provide declarants with candidate preference ballots that will be cast on their behalf at the convention.

### Certification of Delegates

The delegates present in a given delegation shall designate which alternate delegates shall vote in the place of an absent delegate except where the electing body electing the delegates has determined another method of alternate delegate selection. The said delegates and alternate delegates to the District Convention so elected shall be certified in writing with their respective names and addresses including zip codes over the signatures of the permanent chairman and permanent secretary of the unit mass meeting or convention, or of the unit chairman of the unit committee which may have conducted a party canvass to select the delegates and alternate delegates.

ALL CERTIFICATIONS, REGARDLESS OF THE DATE OF LOCAL MASS MEETING, PARTY CANVASS OR CONVENTION must be postmarked not later than seven (7) days prior to the convening of said convention [DEADLINE]. After the filing deadline of the certification, no change may be made except a certified alternate delegate may be made a delegate. A copy of the published call of the convention, mass meeting or party canvass called for the purpose of selecting delegates and alternate delegates to said convention, must accompany the certification with the date of publication included. Certification should be mailed or delivered as follows:

Original – [District Chairman and mailing address]  
Second Copy – [District Secretary and mailing address]  
Third Copy – For the unit's records

A delegate or alternate delegate is not certified until his name, address and phone number has been provided on the certification.

[ATTACH LIST OF UNITS AND RESPECTIVE VOTING STRENGTHS]

Paid for and authorized by the [FULL NAME OF DISTRICT COMMITTEE].

## LEGISLATIVE

### OFFICIAL CALL

Legislative District Convention  
of the [NUMBER][HOUSE OR SENATE]  
District of the Republican Party of Virginia

As Chairman of the [NUMBER][HOUSE OR SENATE] District Committee of the Republican Party, and pursuant to the Plan of Organization and as recommended and directed by the Committee, I, [NAME], do hereby issue this call for a Legislative District Convention to be held at [LOCATION], starting at [TIME] local time on [DATE] for the purposes of nominating a Republican candidate for the office of [DELEGATE OR SENATOR] to be voted for in the [GENERAL OR SPECIAL] election on [DATE], and for the transaction of such other business as may properly come before the convention.

#### Qualifications for Participation

All legal and qualified voters of the [NUMBER][HOUSE OR SENATE] District under the laws of the Commonwealth of Virginia, regardless of race, religion, national origin or sex, who are in accord with the principles of the Republican Party and who, if requested, express in open meeting either orally or in writing as may be required, their intent to support all of its nominees for public office in the ensuing election, may participate as members of the Republican Party of Virginia in its mass meetings, party canvasses, conventions or primaries encompassing their respective election districts.

#### Composition of Convention

The Convention shall be composed of delegates and alternate delegates of the respective units [*see note*] they represent, and a Military Delegation. Representation shall be based on a percentage of the total number of Republican votes cast in each county and city [*see note*] in the last gubernatorial and presidential election combined. Each unit [*see note*] is allowed one (1) Delegate Vote for each [*twenty-five (25) to five hundred (500); Legislative District Committee to choose exact number*] Republican votes cast or major portion thereof. Each unit [*see note*] shall be entitled to at least one (1) Delegate Vote. The delegates and alternates shall be elected in county and city mass meetings, party canvasses or conventions that shall be called for this purpose in conformity with the Plan of Organization of the Republican Party of Virginia by each unit committee.

[*NOTE: legislative districts entirely within one unit should substitute precincts, wards, or magisterial districts, as applicable, in place of "unit" above*]

Military delegates will be selected in conformity with the Plan of Organization of the Republican Party of Virginia. Any members of the Virginia National Guard, the United States Armed Forces, Merchant Marine, or Coast Guard, who are unable to participate in the election of delegates from their unit due their military orders, may be represented through the Military Delegation. To be so represented, they must declare by e-mail to the Legislative District Chairman [E-MAIL ADDRESS] no later than [DEADLINE] that they intend to support the Party's nominees in the ensuing election and that their orders preclude them from participating in person. The Legislative District Chairman will provide declarants with candidate preference ballots that will be cast on their behalf at the convention.

#### Certification of Delegates

The delegates present in a given delegation shall designate which alternate delegates shall vote in the place of an absent delegate except where the electing body electing the delegates has determined another method of alternate delegate selection. The said delegates and alternate delegates to the Convention so elected shall be

certified in writing with their respective names and addresses including zip codes over the signatures of the permanent chairman and permanent secretary of the unit mass meeting or convention, or of the unit chairman of the unit committee which may have conducted a party canvass to select the delegates and alternate delegates.

All certifications must be delivered prior to the convening of said convention. After the filing deadline of the certifications, no change may be made except a certified alternate delegate may be made a delegate. A copy of the published call of the convention, mass meeting or party canvass called for the purpose of selecting delegates and alternate delegates to said convention, must accompany the certification with the date of publication included. Certification should be mailed or delivered as follows:

Original – [Legislative District Chairman and mailing/delivery addresses]

Second Copy – [Legislative District Secretary and mailing/delivery addresses]

Third Copy – For the unit's records

A delegate or alternate delegate is not certified until his name, address and phone number has been provided on the certification.

[ATTACH LIST OF UNITS AND RESPECTIVE VOTING STRENGTHS]

Paid for and authorized by the [FULL NAME OF LEGISLATIVE DISTRICT COMMITTEE].



# Model Calls for Mass Meetings

## LEGISLATIVE

### OFFICIAL CALL

Legislative District Mass Meeting  
of the [NUMBER][HOUSE OR SENATE]  
District of the Republican Party of Virginia

As Chairman of the [NUMBER][HOUSE OR SENATE] District Committee of the Republican Party, and pursuant to the Plan of Organization and as recommended and directed by the Committee, I, [NAME], do hereby issue this call for a Legislative District Mass Meeting to be held at [LOCATION], starting at [TIME] local time on [DATE] for the purposes of: (a) nominating a Republican candidate for the office of [DELEGATE OR SENATOR] to be voted for in the [GENERAL OR SPECIAL] election on [DATE]; and (b) for the transaction of such other business as may properly come before the mass meeting.

### Qualifications for Participation

All legal and qualified voters of the [NUMBER][HOUSE OR SENATE] District under the laws of the Commonwealth of Virginia, regardless of race, religion, national origin or sex, who are in accord with the principles of the Republican Party and who, if requested, express in open meeting either orally or in writing as may be required, their intent to support all of its nominees for public office in the ensuing election, may participate as members of the Republican Party of Virginia in its mass meetings, party canvasses, conventions or primaries encompassing their respective election districts.

### Filing Requirements (OPTIONAL)

Candidates for the election or nomination at said mass meeting shall file a written statement by mail or in person, to [NAME AND MAILING/DELIVERY ADDRESSES OF PERSON(S) DESIGNATED TO RECEIVE FILINGS], which must be received not later than [TIME AND DATE]. [*Note: if a filing form is used, information on where to obtain the form must be included in the call.*]

### Registration Fee

There will be no registration fee to participate in this mass meeting.

[*ALTERNATE: A voluntary registration fee of [AMOUNT] is requested of each voter in this mass meeting.*]

[*NOTE: a voluntary fee may be requested, but not required, when the mass meeting involves the nomination of any publicly elected official.*]

Paid for and authorized by the [FULL NAME OF LEGISLATIVE DISTRICT COMMITTEE].

## UNIT

OFFICIAL CALL  
Mass Meeting  
of [NAME OF UNIT]  
of the Republican Party of Virginia

As Chairman of the [UNIT] Committee of the Republican Party, and pursuant to the Plan of Organization and as recommended and directed by the Committee, I, [NAME], do hereby issue this call for a Mass Meeting to be held at [LOCATION], starting at [TIME] local time on [DATE] for the following purposes:

[USE ALL THAT APPLY]

- a) Nominating a Republican candidate for the office of [OFFICE] to be voted for in the [GENERAL OR SPECIAL] election on [DATE];
- b) Electing a Unit Chairman;
- c) Electing members of the Unit Committee as follows: [LIST PRECINCT NAME AND NUMBER OF MEMBERS, RESPECTIVELY, AND NUMBER OF AT-LARGE MEMBERS];
- d) Electing up to [NUMBER] Delegates and an equal number of Alternates to the [STATE, DISTRICT, ETC.] Convention, to be held on [DATE] at [LOCATION], beginning at [TIME] for the purposes of [LIST PURPOSES]. Each unit is entitled to one (1) Delegate Vote per [NUMBER] Republican votes for Governor and President at their last election, so that [UNIT] is entitled to [NUMBER] Delegate Votes; and for the transaction of such other business as may properly come before the mass meeting.

### Qualifications for Participation

All legal and qualified voters of [UNIT] under the laws of the Commonwealth of Virginia, regardless of race, religion, national origin or sex, who are in accord with the principles of the Republican Party and who, if requested, express in open meeting either orally or in writing as may be required, their intent to support all of its nominees for public office in the ensuing election, may participate as members of the Republican Party of Virginia in its mass meetings, party canvasses, conventions or primaries encompassing their respective election districts.

### Filing Requirements (OPTIONAL)

Candidates for the election or nomination at said mass meeting shall file a written statement by mail or in person, to [NAME AND MAILING/DELIVERY ADDRESSES OF PERSON(S) DESIGNATED TO RECEIVE FILINGS], which must be received not later than [TIME AND DATE]. *[Note: if a filing form is used, information on where to obtain the form must be included in the call.]*

### Registration Fee

There will be [NO or AMOUNT] registration fee to participate in this mass meeting.

*[NOTE: a voluntary fee may be requested, but not required, if the mass meeting involves the nomination of any publicly elected official. If voluntary, state so above.]*

Paid for and authorized by the [FULL NAME OF UNIT COMMITTEE].

# Model Calls for Party Canvasses: Legislative and Unit

## LEGISLATIVE

### OFFICIAL CALL

Legislative District Party Canvass  
of the [NUMBER][HOUSE OR SENATE]  
District of the Republican Party of Virginia

As Chairman of the [NUMBER][HOUSE OR SENATE] District Committee of the Republican Party, and pursuant to the Plan of Organization and as recommended and directed by the Committee, I, [NAME], do hereby issue this call for a Legislative District Party Canvass to be held at [LOCATION(S)], from [TIMES] local time on [DATE] for the purposes of: (a) nominating a Republican candidate for the office of [DELEGATE OR SENATOR] to be voted for in the [GENERAL OR SPECIAL] election on [DATE].

### Qualifications for Participation

All legal and qualified voters of the [NUMBER][HOUSE OR SENATE] District under the laws of the Commonwealth of Virginia, regardless of race, religion, national origin or sex, who are in accord with the principles of the Republican Party and who, if requested, express in open meeting either orally or in writing as may be required, their intent to support all of its nominees for public office in the ensuing election, may participate as members of the Republican Party of Virginia in its mass meetings, party canvasses, conventions or primaries encompassing their respective election districts.

### Filing Requirements

Candidates for the Republican nomination at said canvass shall file a written statement by mail or in person, to [NAME AND MAILING/DELIVERY ADDRESSES OF PERSON(S) DESIGNATED TO RECEIVE FILINGS], which must be received not later than [TIME AND DATE]. If only one candidate properly files, then said candidate shall be declared the Republican nominee and no canvass will be held.

*[Note: if a filing form is used, information on where to obtain the form must be included in the call.]*

### Registration Fee

There will be no registration fee to participate in this canvass.

*[ALTERNATE: A voluntary registration fee of [AMOUNT] is requested of each voter in this canvass.]*

*[NOTE: a voluntary fee may be requested, but not required, when the canvass involves the nomination of any publicly elected official.]*

Paid for and authorized by the [FULL NAME OF LEGISLATIVE DISTRICT COMMITTEE].

## UNIT

### OFFICIAL CALL Party Canvass of [NAME OF UNIT] of the Republican Party of Virginia

As Chairman of the [UNIT] Committee of the Republican Party, and pursuant to the Plan of Organization and as recommended and directed by the Committee, I, [NAME], do hereby issue this call for a Party Canvass to be held at [LOCATION(S)], from [TIMES] local time on [DATE] for the following purposes:

- a) Nominating a Republican candidate for the office of [OFFICE] to be voted for in the [GENERAL OR SPECIAL] election on [DATE];
- b) Electing a Unit Chairman;
- c) Electing members of the Unit Committee as follows: [LIST PRECINCT NAME AND NUMBER OF MEMBERS, RESPECTIVELY, AND NUMBER OF AT-LARGE MEMBERS];
- d) Electing up to [NUMBER] Delegates and an equal number of Alternates to the [STATE, DISTRICT, ETC.] Convention, to be held on [DATE] at [LOCATION], beginning at [TIME] for the purposes of [LIST PURPOSES]. Each unit is entitled to one (1) Delegate Vote per [NUMBER] Republican votes for Governor and President at their last election, so that [UNIT] is entitled to [NUMBER] Delegate Votes.

#### Qualifications for Participation

All legal and qualified voters of [UNIT] under the laws of the Commonwealth of Virginia, regardless of race, religion, national origin or sex, who are in accord with the principles of the Republican Party and who, if requested, express in open meeting either orally or in writing as may be required, their intent to support all of its nominees for public office in the ensuing election, may participate as members of the Republican Party of Virginia in its mass meetings, party canvasses, conventions or primaries encompassing their respective election districts.

#### Filing Requirements

Candidates for the nomination or election at said canvass shall file a written statement by mail or in person, to [NAME AND MAILING/DELIVERY ADDRESSES OF PERSON(S) DESIGNATED TO RECEIVE FILINGS], which must be received not later than [TIME AND DATE]. If not more than the number of persons to be elected shall file for each office, then such properly filed persons shall be declared nominated or elected as the case may be, and no canvass will be held for such purpose. *[Note: if a filing form is used, information on where to obtain the form must be included in the call.]*

#### Registration Fee

There will be [NO or AMOUNT] registration fee to participate in this canvass.

*[NOTE: a voluntary fee may be requested, but not required, if the canvass involves the nomination of any publicly elected official. If voluntary, state so above.]*

Paid for and authorized by the [FULL NAME OF UNIT COMMITTEE].

**APPENDIX B**  
**Model Rules for Mass Meetings and Party Canvasses**

- 1. Model Rules for a Mass Meeting**
- 2. Model Rules for a Party Canvass**

## Model Rules for a Mass Meeting

1. This mass meeting shall, to the extent applicable, be governed by and conducted in accordance with the following (giving precedence as listed): the State Party Plan, District or Unit Plan or By-Laws, these rules, and otherwise in accordance with Robert's Rules of Order, Newly Revised 10th Edition).
2. Any person may attend the mass meeting, but only eligible voters duly registered by the Credentials Committee may have the floor unless specially recognized by the Chair. Only eligible voters duly registered by the Credentials Committee may vote. No proxies are allowed at any time.
3. All voters shall meet the requirements as specified in the Call of the Mass Meeting.
4. The Credentials Committee shall report on the proper credentials of each voter and decide any question that may arise concerning eligibility to participate.
5. No one will be allowed on the Mass Meeting floor without proper credentials displayed.
6. A roll call shall be taken at the request of one-fifth (1/5) of the total Mass Meeting votes as certified by the Credentials Committee.
7. Elections shall require a majority of the total Mass Meeting vote as certified by the Credentials Committee. There shall be no cumulative voting.
8. No voter may change his or her vote after it has been collected or recorded by the unit chairman or a teller appointed by the unit chairman.
9. (Optional) Upon adoption of these rules, the temporary officials of the Mass Meeting shall be made permanent.
10. No resolution may be presented from the floor unless first submitted in writing to the Resolutions Committee for consideration. Each resolution shall be considered separately in the order contained in the committee report.
11. The order of business shall be as set forth below, provided, however, that upon majority vote of the Mass Meeting, an item may be omitted or added. The Chairman of the Mass Meeting may interrupt the order as he or she may deem appropriate.
  - A) Reading of the Call by the Party Secretary.
  - B) Election of Temporary Chairman
  - C) Election of Temporary Secretary
  - D) Appointment of Temporary Parliamentarian, Timekeeper and Sergeant-at-Arms.
  - E) Appointment of Temporary Committees.
  - F) Meetings of Committees.
  - G) Credentials Committee Report.
  - H) Rules Committee Report.
  - I) Final Report of the Credentials Committee.
  - J) [if Rule 9 above is not adopted] Election of Permanent Chairman and Permanent Secretary.
  - K) [if Rule 9 above is not adopted] Appointment of Permanent Officials.
  - L) [if applicable] Nominations of candidates for public office [specify].
  - M) [if applicable] Election of persons to party offices [specify].
  - N) Resolutions Committee Report.
  - O) Other Business.
  - P) Adjournment.

## Model Rules for a Party Canvass

The [NAME] Committee of the Republican Party of Virginia, pursuant to the Plan of Organization of the Republican Party of Virginia, hereby adopts these Rules for the conduct of this Party Canvass.

1. The Republican Party Canvass shall be held at [LOCATION(S)] on [DATE], from [TIMES]. The purpose of the Canvass shall be [LIST PURPOSES].
2. This party canvass shall, to the extent applicable, be governed by and conducted in accordance with the following (giving precedence as listed): the State Party Plan, District or Unit Plan or By-Laws, these rules, and otherwise in accordance with Robert's Rules of Order, Newly Revised (10th Edition).
3. Only eligible voters duly registered by the Credentials Committee may vote. No proxies are allowed at any time.
4. All voters shall meet the requirements as specified in the Call of the Party Canvass.
5. The [NAME APPOINTING AUTHORITY] shall appoint a Credentials Committee of not more than [NUMBER] persons, to register those persons who offer to vote and to count the ballots once the polls are closed. The members of the Credentials Committee shall remain inside the room in which voting is conducted during the period in which voting takes place and until the ballots are counted.
6. The Credentials Committee shall decide any question that may arise concerning the qualifications of a candidate or eligibility to vote.
7. No one will be allowed in the voting area without proper authorization. Candidates shall not loiter or campaign in the room in which voting will take place.
8. No resolutions may be introduced.
9. The Credentials Committee shall prepare ballots listing the names of all qualified candidates for contested nominations or elections, who have properly filed as required in the Call of the Party Canvass.
10. As soon as the polls are closed, the Credentials Committee shall immediately proceed to ascertain the vote given at the Canvass and shall continue without adjournment until they declare the results of the canvass. Only the members of the Credentials Committee and two representatives of each candidate, if any, shall be permitted to remain in the room once the polls have closed and until the ballots are counted. Ballots shall then be placed in a sealed envelope and preserved and secured by the Credentials Committee for at least thirty (30) days in the event of any challenge to the results.
11. Candidates shall be elected on the basis of plurality of votes received. If two or more persons have an equal number of votes and a higher number than any other person, the [NAME] Committee shall proceed publicly to determine by lot which of the persons shall be declared elected, after those persons have been notified and are allowed an opportunity to be present.
12. The [NAME] Committee shall preserve order inside and outside the polling place(s). No person shall hinder, intimidate, or interfere with any qualified voter so as to prevent the voter from casting a secret ballot. The [NAME] Committee may order a person violating this Rule to cease such action and, if such action continues, may remove such person from the polling place.