

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

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## **Plan of Organization**



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## Table of Contents

ARTICLE I	Qualifications for Participation in Party Actions
ARTICLE II	Definitions
ARTICLE III	State Central Committee
ARTICLE IV	District Committee
ARTICLE V	Legislative District Committee
ARTICLE VI	County and City Committee
ARTICLE VII	Official Committees - General
ARTICLE VIII	Mass Meetings, Party Canvasses, Conventions and Primaries
ARTICLE IX	Change in Boundaries
ARTICLE X	Rulings and Appeals
ARTICLE XI	Amendments
	<b>ADOPTED</b> February 12, 1972
	<b>AMENDED</b> March 23, 1972
	February 24, 1973
	April 26, 1975
	March 27, 1976
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	July 28, 1990
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	December 1, 2001
	June 28, 2002
	June 4, 2004
	October 2, 2004
	October 1, 2005
	December 2, 2006
	October 13, 2007
	March 8, 2008
	November 7, 2009

**REFERENCE NOTES:** Notes have been included immediately below each amended section or sub-section to indicate the text of many recent amendments. These notes have been included for reference purposes only and are not part of the official text.

# ARTICLE I

## Participation in Party Actions

### SECTION A. Qualifications [EFFECTIVE UNTIL JUNE 14, 2006]

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 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.

### [EFFECTIVE ON JUNE 15, 2006]

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. Paragraphs 3 and 4 shall be effective commencing on June 15, 2006. Paragraphs 3 and 4 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.

3. 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 after March 1, 2004, or in the last five years, whichever is more recent.

4. A single exception to Paragraph 3 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 Paragraph 3 thereafter.

5. 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.

*June 2004 Amendment: added the second, third and fourth paragraphs, and renumbered the last paragraph. The amendments have a delayed effective date as noted.*

*November 2009 Amendment: Clarified the point by which a person must be registered to vote in order to be eligible for election as a Delegate or Alternate Delegate.*

## **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; however, the Official Committee may request voluntary payment of a registration fee.

*1998 Amendment: added the second paragraph.*

## **ARTICLE II Definitions**

1. "State Party" or "Party" 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. 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.

*1998 Amendment: added the last four sentences of paragraph 14.*

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. "Chairman", "Chairmen", "he", and "his", shall not be construed to denote gender.
20. "Ex-Officio" means the person holding the office and shall not be construed to mean with or without vote.
21. "Mass Meeting" is as defined in *Robert's Rules of Order* subject to the provisions of the State Party Plan.

*1998 Amendment: deleted the words "the then current edition of" after "defined in".*

22. "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.

*November 7, 2009 Amendment: added requirement for a minimum of one polling place per unit..*

23. "Convention" is as defined in *Robert's Rules of Order* subject to the provisions of the State Party Plan.

*1998 Amendment: deleted the words "the then current edition of" after "defined in".*

24. **[EFFECTIVE UNTIL JUNE 14, 2006]** "Primary" is as defined in and subject to the Election Laws of the Commonwealth of Virginia.

**[EFFECTIVE ON JUNE 15, 2006]** "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.

*March 25, 1972 Amendment: added letters U, V, W, and X (now numbers: 21, 22, 23, 24) defining Mass Meetings, Party Canvass, Convention and Primary. 2004 Amendments: added the language beginning with the word "except". The effective date of the change is June 15, 2006.*

25. "*Robert's Rules of Order*" shall mean the then current edition of *Robert's Rules of Order, Newly Revised*.

*1998 Amendment: added paragraph 25. 2005 Amendment: deleted "9<sup>th</sup> Edition" and added "the then current edition of".*  
*[Editor's Note: the 10<sup>th</sup> Edition is now the current edition in general use.]*

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*.

*1998 Amendment: deleted the words "the then current edition of" after "set forth in". The cross-reference to Article VIII has been updated.*

## 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.

*April 26, 1975 Amendment: Changed the word "Elector" and to "Presidential Nominee."*

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.
15. State Secretary

*June 8, 1991 Amendment: gave voting privileges to Finance Chairman, deleted reference to finance chairman on 15 and rewrote to read 'State treasurer and Finance Chairman.'*

16. 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.

*2001 Amendment: gave voting privileges to the State Secretary, and renumbered the present paragraphs 16 and 17.*

*November 7, 2009 Amendment: clarifies General Assembly representation on the State Central Committee.*

#### 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.

Article III - continued

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 1st, 2nd, 3rd, 8th, 10th and 11th Congressional Districts, and the Western portion of the State shall include the 4th, 5th, 6th, 7th and 9th Congressional Districts.

*1992 Amendment: added the 11<sup>th</sup> Congressional District to the second sentence.*

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.

*March 25, 1972 Amendment: 4(a) Changed the phrase "area members" to "regular members" and deleted "see Article IV, Section E"*

- 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.

*April 26, 1975 Amendment: 4 (b) Changed the word "elector" and to "Presidential nominee."*

- 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.

*April 26, 1975 Amendment: inserted "Budget Director" after "state Finance Chairman."*

*November 7, 2009 Amendment: requires confirmation of Budget Director and General Counsel*

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.

Article III – continued

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.

Article III – continued

- 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.

*March 25, 1972 Amendment: Changed the first sentence to read as follows: "He shall ...necessary and for which funds are budgeted and authorized by the executive Committee and shall be accountable therefore to the state central committee.*

*April 26, 1975 Amendment: 2(f) deleted entire paragraph and replaced with current Paragraph.*

*November 7, 2009 Amendments: Added a Party Canvass as one of the methods of nominating candidates for statewide office and requirement for the proposed annual budget to be provided to members at least three weeks prior to its adoption.*

- 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 audit of the Party's financial records and affairs as of the end of the fiscal year and to report the results of such audit to the Executive Committee and to the State Central Committee.

*April 1990 Amendment: added paragraph 2(g).*

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.

*November 7, 2009 Amendments: Modified timeframe and method of distribution of minutes..*

7. State Treasurer

The State Treasurer shall be the custodian of Party funds.

Article III – continued

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.

*March 25, 1972 Amendment: 1(a) Inserted “the Budget Director” after “the Finance Chairman”*

*April 26, 1975 Amendment: 1(a) after the words “General Assembly: added “who are currently serving on the State Central Committee.” Also added “President of the Young Republican Federation of Virginia.”*

- 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.

*April 26, 1975 Amendment: 1(c) rewrote sentence to the current one.*

*November 7, 2009 Amendment: Allows meetings of the Executive Committee to be called by one-third of its voting members.*

2. Finance Committee
  - a. There shall be a State Finance Committee comprised of the State Finance Chairman, who shall be the Chairman, and one (1) member from each District, who shall be appointed by the District Chairman; however, if the District Chairman does not appoint a member, then the State Chairman with the approval of the Executive Committee shall appoint a member from that District. In addition, the State Chairman is authorized to appoint additional members to the State Finance Committee, subject to confirmation by the Executive Committee.

*March 25, 1972 Amendment: 2(a) changed “State Central Committee” to “State Chairman” and following that added “with approval of the Executive Committee.”*

*April 26, 1975 Amendment: 2(a) deleted last sentence and replaced it with the current one “In addition....confirmation by the Executive 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. Its procedures, budgets and quotas shall be subject to approval of the State Central Committee.

*March 25, 1972 Amendment: 2(b) added “which shall be developed in coordination with the Budget Committee” to the first sentence.*

- c. The State Finance Chairman may appoint other officers of the Finance Committee.

Article III – continued

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.

*March 25, 1972 Amendment: 3(a) Deleted old paragraph and replaced with “the budget committee shall be comprised of the Budget Director, who shall be Chairman, the Executive Director, the Finance Chairman and the State Treasurer.”*

*November 7, 2009 Amendment: requires confirmation of the State Chairman's three appointments to the Budget 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.

*March 25, 1972 Amendment: 3(b) After the words “Budget Committee” inserted “under the direction of the State Party Chairman.”*

- 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.

*April, 1990 Amendment: added paragraph 3(c).*

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 audit of the Party's financial records and supervise the conduct of this audit.

*July, 1990 Amendment: added sub-section 4.*

*November 7, 2009 Amendment: requires confirmation of the members of the Audit Committee.*

**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, child, spouse of a child, brother, sister, or spouse of a brother or sister.

Article III – continued

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.

*November 7, 2009 Amendment: Added a new Section F. that implements a conflict of interest policy for financial transactions.*

## **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, Section E.
3. District Representative of the Virginia Federation of Republican Women, ex officio.

*March 25, 1972 Amendment: Changed “district Executive Committeewomen” to “District Representative”*

4. Young Republican Federation District Committeeman, ex officio.
5. College Republican Federation District Committeeman, ex officio.

*September 27, 1980 Amendment: Amendment to allow College Republican District Committeemen to vote on District Committees.*

6. District members of the State Central Committee, ex officio, but their right to vote shall be determined by Article IV, Section E.
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.

Article IV - continued

**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.

**October 13, 2007 Amendment:** removed three (3) month period and replaced with( bold) "calendar quarter....between each meeting"

**November 7, 2009 Amendment:** Added a Party Canvass as one of the methods of nominating candidates for the House of Representatives..

- 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.

**SECTION E. Voting Rights**

Each Biennial District Convention may determine whether its members on the State Central Committee shall have a vote on its District Committee. Such voting privileges, once extended, shall continue until rescinded by a subsequent Biennial District Convention.

*March 25, 1973 Amendment: Relabled Section F to section E*

**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.

*1995 Amendment: added the current first sentence in place of the following: "The Legislative District Chairman shall be elected by the Legislative District Committee at the meeting called to determine the method of nominating candidates for Legislative District 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.

Article V – continued

- 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.

*April 26, 1975 Amendment: after the words "but not less" changed "that" to than."*

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.

#### **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.

*March 25, 1972 Amendment: amended to keep "Mass Meeting, Convention, or Primary" and add "Party Canvass". (this is applied to all areas in the plan where applicable.)*

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.

Article VI - continued

**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 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.

*November 7, 2009 Amendment: added the second sentence concerning Magisterial District Mass Meetings.*

- 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.

*October 13, 2007 Amendment: removed three (3) month period and replaced with( bold) "calendar quarter....between each 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.

*March 25, 1972 Amendment: deleted paragraph 2 of section E,( the amendment adopted at February's meeting.) "in voting on any matter affecting only a portion of any such unit, for instance, those concerning service, magisterial, legislative, senatorial, or congressional districts within such unit only those members or delegates from the district affected shall be entitled to vote on the matter."*

Article VI - continued

**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.

*October 13, 2007 Amendments: added Section G. Multi-Jurisdictional Constitutional Offices (bold).*

**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:

*March 27, 1976 Amendments: added "the Executive Committee" to first sentence.*

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 Section F 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.

*October 13, 2007 Amendments: added last two sentences "In the case of..." (bold).*

*November 7, 2009 Amendment: Allows meetings of the Executive Committee to be called by one-third of its voting members; allows calls for meeting to be sent by e-mail.*

## **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) allows his name to be publicly used by and/or (c) makes a written or other public statement in support of a candidate in opposition to a Republican nominee in a Virginia General or Special Election. Such member may be re-instated by a majority vote of the other members of the Committee.

*November 7, 2009 Amendments: Added second paragraph related to public support of a candidate opposing a Republican nominee.*

## **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.

*November 7, 2009 Amendment: Added an attendance requirement for ex-officio members.*

**SECTION E. Nominations by Committee**

Whenever an Election District fails to nominate a candidate or candidate 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 meeting 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.

*October 13, 2007 Amendments: added Section I. Endorsement of Candidates (bold).*

**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:

*April 26, 1975 Amendments: added the language “calls for special elections prior to the Convention date.”*

- 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 are entitled.
- e. If the purpose of the Convention 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 Convention 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.

*1998 Amendment: re-wrote sub-paragraph (e), which previously read “The amount of the registration fee, if any.”*

Article VIII - continued

2. All calls for Unit Mass Meetings, Conventions or Party Canvasses shall be published in a newspaper of general circulation in the Election District 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 and except calls published in any presidential election year, in which case the call shall be published at least fifteen (15) days in advance. 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:

*October 13, 2007 Amendments: Modify time frame for publishing of calls to thirty (30) days.*

*March 8, 2008 Amendments: Modified the time frame for publishing calls from thirty (30) to sixty (60) days.*

*November 7, 2009 Amendment: Clarifies that subsection 2 applies only to Unit calls, not to State, Congressional District or Legislative District calls.*

- 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.

*1998 Amendment: added the remainder of the first sentence after "purpose to the Mass Meeting or Party Canvass" and re-wrote sub-paragraph (d), which previously read "The amount of registration fee, if any."*

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 in a newspaper of general circulation in the Election District 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. 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.

*March 25, 1972 Amendment: added sentence to former section J, now A(3) reading " in the event of pre-filing of candidacies is a requirement for election by a Mass Meeting, Party Canvass, or Convention, then notice of the pre-filing requiremnts shall be published in a newspaper(s) of general circulation in the Election District not less than seven (7) days prior to the pre-filing deadline."*

*March 8, 2008 Amendment: added "or nomination for public office" to the first sentence. Also added the last sentence to allow for committees to establish filing fees for candidates seeking the committee's nomination for public office*

*November 7, 2009 Amendment: increased the maximum pre-filing fee for a candidate for public office.*

Article VIII - continued

4. All calls described in this section may be published by the following alternative method:
  - a. The entire call must be published in its 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.
  - b. A notice of a call must be published in a newspaper of general circulation in the district. This notice of the call must contain the following information:
    - i. The Internet address or addresses of the website(s) on which the full call may be found.
    - ii. The date, time and location of the mass meeting, convention or canvass that the call initiates.
    - iii. A simplified description of the purpose of the mass meeting, convention or canvass that the call initiates, *e.g.*, ‘to elect delegates to the Congressional District Convention who will elect delegates to the National Convention.’
    - iv. Any filing or prefiling requirements for candidates or for persons who might participate in the mass meeting, convention or canvass that the call initiates.
    - v. Any registration or filing fees, if any, and any other filing requirements and/or deadlines.
    - vi. The name, phone number and address of a knowledgeable person who can be contacted regarding the call and the nominating process.
  - c. A call published in this manner and the notice of a call must meet the requirements stated in Paragraphs 1, 2, and 3 above except that the full call need not be published in a newspaper of general circulation in the district.
  - d. The web site of the Republican Party of Virginia must be organized in such a manner that all pending calls are easily accessible and that the presence of a pending call or calls on the web site is conspicuously made known.
  - e. It is further recommended that a full copy of the call be sent by e-mail to each member of the issuing committee who has an e-mail address on file with the committee, and that this be done in compliance with all the time requirements in Paragraphs 1,2 and 3 above.

*2006 Amendments: added paragraph 4, re-numbered subsequent paragraphs.*

5. If the call is not published using the alternative method outlined in Paragraph 4 above, the Unit Chairman shall nonetheless submit a copy of his unit's approved call and prefiling form, if any, to the Republican Party of Virginia headquarters and respective District Chairmen no later than the day of its publication. Each call and prefiling form shall be promptly posted on the RPV website.

*November 7, 2009 Amendment: requires calls to be published on the RPV website.*

6. In the case of a Special Election, at the discretion of the appropriate Official Committee, all calls for Mass Meetings and Party Canvasses, including any prefiling requirements, may be published solely on the website of the Republican Party of Virginia (RPV) and on such unit and district websites as may be available and applicable.

*November 7, 2009 Amendment: provides alternative method for publication of calls for a special election.*

7. 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.

Article VIII - continued

8. 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.
9. A Mass Meeting or Convention may by unanimous consent dispense with the reading of the call.
10. 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.

*1998 Amendments: added paragraph 8.*

11. If the number of persons pre-filing as candidates in a Mass Meeting, Party Canvass or Convention does not exceed the number of nominations to be made for a particular office, then the pre-filed candidate or candidates may be declared the nominee of the Republican Party. If candidates for nomination for all offices to be decided upon by any Mass Meeting, Party Canvass or Convention are unopposed, then the candidates may be declared the nominees of the Republican Party and the Mass meeting, Party Canvass or Convention may be cancelled if provided for in the call.

*October 13, 2007 Amendments: added paragraph 11.*

**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.

*November 7, 2009 Amendment: Added a Party Canvass as one of the methods of nominating candidates for statewide office.*

**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.

*November 7, 2009 Amendment: Added a Party Canvass as one of the methods of nominating candidates for the House of Representatives.*

**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.

*March 25, 1972 Amendment: Corrected the second section of D to Section E.*

**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 as defined in Article II, Section 14. In all proceedings at the District level, the relevant Unit shall be entitled to one (1) delegate vote for each 100 to 500 votes as defined in Article II, Section 14; the exact number shall be decided by the District Committee and included in the call.

*1998 Amendment: added the second and third sentences.*

**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.

*1998 Amendment: deleted "on a uniform ratio established by the appropriate Official Committee" from the first sentence and added the second sentence.*

**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.

*November 7, 2009 Amendment: allows a Unit Chairman to certify Delegates and Alternates elected at a Mass Meeting or 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.
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.

Article VIII - continued

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.

*July 2002 Amendment:* inserted the second clause in place of the following: “however, the Mass Meeting, Party Canvass, or Convention electing the delegates may instruct its delegates on candidates or specific issues. Unless otherwise provided in the instruction, an instruction shall be deemed to be limited to the first Convention ballot in respect of the election or other matters covered by the instruction.”

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.

### **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.

*November 7, 2009 Amendment:* Added a new Section I. and renumbered subsequent sections.

### **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.

*March 25, 1972 Amendment:* Section J Denote the existing as paragraph 1 and add paragraph 2.

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*.

*1998 Amendment:* added paragraph 3 above; renumbered the fourth paragraph (from 3 to 4) and deleted the words “the then current edition of” prior to the word “Robert’s”.

Article VIII – continued

**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.

*October 2004 Amendment: deleted the words “consistent with State Law” after the word “establish”.*

**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.

*1998 Amendment: updated the cross-reference to Article VIII, Section I.*

## **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 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 legislative districts, wards, magisterial districts and precincts shall be determined in accordance with applicable local, state and federal law.

*1998 Amendment: added the third paragraph.*

# 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.

*November 7, 2009 Amendments: requires posting and dissemination of General Counsel rulings and determination of appeals, sets a deadline for making an appeal and for calling meetings of the Appeals Committee.*

### 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.

*1995 Amendment: added the words "or Legislative" in the middle of the second sentence, and added "particular Congressional or Legislative" at the end of the second sentence.*

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.

*1995 Amendment: added this paragraph.*

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.

*1995 Amendment: added "and legislative districts" in the second sentence.*

Article X continued

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.

*1995 Amendment: re-wrote this paragraph to add "Legislative District" in the first sentence and all of the second and third sentences.*

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.

*October 13, 2007 Amendment: added subsections 5 and 6 (bold).*

**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.

*March 27, 1976 Amendments: added "and general text of such amendment."*

*November 7, 2009 Amendment: added a notice requirement for amending the Party Plan at a State Convention.*

## **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. Representation shall be based on a percentage of the total number of Republican votes cast in each

State Convention -continued

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.

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. 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.

### 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

District Convention -continued

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. 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*]

#### 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

Legislative Convention- continued

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.