

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

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## **Plan of Organization**

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**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. 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.*

### 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.

Article II – continued

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 prefilings candidacies, then secret balloting by Party members at convenient polling places and hours after proper notice.
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.

*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.
12. One (1) additional member for each District represented by a Republican member of Congress.
13. Four (4) Republican members of the General Assembly.
14. State Treasurer and Finance Chairman.
15. State Secretary
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.

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

1. The State Chairman shall be elected by the Quadrennial State Convention for a term of four (4) years or until his successor is elected.
2. The Vice Chairmen shall be elected by the State Central Committee at the first meeting following the Quadrennial State Convention for a term of four (4) years or until their successors are elected. The Eastern portion of the State shall include the 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.

Article III - continued

3. The National Committee Members shall be nominated by the Quadrennial State Convention.
4. District Members.
  - a. The regular members representing a District shall be elected by the Quadrennial District Convention for a term of four (4) years or until their successors are elected.
  - b. The additional member for each District that cast its plurality vote for the Republican Presidential nominee in the last preceding Presidential election shall be elected by the District Committee at the first meeting following the Presidential election and shall serve concurrently with the Presidential term.
  - c. The additional member for each District represented by a Republican Member of Congress shall be elected by the District Committee at the first meeting following the Congressman's election and shall serve concurrently with the Congressman's term.
5. The members representing the General Assembly shall be elected by the Republican Members of the General Assembly at the beginning of each even year session of the General Assembly, for a term of two (2) years or until their successors are elected.
6. The State Secretary and State Treasurer shall be elected by the State Central Committee at the first meeting following the Quadrennial State Convention to serve at the pleasure of the Committee.
7. The State Finance Chairman, Budget Director, and General Counsel shall be appointed by the State Chairman to serve at the pleasure of the Chairman.
8. A person shall occupy only one voting membership on the State Central Committee at any one time.

**SECTION C. Vacancies**

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

**SECTION D. Duties**

1. State Central Committee
  - a. The State Central Committee shall formulate and provide for the execution of such policies, plans and measures as it may deem conducive to the best interest of the Party and in conformity with the State Party Plan.
  - b. It shall determine whether candidates for statewide public office shall be nominated by Convention or Primary.

Article III – continued

- 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 shall preside until a temporary organization is effected.
  - d. 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.
  - e. 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.
  - f. 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.
  - g. 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.



Article III - continued

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 meetings, which shall be the property of the Committee, and he shall mail a copy of the minutes of the preceding meeting, including attendance, to all members of the State Central Committee and all Unit Chairmen within ten (10) days after the adjournment of the meeting.
- b. He shall serve as the secretary of all State Conventions until a temporary organization is effected. He shall be the custodian of the record of the proceedings of each State Convention.
- c. He shall keep a roster of the names and addresses of all State Central Committee members and District, Legislative District and Unit Chairmen and shall perform such other duties as the State Central Committee prescribes.

7. State Treasurer

The State Treasurer shall be the custodian of Party funds.

8. Finance Chairman

See Article III, Section E, Paragraph 2, Finance Committee.

9. Budget Director

See Article III, Section E, Paragraph 3, Budget Committee.

10. General Counsel

The General Counsel shall be a lawyer who shall advise the State Chairman and the State Central Committee on legal matters relating to Party business. He shall serve as Parliamentarian of all meetings of the State Central Committee.

**SECTION E. Subcommittees**

1. Executive Committee

- a. There shall be an Executive Committee of the State Central Committee comprised of the State Chairman and all District Chairmen, plus the following, but they shall not be entitled to vote: The First Vice Chairman, National Committee members, President of the Virginia Federation of Republican Women, President of the Young Republican Federation of Virginia, President of the College Republican Federation of Virginia, State Treasurer, State Secretary, Finance Chairman, Budget Director, and one member of the State Senate and one member of the House of Delegates selected by the Republican members of the Virginia General Assembly who are currently serving on the State Central Committee.
- b. The Executive Committee shall act for the State Central Committee when the latter is not in session and shall be subject to the direction of the State Central Committee.
- c. Meetings of the Executive Committee shall be called at the pleasure of the Chairman and shall be held not less than once every three months.

Article III - continued

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.
  - 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.
  - c. The State Finance Chairman may appoint other officers of the Finance Committee.
3. Budget Committee
  - a. There shall be a Budget Committee comprised of the Budget Director, who shall be the Chairman, Executive Director of the State Party, Finance Chairman, State Treasurer and three (3) persons to be appointed by the State Chairman.
  - b. The Budget Committee under the direction of the State Chairman shall prepare an annual budget for approval of the State Central Committee and shall establish controls to assure compliance with the budget as adopted.
  - c. The annual budget shall include a provision for such funds as shall be required to comply with the requirements of Article III, Section D.2.g.

*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.
  - 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.*

## **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.
4. Young Republican Federation District Committeeman, ex officio.

Article IV - continued

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

**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 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 shall preside until a temporary organization is effected. See Article VIII, Section A.

Article IV - continued

- c. He shall convene the District Committee when the needs of the Party so demand, but in no event less than once during each three (3) month period, and shall preside at the meetings of the Committee. He shall be responsible for sending written notice of the call for a Committee meeting to all members of the Committee, which shall include the agenda for the meeting.
- d. He shall be responsible for the operation of the District Headquarters, hiring such personnel as he shall deem necessary and for which funds are budgeted and shall be accountable therefor to the District Committee.
- e. He shall be responsible for providing a prescribed time and place, which shall be supervised by the District Chairman, or a designated representative, for filing such declaration of candidacy and petitions as may be required by state law of a candidate in any primary election.

**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.

**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.

Article V - continued

2. Legislative District Chairman
  - a. The Legislative District Chairman shall be the Chairman of the Legislative District Committee.
  - b. He shall issue Calls for Legislative District Mass Meetings, Party Canvasses, or Conventions and shall preside until a temporary organization is effected. See Article VIII, Section A.
  - c. He shall convene the Legislative District Committee when required and shall preside the meeting of the Committee. He shall be responsible for sending written notice of the Call for a Committee Meeting to all members of the Committee, which shall include the agenda for the meeting.
  - d. He shall be responsible for providing a prescribed time and place, which shall be supervised by the Legislative District Chairman, or a designated representative, for filing such declaration of candidacy and petitions as may be required by state law of a candidate in any primary election.

## **ARTICLE VI**

### **County and City Committee**

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

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

1. Unit Chairman
2. Precinct Members - the number from each Precinct shall be determined by the Unit Committee on the basis of Republican candidates' votes in a recent past election or elections, but not less than one (1) member from each Precinct.
3. At-Large Members - additional At-Large Memberships may be created which shall not exceed in number 30 percent of the members of the Committee.
4. Elected Public Officials - All publicly elected Republican officials shall be additional members of the Committee, if the Unit Committee's Bylaws so provide. They shall not be classified as At-Large Members.
5. Vice Chairmen, a Secretary and a Treasurer may be elected by the Unit Committee. They may be elected members of the Unit Committee, but they shall not otherwise be entitled to vote solely by virtue of holding any such offices.

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

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

Article VI - continued

**SECTION C. Vacancies**

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

**SECTION D. Duties**

1. Unit Committee
  - a. The Unit Committee shall determine whether candidates for local and constitutional public offices shall be nominated by Mass Meeting, Party Canvass, Convention, or Primary and whether Unit Chairman and Committee members shall be elected by Mass Meeting, Party Canvass, Convention, or Primary.
  - b. It shall call all regular and all special Mass Meetings, Party Canvasses, Conventions and make all arrangements therefor and, if a Convention, determine the basis of representation. Authority to make such arrangements (other than the date, time and whether there shall be, and the requirements for, any prefiling) 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.
  - c. He shall convene the Unit Committee when required, but in no event less than once during each three (3) month period, and shall preside at the meetings of the Committee. He shall be responsible for sending written notice of the call for a Committee meeting to all members of the Committee, which shall include the agenda for the meeting.
  - d. He shall be responsible for providing a prescribed time and place, which shall be supervised by the Unit Chairman, or a designated representative, for filing such declaration of candidacy and petitions as may be required by state law of a candidate in any primary election.

**SECTION E. Divided Units**

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

**SECTION F. Combined Units**

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

**ARTICLE VII  
Official Committees - General**

**SECTION A. Proxies**

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

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

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

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

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

\_\_\_\_\_  
\_\_\_\_\_ (Seal)"

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

**SECTION B. Notice and Quorum**

Except as provided in Section F of this Article, meetings of Official Committees 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 members, which call shall include the agenda for the meeting. 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.

Article VII - continued

**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.

**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.

**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*.



## ARTICLE VIII

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

#### SECTION A. Call Requirements

1. All calls for State, District and Legislative District Conventions, shall be issued by the appropriate Chairman to the included Unit Chairman not less than thirty (30) days, except those calls for special elections, prior to the Convention date. Each call shall include:
  - a. The qualifications for membership in the Republican Party of Virginia as stated in Article I.
  - b. The time, place and purposes to the Convention.
  - c. The basis of representation to the Convention.
  - d. The number of Delegate votes to which all participating Election Districts 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."*

2. All calls for Mass Meetings or Party Canvasses shall be published in a newspaper of general circulation in the Election District not less than seven (7) 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 fifteen (15) days in advance. Each call shall include:
  - a. The qualifications for membership in the Republican Party of Virginia as Stated in Article I.
  - b. The time, place and purposes of the Mass Meeting or Party Canvass.
  - c. In the event a purpose is to elect Delegates to a Convention, the time, place, purpose of, and the basis of representation to the Convention.
  - d. If the purpose of the Mass Meeting or Party Canvass is solely to elect persons to Party office, then the amount of the registration fee, if any. However, if one of the stated purposes of the Mass Meeting or Party Canvass is to nominate persons for any public office, then there shall be no registration fee required. However, the call may publish a request for voluntary payment of a registration fee.

*1998 Amendment: added the remainder of the first sentence after "prior 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 by a Mass Meeting, Party Canvass, or Convention, prefilng shall be approved by the appropriate Official Committee and the prefilng requirement included in the call. The call, including the prefilng requirement, must then be published in a newspaper of general circulation in the Election District at least seven (7) days prior to the prefilng deadline. This publication requirement shall take precedence over the publication requirement of Article VIII, Section A.2. Each person desiring to prefile must file a statement prior to the deadline for prefilng. The Official Committee or its Chairman, if authorized, may prescribe the use of a particular filing form for the required statement.
4. 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

5. 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.
6. A Mass Meeting or Convention may by unanimous consent dispense with the reading of the call.
7. 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 7.*

**SECTION B. State Conventions**

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

**SECTION C. District Conventions**

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

**SECTION D. Legislative Convention**

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

**SECTION E. Unit Conventions**

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

**SECTION F. Unit Representation**

Representation in all State and District Conventions shall be by Units based upon the Republican Party Voting Strength, but each unit shall be entitled to at least one delegate vote. In all proceedings for nominations for statewide office, the relevant Unit shall be entitled to one (1) delegate vote for each 250 votes 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, or by the Chairman of the Official Committee which may have conducted a party canvass to select, the delegates and alternates. The certifications shall be delivered to the Chairman of the Official Committee which called the Convention prior to the convening of the Convention. Except in the case of the State Central Committee, a copy of the certification shall also be delivered to the secretary of the official committee. Such Chairman shall be responsible for the preparation of a roll of all such certifications which roll shall thereafter govern the procedures of the Convention, unless and until changed by the Convention.
  - b. In the case of a State Convention a copy of unit certifications shall also be delivered to its District Chairman.
  - c. In the case of a District Convention, said certifications must be delivered to the appropriate District Chairman and Secretary seven (7) days prior to the convening of said Convention. In the case of a State Convention, said certifications must be postmarked sixteen (16) days prior to the convening of the Convention or delivered in person fourteen (14) days prior to the convening of said Convention. After the filing deadline of the certifications, no change may be made except a certified alternate may be made a delegate. A copy of the published official call of the Convention, Mass Meeting, or Party Canvass called for the purpose of selecting delegates and alternates to convention must accompany the certification with the date of the publication included.
  - d. A delegate or alternate who is not certified in accordance with the above requirements shall be seated only by a majority vote of the Credentials Committee, or in the event of the failure of the Credentials Committee to seat, by a vote of the Convention.
2. A delegation to a Convention may not have more than five (5) delegates and five (5) alternates per delegate vote. No delegate may have less than 0.20 votes.
3. The certification of delegates may state how the delegates shall vote whether by those present voting full vote, or non-full vote, and if an how an allocation of votes is fractionalized. A delegation shall vote full vote unless otherwise designated by the electing body.
  - a. Full vote means the delegates present and voting at the Convention may cast the full vote of the delegation with proportionate weight given to majority and minority vote. Example: If a County has ten votes to a Convention but only six delegates are present at the Convention and four desire to support one candidate and two desire to support another candidate, the four delegates would cast 6.67 votes for their candidate and the two delegates would cast 3.33 votes for their candidate.
  - b. Non-full vote shall mean that each delegate will only be entitled to the vote to which he is certified. Example: If a County has ten votes to a Convention and elects fifty delegates non-full vote, each delegate present at the Convention would have 0.20 vote.
  - c. The vote of a delegation shall be reported to the nearest hundredth. Example: If a 37-vote delegation has 85 delegates present with 22 voting for A and 63 voting for B, A's vote would be  $22/85 \times 37 = 9.58$ ; B's vote would be  $63/85 \times 37 = 27.42$ .

Article VIII - continued

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. Rules**

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

*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”.*

**SECTION J. 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 K. 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 L. 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 M. Special Elections**

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

**SECTION N. 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.
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 promptly convene this Committee when necessary, either in person or by telephone, and shall participate in its deliberations and decisions.
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.

Article X – continued

**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.*

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.*

**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; or by the State Central Committee by three-fourths (3/4) of its members present, but not less than a majority of the total members, after notice of such intent and general text of such amendment has been included in the call of the meeting.

## **APPENDIX A**

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

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