

Republican Party  
of Virginia

**Handbook for Mass  
Meetings, Conventions  
and Party Canvasses**

THIRD EDITION

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## **I. Introduction**

This handbook is intended to assist unit chairmen, district chairmen, candidates and local party committees with organizing and conducting their mass meetings, conventions and party canvasses. There are many legal and procedural requirements that must be followed to nominate candidates for public office and to select party officials. This handbook includes a discussion of the applicable requirements of the *Plan of Organization of the Republican Party of Virginia* (also known as the “State Party Plan”), Title 24.2 of the *Code of Virginia* (the “Virginia law”) and *Robert’s Rules of Order*. The reader should consult these sources for further guidance. Portions of the State Party Plan and Virginia law are reproduced for easy reference in the appendices.

The State Party Plan provides model calls and rules that can be easily adapted to your needs. Other documents are included to help understand the process and the legal requirements. The sample documents are intended as a guide only and will probably need to be fine-tuned to suit your particular needs. Drafting some of these documents is more an art than a science; you should be willing to make changes to fit your needs but retain the essential language to meet various legal requirements.

Chairmen are encouraged to send copies of their calls to State Party Headquarters in advance of final committee approval and publication. This service is offered to promote better consistency in the nomination process and also to help catch errors. It is much easier (and less expensive) to correct errors or omissions prior to the notices being sent to the newspaper. Staff can also help you check for compliance with the State Party Plan and Virginia law.

The handbook is organized around the four nomination methods: the primary, mass meeting, convention and party canvass. A section is devoted to each method. Another section describes the basic duties of the chairman in relation to each method.

The staff of the State Party welcome your comments, suggestions or samples for inclusion in future revisions of this handbook.

The reader should note the use of certain terms throughout this handbook. “Official Committee” (or simply “Committee”) refers to the Republican Congressional District Committee, the State Senate or House Legislative District Committee, or the Unit Committee, as appropriate. “Chairman” refers to the Republican Party Chairman of the appropriate Official Committee as indicated by the context.

## II. Overview of Methods of Nomination

The State Party Plan provides four methods for the nomination of candidates: primary, mass meeting, convention and party canvass.

A **primary** is open to all registered voters and is conducted by the government. Virginia law defines the notice, filing requirements, deadlines and other procedures for holding a primary. There are strict deadlines to opt for the use of a primary, and in some cases a primary is the required method for re-nomination of certain incumbent Republicans.

**UPDATE:** As of January 2007, court rulings regarding the legality of open primaries and incumbent method-of-nomination selection **will not** impact the 2007 election cycle.

The other three nomination methods are the major focus of this handbook. The State Party Plan sets out the basic requirements for these methods and controls the process when a primary is either not called or not required. Unlike a primary, these other methods are conducted by the Republican Party and may be used simultaneously to nominate candidates for public office and conduct other business such as to elect Party officials. Each method is discussed in more detail on the pages that follow. A simple description is provided below.

The **mass meeting** is a public assembly of an unorganized group, usually voters of an election district or unit, to transact certain business as defined in the call of the mass meeting. A mass meeting is widely used to select delegates to conventions, elect Party officers, and nominate candidates for public office. Republican voters who attend the meeting cast their votes during simultaneous balloting (unlike a primary or canvass, where voting takes place over a period of several hours). Unlike a convention, there is no weighted voting.

The **convention** is a public assembly of delegates chosen specially as representatives of a constituent unit or group to act for the entire group. In conventions of the Republican Party, the delegates represent cities, counties, precincts, wards or districts and act for all Republican voters of their respective geographic subdivision. Conventions may nominate candidates for public office, elect various officials of the Republican Party, and elect delegates to other Party conventions. Voting at a convention is weighted according to a pre-determined formula specified in the call.

The **party canvass** (also known as a “firehouse primary”) operates much like a primary but is conducted by the appropriate Unit or Legislative District Committee of the Party. Canvasses are held on a certain date in one or more locations for a period of several hours. Republican voters cast their ballots during the canvass, and the votes are tallied following the close of the canvass. While a mass meeting or convention may have more than one round of voting, at a party canvass voters vote only once and a nomination or election may be decided by a plurality.

The determination of the method to be used is made by the Official Committee, unless a primary is required under Virginia law. This determination should be made in close consultation with an incumbent Republican elected officials and likely candidates. Good advance planning will help prevent missed deadlines or other mistakes during the process.

An Official Committee may mix the use of the four methods. For example, a primary may be held for a constitutional officer (such as Sheriff or Treasurer) while nominations for board of supervisors are made by mass meeting. Further, convention delegates could be selected by party canvass. This is an illustration only and is not a suggestion. The Committee determines what methods will be used (subject to Virginia law requirements for certain primaries) according to the Committee's judgment of what method is most appropriate. While candidates and elected officials should be consulted, it is ultimately the Committee's decision as to what method is used for each office.

### III. Virginia’s Four-Year Election Cycle

It is helpful to understand the four-year election cycle and differences in the Party’s needs from one year to another.

Virginia’s election calendar separates federal from state elections. Therefore, nominations for candidates focus along entirely different lines each year. For example, in even-numbered years, congressional district conventions and congressional primaries are held. There may be a state convention in those years, too. Each city and county will need to hold a mass meeting, convention or party canvass to elect convention delegates, the unit chairman and unit committee members.

On the other hand, in odd-numbered years there are legislative district elections, which require nominations along State Senate and House of Delegates district lines. In addition, cities and counties may elect local officials and therefore need to make nominations along unit or sub-unit lines. In a gubernatorial election year, there may also be a state convention for which delegates need to be elected.

The cycle can be summarized by the following chart:

<u>1) Presidential Year</u>	
National Convention	President and Vice President
State Convention (required)	State Chair, national delegates, two At Large Electors, two national committee members, and US Senator (unless primary is called)
District Conventions	District Chair, 3 State Central, 3 national delegates and 3 alternates, and congressman (unless a primary is called)
Unit mass meeting, convention or party canvass	Unit chairman, Unit Committee, delegates to district & state conventions, local offices
<u>2) Gubernatorial Year</u>	
State Convention (if called)	Governor, Lt. Governor, Attorney General (unless a primary is called)
Legislative District mass meeting, convention or party canvass	House of Delegates
Unit mass meeting, convention or party canvass	local offices and convention delegates (as needed)

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<u>3) Federal Year (non-presidential)</u>	
State Convention (if called)	US Senate (unless a primary is called)
District Convention	District Chair (required) Congressman (unless a primary is called)
Unit mass meeting, convention or party canvass	Unit Chairman, Unit Committee, local offices and convention delegates
<u>4) State Year (non-gubernatorial)</u>	
Legislative District mass meeting, convention or party canvass	State Senate and House of Delegates
Unit mass meeting, convention or party canvass	local offices and legislative district convention delegates (as needed)

The following schedule applies for publicly elected offices in 2007-20015:

2007 State Senate, House of Delegates, local offices (mostly counties)

2008 President, US Senate, Congressional, city council

2009 Governor, Lt. Governor, Attorney General, House of Delegates, local offices (mostly cities)

2010 Congressional, city council

2011 State Senate, House of Delegates, local offices (mostly counties)

2012 President, US Senate, Congressional, city council

2013 Governor, Lt. Governor, Attorney General, House of Delegates, local offices (mostly cities)

2014 US Senate, Congressional, city council

2015 State Senate, House of Delegates, local offices (mostly counties)

Please note: most city and town council elections are held in May of even-numbered years. Only a few cities permit partisan council elections.

## IV. Primaries

The State Party Plan and Virginia law permit an Official Committee to choose a primary for nominations for public office. The cost of a primary is borne by the taxpayers of the locality where the primary is held. Virginia law has established the Primary Day as the second Tuesday in June for offices on the November general election ballot. Note that a special schedule may apply in a redistricting year such as 2011.

**UPDATE:** There has been some confusion on the impact that recent court rulings will have on Virginia's open primary system, as well as the allowance of incumbents to choose their method of nomination. As of this writing (January 23, 2007) there is **no change** in the application of Virginia's primary or selection-of-nomination method law.

In order to hold a primary, the Chairman of the Committee **must notify the State Board of Elections** during a specific period of time set in state law. The time period is between 90 and 110 days before the June primary date, which generally falls between late February and early March. In early February of each year, the State Board of Elections inquires of each Republican Chairman whether a primary will be held, and provides forms for notifying the State Board (see the example on the following page). If the form is not returned in time, the Party is precluded from having a primary; the Party may nominate candidates by any of the other three methods (mass meeting, convention or canvass).

There are two instances when a primary must be held:

- 1.) In legislative districts (State Senate and House of Delegates), if the incumbent is a Republican and the incumbent is running for re-election, then the incumbent determines the method of nomination.
- 2.) For elected officials other than a member of the General Assembly, if the incumbent is a Republican, is running for re-election, and was nominated by a primary as a Republican at the last election, then a primary must be called unless the incumbent consents to a different method.

Candidates for a primary must file certain documents with the Chairman of the appropriate committee (Unit, Legislative or Congressional District). The Chairman simply receives these documents and certifies the names of the qualified candidates to the State Board of Elections and local electoral board according to the State Board's election calendar.

The documents filed by a candidate for a primary include:

- 1.) **Petitions** signed by registered voters of the district (the number depends on the office sought)
- 2.) **Declaration of candidacy**
- 3.) Copy of the **receipt** for payment of the primary filing fee.

The State Board of Elections publishes a *Candidate Information Bulletin* for each office around January 1 of the election year. The bulletin describes the particular filing requirements in more detail. Please call the Board at 1-800-552-9745 to order a copy.

When only one person properly files for a primary, the State Board of Elections will declare that person to be the nominee and no primary will be held. This is done to save time and money. Since no write-ins are permitted at a primary, there is no need to hold a primary with only one candidate on the ballot.

Primaries are often used when an incumbent Republican is seeking re-election and has no opposition for the nomination. This situation avoids the necessity and expense of holding a mass meeting, convention or party canvass where a nomination is uncontested.

## **V. Mass Meetings**

### **A. What is a Mass Meeting?**

Mass meetings are described in detail in *Robert's Rules of Order*. The basic concept is that members of the Republican Party for an election district assemble at a specified location, elect a presiding officer for the duration of the meeting, and then transact the business of the Party in one session. The parameters of the mass meeting are set out in the Call, such as the time, date, place and purposes.

A mass meeting often resembles a legislative body. There is a presiding officer, called the Temporary Chairman, and other officials such as a Temporary Secretary, who perform certain functions at the mass meeting. Participants (voting members) in the mass meeting must be registered voters of the unit or election district holding the mass meeting, as defined in the call. There may be individuals (such as a guest speaker or parliamentarian) who live outside the unit or election district, however; those persons would not be entitled to vote on matters at the mass meeting but may have a limited role in the program.

Each mass meeting is set for a specific time, date and place. The call also must include the purposes of the mass meeting. The reason for listing the purposes is to provide potential attendees with notice of what business is expected to be transacted, and give an opportunity for potential candidates to file.

The mass meeting is also characterized by how voting occurs. Unlike a primary or party canvass, where voting is spread over a period of hours often at multiple locations, the balloting at a mass meeting occurs simultaneously and may be repeated if necessary to obtain a majority vote. Each registered voter attending has one vote (“one person, one vote”), regardless of what part of the unit or election district may be their residence.

### **B. Call of the Mass Meeting**

The Call defines the particulars of a mass meeting, such as who, what, where and when. The call is published in the newspaper to give notice to all interested persons and must include sufficient information to enable anyone to participate in the meeting if they meet the qualifications for participation and any deadlines or filing requirements established in the call.

The Official Committee (such as a Unit Committee for a unit mass meeting) approves the terms of the call. This does not necessarily mean that the Committee must review the actual text of the call, although that is recommended whenever possible. The Committee must approve the required items of the call, but may leave the details (such as time and location) to the discretion of the Chairman. The Chairman of the Committee, acting on behalf of the Committee, actually issues the call and arranges for its publication in the newspaper. (Remember: the Committee “calls” for the mass meeting, the Chairman “issues” the call on behalf of the Committee.)

Each call for a mass meeting must include the following information:

- 1.) The qualifications for membership in the Republican Party of Virginia as stated in the State Party Plan.
- 2.) The time, place and purposes of the mass meeting.
- 3.) In the event a purpose of the mass meeting is to elect delegates to a convention, the time, place, purpose of, and basis of representation to the convention.
- 4.) The amount of registration fee, if any (when a fee is permitted)
- 5.) The pre-filing requirement, if any.

The State Party Plan further requires publication of the call in a newspaper (or newspapers) of general circulation in the election district at least seven (7) days prior to the date of: (a) the mass meeting, or (b) the pre-filing deadline (if any), whichever is earlier. (The term “election district” refers to the unit, legislative district, congressional district or other political subdivision, as appropriate.) In presidential years, the Rules of the Republican National Convention require an earlier publication date (15 days) and therefore take precedence over the seven days normally required.

The State Central Committee has adopted Model Calls for unit and legislative district mass meetings. These model calls can be found in Appendix D.

**UPDATE:** As amended in December 2006, Article VIII, Section A, Paragraph 4 of the Party Plan allows a committee to publish an abbreviated call in a newspaper of general circulation, provided that the text of the full call is available on either the committee or Republican Party of Virginia website. For an example of an abbreviated call, please see Appendix C.

### C. Timing

The time limits for holding a mass meeting depend upon the circumstances of the business to be transacted. When a mass meeting is being held to nominate a candidate for public office (such as county Treasurer or House of Delegates), the mass meeting must be held within the time period set by Virginia law. For most offices, this time period would be the thirty-two (32) days preceding the Primary Day (the second Tuesday in June). In a special election the time period may be shorter and depends upon the circumstances of the election. See Section 24.2-510 of the Code of Virginia for provisions relating to nominations in special elections.

When the purpose of a mass meeting is to elect delegates to a convention, the call for the convention will control the time of the mass meeting. As a practical matter, the mass meeting cannot be held before the convention call is issued, since the convention call “tells” the mass meeting the maximum number of delegates to be elected and other requirements. In many cases, a range of dates may be set out in the call of the convention; this is nearly always done for state conventions.

#### D. Organization of the Mass Meeting

A mass meeting usually follows a regular format in order to expedite the business of the meeting. The mass meeting adopts its own rules to govern the proceedings, but the rules must conform to the State Party Plan, the published call for the mass meeting, and the call for any convention to which delegates will be elected. Most units and districts follow *Robert’s Rules of Order* for the organization of the mass meeting.

The agenda for a typical unit mass meeting would look like the following:

- 1.) The Unit Chairman calls the meeting to order and presides until a Temporary Chairman is elected. The call of the mass meeting is read (unless dispensed with). A Secretary is elected.
- 2.) The Temporary Chairman appoints temporary officers and the committees, including rules. Instead, there may be a motion to proceed according to *Robert’s Rules of Order*. The temporary credentials committee reports as to how many voters have registered so that the number of votes required for any election can be determined. Any challenges to potential participants would be settled at this point, so that the “membership” of the mass meeting is established.
- 3.) The mass meeting elects the Permanent Chairman and Permanent Secretary (who may be the same as the temporary officers).
- 4.) Rules are adopted for the mass meeting.
- 5.) Nominations are made for local public offices.
- 6.) Elections are held for delegates to conventions.
- 7.) Other business.
- 8.) Adjournment.

A more detailed sample mass meeting agenda can be found in the Model Rules in Appendix G.

Planning is absolutely essential for the mass meeting to run smoothly. The Chairman should check the calendar for deadlines, particularly if convention delegates will be selected, and otherwise run through exactly how the meeting will proceed. It is urged that the Chairman appoint committees in advance of the mass meeting, and have proposed rules and other reports drafted and assigned to persons who will attend the mass meeting. In other words, the Chairman should know who will make each procedural motion, what the motion will be, and what the report will be generally for each committee.

## E. Committees

It is helpful to review *Robert's Rules of Order* to understand the functions of each committee at a mass meeting. Below is a summary of the four committees normally utilized at a Republican mass meeting.

1.) **Credentials** – the credentials committee screens the participants and registers them at the door. A count of the number of persons registered is essential in order that the mass meeting is aware of how many ballots may be cast, and therefore how many votes are needed for a majority (a majority vote is normally needed for election or nomination, or to decide any question put to the mass meeting). Questions about the eligibility of a prospective voter should be referred to and decided by the credentials committee, although the full mass meeting is the ultimate arbiter of such matters.

2.) **Nominations** – the nominations committee screens those persons who may be nominated or elected by the mass meeting, in order to be certain that each individual meets the legal requirements for holding the position or office sought. The nominations committee may also function to present a slate of persons to the mass meeting for consideration, although additional nominations may be made from the floor. Presenting a slate saves time in a situation where there are more positions to be filled than there are persons seeking the position. For example, a unit may be entitled to 100 convention delegates but only 75 have filed. There is no need to individually nominate all 75 persons; the nominations committee report would indicate that the 75 individuals filed and they could be voted on as a slate by the mass meeting.

3.) **Rules** – the rules committee prepares the rules of the mass meeting, which usually includes the order of business and many procedural requirements. A mass meeting may simply proceed according to *Robert's Rules of Order* without adopting other rules.

4.) **Resolutions** – the resolutions committee prepares and reviews appropriate resolutions for consideration by the mass meeting. Some calls require resolutions to be submitted in advance. It is also sometimes provided that no resolutions may be considered by the full mass meeting except those acted upon with the favorable vote of the resolutions committee. Use of a resolutions committee is optional to the mass meeting.

## F. Pre-filing

Pre-filing is simply the process of submitting a written statement or form, in advance of the mass meeting, in order to qualify for an election or nomination. The official committee must approve the pre-filing requirements. Its use is optional and the official committee should consider whether pre-filing is helpful or unnecessary, depending on the circumstances of the mass meeting. If pre-filing is required, the mass meeting may not suspend the pre-filing requirement except by unanimous consent.

The concept of pre-filing is sometimes confused with registration for the mass meeting. It is never possible to require pre-filing to attend or vote at a mass meeting. The Official Committee can facilitate registration with some type of form distributed in advance, but voters must be allowed to register at the door. Pre-filing is allowed only as a requirement to qualify for an election or nomination (which includes public offices and Party offices, including convention delegates).

Pre-filing is very useful when delegates will be elected to a convention. Pre-filing allows the compilation of a list of delegates in advance of the mass meeting. It also facilitates checking the eligibility of potential convention delegates and candidates for public or party offices, including the members of the unit committees. Pre-filing also permits the preparation of ballots for the mass meeting, since only those persons who pre-filed (if required) would be eligible to be voted upon.

Pre-filing may be accomplished with or without a form. A pre-filing form, if used, should include a statement of intent to support the Party's nominees. A sample pre-filing form is included in the appendix. If a form is not used, a simple statement of intent (such as a note or letter) should be sufficient.

There are generally no restrictions on the length of the pre-filing deadline itself. For example, the filing deadline may be one week prior to the mass meeting, or it may be the day prior. Any pre-filing deadline longer than 30 days prior to the mass meeting would probably be deemed unreasonable. Remember that the purpose of pre-filing is to allow time for preparation of ballots and checking the voter registration lists; pre-filing should not be used to limit or discourage participation.

#### G. Filing and/or Registration Fees

Filing fees and registration fees for voters and delegates are no longer permitted when the mass meeting (or a later convention to which delegates will be elected) involves the nomination of a candidate for public office. For example, a unit mass meeting may not impose pre-filing or registration fees to state convention delegates if the state convention will nominate any candidate for public office. Similarly, a legislative district mass meeting may not impose pre-filing or registration fees to the voters who will participate in the nomination of a legislative candidate. On the other hand, if the purpose of a unit mass meeting were only to elect delegates to a district convention, and the only purpose of the district convention were to elect a district chairman, then registration or pre-filing fees may be required.

While filing fees are not allowed to be charged against voters in a nomination for public office, it is a different story for candidates for a nomination. The Party may impose a filing fee for candidates for a local or district office. For example, at a mass meeting to nominate county supervisors, the unit committee may impose filing fees on candidates for supervisor. (As discussed above, there could not be a fee charged to voters for voting on those nominations.)

While there are no hard and fast limits on filing fees for candidates, the fees should be reasonable. For example, \$5000 might be reasonable for a congressional candidate but not for a candidate for county supervisor in most areas. (For comparison only, the filing fees for candidates in a primary are set at 2% of the salary for the position being sought. This is a good and safe guideline for an appropriate candidate filing fee.)

#### H. Other Miscellaneous Requirements

All mass meetings must be held in a public place. Frequently, mass meetings are held in public school auditoriums, council chambers, courtrooms, town halls, civic centers, libraries, etc. A private home is not allowed. A commercial space may be appropriate if it is also used for other public functions (such as a bank auditorium).

Public access also includes the right of the media to attend and record a mass meeting. However, this right does not include the right to disrupt the program. Good communication and advance planning will help ensure that the media understand they can attend and observe but not interfere. A special area may be designated for media representatives. If you provide access to the sound system and choose a facility with adequate lighting, then probably the media will not complain or interfere.

#### I. Proxies Not Allowed

Several successive general counsels to the Party have ruled that proxies are not allowed at a mass meeting. The State Party Plan only provides for use of proxies for members of an "Official Committee" meeting, and the mass meeting is not an Official Committee.

To vote at a mass meeting, the voter must appear in person and cast the ballot himself or herself. The right to vote is personal to the voter and may not be delegated or given to another, whether attempted by proxy, power of attorney, or any other device. The State Party Plan takes precedence over any local rule to the contrary, so the mass meeting may not permit proxies or absentee ballots under any circumstances.

#### J. Frequently Asked Questions

1) Can a 17-year-old participate in a mass meeting?

Answer: If the 17-year-old has registered and will be 18 by the time of the general election, and meets any other qualifications that may be required in the Call, he or she can participate in a mass meeting.

2) Can someone vote by proxy or absentee ballot at a mass meeting?

Answer: NO!

3) Do we have to elect a temporary chairman?

Answer: Yes, but the mass meeting can avoid another election for a permanent chairman if the rules simply provide that the temporary organization shall be made permanent. Therefore, adopting the rules makes the Temporary Chairman become the Permanent Chairman.

4) How do we pay for the cost of the mass meeting?

Answer: The committee may charge candidates a filing fee, but cannot impose a mandatory fee on voters or convention delegates except in very limited circumstances (see discussion above). Otherwise, the committee may ask for donations or absorb the cost in its operating budget.

5) What if we only have one candidate – do we still have to hold the mass meeting?

Answer: If the call for the mass meeting specifically provides for it, the mass meeting could be cancelled when there is only one candidate who properly pre-files. (It would be inappropriate to cancel if pre-filing were not required since it would not be known until the time nominations are closed whether there is more than one candidate.)

6) When does the call have to be published?

Answer: At least seven days (15 in presidential years) prior to the earlier of the pre-filing deadline (if any) or the mass meeting.

7) Can we publish the call in a community shopper newspaper alone?

Answer: Probably not. The State Party Plan requires publication in a newspaper of general circulation throughout the election district. The place to publish the call is where people would expect to read about local political news. It may require publication in more than one paper if no single paper covers the entire election district.

8) Can we put the call in the legal notices section of the classifieds?

Answer: Yes.

9) What is the purpose of publishing the call?

Answer: The call gives notice to the voters that certain Party business needs to be conducted, and candidates may file according to the terms of the call. Publication of the call also has the effect of making the basic rules known in advance and not subject to change. This helps ensure the fairness of the process to everyone.

10) Does a legislative district mass meeting have to be held inside the boundaries of the district?

Answer: No, but it should be close enough to be convenient for the voters. Some districts may not have a facility adequate for a mass meeting, or several districts within a locality may hold their mass meeting at one central location for convenience.

11) Does the Committee have to vote on the call?

Answer: The State Party Plan requires the Committee to approve the method of nomination, the date and time, and the pre-filing requirements, if any. Other arrangements may be delegated to the chairman in the discretion of the Committee. However, it is generally recommended that a draft of the call be presented to the Committee to minimize any misunderstandings or questions later.

12) Can the Committee require voters to pre-file to attend the mass meeting?

Answer: No! Pre-filing is a device used only for an election or nomination. Voters who show up on the day of the mass meeting must be allowed to register if they meet the “qualifications for participation” as stated in the State Party Plan and the Call.

## **VI. Conventions**

### **A. What is a Convention?**

A convention is similar to a mass meeting in many respects. Someone walking into the auditorium would see few obvious differences until the balloting begins. One difference is that conventions use “weighted voting”. Another difference is that only delegates elected by the constituent units or subdivisions may participate in a convention.

Much more information on conventions may be found in *Robert’s Rules of Order*.

### **B. Vote Apportionment**

The call for a convention includes the same elements as a mass meeting, but with the additional requirement of including the “basis of representation to the convention” and the number of delegates from the constituent units. The basis of representation is the “formula” for determining how many delegates are to be elected by each unit or subdivision. The basis of representation allocates, on a uniform basis, the number of delegate votes (and therefore the number of permitted delegates) to each unit or subdivision participating in the convention. For example, a congressional district convention call must state how many delegate votes each unit is entitled to at the convention. This concept is referred to as “weighted voting.”

To illustrate the basis of representation, a call for a congressional district convention would include a list of each unit in the district (including split units) and the vote apportionment for each unit. The basis of representation is expressed as, for example, “one delegate vote per 500 Republican votes cast, or major portion thereof, in the most recent elections for Governor and President combined.” The Official Committee (in this example, the District Committee) determines the ratio subject to the State Party Plan restrictions. The ratio may be adjusted to take into account the expected attendance or the maximum number of delegates that can be accommodated in the convention facility.

The State Party Plan allows each delegate vote to be fractionalized up to five delegates per delegate vote, so that each delegate has a minimum of one-fifth ( $1/5$  or 0.20) of a delegate vote. Therefore, the maximum number of persons participating would be the number of delegate votes times five.

To further illustrate, suppose that the above ratio is used for a hypothetical convention that includes the following units (the actual results have been modified for illustration):

<b>Unit Name</b>	<b>Governor 1997 vote</b>	<b>President 1996 vote</b>	<b>Total GOP</b>
Augusta	11,789	13,458	25,247
Rockingham	12,074	14,035	26,109
Harrisonburg	3,793	4,945	8,738
Staunton	3,707	4,546	8,253
Waynesboro	3,188	3,466	6,654

The delegate vote apportionment, at a ratio of one Delegate Vote per 500 Republican votes, would then be as follows:

Augusta	50
Rockingham	52
Harrisonburg	17
Staunton	17
Waynesboro	13

Total = 149 Delegate Votes

In this example, there could be as many as 745 delegates (149 Delegate Votes times 5) elected to participate in the convention, if each unit sends a full delegation, under the State Party Plan. Note that Staunton's vote was rounded up to 17 delegate votes because the total vote of 8,253 included the greater part of an additional 500 vote increment. Similarly, the votes are rounded down for Harrisonburg to the nearest whole number of Delegate Votes.

Usually, conventions use the Republican votes in the most recent elections for President and Governor for the basis of representation. However, the State Party Plan does not require any particular elections to be included in the formula except in the case of a state or district convention. There is a range of ratios permitted under the 1998 amendments to the State Party Plan. Therefore, the Official Committee may choose the elections and set the ratios (within the State Party Plan's range) in most instances. However, be aware that changing the formula will result in a different maximum number of delegates. Recent state conventions have been set to accommodate everyone that wanted to participate in the convention without the necessity of slating.

When a unit is split among more than one congressional or legislative district, the Republican voting strength should be adjusted accordingly. Precinct or ward results would be used to determine the applicable voting strength for each district

### C. Call of the Convention

The State Party Plan requires that all calls for state, congressional and legislative district conventions, except special elections, be issued at least thirty (30) days prior to the convening of the convention. There is no express deadline for unit conventions. The Official Committee should approve the call a sufficient time before this deadline to give the Chairman time to prepare and mail the call.

Generally, calls for conventions are simply distributed to the unit chairmen of all units involved in the convention. Calls for conventions do not have to be published in the newspaper, with two exceptions. First, when a convention call includes a pre-filing deadline for an election or nomination by the convention, then the call must be published. Second, the state and district convention calls must be published in presidential election years due to the national convention rules.

To illustrate, a call for a legislative district convention would be published in the newspaper if the call required pre-filing for the nomination of a member of the General Assembly. Often there is no pre-filing for convention nominations. (This is not to be confused with the call for a mass meeting to elect the convention delegates, which may include a pre-filing requirement for the selection of its delegates to the convention.)

### D. Organization of the Convention

A convention is similar to a mass meeting in many of its procedures and structures, the main differences being weighted voting and that only a limited, pre-selected group may participate and vote at a convention (that is, the delegates). The membership of committees and other participants in the convention should be persons who are also delegates to the convention, except for special guests.

A convention ordinarily has four committees: credentials, to review the delegate certifications; nominations, to review the qualifications of each person to be considered for nomination or election by the convention and/or to present a slate of candidates; rules, to propose a set of rules to be adopted by the convention and thereafter govern the proceedings; and resolutions, to review or prepare appropriate resolutions for the consideration of the convention.

The Chairman of the Committee that called the convention presides as Temporary Chairman until the convention selects permanent officers. As in the case of a mass meeting, it is extremely important for the Chairman to plan, organize and appoint the participants well before the time of the convention in order for the proceedings to run smoothly.

The agenda is usually very similar to the agenda for a mass meeting.

#### E. Nominations by the Convention

Virginia law permits political party nominations for public offices only within a specific time period. The time for nominations is the thirty-two (32) days preceding the June primary day (the second Tuesday in June) for offices on the November general election ballot. Different deadlines may apply to special elections.

Following the convention, the Chairman will need to certify the name(s) of the nominee(s) to the State Board of Elections and local electoral board (except for congressional nominees). There is a strict time limit for certifications, which is five days following the June primary date for regular November elections. The State Board will mail certification forms to the Chairman in advance of the deadline. It is urged that the Chairman fax the certification, since the deadline is for receipt by the state and local boards. (Certified mail does not count, and ironically, only slows down the mail. A postmark is not protection for meeting the deadline for certification!)

#### F. Fees

As is the case with mass meetings, participants (delegates) in a convention may not be charged a registration fee or filing fee if the convention involves the nomination of any candidate for public office. A voluntary fee may be requested, however.

Candidates may be charged a reasonable filing fee, which helps offset the costs of the convention.

#### G. Proxies Not Allowed

Also similar to a mass meeting, there is no provision for proxies or absentee voting at a convention. Voting must be only by delegates attending in person. However, if the unit or other subdivision has elected alternates, then an alternate may replace an absent delegate and vote. Deciding which alternate replaces an absent delegate can be handled in two ways: first, the electing mass meeting or canvass may specify a particular order to the alternates; or, second, the remaining delegates present from that unit or subdivision may select one of the alternates.

#### H. Other Miscellaneous Requirements

For many conventions, the local party may be required to purchase liability insurance as a condition of leasing a facility. The State Party cannot cover local party meetings under the terms of its insurance policies, so the local committee may want to secure its own insurance policy. As with other aspects of the convention, it is a good idea to plan well ahead for this. It is also advisable for larger units to secure year-round liability coverage that would cover all meetings and special events.

## I. Using the Model Calls

The Model Calls have been adopted by the State Central Committee as a starting point for every state, district, and legislative district convention. Although you may modify the calls to suit your particular circumstances, the basic provisions required by the State Party Plan must be retained. As with calls for mass meetings, the staff of the State Party is available to review your call for compliance with the State Party Plan.

## J. Frequently Asked Questions

1.) Do we have to figure the Delegate Votes before we issue the call?

**Answer:** Yes. The apportionment of Delegate Votes is essential so that each constituent unit or subdivision knows how many delegates may be elected. The State Party Plan requires it to be included in the call.

2.) What if a unit is split? How do we compute the delegate vote?

**Answer:** In most instances, using the precinct results will address the split. If a precinct is split, we suggest using the proportion of voter registration between the two districts in that precinct, and applying it to the vote totals for the split precinct.

3.) When must the convention call be published in the paper?

**Answer:** Normally, it would not. If the call includes a pre-filing deadline for a position elected by the convention, then the call must be published at least seven (7) days prior to the prefiling deadline (15 days in presidential years). National rules require publication in presidential years. Regardless, the State Party Plan requires all calls to be sent to the unit chairs at least 30 days prior to the convention date.

4.) Does the convention have to be held within the boundaries of the legislative district?

**Answer:** No, the State Party Plan imposes no geographical restriction. However, the convention must be located at a place reasonably convenient for the delegates. For example, the City of Richmond could hold all its State Senate and Legislative District conventions in one facility for convenience.

5.) A mass meeting will elect delegates to two different congressional district conventions; who can vote on each delegation?

**Answer:** the State Party Plan requires that the mass meeting divide into the two districts for the purpose of electing the respective delegates. For example, the 9<sup>th</sup> District portion of Roanoke County would elect the county's delegates to the 9<sup>th</sup> District Convention, and the 6<sup>th</sup> District portion of Roanoke County would elect the county's delegates to the 6<sup>th</sup> District Convention. (This prevents voters of one district from having an impact on the selection of a candidate in a district where those voters could not vote in the general election.)

6.) If only one candidate pre-files for a nomination at a convention, can the convention be cancelled?

**Answer:** It is extremely rare for a convention to be cancelled. However, if the call for the convention requires pre-filing and expressly states that no convention will be held if only one candidate properly files, then the convention could be cancelled (similar to a primary being cancelled if only one candidate files).

7.) How does voting take place at a convention?

**Answer:** The call of the convention specifies how many Delegate Votes are allocated to each participating unit or other subdivision. Delegates vote by unit (or, at a unit convention, by precinct, ward or other subdivision).

The delegates present in each unit (or other subdivision) cast all the Delegate Votes for their respective unit (or subdivision). (The only exception would be a “non-full vote” rule, which is extremely rare.) At a state convention, the district chairmen collect the vote totals from each unit chairman and report the district results to the convention. At a congressional district convention, there would be a roll call of the units and each unit chairman would report the unit results to the convention.

The State Party Plan permits fractionalization of delegate votes. If a unit has five Delegate Votes, and ten delegates actually vote at the convention, then each delegate has 0.5 (1/2) of a Delegate Vote. The chairman would report the totals for each candidate (or issue) accordingly.

Results are always reported to the nearest one-hundredth (0.01) vote.

## **VI. Party Canvasses**

### **A. What is a Party Canvass?**

The Party canvass is an easy to use method that facilitates large numbers of voters for nominations or elections. A Party canvass is essentially a Party-run primary; it is often referred to as a “firehouse primary.” A Party canvass may be used to nominate candidates for public office, to elect delegates to conventions, and to elect other party officials such as unit committees and unit chairmen. Canvasses use pre-filing in order for the ballots to be prepared.

Voters come to one or more pre-designated polling places, over a period of several hours, and cast their ballot for whichever offices they are permitted to vote. After the polls close, the party officials running the canvass count the votes and announce the results. A plurality is sufficient for a nomination or election at a canvass (unlike the usually majority vote requirement at a mass meeting or convention).

### **B. Call of the Party Canvass**

The State Party Plan requires each call for a Party canvass to include:

- 1.) The qualifications for membership in the Republican Party of Virginia as stated in the State Party Plan.
- 2.) The time, place and purposes of the canvass.
- 3.) In the event that a purpose of the canvass is to elect delegates to a convention, the time, place, purpose of, and basis of representation to the convention.
- 4.) The amount of the registration fee, if any.
- 5.) The pre-filing requirement.

These requirements are essentially the same as for a mass meeting under the State Party Plan. The call should include the times and locations (with street addresses) for all polling places used in the canvass. There should be a sufficient number of polling places established to handle the expected turnout and make voting convenient for the voters of the election district.

### C. Pre-filing

Candidate pre-filing is essential for a canvass, so that ballots can be prepared. The call must specify how pre-filing is accomplished, including deadlines and locations to deliver or mail the pre-filing statement or form. A pre-filing form may be used to facilitate receiving the candidate's information; however, it is the Committee's decision whether a particular form is to be used. If a form is required, then a phone number(s) or location(s) where filing forms can be obtained should be included in the call. The pre-filing form should be easy to obtain by candidates in order to maximize participation.

Please note that it is never proper to require voters to register in advance or pre-file simply to vote in the canvass. Pre-filing is a device allowed only when someone is to be elected or nominated, in order to qualify for the ballot. This includes not only candidates for public or Party offices, but also convention delegates (since they are elected by the canvass).

### D. Rules

One difference between a canvass and the other methods of nomination is that the Official Committee writes the rules of the canvass and these rules cannot be changed by the voters. This difference helps eliminate "slating" and "instructing" of delegates to conventions (a controversial method of limiting participation). The State Party Plan includes Model Rules for canvasses as a starting point for the canvass organizers. The Rules of the Party Canvass should be made available to all interested persons.

### E. Timing

As with a mass meeting or convention, a party canvass may be held to nominate candidates for public office. Virginia law controls the timing of these nominations (the window is 32 days preceding the June primary day for November general elections). When electing convention delegates, the call of the convention controls the timing. It is essential that these dates and deadlines are checked so that the canvass is held at the proper time.

### F. Proxies or Absentee Ballots Not Allowed

Just as a mass meeting or convention requires voting in person, the voters at a party canvass may not vote absentee or by proxy. (The only time proxies are ever allowed by the State Party Plan is for meetings of an "Official Committee", such as a District Committee or the State Central Committee.)

## G. Organization

The Official Committee should appoint (or designate the Chairman to appoint) a credentials committee to supervise registration and the overall conduct of the canvass. One model that can be followed is the procedures that local electoral boards follow for conducting a primary or general election (found in Title 24.2 of the Code of Virginia). While the election laws are probably more detailed than necessary, they are instructive of the types of activities inherent in setting up a canvass: establishing polling places, printing ballots, registering voters, and counting the ballots. The unit committee performs the same functions for a Party Canvass that the local electoral board performs for a primary or general election.

## H. Frequently Asked Questions

- 1.) If a unit is entitled to send 100 delegates to a convention, and only 75 pre-file to be a delegate, do we have to hold the canvass?

**Answer:** No, if the call specifically stated that no election would be held in the case of under-filing. The concept is like a primary: there only needs to be a vote when there are more candidates than there are positions to be elected.

- 2.) Do we have to have pre-filing for a canvass?

**Answer:** As a practical matter, yes. There could only be write-in votes cast if the canvass did not require pre-filing, since there would be no candidate names on the ballots. It is much easier and less confusing if pre-filing is required. (Again, think of a primary: all candidates must file in advance in order to be on the ballot. In a primary, no write-ins are allowed, so there could be no election without pre-filing.)

- 3.) Can we have one ballot with every office listed?

**Answer:** The ballots (or ballot combinations) should match the constituencies. If all voters at the canvass can vote for each office, there is no need for more than one ballot and therefore each office would be listed. However, if some voters vote on one office and other voters vote on another, then separate ballots must be prepared. For example, assume that a unit is electing delegates to two district conventions and nominating candidates for county offices. The ballots would be the same for county-wide offices, but different for each district convention delegation. The committee could either print each office on separate ballots or prepare a ballot for each combination with all offices listed. The voters should be allowed to vote only for those offices they could vote on at a general election.

4.) Do the rules of the canvass have to be published? When are they written?

**Answer:** There is no requirement to publish the rules in the newspaper. The Committee certainly may do so if it wishes. However, they are considered a “public document” and should be made available to all candidates and interested persons. The rules should be posted and available at each polling place. Another recommendation would be to post the rules on the committee’s web site.

The rules should be prepared at the same time the call is written. It is advisable to prepare both at the same time in order to be sure that the Official Committee gives its approval in a timely way, rather than waiting to a future meeting (and run the risk of not having a quorum or some other delay).

5.) Is there a certain day or time that a canvass should be held?

**Answer:** unlike general elections and primaries, which are always held on a Tuesday from 6 a.m. to 7 p.m., the Official Committee may choose the day of the week and the hours of the canvass. Weekends and early evening hours are frequently selected for the convenience of most voters. For example, 5 to 9 p.m. on a weeknight or 9 a.m. to 1 p.m. on a Saturday would be appropriate. Since volunteers run the canvass, much depends on the ability of the Committee to adequately staff the canvass, as well as the expected turnout.

## **VI. Duties of the Chairman**

The Chairman of each Committee has certain duties imposed upon him by the State Party Plan and Virginia law. Deadlines (especially those in Virginia law) are often inflexible and must be adhered to. This section is intended as a brief guide; experience and local custom may impose additional duties, or delegate some duties to others.

### **A. Unit Chairmen**

In addition to other duties such as leadership and candidate recruitment, each unit chairman should:

- 1.) Identify those offices which are on the ballot in the unit and for which the Unit Committee must provide for the nomination of candidates or participate with other units to nominate candidates.
- 2.) Consult with incumbent Republican elected officials and potential candidates in the unit (e.g, supervisors and constitutional officers) regarding the most appropriate method of nomination.
- 3.) Consult with the Congressional District Chairman and State Central representatives to determine how district and state nominations are expected to be made.
- 4.) Meet with the other Unit Chairman, if any, in the applicable House of Delegates and State Senate district, and consult with incumbent Republican legislators and potential candidates, to determine the method of nomination for legislative candidates.
- 5.) Meet with the other Unit Chair(s) where a constitutional office is shared by two or more units, to discuss the intended method of nomination. Coordinate unit committee approval of a joint call as needed.
- 6.) Call for a meeting of the Unit Committee to determine the method of nomination for each office on the ballot within the unit. Also, the committee must determine how delegates to other Party conventions (i.e., state, congressional and legislative district) will be selected. A draft of the call for any mass meeting, canvass or unit convention should be prepared prior to the Committee meeting.

- 7.) Notify the State Board of Elections, on forms provided by the Board, of the method of nomination selected by the Unit Committee. It is also recommended to notify State Party Headquarters and all expected candidates.
- 8.) Arrange for suitable locations for mass meetings, canvasses and unit conventions as applicable. Check if liability insurance is required.
- 9.) Receive filings from all candidates for a Republican primary in accordance with the deadlines published by the State Board of Elections. Certify primary candidates' names to the State Board and local electoral board.
- 10.) Once all calls for state, congressional district and legislative district conventions are received by the Chairman, finalize the unit's call for a mass meeting, canvass or convention with the Committee's approval. Draft tentative rules for a unit party canvass, if any. Unit chairs may wish to submit drafts of calls to State Party Headquarters for review (optional).
- 11.) Publish the call for a mass meeting or canvass in the newspaper. Check deadlines for publication to ensure sufficient notice. Publish the call for a unit convention if a pre-filing requirement for nomination is included.
- 12.) Draft a tentative agenda for the mass meeting or unit convention, if any. Select committees and invite any outside participants (such as guest speakers).
- 13.) Following the completion of local nominations, certify the nominees to the State Board of Elections and the secretary of the local electoral board. Certify delegates to a convention as specified in the call of the convention.

#### B. Legislative District Chairmen

The legislative district committee (one for each House of Delegates and State Senate district) is comprised of the unit chairmen within the district. There are some units, such as Fairfax County and Virginia Beach, that have several whole legislative districts within the unit. In those situations, the unit chairman appoints a legislative district chairman. The unit chairman serves on the House and Senate district of his or her residence, and appoints a representative to other legislative district committees that include the unit. Such representatives have the same vote and authority as the unit chairman on matters before the legislative district committee.

The legislative district committee selects a chairman, who may be a unit chairman (but is not necessarily so). The chairman is not entitled to vote by virtue of holding the chairmanship. Only unit chairs (or their representatives) may vote. The votes are weighted by the Republican voting strength of each unit. The Republican voting strength is determined by adding the Republican votes for president and governor at the last election. When a unit is divided between two or more legislative districts, the votes are added from the respective portion of the unit in the legislative district for determining the voting strength.

Legislative district chairmen, like the unit chairmen, provide leadership and assist with candidate recruitment in the legislative district. In addition to those duties, the legislative district chairman should:

- 1.) Consult with the incumbent Republican legislator, if any, or all potential Republican candidates for the seat regarding the most appropriate method of nomination.
- 2.) Call a meeting of the Committee to determine the method of nomination.
- 3.) Notify the State Board of Elections of the method of nomination selected (or ensure that the incumbent Republican has done so if running for re-election).
- 4.) Draft a call for a mass meeting, convention or party canvass, as applicable, for the Committee's approval. Draft tentative rules for a canvass for the Committee's approval.
- 5.) Arrange for a suitable location for a mass meeting, convention or party canvass, as applicable.
- 6.) Receive filings from candidates for a primary and certify names of those who qualify to the State Board of Elections.
- 7.) Draft a tentative agenda for a mass meeting or convention.
- 8.) Appoint committees and officers for a mass meeting or convention.
- 9.) Preside at the mass meeting or convention until a Temporary Chairman is elected.
- 10.) After the nomination is completed, certify the results to the State Board of Elections.

### C. Congressional District Chairmen

The duties for congressional district chairmen are similar to those listed above for unit chairman. The congressional district chairman also has certain duties relating to national convention delegates, a presidential elector and state central committee members for the district.

The State Party Plan requires a biennial convention to elect the District Chairman for a term of two years. District conventions usually elect representatives to the State Central Committee, national convention delegates and a presidential elector in presidential years.

The district chairman should help coordinate and communicate the various national, state and local deadlines for unit chairmen and candidates. The district chairman also makes arrangements for district conventions and presides at the convention until a Permanent Chairman is elected.

District chairmen certify the nominees of their respective conventions to the State Board of Elections. When a primary is called for a congressional seat nomination, the district chairmen receive the various forms from candidates and certify the names of all properly filed candidates to the State Board. Note that certification deadlines are for the receipt by the Board of the form. Therefore, chairmen should fax the form to be certain it is received on time. (Ironically, mailing a form by certified mail provides no protection and only increases the time for delivery.) Postmarks will not be accepted by the Board as proof of timely filing.

## *Appendices*

- A. Selected provisions from the *Code of Virginia*
- B. Article VIII of the State Party Plan
- C. Comments on Publishing an Abbreviated Call and Model Abbreviated Call
- D. Model Calls for Mass Meetings
- E. Model Calls for Conventions
- F. Model Calls for Party Canvasses
- G. Model Rules for Mass Meetings
- H. Model Rules for Conventions
- I. Model Rules for Party Canvasses
- J. Sample Convention Delegate Pre-Filing Form
- K. Sample Convention Delegate Certification Form
- L. Sample Notice of Nomination Method from State Board of Elections
- M. Sample Candidate Certification Form from State Board of Elections

## **APPENDIX A**

§ [24.2-508](#). Powers of political parties in general.

Each political party shall have the power to (i) make its own rules and regulations, (ii) call conventions to proclaim a platform, ratify a nomination, or for any other purpose, (iii) provide for the nomination of its candidates, including the nomination of its candidates for office in case of any vacancy, (iv) provide for the nomination and election of its state, county, city, and district committees, and (v) perform all other functions inherent in political party organizations.

(Code 1950, §§ 24-363, 24-364; 1970, c. 462, § 24.1-172; 1971, Ex. Sess., c. 119; 1973, c. 30; 1975, c. 515; 1978, c. 778; 1993, c. 641.)

§ [24.2-509](#). Party to determine method of nominating its candidates for office; exceptions.

A. The duly constituted authorities of the state political party shall have the right to determine the method by which a party nomination for a member of the United States Senate or for any statewide office shall be made. The duly constituted authorities of the political party for the district, county, city, or town in which any other office is to be filled shall have the right to determine the method by which a party nomination for that office shall be made.

B. Notwithstanding subsection A, the following provisions shall apply to the determination of the method of making party nominations. A party shall nominate its candidate for election for a General Assembly district where there is only one incumbent of that party for the district by the method designated by that incumbent, or absent any designation by him by the method of nomination determined by the party. A party shall nominate its candidates for election for a General Assembly district where there is more than one incumbent of that party for the district by a primary unless all the incumbents consent to a different method of nomination. A party, whose candidate at the immediately preceding election for a particular office other than the General Assembly (i) was nominated by a primary or filed for a primary but was not opposed and (ii) was elected at the general election, shall nominate a candidate for the next election for that office by a primary unless all incumbents of that party for that office consent to a different method.

When, under any of the foregoing provisions, no incumbents offer as candidates for reelection to the same office, the method of nomination shall be determined by the political party.

For the purposes of this subsection, any officeholder who offers for reelection to the same office shall be deemed an incumbent notwithstanding that the district which he represents differs in part from that for which he offers for election.

(Code 1950, §§ 24-348, 24-361, 24-363, 24-364; 1970, c. 462, §§ 24.1-171, 24.1-172; 1971, Ex. Sess., c. 119; 1973, c. 30; 1975, c. 515; 1978, c. 778; 1993, c. 641.)

§ [24.2-510](#). Deadlines for parties to nominate by methods other than primary.

For any office, nominations by political parties by methods other than a primary shall be made and completed in the manner prescribed by law according to the following schedule:

1. For a general election in November, by 7:00 p.m. on the second Tuesday in June;
2. For a general election in May, by 7:00 p.m. on the first Tuesday in March;
3. For a special election held at the same time as a November general election, either (i) at least seventy-four days before the election or (ii) if the special election is held at the second November election after the vacancy occurred, by 7:00 p.m. on the second Tuesday in June before that November election;
4. For a special election held at the same time as a May general election, by 7:00 p.m. on the first Tuesday in March; or
5. For a special election held at a time other than a general election, (i) at least thirty days before the election or (ii) within five days of any writ of election or order calling a special election to be held less than thirty-five days after the issuance of the writ or order.

In the case of all general elections a party shall nominate its candidate for any office by a nonprimary method only within the thirty-two days immediately preceding the primary date established for nominating candidates for the office in question. This limitation shall have no effect, however, on nominations for special elections or pursuant to § [24.2-539](#).

(Code 1950, §§ 24-130, 24-131, 24-134.1, 24-135, 24-363, 24-364; 1958, c. 605; 1960, c. 427; 1962, c. 536; 1964, cc. 540, 541; 1970, c. 462, §§ 24.1-166, 24.1-172; 1971, Ex. Sess., cc. 119, 247; 1972, c. 620; 1973, c. 30; 1974, c. 428; 1975, c. 515; 1976, c. 616; 1978, c. 778; 1981, c. 425; 1983, c. 461; 1984, c. 480; 1991, c. 137; 1993, c. 641.)

§ [24.2-511](#). Party chairman or official to certify candidates to State Board and secretary of electoral board; failure to certify.

A. The state, district, or other appropriate party chairman shall certify the name of any candidate who has been nominated by his party by a method other than a primary for any office to be elected by the qualified voters of (i) the Commonwealth at large, (ii) a congressional district or a General Assembly district, or (iii) political subdivisions jointly electing a shared constitutional officer to the State Board not later than five days after the last day for nominations to be made. The State Board shall notify the secretaries of every electoral board of the names of the candidates to appear on the ballot for such offices.

B. The party chairman of the district or political subdivision in which any other office is to be filled shall certify the name of any candidate for that office who has been nominated by his party by a method other than a primary to the State Board and to the secretary or secretaries of the electoral boards of the cities and counties in which the name of the candidate will appear on the ballot not later than five days after the last day for nominations to be made. Should the party chairman fail to make such certification, the State Board shall declare that the candidate is the nominee of the particular party and direct that his name be treated as if certified by the party chairman.

C. In the case of a nomination for any office to be filled by a special election, the party chairman shall certify the name of any candidate (i) by the deadline to nominate the candidate or (ii) not later than five days after the deadline if it is a special election held at the second November election after the vacancy occurred.

D. No further notice of candidacy or petition shall be required of a candidate once the party chairman has certified his name to the State Board.

E. In no case shall the individual who is a candidate for an office be the person who certifies the name of the party candidate for that same office. In such case the party shall designate an alternate official to certify its candidate.

(Code 1950, §§ 24-134, 24-345.3; 1952, c. 509; 1954, c. 523; 1956, Ex. Sess., c. 1; 1958, c. 309; 1959, Ex. Sess., c. 17; 1960, c. 383; 1962, c. 536; 1964, c. 539; 1970, c. 462, § 24.1-169; 1972, c. 620; 1978, c. 778; 1982, c. 650; 1993, c. 641; 2006, c. 83.)

## APPENDIX B

### 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. 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 prefilng 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 amendments.  
Paragraph 4 is effective pending approval by the Dept. of Justice.*

5. It is the responsibility of the applicable Chairman to use the most effective means available, including news media, to adequately publicize Mass Meetings, Party Canvasses, or Conventions with the purpose of encouraging maximum citizen involvement. This publicity shall include the method of Delegate selection.
6. In the event that a published call for any Mass Meeting, Party Canvass or Convention shall differ in any respect from the call authorized by the Official Committee, the requirements of the published call, unless contested prior to adjournment or conclusion, shall upon adjournment or conclusion of the Mass Meeting, Party Canvass, or Convention be conclusive and not thereafter subject to contest. Participation in a Mass Meeting, Party Canvass, or Convention shall not prejudice the rights of any person signing a petition protesting the validity of such Mass Meeting, Party Canvass, or Convention.
7. A Mass Meeting or Convention may by unanimous consent dispense with the reading of the call.
8. The State Central Committee recommends that the documents related to these proceedings should conform as closely as possible to the model forms in Appendix A.

*1998 Amendments: added paragraph 8.*

#### **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  $63/85 \times 37 = 27.42$ .
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.*

## APPENDIX C

Comments on Article VIII, Section A, Paragraph 4, as amended:

Presently, in Virginia the Republican Party, at the state level and at the district and local levels, spends a great deal of money meeting the requirement that calls be published in a newspaper when in fact most of the time this serves no real or practical purpose.

The purpose of this amendment is to reduce the cost of publishing a call while at the same time ensuring that all of the information in the call is available in a timely manner to all interested members of the Republican Party and to the public.

This amendment does not change any of the call-related requirements with respect to time of publication, time filing or pre-filing, participation, or any other substantive issue.

The basic information will be in the Notice of a Call, while all of the details will be readily available on the Internet at appropriate web sites.

People who do not have computers now have access to computers in public libraries across the Commonwealth. These computers all have Internet access, and the librarians will assist people who are not “computer literate”.

Example:

Below is an example of a “Notice of a Call”, followed by the complete call to which the notice refers.

### Notice of a Call to the Seventh District Republican Convention

The Seventh District Republican Convention will be held on Saturday, May 20, 2006, at 10 AM at Pocahontas Middle School at 12000 Three Chopt Rd. in Henrico County. Registration starts at 9:00 AM. The Convention will elect a Seventh District Republican Chairman. Candidates for Chairman must file a written statement of candidacy along with a \$1000 filing fee with Linwood Cobb, 11216 Byfield Ct., Richmond, VA, which must be received by 6:00 PM, Feb. 15, 2006.

Delegates to the Convention will be elected from the counties and cities within the Seventh Congressional District by the processes set by the respective Republican committees of each county or city. All delegates to the convention must pay a \$20 filing fee to the Seventh District Republican Committee.

The complete Call to the Seventh District Republican Convention can be found at [www.vagop.org](http://www.vagop.org) or at most of the web sites of the Republican committees in the Seventh Congressional District.

Authorized and paid for by the Seventh Congressional District Republican Committee

## **APPENDIX D**

### **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].

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].

## APPENDIX E

### 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

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*Last Updated January 2007*

convention, or of the unit chairman of the unit committee which may have conducted a party canvass to select the delegates and alternate delegates.

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

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

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

Third Copy – For the unit's records

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

[ATTACH LIST OF UNITS AND RESPECTIVE VOTING STRENGTHS]

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

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

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].

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 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.

## APPENDIX F

### 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].

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 G**

### **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 (9<sup>th</sup> Edition).
2. Any person may attend the mass meeting, but only eligible voters duly registered by the Credentials Committee and Chairmen of the Mass Meeting committees 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.

## **APPENDIX H**

### **Model Rules for a Convention**

1. This convention 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 (9<sup>th</sup> Edition).
2. Any person may attend the convention, but only delegates, alternates and Chairmen of the Convention committees may have the floor unless specially recognized by the Chair. Only delegates, or alternates representing absent delegates, may vote.
3. All delegates and alternates shall meet the requirements as specified in the Call of the Convention.
4. Unless their electing body has adopted other specific instructions, the delegates present in a given delegation shall designate which alternate shall vote in the place of an absent delegate.
5. The Credentials Committee shall report on the proper certification of each delegation and decide any question that may arise concerning certification.
6. Delegations with fractionalized votes shall be enrolled so as to provide each delegate with at least one-fifth (0.2) Delegate Vote.
7. No one will be allowed on the Convention floor without proper credentials displayed.
8. Each county and city delegation shall have the number of votes as specified in the Call and certified by the Credentials Committee.
9. Delegations shall vote full vote unless otherwise designated by their electing body. Instructed delegations shall be recognized in accordance with the State Party Plan.
10. The vote of all delegations shall be reported to the nearest one-hundredth (0.01) vote, and there shall be no cumulative voting.
11. A roll call shall be taken at the request of one-fifth (1/5) of the total Convention votes as certified by the Credentials Committee.
12. No delegate 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.
13. (Optional) Upon adoption of these rules, the temporary officials of the Convention shall be made permanent.
14. 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.

15. The order of business shall be as set forth below, provided, however, that upon majority vote of the Convention, an item may be omitted or added. The Convention Chairman 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 13 above is not adopted] Election of Permanent Chairman and Permanent Secretary.
- K) [if Rule 13 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.

## **APPENDIX I**

### **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 (9<sup>th</sup> 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. All legal and qualified voters of [ELECTION 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 this canvass in their respective election districts.
6. A person who has made application for registration and meets all other requirements of the immediately preceding Rule, 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.
7. 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.
8. The Credentials Committee shall decide any question that may arise concerning the qualifications of a candidate or eligibility to vote.
9. 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.
10. No resolutions may be introduced.
11. 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.

12. 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.

13. Candidates shall be elected on the basis of the highest 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.

14. 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.

## APPENDIX J

Delegate Filing Form  
(one form per person)

I, \_\_\_\_\_, hereby declare that I am a candidate for Delegate to the 2000 Virginia Republican State Convention. I certify that I am a qualified and registered voter in \_\_\_\_\_ City/County. I am in accord with the principles of the Republican Party and intend to support the Republican nominees in the next election.

(PLEASE TYPE OR PRINT LEGIBLY.)

Name \_\_\_\_\_

Residence Address \_\_\_\_\_

\_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

\_\_\_\_\_

Home phone no. \_\_\_\_\_

Work phone no. \_\_\_\_\_

Signature \_\_\_\_\_

A voluntary registration fee of \$\_\_\_\_ is attached.  
(Participation will not be denied if this fee is not paid.)

Paid for and Authorized by the \_\_\_\_\_ Republican Committee

## APPENDIX K

### Virginia Republican Convention June 1 & 2, 2001

#### CERTIFICATION OF DELEGATES

Date mailed \_\_\_\_\_  
(Noted by Unit Chairman)

Date received \_\_\_\_\_  
(Noted by State Headquarters)

#### INSTRUCTIONS

1. All persons elected must be listed on the certification forms or on computer disk using the authorized format (see attached instructions).
2. The Certification must be postmarked or delivered in person no later than fourteen (14) calendar days following the local Mass Meeting, Convention or Party Canvass. Please enclose the voluntary \$35 fee for each delegate and alternate certified to the state convention.
3. A copy of the published "official call" of the Mass Meeting, Canvass or Convention, with the date of publication included, must accompany the Certification Forms sent to the State Chairman and to the Congressional District Chairman. NOTE: The entire newspaper page on which the call was published, or a certification, from the newspaper, of the date the call was published must be enclosed.
4. All Certification Forms must be postmarked on or before **April 10, 2001**, or hand delivered by 5:00 p.m., **April 10, 2001**, to RPV at the address below. After a Certification is received, or the April 10 deadline is reached, no changes, additions, or deletions may be made except a certified alternate may be made a delegate. There will be no refunds after **April 10, 2001**.
5. Mail WHITE copy to:  
Mr. Ed Gillespie, Chairman  
Republican Party of Virginia  
115 East Grace Street  
Richmond, Virginia 23219

Mail BLUE copy to: Your Congressional District Chairman

Retain YELLOW copy for your city or county files

DELEGATIONS FAILING TO COMPLY WITH THE ABOVE REQUIREMENTS SHALL BE SEATED ONLY BY A MAJORITY VOTE OF THE CREDENTIALS COMMITTEE

**CERTIFICATION:** This is to certify that the following \_\_\_\_\_(number) Delegates and \_\_\_\_\_(number) Alternates have been duly elected to represent \_\_\_\_\_(Unit) at the 2001 VIRGINIA REPUBLICAN STATE CONVENTION. A check is enclosed for the \$35 voluntary fee for each delegate and alternate certified. Our delegation was instructed to vote (check one) \_\_\_ Full vote \_\_\_ Non-full vote.

\_\_\_\_\_  
Type or print PERMANENT CHAIRMAN'S NAME

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type or print PERMANENT SECRETARY'S NAME

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type or print UNIT CHAIRMAN'S NAME

\_\_\_\_\_  
Signature

## NOTICE OF PARTY NOMINATION METHOD 2007 ELECTION FOR SENATE OF VIRGINIA

PRIMARIES MAY BE HELD ONLY FOR THE DISTRICTS REQUESTED AND ONLY IF THE NOTICE IS RECEIVED BY THE STATE BOARD  
NO EARLIER THAN FEBRUARY 22 AND NO LATER THAN 5:00 P.M. ON WEDNESDAY, MARCH 14, 2007.  
IT MAY BE FAXED TO US AT 804-225-3706 OR 804-371-0194.

**NOTE: WE CANNOT ACCEPT ANY FORM RECEIVED BEFORE FEBRUARY 22 OR AFTER MARCH 14.**

I, the undersigned Chair of the \_\_\_\_\_ Party Committee of the Senate District indicated below, do hereby  
ENTER DEMOCRATIC OR REPUBLICAN, AS APPROPRIATE  
certify to the State Board of Elections that: [CHECK ONE]

- the incumbent is of my Party, is seeking re-election and has designated the method of nomination indicated below; or
- the incumbent is not of my Party or is not seeking re-election and my Party has designated the method of nomination indicated below: [CHECK ONE]
  - Primary or
  - Other: [SPECIFY METHOD BELOW AND, IF KNOWN, ENTER DATE, PLACE AND LOCATION]

METHOD: \_\_\_\_\_

DATE: \_\_\_\_\_

PLACE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

SIGNATURE OF DISTRICT CHAIR	_____	E-MAIL ADDRESS	_____	HOME AREA CODE	_____
TYPED OR PRINTED NAME OF CHAIR	_____	MAILING ADDRESS	_____	PHONE : ( _____ )	_____
DATE COMPLETED	_____	CITY/TOWN	_____	BUSINESS AREA CODE	_____
SBE-516(5)	_____	ZIP	_____	PHONE : ( _____ )	_____
				SENATE NO.:	_____

## APPENDIX M

200 N. 9TH STREET, SUITE 101  
 RICHMOND, VIRGINIA 23219-3497  
 TOLL-FREE 800-552-9745

COMMONWEALTH OF VIRGINIA  
 STATE BOARD OF ELECTIONS  
 804-864-8901

### CERTIFICATION OF CANDIDATES JUNE 14, 2005 REPUBLICAN PRIMARY ELECTION

### GOVERNOR

THIS FORM MUST BE RECEIVED BY THE STATE BOARD OF ELECTIONS NO LATER THAN 5:00 P.M. ON WEDNESDAY, APRIL 20, 2005.  
 IT MAY BE FAXED TO US AT 804-371-0194

I hereby certify to the State Board of Elections that the following person(s) filed with me as candidate(s) for the Primary Election for the Party:  
 (LIST CANDIDATES IN THE ORDER IN WHICH THEY FILED)

* NAME OF CANDIDATE	DATE FILED	TIME FILED	DAYTIME PHONE NUMBER INCLUDING AREA CODE

\*If only one candidate filed for the office, place an asterisk (\*) in column to left of such candidate's name indicating proclamation as the Party's nominee.

SIGNATURE OF STATE CHAIR \_\_\_\_\_ MAILING ADDRESS \_\_\_\_\_ HOME AREA CODE \_\_\_\_\_  
 PHONE : ( \_\_\_\_\_ ) \_\_\_\_\_

TYPED OR PRINTED NAME OF STATE CHAIR \_\_\_\_\_ CITY/TOWN \_\_\_\_\_ BUSINESS AREA CODE \_\_\_\_\_  
 PHONE : ( \_\_\_\_\_ ) \_\_\_\_\_

DATE COMPLETED \_\_\_\_\_ E-MAIL ADDRESS, IF ONE \_\_\_\_\_ **Republican Party of Virginia**  
 NAME OF PARTY

SBE-527(3)GOV