

PLAN OF ORGANIZATION

Republican Party of Shenandoah County

Adopted at the
2006 Shenandoah County Republican Convention
Amended at the
April 30, 2010 Shenandoah County Republican Convention
Amended at the
March 28, 2014 Shenandoah County Republican Convention
Amended at the
July 17, 2014 Shenandoah County Republican Membership Meeting
Amended at the
October 9, 2014 Shenandoah County Republican Membership Meeting
Amended at the
December 11, 2014 Shenandoah County Republican Membership Meeting
Amended at the
January 21, 2016 Shenandoah County Republican Membership Meeting
Amendment Approved at the
June 16, 2016 Shenandoah County Republican Membership Meeting
Amendment Approved at the
April 20, 2017 Shenandoah County Republican Membership Meeting
Amendment Approved at the
August 10, 2017 Shenandoah County Republican Membership Meeting
Amendments Approved at the
June 28, 2018 Shenandoah County Republican Membership Meeting

ARTICLE 1

SHENANDOAH COUNTY REPUBLICAN COMMITTEE

The name of this organization shall be the “Shenandoah County Republican Committee” and may be referred to in these Bylaws as the “County Committee”. In various Party documents, the Republican Party of Virginia may refer to the “County Committee” as the “Unit Committee” or the “Official Committee”.

The County Committee is organized under and governed by the “Plan of Organization of the Republican Party of Virginia”, referred to as the State Party Plan, and “Roberts Rules of Order”. Specific organization and governing procedures of the County Committee are contained in the “Plan of Organization of the Republican Party of Shenandoah County”, referred to as the Bylaws. No action of the County Committee nor these Bylaws shall conflict with the State Party Plan, as amended from time to time, and to the extent that there is a conflict, the provisions of the State Party Plan, then these Bylaws, and then “Roberts Rules of Order” shall prevail, in accordance with the provisions that are described in the State Party Plan.

All legal and qualified voters under the laws of the Commonwealth of Virginia and residing in Shenandoah County, 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, and as members of the County Committee.

SECTION A—Membership

1. County Committee Chair—To be elected at the Biennial County Convention, Mass Meeting, or Party Canvas held in even numbered years.
2. Precinct Membership—To be elected by the individual precinct caucuses at the Biennial County Convention, Mass Meeting or Party Canvas held in even numbered years. The members of the County Committee from each precinct shall be one precinct member for each five hundred (500) Republican candidates’ votes cast, or major fraction thereof, in the last Presidential election and the last Gubernatorial election combined, but not less than one (1) member per precinct. This calculation is updated by the County Committee Chair immediately prior to the Biennial County Convention, Mass Meeting or Party Canvas held in even numbered years when such precinct members are elected.
3. District Chairs--Six (6) District Chairs, one in each Election District from which a member of the Board of Supervisors is elected in Shenandoah County, shall be elected by the Caucus of all Committee members residing in the District at the first Committee meeting following the Convention. District Chairmen shall be elected from within the group of Committee members already serving on the Committee, to include any of the elected precinct officials in the Election District, elected At-Large members who reside in the Election District or Republican Elected Officials who reside in the Election District who are *ex officio* members of

the County Committee. Similar to other officers of the Committee, as described in Article 1, Section A--Membership, subparagraph 9 of these Unit Bylaws, they shall not otherwise be entitled to vote solely by virtue of holding such offices, but are already elected members of the County Committee, with Committee member status so identified in Article VI of the State Party Plan. As such, District Chairmen, are not counted for quorum at any Committee Meeting, but for purpose of counting towards quorum and voting privileges, are counted as members of the County Committee only as duly elected precinct members, elected At-Large members, or Republican Elected Officials.

4. At-Large Membership—At-Large members shall be elected by a majority vote of all delegates present at the Biennial County Convention, Mass Meeting or Party Canvas held in even numbered years. The State Party Plan allows for creation and election of At-Large members to the Unit Committee not to exceed 30 percent of its members. The number of At-Large Members to be elected will be determined by the County Committee and included in the Call to the Biennial County Convention, Mass Meeting or Party Canvas held in even numbered years when such At-Large members are elected.
5. Elected Public Officials—All publicly elected Republican officials who are voters in Shenandoah County, if in good standing, shall automatically be additional, *ex officio* members of the Unit Committee, with full voting privileges, and shall be counted in arriving at a quorum at any meeting of the County Committee and shall be permitted to vote by proxy. Ex Officio members shall not be elected to precinct membership or At-Large membership positions, and thereby holding two voting positions on the County Committee, as the Start Party Plan states no committee member shall cast more than one vote. Publicly elected Republican officials are those Republican office holders, including members of the local Board of Supervisors and Constitutional Officers, and members of the Virginia General Assembly, or other statewide offices, who were nominated as candidates under the party provisions of the Republican Party of Virginia and elected as the Republican candidate for the public office sought.
6. All aforementioned members shall have a vote in all matters coming before the Unit Committee. An individual may cast only one vote at meetings of the County Committee in accordance with the provisions of the State Party Plan and these Bylaws.
7. The Vice Chair, Events Chair, Activities Chair, Finance Committee Chairs, a Secretary, and a Treasurer shall be elected by the County Committee in accordance with these By-laws, and will serve until the first County Committee meeting following the Biennial County Convention, Mass Meeting or Party Canvas held in even numbered years that elects the members of the County Committee, at which time these offices are elected by the County Committee. They may be elected members of the Unit Committee (per the definition of membership found in Article VI, SECTION A of the State Party Plan) but they shall not otherwise be entitled to vote solely by virtue of holding any such offices. Any individual holding these offices who receives the committee nomination to run for any constitutional office or any board of supervisor seat shall resign their position upon nomination.
8. The Precinct members shall elect one of their number to be Chair and another to be Finance Chair. In precincts with only one member on the Committee, that member shall discharge the duties of both positions.

9. Associate Members—Unit Committees may have Associate Members in accordance with the State Party Plan, and if the Unit Committee By-laws so provide. An Associate Member shall meet all the requirements for members of the Unit Committee except for attendance requirements contained in the State Party Plan and these Bylaws. Associate Members shall have all privileges of other members of the Unit Committee except that shall not be entitled to a vote. Associate members shall not count toward any limits on Precinct or At-Large Memberships nor shall they be counted when establishing a quorum.

SECTION B – Election, Term, Dues, and Volunteer Commitment

1. Chair, Members of the Committee from the respective precincts, shall be elected, and other At-Large Members biennially at the County Convention, Mass Meeting or Party Canvass called for such purpose. All other members to be elected at the first meeting of the County Committee thereafter, and will serve until the first meeting of the County Committee following the next biennial Convention in even numbers years, when Committee Members are elected. The Chair may declare the seat of any elected Committee member vacant, if that member misses three (3) or more called meetings, in a row, without being present in person or proxy.
2. Each precinct member and each at-large member of the committee as of 12:01 a.m. on July 1 of a calendar year shall be assessed annual dues of \$20, to be paid before 12:01 a.m. on August 1 of that year. *Ex officio* members need not pay dues. A member who has not paid in timely manner cannot vote on any matter, and, should the non-payment continue after 12:01 a.m. on September 1, the Committee Chair may declare that member's seat vacant. A person selected to fill a vacancy resulting from non-payment of dues shall pay the annual dues of \$20 within 30 days of his/her selection, whenever in the year the vacancy occurs. A person selected to fill a vacancy in a position for which the annual dues were paid need not pay dues until the next assessment is due.
Dues for Associate Members shall be \$10 per year, payable on the same schedule as dues for members.
3. A member of the County Committee is deemed to have resigned his/her Committee position if he/she (a) makes a reportable contribution to and/or, (b) allows his/her name to be publicly used by and/or (c) makes a written or other public statement in support of a candidate in opposition to a Republican nominee in a Virginia General special election and or (d) becomes an officer of any other political party. Such member may be reinstated by a majority vote of the other members of the County Committee.
4. Any Committee member who seeks public office against the Republican Party's candidate in any special or general election shall be removed automatically from the County Committee.
5. Each member of the Committee is expected to provide at least ten (10) hours of volunteer work in the furtherance of Republican Party activities during each calendar year. Such activities are exclusive of attendance at Committee meetings but include, though they are not limited to, assisting candidates for federal, state, or local offices.

SECTION C – Vacancies

1. Vacancies occur on the County Committee from a variety of reasons: resignation, change of residence/voting address, failure to attend three (3) or more called meetings, in a row, without being present in person or proxy, or removal for support to a candidate opposing the Republican Party candidate or seeking public office against the Republican candidate.
2. A vacancy in the office of Chair shall be filled by the County Committee for the remaining unexpired portion of the term. During the interim, the Vice Chair shall perform the duties of Chair, until the County Committee duly elects a new Chair.
3. Any vacancies among the elected members of the Committee shall be filled by the County Committee for the remaining unexpired portion of the term. Notice of vacancies that exist will be announced at an official meeting of the County Committee as soon as they are known, and the intent to fill the vacant committee positions will be made in the record of the minutes of the Committee meeting. After such notice of committee vacancy is made, any vacancies shall be filled after notice of such intent as an item of business has been included in the call of the next (or subsequent) meeting of the County Committee.
4. When a vacancy occurs in a precinct-member position, the Precinct Chair shall identify a suitable candidate to fill the position and shall notify the Committee Chair of his/her choice. The Committee Chair shall place that person's nomination on the agenda for the next Committee meeting as an item of new business. At the meeting, additional nominations can be made from the floor.
If a precinct-member position is vacant at a time when there is no Precinct Chair, then the District Chair shall place the nomination on the agenda for the next Committee meeting as an item of new business. At the meeting, additional nominations can be made from the floor.
5. Vacancies of At-Large member positions will be announced at an official meeting of the County committee as soon as they become known, and the intent to fill the vacant Committee positions will be made in the record of the minutes of the Committee meeting. (As At-Large member positions are filled generally from throughout the county, the responsibility remains with County Committee to identify possible candidates to fill these positions.) After such notice of committee vacancy is made, any vacancies shall be filled after notice of such intent as an item of business has been included in the call of the next (or subsequent) meeting of the County Committee.
6. At-Large member Committee positions will be elected by a process of open nomination and election by the County Committee when included on the agenda of a called meeting of the County Committee as an item of New Business. In a contested election for a vacant committee position, the candidate with the most votes shall be elected to fill the position. All nominations may come from the floor if the Committee Chair deems such nominations to be in order.
7. Whenever candidates for public office, or electors, delegates and alternates have been duly elected in a local party process such as a Mass Meeting, Caucus or Convention, and a vacancy

occurs, the County Committee is authorized by the State Party Plan to fill such vacancy by majority vote after due notice of such intent has been included in the call of the meeting for that purpose.

8. Vacancies for local Republican Party positions on the County Electoral Board will be filled in accordance with the State Law (may want to cite specific paragraphs of the State Code) and the State Party Plan. Procedures to be followed by the Committee Chair to make the nominations on behalf of the local Republican Party will be approved by the County Committee in advance of the requirement.

SECTION D – Duties

1. County Committee

- a. The County Committee shall determine whether candidates for local and constitutional public offices shall be nominated by Mass Meeting, Party Canvass, Convention or Primary and when County Chair and Committee members shall be elected by Mass Meeting, Party Canvass or Convention.
- b. It shall call all regular Mass Meetings, Party Canvass and Conventions and such special Mass Meetings, Party Canvasses or Conventions as it deems necessary and make arrangements therefor, including the time and place, the basis of representation, and the requirements for participation. In addition to publishing calls for Mass Meetings, Party Canvasses or Unit Conventions in their entirety on available unit and district websites and on the PRV website, all calls must be published in a newspaper of general circulation in the Election District unless the County Committee votes to eliminate this requirement by a two-thirds (2/3) vote.
- c. It shall cooperate with the State Central Committee, its Congressional District Committee and the Legislative District Committees within its boundaries in conducting all elections and other Republican Party activities.
- d. It may request a voluntary filing fee and establish a filing deadline for any persons desiring to be delegates or alternates to any Mass Meeting, Party Canvass, County Convention, District or State Mass Meeting, Party Canvass or Convention.
- e. No delegation may attend any Mass Meeting, Party Canvass or County, District or State Convention as an instructed delegation on any ballot. All delegates and alternates must vote independently.
- f. To be a delegate, an individual must be registered to vote no later than the date of the election as a delegate. Lists of delegates and alternates selected at any precinct or district mass meeting must be mailed or delivered separately to the County Chair and County Secretary no later than seven (7) days after the precinct or district mass meeting. If such lists are not delivered, then that precinct or district shall be in violation of the Plan of Organization and such delegation must appear before and be approved by the Credentials Committee in order to be considered for seating at the County Convention and seated by vote of the full convention according to the Call and Rules of

the Convention. If the Credentials Committee or the full Convention decides not to seat the delegation, then the delegation shall have no voting power.

- g. The Committee shall have the authority to settle all contests and disputes that may arise within the Party.
- h. A voter who, subsequent to making a required statement of intent to participate in Republican Party of Virginia activities, then publicly supports a candidate in opposition to a Republican nominee shall not be qualified for participation in party actions in Article 1 of the State Party Plan for a period of four (4) years. The Committee shall maintain sufficient records (including files of completed delegate statements of intent) of any/all participants in party activities where the required statement of intent has been expressed to satisfactorily fulfill its responsibility in this regard as required by the State Party Plan.
- i. Voting members of official committees shall exercise their best efforts to conduct the business of the Party in good faith, with reasonable care, skill, and diligence. They shall hold as confidential all party information, documents, and communications clearly designated as confidential for limited dissemination or use by adopted policy of the committee. They shall refrain from participating in unethical activity, diminishing the dignity and credibility of the Party.

2. County Chair

- a. The County Chair shall be Chair of the County Committee and it shall be the duty of the Chair to conduct all business of the Committee between the regular committee meetings and report to the next regular meeting of the County Committee.
- b. The Chair shall convene the County Committee when the needs of the Party so demand, but in no event less than once during each three (3) month period, and shall preside at the meetings of the Committee. The Chair shall be responsible for preparation of the Call for a regular or special County Committee meeting, which shall include the agenda for the meeting. Notice of any regular meeting shall be mailed to all members of the Committee at least seven (7) days before any meeting. Electronic mail with receipt shall be deemed written notice for the purpose of this subsection. Written notice will be provided to any member of the Committee who does not have regular access to electronic mail. Special meetings of the Committee may be called by the Chair or by petition of one third (1/3) of the members composing the County Committee and notice of such special meeting may be by two (2) day notice by electronic message or telephone.
- c. The Chair shall issue Calls as directed by the County Committee for County Mass Meetings, Party Canvasses or Conventions.
- d. The Chair shall preside at all County Conventions or County Mass Meetings until a temporary Chair is elected.

- e. The Chair may appoint such committees and committee Chairs as may be necessary to conduct the business of the County Committee.
- f. The Chair shall have the sole authority and ability to approve expenses that may be necessary from time to time between meetings of the full committee. The total approved per quarter shall not exceed \$500.00, and any expenses must be approved in writing by the Chair prior to being incurred. To be eligible for reimbursement, the party seeking funds shall provide the written authorization of the Chair and a receipt to the Treasurer.
- g. The Chair of the Committee shall have the sole authority ability to bind the Committee to any contractual obligation as may be necessary from time to time between meetings of the full committee. Any such authorization shall not exceed one year in duration, and shall not exceed \$500.00. Any contractual obligation that exceeds one year in duration must be approved by the full committee.

3. Vice Chair

The Vice Chair shall assume the duties of the Chair in his absence or incapacity and shall otherwise assist the Chair with the organization and operation of all functions of the County Committee.

4. Events Chair

The Events Chair shall be the Chair of the Events Committee and shall be responsible for the oversight and conduct of all Republican Party events in Shenandoah County. For the purpose of this section, "events" shall mean any social gathering or social activity or significant happening or occurrence, the primary purpose of which is to promote or celebrate the goals, ideals or candidates of the Republican Party. Such events shall include an annual dinner.

5. Activities Chair

The Activities Chair shall be the Chair of the Activities Committee and shall be responsible for the oversight and conduct of all Republican Party activities in Shenandoah County. For the purpose of this section, "activities" shall mean any process or pursuit intended to promote the ideals or candidates of the Republican Party, including but not limited to door-to-door canvassing, telephone banks, literature distribution, mass mailings and the operations of a headquarters.

6. Finance Chair

The Finance Chair shall be the Chair of the Finance Committee and undertake and establish a budget to be submitted to the County Committee at the first quarterly meeting or each year and shall take steps to raise funds for the Committee and set annual fundraising goals for the precincts.

7. Secretary

The Secretary shall keep and record the minutes of all meetings and shall issue and mail calls for meetings as directed by the Chair and otherwise assist the Chair or Vice Chair in the day-to-day operations of the County Committee.

8. Treasurer

The Treasurer shall keep account of all monies received and all disbursements made and shall make a report at each County Committee meeting.

SECTION E – Proxies

- a. Voting on all matters before the County Committee may be by written proxy, except as provided in Article 1, Section A (5) and (10). However, an individual may cast only one vote at County Committee meetings.
- b. 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 and cast any legal held proxy vote at any County Committee meeting. The proxy holder must be from the same precinct as the absent member of the Committee or, in the case of a member at-large, consistent with the type of membership held by the absent member.

SECTION F -- Executive Committee

The Executive Committee shall be comprised of the County Chair, Vice Chair, Events Chair, Activities Chair, Finance Chair, Secretary, Treasurer and the six (6) District Chairs. An Executive Committee meeting may be called by the Chair or by at least three (3) members of the Executive Committee in conducting any necessary business and making necessary decisions between regular meetings of the Committee.

SECTION G – Plan of Organization

- a. The Party Plan may be amended by the Shenandoah County Republican Committee as an item of New Business at a regularly scheduled meeting, and by motion to approve such amendments, by two-thirds (2/3) of its eligible voting members present, but not less than a majority of its total eligible voting members, after notice of such intent and general text of such amendments has been included in the Call of the meeting.
- b. This Party Plan and any amendments thereto, become effective upon approval.