

# ROANOKE COUNTY REPUBLICAN PARTY PLAN OF ORGANIZATION

## Article I. Purpose, Principles, and Parliamentary Authority

### (a) Purpose

The purpose of the Roanoke County Republican Party is to promote and promulgate the principles of the Republican Party, to elect Republican candidates to public office, to generally assist the citizens composing the districts served by the Roanoke County Republican Party, and to assist elected Republican officials in the execution of their responsibilities. The purpose of the Roanoke County Republican Committee is to pursue the purposes of the Roanoke County Republican Party.

### (b) Principles

The principles of the Republican Party are articulated in the Virginia Republican Creed that states, "We believe: That the free enterprise system is the most productive supplier of human needs and economic justice, That all individuals are entitled to equal rights, justice, and opportunities and should assume their responsibilities as citizens in a free society, That fiscal responsibility and budgetary restraints must be exercised at all levels of government, That the Federal Government must preserve individual liberty by observing Constitutional limitations, That peace is best preserved through a strong national defense, and That faith in God, as recognized by our Founding Fathers is essential to the moral fiber of the Nation."

## Article II. Participation in Roanoke County Republican Party Actions

### (a) Qualifications

1. All legal and qualified voters, regardless of race, religion, color, national origin, or sex, under the laws of the Commonwealth of Virginia, who are residents of Roanoke County, and 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 Roanoke County Republican Party in its Mass Meetings, Party Canvasses, Conventions or Primaries encompassing their respective Election Districts.
2. A voter who, subsequent to making a statement of intent, publicly supports a candidate in opposition to a Republican nominee shall not be qualified for participation in party actions as defined in this article for a period of four years.
3. In addition to the foregoing, to be in accord with the principles of the Republican Party, a person otherwise qualified hereunder shall not have participated in Virginia in the nomination process of a party other than the Republican Party within the last five years.
4. A single exception to Paragraph 3 shall be approved for a voter that renounces affiliation with any other party in writing, and who expresses in writing that he is in accord with the principles of the Republican Party and intends, at the time of the writing, to support the nominees of the Republican Party in the future. Any voter that utilizes the foregoing exception, and thereafter participates in the nomination process of a

party other than the Republican Party, shall not have the benefit of the exception identified in this paragraph thereafter.

5. A person who has made application for registration and who meets all other requirements of Section A of this Article, but whose name does not appear on the local registration books solely because the books have been closed in connection with a local election, will nevertheless be deemed a legal and qualified voter.
6. All Chairmen and members of Official Committees, delegates to Conventions, and voters in Mass Meetings or Party Canvasses provided for in this Plan of Organization shall be members of the Roanoke County Republican Party as stated in this Article and must be legally qualified voters of the respective Election Districts which they represent as Chairmen, members, delegates or voters. All terms within this document, including Chairman, he, and his, shall not be construed to denote either male or female.

### Article III. The Roanoke County Republican Committee

#### (a) Origin of Powers and Duties

All the powers and duties of the Roanoke County Republican Party and the Roanoke County Republican Committee are derived from the "Plan of Organization of the Republican Party of Virginia." No action of the Roanoke County Republican Party, action of the Roanoke County Republican Committee or provision of the Plan of Organization of the Roanoke County Republican Party shall conflict with the Plan of Organization of the Republican Party of Virginia. To the extent that there shall be a conflict, the provisions of the Plan of Organization of the Republican Party of Virginia shall prevail.

#### (b) Composition

1. The membership of the County Committee shall consist of the following:
2. The Roanoke County Republican Party Chairman
3. Precinct members: The number for each precinct shall be determined biennially (every even numbered year) by the County committee on the basis of one member for each 100 votes or major portion thereof cast for the Republican candidate for Governor and House of Delegate members in the most recent election, but not less than one member from each precinct.
4. At-large membership: Additional at-large memberships may be created which shall not exceed in number 30 percent of the authorized number of members of the County Committee.
5. All publicly elected Republican officials who reside in Roanoke County.

#### (c) Election and Terms

1. During his term as the Roanoke County Republican Party Chairman he shall serve as the Chairman of the Roanoke County Republican Committee.
2. All precinct members and members-at-large of the Roanoke County Republican Committee shall be elected at the Mass Meeting, Party Canvass, Convention, or Primary called for the purpose of electing delegates to a Biennial District Convention with said election to be held on a date set by the Roanoke County Republican Committee. The term of these members shall be for two years or until their successors are elected, unless sooner removed through resignation or otherwise.

3. Each publicly elected Republican official who resides in Roanoke County shall be additional voting members of the Roanoke County Republican Committee while serving in a public office he was elected to as the Republican nominee in the immediate past election.

**(d) Responsibilities**

1. Membership on the Roanoke County Republican Committee is not an honorary, but rather a working position and each member assumes an obligation to assist in building the Republican Party at every level and particularly within his precinct.
2. The Roanoke County Republican Committee shall determine whether candidates for local and constitutional public offices shall be nominated by Mass Meeting, Party Canvass, Convention, or Primary and whether County Chairman and Committee members shall be elected by Mass Meeting, Party Canvass, Convention or Primary.
3. The Roanoke County Republican Committee shall call all regular Mass Meetings, Party Canvasses, and Conventions and such special Mass Meetings, Party Canvasses, or Conventions as it deems necessary and make arrangements therefore, including the time and place and, if a Convention, the basis of representation.
4. The Roanoke County Republican Committee shall cooperate with the State Central Committee, its District Committee, and the Legislative District Committee within its boundaries in conducting all elections and fund raising activities.
5. The Roanoke County Republican Committee may establish committees within its structure of organization to carry out its responsibilities. The membership on such additionally established committees may include members who are not members of the County Committee. Such additional committees shall be instructed in their responsibilities by the County Chairman.

**(e) Meeting Notices and Quorum**

1. Meetings of the Roanoke County Republican Committee shall be held upon seven days written notice, with the agenda enclosed, to the membership of the Roanoke County Republican Committee as recorded on the list prepared and maintained by the Secretary. Communication to an e-mail address provided by a Roanoke County Republican Committee member to the Secretary shall be deemed written notice for any notice, agenda, or document, required to be communicated by this Plan of Organization.
2. A quorum of the Roanoke County Republican Committee and all other committees operating there under shall be a majority of the current membership.

**(f) Dues, Attendance, Proxies, and Loss of Membership**

1. Dues are due on the first day of the fiscal year. Members shall automatically lose their committee office, speaking, and voting privileges if they fail to pay their dues, within 30 days after notice from the Secretary has been mailed. Upon payment of dues committee office, speaking, and voting privileges shall be restored.
2. Members of the Roanoke County Republican Committee shall automatically lose their committee positions, speaking, and membership if they are absent three consecutive meetings without representation by a valid proxy.

3. The Secretary shall notify any member in writing of a pending loss of membership prior to the meeting at which the loss of membership would be effective if that member were not properly represented.
4. All proxies shall be in writing, shall be signed by the maker of the proxy and shall be substantially in the form as set out in the Plan of Organization of the Republican Party of Virginia.

**(g) Filling Vacancies in Precinct and At-Large Membership**

1. Vacancies in precinct and at-large memberships shall be filled by the Roanoke County Republican Committee after notice of such intent has been included in the call of the meeting.
2. Prospective member shall present themselves for membership at one meeting and then be voted on at the next regular meeting.

**(h) Removal of Members**

1. Any member of the Roanoke County Republican Committee may be removed from office by the vote of two-thirds of the Committee members, present and voting, after being furnished with notice that such removal will be sought, with the charges, in writing, signed by not less than one-third of the members of the Committee; and allowing him thirty days within which to appear and defend himself.
2. A member of an Official Committee of the Republican Party of Virginia is held to a higher standard of support for nominees of the Republican Party than an individual who merely participates in a mass meeting, party canvass, convention or primary. Therefore, a member of the Roanoke County Republican Committee is deemed to have resigned his Committee position if he (a) makes a reportable contribution to and/or (b) allows his name to be publicly used by and/or (c) makes a written or other public statement in support of a candidate in opposition to a Republican nominee in a Virginia General or Special Election. Such member may be re-instated by a majority vote of the other members of the Roanoke County Republican Committee.

**Article IV. The Roanoke County Republican Party  
Chairman**

**(a) Election and Term**

The Roanoke County Republican Party Chairman shall be elected by the Mass Meeting, Party Canvass, Convention, or Primary called for the purpose of electing delegates to a Biennial District Convention for a term of two years or until his successor is elected.

**(b) Responsibilities**

1. The Roanoke County Republican Party Chairman shall be Chairman of the Roanoke County Republican Committee.
2. The Roanoke County Republican Party Chairman shall issue calls for County Mass Meetings, Party Canvasses, or Conventions and shall preside until a temporary organization is effected.
3. The regular meetings of the Roanoke County Republican Committee shall be held quarterly and shall be convened by the Roanoke County Republican Party Chairman. He shall also call special meetings of the Roanoke County Republican Committee when the needs of the Party so require and he shall preside at all meetings of the Roanoke County Republican Committee. The Chairman shall be responsible for seeing that written notices of the call for Committee meetings are sent to all

members of the Roanoke County Republican Committee, and included in the call shall be the agenda for the meeting.

4. The Roanoke County Republican Party Chairman shall serve as the Roanoke County representative on the Congressional and Legislative District committees encompassing his residence.
5. The Roanoke County Republican Party Chairman shall designate a person residing in each of the other Congressional and Legislative districts of Roanoke County, to serve at the pleasure of the Roanoke County Republican Party Chairman, as the Roanoke County representative on the respective Legislative and Congressional District committees with the authority and vote of the County Chairman.
6. The Roanoke County Republican Party Chairman shall establish any committee that may be required to achieve the mission of the Roanoke County Republican Party and appoint the members of those committees to serve at the pleasure of the Roanoke County Republican Party Chairman. These committees may include members who are not members of the Roanoke County Republican Committee.
7. The Roanoke County Republican Party Chairman shall appoint Legal Counsel and/or Parliamentarian who shall serve at the pleasure of the Roanoke County Republican Party Chairman.

#### **(c) Vacancies**

A vacancy in the position of the Roanoke County Republican Party Chairman shall be filled by the Roanoke County Republican Committee after notice of such intent has been included in the call of the meeting.

#### **(d) Removal of the Roanoke County Republican Party Chairman**

The Roanoke County Republican Party Chairman may be removed from office by the vote of two-thirds (2/3) of the Committee members, present and voting, after being furnished with notice that such removal will be sought, with the charges, in writing, signed by not less than one-third (1/3) of the members of the Committee; and allowing him thirty (30) days within which to appear and defend himself.

### **Article V. The Roanoke County Republican Committee Executive Committee**

#### **(a) General Power**

The Executive Committee shall act for and have the general power to administer the affairs of the Roanoke County Republican Committee between meetings provided that all of its actions shall be in conformity with the policies, programs and instructions of the Roanoke County Republican Committee. It shall report its actions at the next County Committee.

#### **(b) Limitation on Spending Authority**

The Executive Committee has the authority to disperse up to \$1,000 between meetings without prior approval of the full Roanoke County Republican Committee on items deemed urgent that cannot wait until the next full meeting.

#### **(c) Composition**

The membership of the Roanoke County Republican Executive Committee shall consist of the following:

1. The Roanoke County Republican Party Chairman
2. The Roanoke County Republican Committee Vice-Chairmen from each Congressional District
3. The Roanoke County Republican Committee Secretary

4. The Roanoke County Republican Committee Treasurer
5. The Roanoke County Republican Committee Magisterial District Chairmen

**(d) Election and Terms**

1. The Roanoke County Republican Committee Vice-Chairmen, Secretary and Treasurer shall be elected at the next regularly called Roanoke County Republican Committee meeting following the Mass Meeting, Party Canvass, Convention, or Primary at which the Roanoke County Republican Party Chairman was elected, to serve at the pleasure of the Roanoke County Republican Committee.
2. A Magisterial District Chairman from each Magisterial District in Roanoke County shall be appointed by the Roanoke County Republican Party Chairman to serve at the pleasure of the Roanoke County Republican Party Chairman.

**(e) Responsibilities of Officers and Magisterial District Chairmen**

1. All members of the Executive Committee are expected to assume a significant obligation to assist in building the Republican Party at every level in Roanoke County.
2. The Roanoke County Republican Committee Vice-Chairman that is designated the First Vice-Chairman by the Roanoke County Republican Party Chairman shall preside at Roanoke County Republican Committee meetings in the absence of the Chairman.
3. The Roanoke County Republican Committee Secretary shall maintain the Roanoke County Republican Committee membership list, shall record the Minutes of the Roanoke County Republican Committee meetings, and shall notify any member in writing of a pending loss of membership prior to the meeting at which the loss of membership would be effective if that member were not properly represented.
4.
  - a. The Roanoke County Republican Treasurer shall serve as the Roanoke County Republican Party's chief financial officer in accordance with this Plan of Organization and any other financial policies determined by the Roanoke County Republican Committee.
  - b. The Roanoke County Republican Treasurer shall ensure that funds raised by the County Committee for election campaigns or other non-operating purposes shall also be handled in accordance with applicable law.
5. The Magisterial District Chairs shall work to ensure a strong precinct organization throughout their District.

**Article VI. Financial**

**(a) Debt**

The Roanoke County Republican Committee shall operate on a “pay as you go” basis and shall not incur debts which would result in a deficit.

**(b) Fiscal Calendar and Adoption of the Budget**

The fiscal year shall be April 1<sup>st</sup> to March 31<sup>st</sup>. The annual Roanoke County Republican Committee operating budget shall be presented at a Roanoke County Republican Committee Meeting during the first quarter of the calendar year.

**(c) Maintenance of Funds**

All funds shall be maintained in a checking account with the Treasurer or the Roanoke County Republican Party Chairman authorized to sign checks.

**(d) Expenditure of Funds**

The Treasurer shall be authorized to disburse operating funds as adopted by the operating budget or in accordance with the following guidelines:

- a) At his discretion for sums up to \$100.00 per calendar quarter for postage, stationery and similar items.
- b) By Roanoke County Republican Committee authorization for expenditures not authorized in the Roanoke County Republican Committee operating budget.
- c) By the Executive Committee for expenditures required to carry out County Committee responsibilities and policies.

**(e) Annual Financial Review**

The Treasurer’s books and records shall be examined each fiscal year. The examination committee shall be designated by the Chairman, subject to confirmation by the Roanoke County Republican Committee, and such examination is to be certified to the Roanoke County Republican Committee with a copy to the Treasurer. No one shall serve on the examination committee more than two consecutive years.

**Article VII. Parliamentary Authority, Amendments, and Effective Date**

**(a) Parliamentary Authority**

The Republican Party of Virginia's Plan of Organization, this Plan of Organization for the Roanoke County Republican Party, and Robert’s Rules of Order, Newly Revised, (latest edition) shall govern all proceedings conducted by the Roanoke County Republican Party.

**(b) Amendments**

This Plan of Organization for the Roanoke County Republican Party may be amended by a two-thirds vote of those members of the County Committee who are present and voting at any duly called meeting provided notice of the character of the amendment has been given in writing to all members at least seven days prior to such meeting.

**(c) Effective Date**

This Plan of Organization for the Roanoke County Republican Party, to be known as the 2014 Roanoke County Republican Party Plan of Organization, shall become effective immediately upon its adoption.

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***Presented on September 30, 2014;  
Adopted on October 21, 2014.***