

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

Current Version

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 Chairperson—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 Chairperson 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 Chairpersons--Six (6) District Chairpersons, 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. The President, Republican Women of Shenandoah County, if in good standing, shall automatically be an additional, *ex officio* member 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.
7. The immediate past Shenandoah County Committee Unit Chairperson, if in good standing, shall be an additional member of the County Committee with full voting privileges, shall be counted in arriving at a quorum of any meeting of the County Committee if absent and shall be permitted to vote by proxy, as long as they do not hold any other voting position on the Unit Committee.
8. 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.

9. Vice Chairpersons, Events/Activities and Finance Committee Chairpersons, 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.
10. One member from each precinct shall be elected Chairperson, and one member elected Finance Chairperson of that precinct. In precincts with only one member on the Committee, that member shall discharge the duties of both positions.
11. 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 and Term

1. Chairperson, 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 Chairperson may declare the seat of any elected Committee member vacant, if that member misses three (3) or more called meetings without being present in person or proxy.
2. 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.
3. 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.

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 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 Chairman shall be filled by the County Committee for the remaining unexpired portion of the term. During the interim, the Vice Chairman shall perform the duties of Chairman, until the County Committee duly elects a new Chairman.
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. The Precinct Chair/Organization has the primary responsibility to identify all suitable candidates to fill vacant precinct member positions. Once notice of the vacancy has been made to the Committee, the Precinct Chairman will advise the Committee Chairman when filling the vacancy will be placed on the agenda as an item of New Business for Committee action. The precinct Chairman has the primary responsibility to make the nomination, although other nominations from the floor may be accepted by the Committee Chairman if deemed to be in order.
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 Chairman 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 Chairman 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 Chairperson 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 Chairperson 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 Chairperson

- a. The County Chairperson shall be Chairperson of the County Committee and it shall be the duty of the Chairperson 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 Chairperson 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 Chairperson 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 Chairperson 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 Chairperson shall issue Calls as directed by the County Committee for County Mass Meetings, Party Canvasses or Conventions.
- d. The Chairperson shall preside at all County Conventions or County Mass Meetings until a temporary Chairperson is elected.
- e. The Chairperson may appoint such committees and committee chairpersons as may be necessary to conduct the business of the County Committee.

3. Vice Chairperson

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

4. Events Chairperson

The Events Chairperson shall be the Chairperson 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 Chairperson

The Activities Chairperson shall be the Chairperson 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 Chairperson

The Finance Chairperson shall be the Chairperson 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 Chairperson and otherwise assist the Chairperson or Vice Chairperson 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 Chairperson, Vice Chairperson, Events Chairperson, Activities Chairperson, Finance Chairperson, Secretary, Treasurer and the six (6) District Chairpersons. An Executive Committee meeting may be called by the Chairperson 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.