

# **PLAN OF ORGANIZATION**

## **THE CHESTERFIELD COUNTY REPUBLICAN COMMITTEE**

### **ARTICLE I NAME**

The name of this organization shall be "The Chesterfield County Republican Committee," hereinafter referred to as the "County Committee."

### **ARTICLE II STATEMENT OF PRINCIPLE**

The purpose of the County Committee is to promote the promulgation of the principles of the Republican Party, which are as follows:

- (1) That the free enterprise system is the most productive supplier of human needs and economic justice;
- (2) That all individuals are entitled to equal rights, justice, and opportunities and should assume their responsibilities as citizens in a free society;
- (3) That fiscal responsibility and budgetary restraints must be exercised at all levels of government;
- (4) That the Federal Government must preserve individual liberty by observing Constitutional limitations;
- (5) That peace is best preserved through a strong national defense; and
- (6) That faith in God, as recognized by our Founding Fathers, is essential to the moral fibre of the Nation.

The County Committee will encourage qualified candidates committed to these principles to seek election to public office; will assist in electing candidates committed to these principles; will assist generally the citizens of Chesterfield County; will assist elected Republican officials in the execution of their responsibilities; and will hold accountable those elected Republican officials who fail to govern their actions pursuant to these principles.

## ARTICLE III PARTICIPATION IN PARTY ACTIONS

### **Section 1. - Qualifications.**

A) In General - 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 County Committee. Members shall meet the additional qualifications for participation in the Republican Party as set forth in Article I, of the State Party Plan, which states, in part:

1.- 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 Article I for a period of four (4) years.

2. In addition to the foregoing, to be in accord with the principles of the Republican Party, unless otherwise stipulated by the appropriate Official Committee, a person otherwise qualified hereunder shall not have participated in Virginia in the nomination process of a party other than the Republican Party with in the last five years.

A)B) Pending Applications - A person who has made application for registration and meets all other requirements of Section A, but whose name does not appear on the local registration books solely because of the books having been closed in connection with a local election, will nevertheless be deemed eligible for membership.

**Section 2. – Participation** - All Chairmen and members of the County Committee, delegates to Conventions, and voters in mass meetings or party canvasses provided for in the State Party Plan, shall be members of the Republican Party as stated in this Article, and must be legally qualified voters of the Election District which they represent as Chairmen, members, delegates, or voters.

## ARTICLE IV DEFINITIONS

**Section 1. - Definitions.** The terms used throughout this plan of organization are defined as follows:

"State Party" - Republican Party of Virginia

"State Party Plan" - Plan of Organization of the Republican Party of Virginia

"County Plan" or "Bylaws" - Plan of Organization of ~~t~~The Chesterfield CountyRepublican Committee

"Election District" - Chesterfield County, a magisterial district, precinct or portions or combinations of such political subdivisions which comprise the area defined by law in which an election is to be held

"County Committee" or "Unit Committee" – The governing body of the Republican Party in Chesterfield County, Virginia

"~~UnitCounty~~ Chairman" - The chief executive officer of the ChesterfieldCounty Republican Committee

"Committee" - The governing body of the Republican Party in Chesterfield County, Virginia, unless the text clearly refers to another committee

"Unit" – Chesterfield County

The definitions of other terms set forth in the State Party Plan are equally applicable to this County Plan and are hereby incorporated by reference.

## **ARTICLE V DUTIES**

**Section 1. – Nomination Process.** Except as otherwise provided by law, the County Committee shall determine whether candidates for local and constitutional offices shall be nominated by mass meeting, party canvass, convention, or primary, and whether the Unit Chairman, Officers and County Committee members shall be elected by mass meeting party canvass, convention, or primary.

**Section 2. – Method of Nomination.** The County Committee shall call all regular and special mass meetings, party canvasses, and conventions, and make all appropriate arrangements. For a Convention, the County Committee shall determine the basis of representation. Authority to make such arrangements (other than the date, time, and requirements (if any) for pre-filing), may at the discretion of the County Committee, be delegated to the ~~UnitCounty~~ Chairman.

**Section 3. – Cooperation with Party Organizations.** The Committee shall cooperate with the State Central Committee, its District Committee(s), and the

Legislative District Committees within its boundaries in conducting all elections and fundraising activities.

**Section 4 - Contests.** The County Committee shall decide all controversies and contests arising within its jurisdiction, but those persons deemed adversely affected by any decision shall have the right of appeal to the appropriate District Committee. In the case of a split Unit, if the controversy or contest specifically relates to the operations or affairs of a particular Congressional or Legislative District, an appeal shall be taken to that District Committee; if not, an appeal shall be taken to the District Committee of the District wherein the person appealing resides. All appeals under this section must be made in writing within thirty (30) days after the decision which is being appealed was made and said appeal must be accompanied by a petition signed by at least twenty-five (25) Party members of the County or District affected.

**Section 5. - Nominations by Committee.** Whenever an Election District fails to nominate a candidate for public office, in the absence of an instruction to the contrary by the Convention or Mass Meeting, the County Committee is authorized to nominate such candidate or candidates by a two-thirds (2/3) vote of those present in a Committee meeting after such notice of intent has been included in the call of the meeting, and the nominations shall have the same force and effect as if the person or persons were nominated by a Mass Meeting, Party Canvass, Convention or Primary.

**Section 6. - Filling Vacancies.** Whenever nominees, delegates or alternates have been duly elected by a Mass Meeting, Party Canvass, Convention or Primary and a vacancy occurs, the County Committee may fill such vacancy in formal meeting by majority vote after due notice of such intent has been included in the call of the meeting. Such a meeting shall require at least twenty-four (24) hours' notice, either oral or written.

## **ARTICLE VI MEMBERSHIP**

**Section 1. - Payment of Dues.** Membership on the County Committee shall require the payment of Annual Dues and a completed membership form at the time of election. Dues shall be prorated to half year beginning on the first day of October. The amount of dues shall be determined by majority vote of those members who are present and voting at a duly called meeting.

**Section 2. - Membership Classes.** The membership of the County Committee shall consist of the following:

- A) Unit Chairman - The Unit Chairman shall be a member of the County Committee.
- B) Precinct Membership - Precinct Members - the number from each Precinct shall be determined by the Unit Committee on the basis of Republican candidates' votes in a recent past election or elections, but not less than one (1) member from each Precinct. Precinct membership shall consist of one (1) authorized membership for each precinct for each fifty (50) votes or any fraction ½ or greater thereof cast for the Republican candidates for the office of President of the United States and Governor of the Commonwealth of Virginia in the last election, provided that each precinct shall be entitled to at least one (1) member. Precinct members of the County Committee shall represent the Precincts in which they are qualified voters.

~~C) At-Large Membership - Additional At-Large memberships may be created which shall not exceed in number thirty percent (30%) of the voting members of the Committee. This class of membership shall include, but is not limited to, all elected officers of the County Committee. Publicly elected Republican officials shall not be counted against the at large membership limit.~~

~~D) C)~~

~~E) D)~~ Nonresident Publicly Elected Officials - All publicly elected Republican officials who represent some portion of Chesterfield County, who neither reside nor vote in Chesterfield County, shall be Honorary Members of the County Committee, with all privileges of a member of the County Committee, except they shall not be entitled to a vote.

~~F) E)~~ Associate Membership - Associate members shall meet the same qualification requirements for Precinct Membership and/or At-Large Membership except they will not be required to fulfill the attendance requirements. Associate Members have privileges of membership but will not be entitled to vote. Those who elect to join the County Committee as Associate Members will be charged ½ of the fee for Precinct Members. Associate members do not count toward a quorum. A Precinct Member or At-Large Member who loses his membership for reasons of attendance as stated in Article VI, Section 56, Paragraph A or B, shall automatically become an Associate Member until the end of the current Term. Such an Associate Member who desires to be reinstated as a Precinct Member or At-Large Member shall notify, in writing, the Recording Secretary and/or the Chairman of his intention and attend two (2) consecutive meetings. Full membership, including voting privileges will be reinstated upon attendance in person

at the second consecutive meeting.

⊕F) \_\_\_\_\_ Honorary Membership - Nominations for Honorary membership shall be reviewed by the Executive Committee or other subcommittee created for such purpose. Such subcommittee shall issue a report to the County Committee of its recommendations together with a summary of the accomplishments of the nominee in support of Republican principles. The County Committee shall confer such membership by resolution adopted by a three-fourths (3/4) vote of those voting members present and voting. Such honorary membership shall confer all the rights and privileges of membership except the right to vote.

**Section 3. - Election and Term. --**

A. The Chairman and other members of the Committee shall be elected by mass meeting, party canvass, convention or primary called for the purpose of electing delegates to the Biennial District Convention for a term of two (2) years or until their successors are elected.

B. The method of election of officers of the County Committee shall be by direct vote, with the winners obtaining a plurality of those voting in the mass meeting, party canvass, convention or primary. Ranked choice voting for these offices is not permitted.

#### **Section 4. - Vacancies.**

A) Election of Members to Fill Vacancies – New members may be elected to unfilled memberships on the County Committee at any duly called meeting provided:

1. The prospective member has completed and submitted to the Chairman and/or Corresponding Secretary a membership application that includes the signatures of two current members of the County Committee as sponsors.
2. The name ~~and address~~ of the prospective member is included in the call for the meeting at which the application is to be voted upon.
3. The prospective member has submitted an application and appropriate payment for annual dues.

**B)** Election of new members shall take place **as the last item of business during meetings of the County Committee.** Each prospective new member must be present in order to be elected and must be nominated by a current member of the County Committee. If a new member is unable to be present at the meeting their application is to be voted upon, their election will be postponed until the next regularly scheduled meeting. Two postponements will require the submission of a new application. New members shall be elected by a majority of those present and voting at the time of the election. A quorum is not required to vote in new members.

C) There are two methods for conducting the election of new members:

1. The chair will request that all candidates for new membership be accepted as a block, and one vote is taken. If the majority votes “yes”, all candidates for new membership are accepted en masse.
2. Each individual candidate for membership is voted on separately.

Each new member will be requested to familiarize themselves with provided a copy of the County Committee By-laws and the Plan of Organization of the Republican Party of Virginia, which will be published on the Chesterfield County Committee website.-

#### **Section 5. - Loss of Membership.**

A) Absent Without Proxy - Any member who is absent without sending a ~~valid proxy~~ valid attendance or voting proxy for ~~threetwo~~ (33) consecutive duly called County Committee meetings shall be notified that his membership on

the County Committee will lapse effective on the next duly called meeting. A person having been so notified may avoid losing membership by attending the next duly called meeting. As stated in Article VI Section 2E, any member who loses his membership due to Absent Without Proxy will automatically become an Associate member.

As stated in Article VI, Section 2E, such an AssociateMember who desires to be reinstated as a Precinct Member or At-LargeMember shall notify, in writing, the Recording Secretary and/or the Chairman of his intention and attend two (2) consecutive meetings. Full membership, including voting privileges will be reinstated upon attendance in person at the second consecutive meeting. A person having lost his membership under this subsection may apply for reinstatement to the Executive Committee or to the County Committee.

~~A)~~B) Absent in Person - A member who fails to attend in person **at least one** (1) meeting of the County Committee during the year running from April 1 through March 31, shall be notified that his membership the County Committee will lapse effective on the next duly called meeting. A person so notified may avoid losing membership by attending in person the next duly called meeting. Any member who loses his membership due to Absent in Person will automatically become an Associate member.

~~B)~~C) Failure to Pay Dues - A member who fails to pay his dues by April 1 in odd-numbered years shall automatically have his membership suspended during which time his membership is not counted for any purpose. If payment is not received by July 1, the membership of any such member shall be terminated.

~~C)~~D) Notice - Concurrent with the call of the meeting, the Secretary shall provide in writing via email the notices of Section ~~56~~ (A), (B), or (C) to affected members. ~~and their Magisterial District Chairman.~~

~~D)~~E) Removal- The Chairman or any member of the Committee may be removed from office by the vote of two-thirds (2/3) of the other members of the Committee, after being furnished with notice that such removal will be sought, and the charges and specifications in writing, signed by not less than one-third (1/3) of the Committee, and allowing him thirty (30) days within which to appear and defend himself.

~~E)~~F) Death or Resignation - A member shall be removed from membership upon his death or written resignation.

~~F)~~G) Cease to Qualify - Any member shall lose his membership on the County Committee if he ceases to be a qualified voter in Chesterfield

County.

~~G~~H) Public Endorsement of a candidate in opposition to a Republican nominee for public office- A member of the County Committee 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 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 and/or (d) becomes a member or an officer of or makes a reportable contribution to any other political party.  
A majority of the elected officers of an official committee are charged with recognizing when this provision is in effect. For members of multiple official committees, such recognition by a given official committee applies to all subordinate official committees.  
Such member may be re-instated by a majority vote of the other members of the Committee.  
For the purposes of this section, “allows” shall mean that a member has either (i) affirmatively given permission for his name to be publicly used, or (ii) refused to publicly disavow the use of his name upon receiving notification by an official committee chairman that it is being used.

## ARTICLE VII OFFICERS

**Section 1. - Elected Officers.** The Unit Chair, Vice Chair, Treasurer, Recording Secretary, and Corresponding Secretary shall be elected by the Mass Meeting, Party Canvass, Convention, or Primary called for the purpose of electing delegates to the Biennial District Convention for a term of two (2) years or until their successors are elected.

~~The elected officers of the County Committee shall be elected in the manner as prescribed by the State Party Plan and shall include: a) the Unit Chairman, b) Vice chairmen, c) the Recording Secretary, d) the Corresponding Secretary, and e) the Treasurer.~~

**Section 2. - Appointed Officers.** The Unit Chair~~man~~ shall appoint the following officers ~~subject to confirmation as provided herein~~, who shall serve at thehis pleasure of the Chair (duties of each described in Section 3):

A) Projects Committee Chair

B) Finance Committee Chair

~~A)C)~~ One Magisterial District Chair~~man~~ for each District -- Magisterial

District Chairs are responsible for organizing volunteers in their respective Magisterial Districts, for the purpose of staffing precincts on Election Day and supporting candidates and other official committees of the County Committee~~One Magisterial District Chairman for each district, to be confirmed by majority vote of the members from their respective magisterial districts.~~

~~B) Finance Chairman — A Finance Chairman to be confirmed by majority vote of the County Committee.~~

### **Section 3. - Duties.**

A) Unit Chairman - The duties of the Unit Chairman shall include:

- i) The Unit Chair~~man~~ shall be Chair~~man~~ of the County Committee. The Unit Chair ~~He~~ shall preside over meetings of the Committee and its Executive Committee; see to the execution of the resolutions of the Committee and Executive Committee; report to each on any failure of its resolutions to be executed; appoint a Secretary *pro tempore* at any meeting at which the Secretary is absent; and, subject to the resolutions of the County Committee to manage and control the affairs of the Committee as its chief executive officer.
- ii) The Unit Chair ~~He~~ shall issue calls on behalf of the committee for unit mass meetings, party canvasses, and conventions, and shall preside over same until a temporary organization is affected.
- iii) ~~He~~ The Unit Chair shall convene the County Committee when required, but in no event less than once during each quarter. The Unit Chair ~~He~~ shall be responsible for sending written notice of the call for a committee meeting to all members of the Committee, which shall include the agenda for the meeting.
- iv) The Unit Chair ~~He~~ shall be responsible for providing a prescribed time and place, which shall be supervised by himself or a designated representative, for filing such declaration of candidacy and petitions as may be required by state law of a candidate in any primary election.
- v) The Unit Chair ~~He~~ shall serve as a nonvoting *ex officio* member of all subcommittees.

B) Vice Chair - The Vice Chair reports directly to the Unit Chair and shall provide assistance to the various sub-committees and perform such duties

incumbent on their position.

The Vice Chair is responsible for organizing the party on the ground. The Vice Chair will appoint, with the approval of the Unit Chair, committee heads in the areas of voter registration, get-out-the vote efforts, election operations, election integrity, candidate recruitment and voter outreach efforts. The chairs of the committees created to head these efforts will report to the Vice Chair for Organization, as will the Magisterial District Chairs. The Vice Chair for Organization is also responsible for approving Republican Officers of Election from lists submitted by the Registrar's Office.

÷The Chair~~man~~ shall name ~~the one~~ Vice Chair~~man~~ to act in the place and stead of the Chair~~man~~ during ~~the chair's~~his absence, failure, or inability to act.

C) Recording Secretary - The duties of the Recording Secretary shall include:

- i) The Recording SecretaryHe shall record the minutes and maintain the records of the CountyCommittee and the Executive Committee meetings.
- ii) The Recording SecretaryHe shall maintain an accurate list of the names, addresses and phonenumber of all members and shall have available for all members of the County Committee a copy of the same.
- iii) The Recording SecretaryHe shall maintain accurate attendance records for all members.
- iv) The Recording SecretaryHe shall sign, together with the Chairman, all official documents.
- v) The Recording SecretaryHe shall call a County Committee meeting or Executive Committee meeting upon the petition of one-third of the members of the subject committee; and
- vi) The Recording Secretary He shall call a County Committee meeting upon the Unit Chair's~~Chairman's~~ death, resignation or inability to act, within thirty (30) days of ~~such occurrence~~such occurrencefor the purpose of electing a new Chairman.
- vii) The Recording SecretaryHe shall serve as the Secretary of all County Conventions and MassMeetings until a temporary secretary is elected.

D) Corresponding Secretary - The duties of the Corresponding Secretary shall be to prepare, deliver, ~~receive~~,receive, record and preserve the internal and external

correspondence of the County Committee, any subcommittee, the Unit Chairman or any officer, relating to the conduct of Party business.

E) Treasurer- The duties of the Treasurer shall include:

- i) *Custodian of Funds.* The Treasurer shall record and collect all funds, deposit same in appropriate accounts with local financial institutions, consistent with the prudent man standard and in accordance with federal and state laws.
- ii) *Dues Notice.* The Treasurer shall send renewal dues notices to all committee members by February 28 of each odd numbered year.
- iii) Access to accounts: The treasurer shall maintain user names and passwords to CCRC official financial accounts. Upon the election of a new treasurer, the outgoing treasurer will immediately arrange to hand over these accounts.
- iv) *Financial Statements.* ~~The Treasurer~~He shall present at each meeting of the County Committee a detailed accounting of balances and financial activity since its last meeting.
- v) *Annual Budget.* The Treasurer~~He~~ shall prepare the annual budget.
- vi) *Disbursement of Funds.* The Treasurer shall release funds according to the following:
  - a) *County Committee.* By authorization of the County Committee authorization for any amount.
  - b) *Executive Committee.* By Executive Committee authorization for amounts up to \$21,000 per calendar quarter.
  - c) ~~Unit~~County ~~Chairman~~. By authorization of the Unit~~County~~ ~~Chairman~~ for actual and reasonable expenses incurred in the performance of ~~his~~ official duties, upon submission of a written receipted expense report, up to \$21,000 per fiscal year.
  - e)d) The treasurer may disburse smaller amounts for reimbursement of written receipted expenses from committee members up to \$600 with the approval of the Unit Chair. This approval shall be provided via email and a record maintained.
- vii) *Federal and State Reporting.* The Treasurer shall see to the preparation of all reports and filings required by Federal and Virginia law.

F) Finance Committee Chairman. The Finance chairman shall be responsible for the recruiting and maintaining of a Finance Committee, who shall coordinate the fund raising activities of the County Committee. Finance Committee Chair shall be responsible for setting an over-all budget and fundraising goal, to be carried out by the Finance Committee. In the absence of a Finance Committee Chair, the Unit Chair, the Projects Committee Chair and the Treasurer, will work together to create a budget and fundraising plan. The Finance Committee Chair will chair and appoint a Finance Committee to coordinate the fundraising activities of the County Committee. They shall raise funds through donations and will work with the Projects Committee Chair on fundraising endeavors.

G) Projects Committee Chair. The Projects Committee Chair is responsible for originating ideas, and setting the parameters for, activities and projects for the county committee, including annual dinners, breakfasts, and refreshments for regular meetings. The Projects Committee Chair may create subcommittees for each of the planned events, to assist in the preparation and execution of same. The Projects Committee Chair will work with the Finance Committee Chair on any fundraising events that require coordination between the two officers.

F)H) \_\_\_\_\_

G)I) \_\_\_\_\_ Magisterial District Chairman. Magisterial District Chairs are responsible for organizing volunteers in their respective Magisterial Districts, for the purpose of staffing precincts on Election Day and supporting candidates and other official committees of the County Committee Each magisterial chairman shall promote the election of all Republican candidates who represent some portion of their respective magisterial districts. They shall appoint Precinct Chairsmen and provide liaison between the County Committee, the candidates, and/or their campaign Committees, and the Precinct Chairsmen. The Magisterial District ChairHe shall represent thehis magisterial district by serving as a member of the Executive Committee. The Magisterial District ChairHe shall see to the effective maintenance of Precinct organization by providing supervision and guidance to the precinct chairman. The Magisterial District ChairHe shall also be responsible for all County Committee property within his magisterial district, but shall not be held liable for its loss.

## ARTICLE VIII SUBCOMMITTEES

### **Section 1. - Executive Committee.**

A) Membership - The membership of the Executive Committee shall consist of the Unit Chairman, the Vice Chairmen, the Finance Committee Chairman, The Projects Committee Chair, the Magisterial District Chairmen, the Recording Secretary, the Corresponding Secretary, the Treasurer, and the Immediate Past Unit Chairman. The Unit Chair may at his/her discretion invite others to attend Executive Committee meetings for the purpose of obtaining their advice and counsel on specific matters before the committee. In addition, all members of the State Central Committee who live and vote in Chesterfield County shall be non-voting ex officio members of the Executive Committee.

B) Duties - The Executive Committee shall act for and administer the affairs of the County Committee between meetings, provided that all of its actions shall be in conformity with the policies, programs, and resolutions of the County Committee, and shall report its actions at each County Committee meeting. The Executive Committee shall advise the Unit Chairman on all issues concerning the Republican Party in the County.

C) Meetings - Executive Committee meetings shall be called by the Unit Chairman or upon petition of one-third (1/3) of its members, with no less than one (1) meeting during each three (3) month period. ~~Absent members may be represented by proxy.~~

**Section 2. - Finance Committee.** A Finance Committee consisting of the Finance Committee Chairman, ~~the Vice Chairman for Finance,~~ and the Treasurer and such other members appointed by the Finance Committee Chairman shall be responsible for coordinating the fund raising activities of the County Committee.

~~**Section 3. - Candidates for Elective Office Committee.** A standing committee consisting of a Chairman and four (4) additional members. Members shall be appointed by the Unit Chairman with the advice of the Executive Committee. Additional nonvoting members shall include the Unit Chairman, any Republican-elected officials, and any business leaders or other members as may be appointed by the Unit Chairman. This committee is charged to recruit and encourage suitable candidates for public office as deemed appropriate. It shall screen potential candidates to ensure compliance with applicable legal requirements and the standards of the Republican Party.~~

**Section 34. - Audit Committee.** The Unit Chairman shall each year appoint an audit committee consisting of not less than three (3) individuals, to review the

financial records of the County Committee. No member of the Executive Committee, Finance Committee or individual connected with the custody of funds or recording of transactions shall be eligible to serve on said committee. If available, at least one Certified Public Accountant should serve on said committee who shall be its

chairman. Other members should have sufficient experience in business, finance or accounting.

**Section 45. - Other Committees.** The Chairman and/or the County Committee shall create and abolish from time to time such subcommittees as each may deem appropriate to aid in the administration of the affairs of the Party. The Chairman shall appoint the Chairman of such subcommittee and may appoint the other members thereof or leave such appointment to the subcommittee chairman.

## **ARTICLE IX MEETINGS**

**Section 1. – Frequency and Call.** Meetings of the County Committee shall be held upon the written notice of not less than one (1) week on the call of the Chairman or on the call of one-third (1/3) of the members, which shall include the agenda for the meeting. At least one (1) meeting shall be held during each three (3) month period.

**Section 2. - Quorum Requirements.** Except as otherwise provided herein, ~~fortytwo~~ twenty percent (20%) of the voting members of the County Committee shall constitute a quorum for the conducting of business. A majority of the voting members constitute a quorum for the conducting of business of any subcommittee.

**Section 3. - Location** All County Committee meetings shall be open to the public and held in a building appropriate for public use. Meetings may be closed for the purposes of (1) discussion of financial issues; (2) discussion of sensitive matters; or (3) discussion of political strategy.

**Section 4. – Proxies.** Members of the Committee or any subcommittee may be represented by proxy at any meeting. All proxies must be in written or substantially the same form provided by the State Party Plan. The proxy holder must be from the same magisterial district as the absent member and meet the qualifications for membership on the County Committee as provided herein. A committee member present at a meeting of the County Committee may carry one proxy for an absent member for the sole purpose of the absent member meeting attendance requirements. No member shall have more than one vote at a meeting. For subcommittee purposes, all members shall be deemed to represent the County taken as a whole unless their membership expressly represents another election district or

organization.

A) **Attendance Proxies:** Absent members must submit an attendance proxy for each County Committee meeting that they cannot attend in person. As stated in Article VI, Section 5 A: “Any Precinct or At-Large member who is absent without sending a valid proxy for three (3) consecutive duly called County Committee meetings shall be notified that his membership on the County Committee will lapse effective on the next duly called meeting. A person having been so notified may avoid losing Precinct or At-Large membership by attending the next duly called meeting. As stated in Article VI Section 2E, any member who loses his membership due to Absent Without Proxy will automatically become an Associate member.

B) The attendance proxy will be clearly marked “for attendance purposes only” and will be clearly delineated from a proxy for the purposes of voting. See Appendix for copies of Proxy Forms.

**Section 5. – Video and Audio Recordings.** Video and audio recordings shall not be made of any meeting of the County Committee, or any subcommittee, without the prior written approval of the Chairman. A majority of members present and voting at any meeting may grant or rescind approval for the recording of any portion of that meeting.

## **ARTICLE X FINANCIAL PROVISIONS**

**Section 1. – General Policy.** The County Committee shall operate on a "pay as you go" basis and shall not incur any indebtedness.

**Section 2. – Endorsement and Guarantees.** The County Committee shall neither endorse, guarantee, or otherwise be responsible for the campaign or other debts of any individual, candidate or nominee.

**Section 3. - Signature Requirements.** As disbursements are now being conducted via electronic transfer of funds as well as by written check, it is not practical to require 2 signatures for all disbursements. Disbursements need to be approved by the Unit Chair as stated in Article VII, Section 3, paragraph E. This approval shall be provided in writing via email and a record maintained. All accounts shall require two (2) signatures for the withdrawal of any funds which may include the Treasurer, Chairman, Finance Chairman and the Vice Chairman for Finance.

**Section 4. - Annual Budget.** An annual budget will be prepared and presented to the County Committee as soon as reasonably practical after March 31 of each year.

Subject to the requirements of Section 1 hereof, once adopted the Annual budget will act as an authorization to disburse funds accordingly, provided that no campaign funds shall be released to any candidate or nominee except by a separate resolution naming the donee and the amount. Amendments to the Budget or supplemental spending authorization may be voted on at any meeting of the County Committee, without notice, provided that the subject of any foreseen resolution is included in the Call of said meeting.

**Section 5. - Annual Dues.** Annual membership dues shall be established by resolution of the County Committee.

**Section 6. - Annual Audit.** The Audit Committee shall conduct an annual examination of the books and records of the County Committee and deliver its report to the County Committee no later than August 1st of each year.

## **ARTICLE XI SPECIAL POSITIONS**

**Section 1. - Special Positions Appointed by Unit Chairman.** The Unit Chairman shall appoint persons to the following special positions who shall serve at his pleasure:

- A) Legal Advisor - An attorney-at-law shall be appointed to provide legal guidance to the chairman, County Committee, and subcommittees relating to legal issues.
- B) Parliamentarian - A parliamentarian shall be appointed whose duties shall include advising the Chairman. County Committee and subcommittees with respect to the requirements of the State Party Plan, County Plan, and applicable provisions of Robert's Rules of Order.
- C) Publicity Chairman - A Publicity Chairman shall be appointed who shall establish and maintain a good relationship with the news media. He shall obtain favorable publicity for the Committee and for Republican nominees for public office. He shall be responsible for providing press releases regarding County Committee meetings.
- D) Campaign Coordinator - A Campaign Coordinator shall be appointed to coordinate the campaigns of various Republican candidates and nominees.
- E) Other Positions - Except as otherwise provided herein, other persons may be appointed to such positions and have such duties as may be from time to time determined by the Unit Chairman. Any such person shall serve at the chair's pleasure.

**Section 2. – Special Positions Appointed by Magisterial District Chairmen.**

Each Magisterial District Chairman may appoint persons to the following special positions who shall serve at his pleasure:

1. Precinct Chairman - A Precinct Chairman may be appointed for each precinct who shall be responsible for the party within his precinct. He shall recruit and maintain sufficient active workers to provide an effective precinct organization.
2. Other Positions - Except as otherwise provided herein, other persons may be appointed to such positions and have such duties as may be from time to time determined by the Magisterial District Chairman to assist in the conducting of party business within his magisterial district who shall serve at his pleasure.

**ARTICLE XII  
INTERPRETIVE PROVISIONS**

**Section 1. – Captions and Headings.** The captions and headings used in this Plan inserted only as a matter of convenience and for reference, and in no way limit or otherwise affect the scope, meaning or effect of any provision of this Plan.

**Section 2. – Pronouns.** Masculine pronouns are used in this Plan only as a matter of proper grammar and shall be construed to include persons of either sex.

**Section 3. – Severability.** Each provision of this Plan from every other provision hereof and the invalidity of any one or more provisions of this Plan shall not change the meaning of or otherwise affect any other provision hereof.

**Section 4. – Conflicts.** If there is any conflict between provisions of the State Party Plan, the County Plan and/or a resolution adopted pursuant to any of the foregoing, the provisions or the document mentioned in this sentence before the document containing the conflicting provision shall control.

**ARTICLE XIII  
MISCELLANEOUS  
PROVISIONS**

**Section 1. - Fiscal Year.** The fiscal year of the County Committee shall be from April 1 through March 31.

**Section 2. - Notice.** Except as otherwise provide by the State Party Plan and the County Plan, wherever a notice to any member is required, the notice shall be deemed to have been given if orally, when announced to any duly called Committee or subcommittee meeting, if written (i) when mailed, first class postage paid, at the most recent address of that person known to the sender, or (ii) when sent by facsimile transmission at the most recent telephone number(s) identified by the member and known to sender, or (iii) when sent by electronic mail at the most recent address identified by the member, and known to the sender.

**Section 3. – Mass Meetings and Unit Conventions**

- A) The Temporary Chairman and Permanent Chairman of any mass meeting or county convention shall be a qualified voter in the election district holding the mass meeting or, in the case of a county convention, of Chesterfield County.

- B) For any county convention, convention committees shall be comprised of two people appointed by the county chairman, one of who will be designated to chair the committee, and one member from each magisterial district appointed by the magisterial district chairman.

**Section 4. – Parliamentary Authority and Procedures.** All County Committee meetings, subcommittee meetings, Convention and Mass Meetings shall, to the extent applicable, be governed by and conducted in accordance with, giving precedence as listed to, the following: the State Party Plan, the County Plan, and otherwise in accordance with the then current edition of Robert's Rules of Order.

**Section 5 Standing Rules** The Unit Chair from time to time may propose a Standing Rule to be followed by the Committee. Such a rule must be put forth in writing and published on the CCRC website at least 1 week before the regularly-scheduled Committee meeting and approved by a simple majority at that meeting. Any Standing Rules adopted in this fashion will be published along with the Bylaws on the CCRC website. All Standing Rules expire at the end of the term of the Unit Chair who proposed them and, if desired, must be re-authorized by the newly-reconstituted County Committee.

#### ARTICLE XIV AMENDMENTS

**Section 1. - Amendments.** This Plan may be amended provided notice of the subject of the amendment for at least thirty (30) days or at the last meeting of the County Committee have been provided. An affirmative vote by not less than two-thirds (2/3) vote of members present and voting, provided a quorum shall be present ~~consisting of not less than one-half (1/2) of the members of the Committee~~, shall be required to pass such amendment.

**Section 2. – Effective Date of Amendments.** This Plan and any amendments hereto shall become effective immediately following the close of the meeting at which they are adopted. It shall be the responsibility of the Unit Chair~~man~~ upon consultation with the Parliamentarian to review the appropriateness of the text of any amendment and offer technical amendments to the wording thereof in order to ensure consistency within the document. Such technical amendments are subject to the normal quorum and voting requirements for resolutions.

Adopted ~~DATE~~February 23, 2015.

DeeDee VanBuren~~Donald C. Williams~~

Cheryl MacMillan~~Marcia~~

Sugumele  
Chairman

Recording Secretary

APPENDIX

PROXY FORMS

**ATTENDANCE PROXY ONLY**

I am submitting this proxy for the CCRC meeting on \_\_\_\_\_ (date) for purposes of attendance only, and I am not appointing anyone to vote in my stead. IN WITNESS THEREOF, I have hereunto set my hand and affixed my seal this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Signature of Member \_\_\_\_\_

Printed Name of Member

**VOTING PROXY**

A member of the committee may be represented at this meeting by a **non-member** for voting purposes.

KNOW ALL MEN BY THESE PRESENT that I \_\_\_\_\_ (signature) of \_\_\_\_\_ District in Chesterfield County do hereby constitute and appoint \_\_\_\_\_ (name of proxy) of \_\_\_\_\_ District as my true and lawful attorney, to vote as my proxy at a meeting of the Chesterfield County Republican Committee on \_\_\_\_\_ (date), or at an adjourned meeting thereof and for me and in my name, place and stead to vote upon any question that properly may come before such meeting, with all the powers I should possess if personally present hereby revoking all previous proxies.

IN WITNESS THEREOF, I have hereunto set my hand and affixed my seal this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Signature of Member

Printed Name of Member

Signature of Witness

Printed Name of Witness