# TABLE OF CONTENTS

I. Introduction .............................................. 4

II. Overview of Methods of Nomination ............... 5

III. Virginia’s Four-Year Election Cycle ............. 6

IV. Primaries .............................................. 8

V. Mass Meetings .......................................... 9
   - What is a Mass Meeting? ......................... 9
   - Call of the Mass Meeting ....................... 9
   - Timing ............................................. 11
   - Organization of the Mass Meeting ............ 11
   - Committees ...................................... 12
   - Pre-filing ....................................... 12
   - Filing and/or Registration Fees ............. 13
   - Other Miscellaneous Requirements .......... 14
   - Proxies Not Allowed ......................... 14
   - Frequently Asked Questions .................. 14

VI. Conventions .......................................... 16
   - What is a Convention? ......................... 16
   - Vote Apportionment ............................. 16
   - Call of the Convention ....................... 18
   - Organization of the Convention ............ 19
   - Nominations by the Convention ............. 20
   - Fees ............................................. 20
   - Proxies Not Allowed ......................... 20
   - Other Miscellaneous Requirements .......... 20
   - Using the Model Calls ....................... 21
   - Frequently Asked Questions .................. 21
VII. Party Canvasses

- What is a Party Canvass?
- Call of the Party Canvass
- Pre-filing
- Rules
- Timing
- Proxies or Absentee Ballots Not Allowed
- Organization
- Frequently Asked Questions

VIII. Duties of the Chairman

- Unit Chairman
- Legislative District Chairman
- Congressional District Chairman

IX. Appendices

A. Selected provisions from the Code of Virginia
B. Article VIII of the State Party Plan
C. Model Calls for Mass Meetings
D. Model Calls for Conventions
E. Model Calls for Party Canvasses
F. Model Rules for Mass Meetings
G. Model Rules for Conventions
H. Model Rules for Party Canvasses
I. Model Convention Delegate Pre-Filing Form
J. Sample District Canvass Call and Pre-Filing Form
I. Introduction

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

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

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

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

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

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

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

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

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

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

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

A **party canvass** (also known as a “firehouse primary”) operates much like a primary but is conducted by the appropriate Unit or Legislative District Committee of the Party. Canvasses are held on a certain date in one or more locations for a period of several hours. Republican voters cast their ballots during the canvass, and the votes are tallied following the close of the canvass. While a mass meeting or convention may have more than one round of voting, at a party canvass voters vote only once and a nomination or election may be decided by a plurality.
The determination of the method to be used is made by the Official Committee, unless a primary is required under Virginia law. This determination may be made in consultation with incumbent Republican elected officials and likely candidates. Good advance planning will help prevent missed deadlines or other mistakes during the process.

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

III. Virginia’s Four-Year Election Cycle

It is helpful to understand the four-year election cycle and differences in the Party’s needs from one year to another. Virginia’s election calendar separates federal from state elections, however local elections vary by city and county.

In even-numbered years, congressional elections and district conventions are held. There may be a state convention in those years too. Each city and county will need to hold a mass meeting, convention or party canvass to elect convention delegates, the unit chairman and unit committee members.

In odd-numbered years there are legislative district elections, which require nominations along State Senate and House of Delegates district lines.

In addition, cities and counties may elect local officials and therefore need to make nominations along unit or sub-unit lines. In a gubernatorial election year, there may also be a state convention for which delegates need to be elected.

The cycle is summarized by the following chart:

<table>
<thead>
<tr>
<th>1) Presidential Year</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>National Convention</td>
<td>President and Vice President</td>
</tr>
<tr>
<td>State Convention (required)</td>
<td>State Chair, national delegates and alternates, two At Large Electors, two national committee members, and from time to time US Senator (unless primary or statewide canvass is called)</td>
</tr>
<tr>
<td>District Conventions</td>
<td>District Chair, 3 State Central, 3 national delegates and 3 alternates, an Elector, and congressman (unless a primary is called)</td>
</tr>
<tr>
<td>Unit mass meeting, convention or party</td>
<td>Unit chairman, Unit Committee, delegates to district</td>
</tr>
</tbody>
</table>
canvass & state conventions, local offices

<table>
<thead>
<tr>
<th>2) Gubernatorial Year</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>State Convention or Statewide Party Canvass (if called)</td>
<td>Governor, Lt. Governor, Attorney General (unless a primary or Statewide Party Canvass is called)</td>
</tr>
<tr>
<td>Legislative District mass meeting, convention or party canvass</td>
<td>House of Delegates (unless a primary is called)</td>
</tr>
<tr>
<td>Unit mass meeting, convention or party canvass</td>
<td>Local offices and convention delegates (as needed)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3) Federal Year (non-presidential)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>State Convention (if called)</td>
<td>US Senate (unless a primary or statewide canvass is called) (6 year terms)</td>
</tr>
<tr>
<td>District Convention</td>
<td>District Chair (required) Congressman (unless a primary or other method is called)</td>
</tr>
<tr>
<td>Unit mass meeting, convention or party canvass</td>
<td>Unit Chairman, Unit Committee, local offices and convention delegates</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4) State Year (non-gubernatorial)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Legislative District mass meeting, convention or party canvass</td>
<td>State Senate and House of Delegates (unless a primary is called)</td>
</tr>
<tr>
<td>Unit mass meeting, convention or party canvass</td>
<td>local offices and legislative district convention delegates (as needed)</td>
</tr>
</tbody>
</table>

The following schedule applies for publicly elected offices in 2015-2019:

2015 State Senate, House of Delegates, local offices (mostly counties)
2016 President, US Senate, Congressional, city council (some cities)
2017 Governor, Lt. Governor, Attorney General, House of Delegates, local offices (mostly cities)
2018 Congressional, city council (some cities)
2019 State Senate, House of Delegates, local offices (mostly counties)

For detailed information visit the Department of Elections website at http://elections.virginia.gov/index.php/media/calendars-schedules/

Please note: most city and town council elections are held in May of even-numbered years. Whether cities permit party nomination for City Council is determined by each city’s charter.
IV. Primaries

The State Party Plan and the Code of Virginia permit an Official Committee to choose a primary for nominations for public office. The cost of a primary is borne by the taxpayers of the locality where the primary is held. Virginia law has established that Primary Day is the second Tuesday in June for offices on the November general election ballot, except in every tenth year following redistricting (2021, 2031, etc).

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

There are two instances when a primary must be held:

1.) In legislative districts (State Senate and House of Delegates), if the incumbent is a Republican and the incumbent is running for re-election, then the incumbent determines the method of nomination.

2.) For elected officials other than a member of the General Assembly, if the incumbent is a Republican, is running for re-election, and was nominated by a primary as a Republican at the last election, then a primary must be called unless the incumbent consents to a different method.

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

The documents filed by a candidate for a primary include:

1.) Petitions signed by registered voters of the district (the number depends on the office sought)

2.) Declaration of candidacy

3.) Copy of the receipt for payment of the primary filing fee.

The Chair will verify the petition signatures and certify the documents to the Department of Elections and/or local Registrar. The Chair will also determine the appropriate spelling or additional nickname or suffix the candidate wants to appear on the Ballot. Typically, the first to file will have his name listed first on the Ballot.
The Virginia Department of Elections publishes a *Candidate Information Bulletin* for each office around January 1 of the election year. The bulletin describes the particular filing requirements in more detail. Please call the Department at 1-800-552-9745 to order a copy or visit [http://elections.virginia.gov](http://elections.virginia.gov) and download the forms.

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

Primaries are often used when an incumbent Republican is seeking re-election.

## V. Mass Meetings

### What is a Mass Meeting?

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

A mass meeting often resembles a legislative body. There is a presiding officer, called the Temporary Chairman, and other officials such as a Temporary Secretary, who perform certain functions at the mass meeting. Participants (voting members) in the mass meeting must be registered voters of the unit or election district holding the mass meeting as defined in the call. Efforts should be taken to ensure only Republicans participate in our nomination process such as requiring a Statement of Intent to Support Republican Nominees as described in the Party Plan. There may be individuals (such as a guest speaker or parliamentarian) who live outside the unit or election district, however, those persons would not be entitled to vote on matters at the mass meeting.

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

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

The Call defines the particulars of a mass meeting, such as who, what, where and when. The call must be published online and may also be published in a newspaper of general circulation to give notice to all interested persons. It must include sufficient information to enable anyone to participate in the meeting if they meet the qualifications for participation and any deadlines or filing requirements established in the call. Publication in the newspaper may be waived if, by a two-thirds vote, the committee determines newspaper publication would not be effective or appropriate.

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

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

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

Calls for mass meetings must be published in their entirety on the RPV web site and on appropriate unit and district committee web sites no less than seven days nor more than sixty days prior to the mass meeting, or seven days prior to any filing deadline for candidates. For mass meetings to nominate candidates for a special election, the seven-day notice is not required. For calls related to the presidential election process, the publication requirement is extended to fifteen days.

All calls must also be published in a newspaper of general circulation in the election district unless the Committee votes to eliminate this requirement by a two-thirds (2/3) vote. Except in the case of a special election, no call shall be published earlier than January 1 of the year in which the mass meeting will take place. A copy of the call shall be sent by e-mail to each member of the issuing committee who has an e-mail address on file with the committee and to the respective District Chairmen.
It is the responsibility of the applicable Chairman to use the most effective means available, including news media, to adequately publicize Mass Meetings with the purpose of encouraging maximum citizen involvement.

Model calls for unit and legislative district mass meetings are available as an appendix. The most current version will always be in the appendices to the State Party Plan.

**Timing**

The time limits for holding a mass meeting depend upon the circumstances of the business to be transacted. When a mass meeting is being held to nominate a candidate for public office (such as county Treasurer or House of Delegates), the mass meeting must be held within the time period set in Virginia law at § 24.2-510. For most offices, this time period would be within the 47 days preceding the Primary Day (the second Tuesday in June). In a special election the time period may be shorter and depends upon the timing of the election. Section 24.2-510 details the timing for nominations in special elections.

When the purpose of a mass meeting is to elect delegates to a convention, the call for the convention will control the time of the mass meeting. As a practical matter, the mass meeting cannot be held before the convention call is issued, since the convention call “tells” the mass meeting the maximum number of delegates to be elected and other requirements, including the earliest and latest date on which the meeting can be held.

**Organization of the Mass Meeting**

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

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

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

A more detailed sample mass meeting agenda can be found in the Model Rules in the appendices to the State Party Plan.

Planning is absolutely essential for the mass meeting to run smoothly. The Chairman should check the calendar for deadlines, particularly if convention delegates will be selected, and otherwise run through exactly how the meeting will proceed. While the temporary committees are officially appointed at the meeting, their membership should be established and their work accomplished well in advance. A script should be prepared and roles assigned so the mass meeting can run smoothly. Deviations from the script may certainly happen, but being prepared is the best way to ensure a successful meeting.

Committees

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

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

2.) Nominations – the nominations committee screens those persons who may be nominated or elected by the mass meeting, in order to be certain that each individual meets the legal requirements for holding the position or office sought.

3.) Rules – the rules committee prepares the rules of the mass meeting, which usually includes the order of business and many procedural requirements. A mass meeting may simply proceed according to Robert’s Rules of Order without adopting other rules. The meeting is not officially formed until the rules are adopted.

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

Pre-filing
Pre-filing is simply the process of submitting a written statement or form, in advance of the mass meeting, in order to qualify for an election or nomination. The official committee must approve the pre-filing requirements. Its use is optional and the official committee should consider whether pre-filing is helpful or unnecessary, depending on the circumstances of the mass meeting. If pre-filing is required, the mass meeting may not suspend the pre-filing requirement. If pre-filing is required, the Call must be published at least 7 days prior to the pre-file deadline (15 days in Presidential years).

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

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

Pre-filing may be accomplished with or without a form. A pre-filing form, if used, should include a statement of intent to support the Party’s nominees. A sample pre-filing form is included in the appendix. If a form is not used, a simple statement of intent (such as a note or letter) should be sufficient. If a Pre-filing Form is used, the Call must specify where the form can be obtained or the form should be included with the Call for the meeting. The Call must also include any deadline and where the form must be delivered. A signature requirement is standard. Typically, the Call will specify whether an “original” signature is required or if electronic delivery is allowed.

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

**Filing and/or Registration Fees**

If the purpose of the Mass Meeting is solely to elect persons to Party office, then the committee may set a registration fee. If one of the stated purposes of the Mass Meeting is to nominate persons for any public office, then no registration fee may be required. However, the call may publish a request for voluntary payment of a registration fee.
The Official Committee may, at its option, establish a filing fee for candidates for nomination for public office, as long as such fee does not exceed twice the primary filing fee for that office. Filing fees for any office are non-refundable.

**Other Miscellaneous Requirements**

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

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

**Proxies Not Allowed**

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

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

**Frequently Asked Questions**

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

2. Can someone vote by proxy or absentee ballot at a mass meeting?
   
   Answer: NO!

3. Do we have to elect a temporary chairman?
   
   Answer: Yes, but the mass meeting can avoid another election for a permanent
chairman if the rules simply provide that the temporary organization shall be made permanent. In that case, adopting the rules makes the Temporary Chairman become the Permanent Chairman.

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

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

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

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

6. When does the call have to be published?

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

7. Where do we publish the call?

Answer: The State Party Plan requires publication in a newspaper of general circulation throughout the election district, unless 2/3 of the committee votes not to. Regardless, the call MUST be published on the RPV website and, if possible, on the committee’s and/or district committee’s websites. It is suggested that a simple newspaper notice (inexpensive display ad) be published to alert people of the meeting and where to find the full Call information.

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

Answer: Yes. However, this may not be the most cost effective and widely seen area of the newspaper.

9. What is the purpose of publishing the call?

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

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

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

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

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

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

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

VI. Conventions

What is a Convention?

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

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

Vote Apportionment

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

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

The voting strength of the Military Delegation is determined by the average percentage of the Republican vote among all units and portions of units comprising the convention, multiplied by the total number of active-duty military absentee votes cast in such units and portions of units in the same Gubernatorial and Presidential elections. (For further details see the Plan of Organization (Party Plan) Article II, number 14).

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

To further illustrate, suppose that the above ratio is used for a hypothetical convention that includes the following units:

<table>
<thead>
<tr>
<th>Unit</th>
<th>2012--Presidential</th>
<th>2013--Gubernatorial</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Augusta</td>
<td>23,624</td>
<td>13,817</td>
<td>37,441</td>
</tr>
<tr>
<td>Culpeper</td>
<td>8,673</td>
<td>5,380</td>
<td>14,053</td>
</tr>
<tr>
<td>Greene</td>
<td>5,569</td>
<td>3,069</td>
<td>8,638</td>
</tr>
<tr>
<td>Madison</td>
<td>3,869</td>
<td>2,510</td>
<td>6,379</td>
</tr>
<tr>
<td>Rockingham</td>
<td>12,426</td>
<td>7,343</td>
<td>19,769</td>
</tr>
<tr>
<td>Staunton</td>
<td>5,272</td>
<td>2,869</td>
<td>8,141</td>
</tr>
<tr>
<td>Waynesboro</td>
<td>4,790</td>
<td>2,598</td>
<td>7,388</td>
</tr>
</tbody>
</table>

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

- Augusta: 75
- Culpeper: 28
- Greene: 17
- Madison: 13
- Rockingham: 40
In this example, there could be as many as 1,020 delegates (204 Delegate Votes times 5) elected to participate in the convention, if each unit sends a full delegation, under the State Party Plan. Note that Staunton’s vote was rounded down to 16 delegate votes because the total vote of 8,141 included the lesser part of an additional 500 vote increment. Similarly, the votes are rounded up for Waynesboro to the nearest whole number of Delegate Votes.

Representation in all State and District Conventions shall be by Units based upon the Republican Party Voting Strength, but each unit shall be entitled to at least one delegate vote. In all proceedings for nominations for statewide office, the relevant Unit shall be entitled to one (1) delegate vote for each 250 votes as defined in Article II, Section 14. In all proceedings at the District level, the relevant Unit shall be entitled to one (1) delegate vote for each 100 to 500 votes as defined in Article II, Section 14; the exact number shall be decided by the District Committee and included in the call. However, be aware that changing the formula will result in a different maximum number of delegates. Recent state conventions have been set to accommodate everyone that wanted to participate in the convention.

Representation in Legislative District and Unit Conventions shall be by either Units, Wards, Magisterial Districts, Precincts, or the like, but each such political subdivision shall be entitled to at least one delegate vote. In all such proceedings, the political subdivision shall be entitled to one (1) delegate vote for each 25 to 500 votes as defined in Article II, Section 14; the exact number shall be decided by the Official Committee and included in the call.

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

Any Military Member who is otherwise qualified under Article I to participate in Republican Party actions and who complies with the procedures to become a delegate to any Convention as set forth in the Official Call of the Convention, Mass Meeting, or Party Canvass called for the purpose of selecting delegates and alternates to that Convention (other than a national Republican Convention), and who produces valid military identification or other proof of active-duty status shall be certified as a delegate and shall not be required to be elected as a delegate. The number of delegates certified in this manner shall count toward each unit’s maximum allowable number of convention delegates.

**Call of the Convention**

The State Party Plan requires that all calls for state, congressional and legislative district
conventions, except special elections, be issued not less than thirty (30) days prior to the convening of the convention. The Official Committee should approve the call a sufficient time before this deadline to give the Chairman time to prepare and advertise the call.

All calls for Unit Conventions, shall be published in their entirety on the web site of the Republican Party of Virginia (RPV) and on such unit and district web sites as may be available and appropriate not less than seven (7) days nor more than sixty (60) days. Calls published in any presidential election year shall be published at least fifteen (15) days in advance. All calls must also be published in a newspaper of general circulation in the Election District unless the appropriate official committee votes to eliminate this requirement by a two-thirds (2/3) vote. Except in the case of a special election, no call shall be published earlier than January 1 of the year in which the Convention will take place.

To illustrate, a call for a legislative district convention would be published in the newspaper if the call required pre-filing for the nomination of a member of the General Assembly, unless the official committee voted by 2/3 to waive this requirement. The call would need to be published on the RPV website and the websites, if available, of the appropriate unit and district committees. It is the responsibility of the applicable Chairman to use the most effective means available, including news media, to adequately publicize Conventions with the purpose of encouraging maximum citizen involvement. This publicity shall include the method of Delegate selection.

A copy of the call shall be sent by e-mail to each member of the issuing committee who has an e-mail address on file with the committee and to the respective District Chairmen.

**Organization of the Convention**

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

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

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

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

**Nominations by the Convention**

A convention must be held within the time period set by § 24.2-510 in the Code of Virginia. For most offices, this time period would be 47 days preceding the Primary Day (the second Tuesday in June). Different deadlines may apply to special elections.

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

**Fees**

If one of the stated purposes of the Convention is to nominate persons for any public office, then the registration fee shall not exceed $25 in the case of a Unit, District or Legislative District Convention and shall not exceed $45 in the case of a State Convention. (State Party Plan, Article VIII, Section A, 1E)

Candidates for nomination to a party office may be charged a reasonable filing fee, which helps offset the costs of the convention. The Official Committee may, at its option, establish a filing fee for candidates for nomination for public office, as long as such fee does not exceed twice the primary filing fee for that office. Filing fees for any office are non-refundable.

**Proxies Not Allowed**

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

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

Using the Model Calls

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

Frequently Asked Questions

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

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

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

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

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

**Answer:** If the call includes a pre-filing deadline for a position elected by the convention, then the call must be published at least seven (7) days prior to the pre-filing deadline (15 days in presidential years), unless 2/3 of the committee votes not to. National rules require publication in presidential years. Regardless, the State Party Plan requires all calls to be published on the RPV website.

4.) Does the convention have to be held within the boundaries of the legislative district?
Answer: No, the State Party Plan imposes no geographical restriction. However, the convention must be located at a place reasonably convenient for the delegates. For example, the City of Richmond could hold all its State Senate and Legislative District conventions in one facility for convenience.

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

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

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

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

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

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

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

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

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

What is a Party Canvass?

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

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

Call of the Party Canvass

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

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

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

Pre-filing

Candidate pre-filing is essential for a canvass, so that ballots can be prepared. The call must specify how pre-filing is accomplished, including deadlines and locations to deliver or mail the pre-filing statement or form. A pre-filing form may be used to facilitate receiving the candidate’s information; however, it is the Committee’s decision whether a particular form is to be used. If a form is required, then online access information, a phone number(s) or location(s) where filing forms can be obtained should be included in the call. The pre-filing form should be easy to obtain by candidates in order to maximize participation.
Please note that it is never proper to require voters to register in advance or pre-file simply to vote in the canvass. Pre-filing is a device allowed only when someone is to be elected or nominated, in order to qualify for the ballot. This includes not only candidates for public or Party offices, but also convention delegates (since they are elected by the canvass).

**Rules**

One difference between a canvass and the other methods of nomination is that the Official Committee writes the rules of the canvass and the voters cannot change these rules. The State Party Plan includes Model Rules for canvasses as a starting point for the canvass organizers. The Rules of the Party Canvass should be made available to all interested persons.

**Timing**

As with a mass meeting or convention, a party canvass may be held to nominate candidates for public office. Virginia law controls the timing of these nominations (the window is 47 days preceding the June primary day for November general elections). When electing convention delegates, the call of the convention controls the timing. It is essential that these dates and deadlines be checked so that the canvass is held at the proper time.

**Proxies or Absentee Ballots Not Allowed**

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

**Organization**

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

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

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

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

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

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

**Answer:** The ballots (or ballot combinations) should match the constituencies. If all voters at the canvass can vote for each office, there is no need for more than one ballot and therefore each office would be listed. However, if some voters vote on one office and other voters vote on another, than separate ballots must be prepared.

For example, assume that a unit is electing delegates to two district conventions and nominating candidates for county offices. The ballots would be the same for countywide offices, but different for each district convention delegation. The committee could either print each office on separate ballots or prepare a ballot for each combination with all offices listed. The voters should be allowed to vote only for those offices they could vote on at a general election.

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

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

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

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

VI. Duties of the Chairman

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

A. Unit Chairmen

In addition to other duties such as leadership and candidate recruitment, each unit chairman has specific responsibilities in the nomination process of Republican candidates. These include:

Constitutional Officers

- Identify those offices that are on the ballot, which the Unit Committee must provide for the nomination of candidates, or participate with other units to nominate candidates.

- Consult with incumbent Republican elected officials and potential candidates in the unit (e.g., supervisors and constitutional officers) regarding the method of nomination.

- Meet with the other Unit Chair(s) where a constitutional office is shared by two or more units, to select the intended method of nomination by weighted vote similar to Legislative District Committees.

- Following the completion of local nominations, certify the nominees to the Virginia Department of Elections and the secretary of the local electoral board. Certify delegates to a convention as specified in the call of the convention.
Legislative Districts

- Meet with the other Unit Chairmen, if any, in the applicable House of Delegates and State Senate district, and consult with incumbent Republican legislators and potential candidates, to determine the method of nomination for legislative candidates.

District and State

- Consult with the Congressional District Chairman and State Central representatives to determine how district and state nominations will be made.

General

- Call for a meeting of the Unit Committee to determine the method of nomination for each office on the ballot within the unit. Also, the committee must determine how delegates to other Party conventions (i.e., state, congressional and legislative district) will be selected. A draft of the call for any mass meeting, canvass or unit convention should be prepared prior to the Committee meeting.

- Notify the Virginia Department of Elections, on forms provided by the Department, of the method of nomination selected by the Unit Committee. It is also recommended for chairs to notify RPV and all expected candidates.

- Arrange for suitable locations for mass meetings, canvasses and unit conventions as applicable. Check if liability insurance is required.

- Receive filings from all candidates for a Republican primary in accordance with the deadlines published by the Virginia Department of Elections. Certify primary candidates’ names to the State Board and local electoral board.

- Finalize the unit’s call for a mass meeting, canvass or convention, with the Committee’s approval, once all calls for state, congressional district and legislative district conventions are received by the Chairman. Draft tentative rules for a unit party canvass, if any. Unit chairs may wish to submit drafts of calls to the RPV for review (optional).

- Make sure the call for a mass meeting or canvass has been published on the RPV website, along with the District and Unit websites where applicable. Publish the call in the newspaper unless waived by a 2/3 vote of the Committee. Check deadlines for publication to ensure sufficient notice. Publish the call for a unit convention if a pre-filing requirement for nomination is included.

- Draft a tentative agenda for the mass meeting or unit convention. Select committees and invite any outside participants (such as guest speakers).
B. Legislative District Chairmen

The legislative district committee (one for each House of Delegates and State Senate district) is comprised of the unit chairmen within the district. The unit chairman serves on the House and Senate district of his or her residence, and appoints a representative to other legislative district committees that include the unit. Such representatives have the same vote and authority as the unit chairman on matters before the legislative district committee.

There are some units, such as Fairfax County and Virginia Beach, which have several whole legislative districts within the unit. In those situations, the unit chairman appoints a legislative district chairman.

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

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

**General Duties**

- Consult with the incumbent Republican legislator, if any, and/or all potential Republican candidates for the seat, regarding the method of nomination.
- Call a meeting of the Committee to determine the method of nomination.
- Notify the Virginia Department of Elections of the method of nomination selected (or ensure that the incumbent Republican has done so if running for re-election).

**Primary**

- Receive filings from candidates for a primary and certify names of those who qualify to the Virginia Department of Elections.

**Mass Meeting, Convention or Party Canvass**

- Draft a call for a mass meeting, convention or party canvass, as applicable, for the Committee’s approval. If a Party Canvass has been selected, draft tentative rules for the canvass for the Committee’s approval.
• Arrange for a suitable location for a mass meeting, convention or party canvass, as applicable.
• Draft a tentative agenda for a mass meeting or convention.
• Appoint committees and officers for a mass meeting or convention.
• Preside at the mass meeting or convention until a Temporary Chairman is elected.
• After the nomination is completed, certify the results to the Virginia Department of Elections.

C. Congressional District Chairmen

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

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

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

District chairmen certify the nominees of their respective conventions to the Virginia Department of Elections. When a primary is called for a congressional seat nomination, the district chairmen receive the various forms from candidates and certify the names of all properly filed candidates to the Department of Elections. Note that certification deadlines are for the receipt of the form by the Department. Therefore, chairmen should fax or email the form to be certain it is received on time; ironically, mailing a form by certified mail provides no protection and only increases the time for delivery. Postmarks will not be accepted by the Department as proof of timely filing. Although the Department is usually good about acknowledging receipt of forms by email, it is best if you specifically request such acknowledgement in your email for the records.
APPENDIX A

Selected Sections of the Code of Virginia

§ 24.2-508. Powers of political parties in general.

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


§ 24.2-509. Party to determine method of nominating its candidates for office; exceptions.

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

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

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

For the purposes of this subsection, any officeholder who offers for reelection to the same office shall be deemed an incumbent notwithstanding that the district which he represents differs in part from that for which he offers for election.
§ 24.2-510. Deadlines for parties to nominate by methods other than primary.

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

1. For a general election in November, by 7:00 p.m. on the second Tuesday in June;
2. For a general election in May, by 7:00 p.m. on the first Tuesday in March;
3. For a special election held at the same time as a November general election, either (i) at least 81 days before the election or (ii) if the special election is held at the second November election after the vacancy occurred, by 7:00 p.m. on the second Tuesday in June before that November election;
4. For a special election held at the same time as a May general election, by 7:00 p.m. on the first Tuesday in March; or
5. For a special election held at a time other than a general election, (i) at least 60 days before the election or (ii) within five days of any writ of election or order calling a special election to be held less than 60 days after the issuance of the writ or order.

In the case of all general elections a party shall nominate its candidate for any office by a non-primary method only within the 47 days immediately preceding the primary date established for nominating candidates for the office in question. This limitation shall have no effect, however, on nominations for special elections or pursuant to § 24.2-539.

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

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

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

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

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

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

APPENDIX B

ARTICLE VIII
Mass Meetings, Party Canvasses, Conventions and Primaries

SECTION A. Call Requirements
1. All calls for State, District and Legislative District Conventions, shall be issued by the appropriate Chairman to the included Unit Chairman not less than thirty (30) days, except those calls for special elections, prior to the Convention date. Each call shall include:
   a. The qualifications for membership in the Republican Party of Virginia as stated in Article I.
   b. The time, place and purposes to the Convention.
   c. The basis of representation to the Convention.
   d. The number of Delegate votes to which all participating Election Districts are entitled.
   e. The amount of the registration fee, if any. If one of the stated purposes of the Convention is to nominate persons for any public office, then the registration fee shall not exceed $25 in the case of a Unit, District or Legislative District Convention and shall not exceed $45 in the case of a State Convention.

2. All calls for Mass Meetings or Party Canvasses, or for Unit Conventions, shall be published in their entirety on the web site of the Republican Party of Virginia (RPV) and on such unit and district web sites as may be available and appropriate not less than seven (7) days nor more than sixty (60) days, except those calls for special elections, prior to the Mass Meeting or Party Canvass. Calls published in any presidential election year shall be published at least fifteen (15) days in advance. All calls must also be published in a newspaper of general circulation in the Election District unless the appropriate official committee votes to eliminate this requirement by a two-thirds (2/3) vote. Except in the case of a special election, no call shall be published earlier than January 1 of the year in which the Mass Meeting, Party Canvass or Convention will take place.

Each call shall include:
   a. The qualifications for membership in the Republican Party of Virginia as Stated in Article I.
   b. The time, place and purposes of the Mass Meeting or Party Canvass.
   c. In the event a purpose is to elect Delegates to a Convention, the time, place, purpose of, and the basis of representation to the Convention.
   d. If the purpose of the Mass Meeting or Party Canvass is solely to elect persons to Party office, then the amount of the registration fee, if any. However, if one of the stated purposes of the Mass Meeting or Party Canvass is to nominate persons for any public office, then there shall be no
registration fee required. However, the call may publish a request for voluntary payment of a registration fee.

e. The declaration requirements for Military Members as per Article VIII, Section H, para 7, subsection a. and Military Delegation Participation requirements as per Article VIII, Section H, para 7.

3. In order to be a requirement for any election or nomination for public office by a Mass Meeting, Party Canvass, or Convention, pre-filing shall be approved by the appropriate Official Committee and the pre-filing requirement included in the call. The call, including the pre-filing requirement, must then be published at least seven (7) days prior to the pre-filing deadline. This publication requirement shall take precedence over the publication requirement of Article VIII, Section A.2. Each person desiring to pre-file must file a statement prior to the deadline for pre-filing. The Official Committee or its Chairman, if authorized, may prescribe the use of a particular filing form for the required statement, in which case the official pre-filing form must be included with the call published on the RPV website. The Official Committee may, at its option, establish a filing fee for candidates for nomination for public office, as long as such fee does not exceed twice the primary filing fee for that office. Filing fees for any office are non-refundable.

4. A copy of the call shall be sent by e-mail to each member of the issuing committee who has an e-mail address on file with the committee and to the respective District Chairmen, in compliance with all the time requirements in Paragraphs 1, 2 and 3 above.

5. It is the responsibility of the applicable Chairman to use the most effective means available, including news media, to adequately publicize Mass Meetings, Party Canvasses, or Conventions with the purpose of encouraging maximum citizen involvement. This publicity shall include the method of Delegate selection.

6. In the event that a published call for any Mass Meeting, Party Canvass or Convention shall differ in any respect from the call authorized by the Official Committee, the requirements of the published call, unless contested prior to adjournment or conclusion, shall upon adjournment or conclusion of the Mass Meeting, Party Canvass, or Convention be conclusive and not thereafter subject to contest. Participation in a Mass Meeting, Party Canvass, or Convention shall not prejudice the rights of any person signing a petition protesting the validity of such Mass Meeting, Party Canvass, or Convention.

7. A Mass Meeting or Convention may by unanimous consent dispense with the reading of the call.

8. The State Central Committee recommends that the documents related to these proceedings should conform as closely as possible to the model forms in Appendix A.
9. If the number of persons pre-filing as candidates in a Mass Meeting, Party Canvass or Convention does not exceed the number of nominations to be made for a particular office, then the pre-filed candidate or candidates may be declared the nominee of the Republican Party. If candidates for nomination for all offices to be decided upon by any Mass Meeting, Party Canvass or Convention are unopposed, then the candidates may be declared the nominees of the Republican Party and the Mass meeting, Party Canvass or Convention may be cancelled if provided for in the call.

SECTION B. State Conventions
A State Convention, which may be the Quadrennial State Convention, Party Canvass or Primary shall be held in each year in which there is to be an election for Governor or United States Senator for nominating candidates for the applicable offices, and for other proper purposes.

SECTION C. District Conventions
A District Convention, which may be the Quadrennial or Biennial District Convention, Party Canvass or Primary shall be held in each year in which there is to be an election for Congressman for nominating a candidate and for other proper purposes.

SECTION D. Legislative Convention
A Legislative District Mass Meeting, Party Canvass, Convention, or Primary shall be held in each year in which there is to be an election for members of the General Assembly from the Legislative District for nominating a candidate(s) and for other proper purposes.

SECTION E. Unit Conventions
A Unit Mass Meeting, Party Canvass, Convention, or Primary shall be held in each year in which there is to be an election for local or constitutional offices for nominating candidates for the applicable offices, and for other proper purposes.

SECTION F. Unit Representation
Representation in all State and District Conventions shall be by Units based upon the Republican Party Voting Strength, but each unit shall be entitled to at least one delegate vote. In all proceedings for nominations for statewide office, the relevant Unit shall be entitled to one (1) delegate vote for each 250 votes as defined in Article II, Section 14. In all proceedings at the District level, the relevant Unit shall be entitled to one (1) delegate vote for each 100 to 500 votes as defined in Article II, Section 14; the exact number shall be decided by the District Committee and included in the call.

SECTION G. Uniform Ratio
Representation in Legislative District and Unit Conventions shall be by either Units, Wards, Magisterial Districts, Precincts, or the like, but each such political subdivision shall be entitled to at least one delegate vote. In all such proceedings, the political subdivision shall be entitled to one (1) delegate vote for each 25 to 500 votes as defined in Article II, Section 14; the exact number shall be decided by the Official Committee and included in the call.
SECTION H. Delegates

1. Certification
   a. Delegates and alternates to a Convention shall be certified to that Convention by the permanent Chairman, and Secretary of the Mass Meeting, or Convention which selected them, or by the Chairman of the Official Committee which conducted the Mass Meeting, Convention or Party Canvass to select the delegates and alternates. The certifications shall be delivered to the Chairman of the Official Committee which called the Convention prior to the convening of the Convention. Except in the case of the State Central Committee, a copy of the certification shall also be delivered to the secretary of the official committee. Such Chairman shall be responsible for the preparation of a roll of all such certifications which roll shall thereafter govern the procedures of the Convention, unless and until changed by the Convention.

   b. In the case of a State Convention a copy of unit certifications shall also be delivered to its District Chairman.

   c. In the case of a District Convention, said certifications must be delivered to the appropriate District Chairman and Secretary seven (7) days prior to the convening of said Convention. In the case of a State Convention, said certifications must be postmarked sixteen (16) days prior to the convening of the Convention or delivered in person fourteen (14) days prior to the convening of said Convention. After the filing deadline of the certifications, no change may be made except a certified alternate may be made a delegate. A copy of the published official call of the Convention, Mass Meeting, or Party Canvass called for the purpose of selecting delegates and alternates to convention must accompany the certification with the date of the publication included.

   d. A delegate or alternate who is not certified in accordance with the above requirements shall be seated only by a majority vote of the Credentials Committee, or in the event of the failure of the Credentials Committee to seat, by a vote of the Convention.

   e. The foregoing provisions notwithstanding, members of the Military Delegation (as specified in Section 7 below) shall be certified by the Chairman of the Official Committee that called the Convention, pursuant to the procedures set forth in the Official Call and in compliance with Paragraph 7 of this Section H.

2. A delegation to a Convention may not have more than five (5) delegates and five (5) alternates per delegate vote. No delegate may have less than 0.20 votes.

3. The certification of delegates may state how the delegates shall vote whether by those present voting full vote, or non-full vote, and if an how an allocation of votes is
fractionalized. A delegation shall vote full vote unless otherwise designated by the electing body.

a. Full vote means the delegates present and voting at the Convention may cast the full vote of the delegation with proportionate weight given to majority and minority vote. Example: If a County has ten votes to a Convention but only six delegates are present at the Convention and four desire to support one candidate and two desire to support another candidate, the four delegates would cast 6.67 votes for their candidate and the two delegates would cast 3.33 votes for their candidate.

b. Non-full vote shall mean that each delegate will only be entitled to the vote to which he is certified. Example: If a County has ten votes to a Convention and elects fifty delegates non-full vote, each delegate present at the Convention would have 0.20 vote.

c. The vote of a delegation shall be reported to the nearest hundredth. Example: If a 37-vote delegation has 85 delegates present with 22 voting for A and 63 voting for B, A's vote would be 22/85 X 37 = 9.58; B's vote would be 63/85 X 37 = 27.42.

4. No delegation shall vote under a unit rule at any Convention; nor shall any delegation be instructed on any vote at any convention.

5. The delegates present in a given delegation shall designate which alternate shall vote in the place of an absent delegate, except where the body electing the delegates has determined that another method of alternate selection shall be used.

6. Any Military Member who is otherwise qualified under Article I to participate in Republican Party actions and who complies with the procedures to become a delegate to any Convention as set forth in the Official Call of the Convention, Mass Meeting, or Party Canvass called for the purpose of selecting delegates and alternates to that Convention (other than a national Republican Convention), and who produces valid military identification or other proof of active-duty status shall be certified as a delegate and shall not be required to be elected as a delegate. The number of delegates certified in this manner shall count toward each unit’s maximum allowable number of convention delegates.

a. The provisions of this Paragraph 6 of Section H shall remain in force until such time as the State Central Committee determines Department of Defense regulations no longer inhibit active duty military personnel from standing for election to become a delegate to a Convention.

7. Every convention involving nominations for public office, except those called to nominate candidate(s) for a special election, shall have a Military Delegation representing Military Members as set forth below.

a. Declaration. Military Members who declare via electronic mail to the Chairman of the Official Committee calling the Convention or his designee in the Call, that because of the obligations of their official military orders, they are unable to attend
their respective Unit mass meeting, canvass or convention called for the purpose of selecting delegates to that Convention, and that in lieu of selecting delegates to represent them from their respective Unit they instead wish to be represented by the Military Delegation, shall be entitled to representation via the Military Delegation. Such e-mail declaration shall include attached a signed statement of intent and affirmation of their official military orders precluding their attendance, and their email address for correspondence. The Call for the Convention shall provide Military Members the deadline and email address by which to send their declarations. The Chairman or his designee shall email respond to each Military Member to confirm the receipt of each email declaration.

b. Candidate Preference Ballot. Military Members shall be entitled to cast a Candidate Preference Ballot to convey their ordered candidate preferences for each public office (first choice, second choice, third choice, etc). The Ballot shall be available at the Official Committee website (if one exists) and at the RPV website, and shall be emailed to each declared Military Member within seven (7) days of the receipt of (i) the Member’s declaration, or (ii) the filing deadline for candidates for public office, whichever is later. The Call shall provide the deadline and email address by which to return the ballot. The Chairman or his designee shall email respond to each Military Member to confirm the receipt of each emailed returned ballot. The deadline to return the ballot shall be at least twenty-one (21) days prior to the Delegate Certification deadline of the Call. The Chairman of the Official Committee or his designee shall be responsible for tallying the results of the Candidate Preference Ballots, and reporting the results to the Official Committee and the candidates for public office at least fifteen (15) days prior to the Delegate Certification deadline of the Call.

c. Military Delegates. Those seeking to be Delegates of the Military Delegation instead of Delegates from their local units shall be required to pre-file a statement of intent and their preference for candidates for public office, if any, along with any pre-file fees for Delegates specified in the Call. Current or former active duty or reserve military or military family members are highly encouraged to serve as Military Delegates. No one may serve as both a Delegate of the Military Delegation and a Delegate representing their local unit. The pre-file deadline shall be at least fifteen (15) days prior to the Certification Deadline of the Call. Copies of all pre-files shall be provided to all the candidates within seven (7) days of the pre-file deadline.

d. Over-filing. In the event that more candidates for Delegate to the Military Delegation have pre-filed than are allowed, Delegates shall be selected by the respective candidates for the highest public office in proportion to the first-choice results of the Candidate Preference Ballot. (eg. If Candidate A for Governor receives 50% of the votes cast for first choice on the Candidate Preference Ballot for Governor, Candidate A shall select 50% Delegates allowed from the pool of pre-filed Delegates). In this case, candidates for the highest office shall select their Delegates at least seven (7) days prior to the Certification deadline of the Call.
e. Military Delegation Voting at Convention. The Military Delegation shall be instructed to vote in proportion to the Candidate Preference Ballot results of all Military Members. Unless the Call or the Convention Rules specify otherwise, Military Delegates shall be free to cast their vote as they wish or votes other than votes for a nomination for public office.

SECTION I. State Convention Committees
The State Central Committee shall establish committees for each State Convention. The State Chairman shall appoint the Chairman and one member of each committee. The Congressional District Chairmen shall additionally appoint one member to each committee. Appointments are not subject to approval by the State Convention.

SECTION J. Rules
1. The Official Committee shall prepare the rules and order of business for the conduct of a Convention in advance thereof. Said rules and order of business shall then be submitted to the Committee on Rules of such Convention for its consideration and report to the Convention.

2. The Official Committee shall prepare the rules for the conduct of a Party Canvass subject to the provisions of the State Party Plan.
3. The State Central Committee recommends that the documents related to these proceedings should conform as closely as possible to the model rules in Appendix B.

4. All Mass Meetings, Party Canvasses, Conventions, and Primaries shall, to the extent applicable, be governed by and conducted in accordance with, giving precedence as listed to, the following: the State Party Plan; District or Unit Plan or By-Laws; rules adopted by a designated Rules Committee; and otherwise in accordance with Robert's Rules of Order.

SECTION K. Primaries
When an Official Committee has declared for a Primary for nominating candidates for public offices, the State Central Committee shall establish the necessary rules and regulations for the conduct of such Primaries and assist in every practical manner.

SECTION L. National Convention Delegates
Procedures concerning Conventions at which delegates and alternates to National Conventions are elected shall comply with the applicable Rules of the National Republican Party.

SECTION M. Public Meetings
Every Mass Meeting, Party Canvass, or Convention shall be held in a building appropriate for public use and shall be open to the public. If after a call for a Mass Meeting, Party Canvass, or Convention, it shall be determined that the size of the building designated in the call shall be inadequate relative to the anticipated attendance or the building shall be unavailable, the location may be changed by the Chairman issuing the call to a more
adequate, but equally accessible, building provided that written notice of the new location be posted at the location originally selected for the meeting, and further provided that those attending are allowed sufficient time to be present at the alternate location and to participate in the Mass Meeting, Party Canvass, or Convention.

SECTION N. Special Elections
Special Mass Meetings, Party Canvasses, and Conventions shall be held to nominate candidates in special elections and for other proper purposes.

SECTION O. Divided Units
1. No member of a Unit Mass Meeting, Party Canvass, or Convention shall vote for delegates to a Convention of a District of which he is not a resident.

2. When a Mass Meeting or Convention has divided in order to choose delegates to different Election District Conventions, each resulting division may, by majority vote, elected to adopt its own rules and it shall otherwise be conducted in accordance with Article VIII, Section I.4 of the State Party Plan.
APPENDIX C
Model Calls for Mass Meetings

LEGISLATIVE

OFFICIAL CALL
Legislative District Mass Meeting
of the [NUMBER][HOUSE OR SENATE] District of the Republican Party of Virginia

As Chairman of the [NUMBER][HOUSE OR SENATE] District Committee of the Republican Party, and pursuant to the Plan of Organization and as recommended and directed by the Committee, I, [NAME], do hereby issue this call for a Legislative District Mass Meeting to be held at [LOCATION], starting at [TIME] local time on [DATE] for the purposes of: (a) nominating a Republican candidate for the office of [DELEGATE OR SENATOR] to be voted for in the [GENERAL OR SPECIAL] election on [DATE]; and (b) for the transaction of such other business as may properly come before the mass meeting.

Qualifications for Participation
All legal and qualified voters of the [NUMBER][HOUSE OR SENATE] District under the laws of the Commonwealth of Virginia, regardless of race, religion, national origin or sex, who are in accord with the principles of the Republican Party and who, if requested, express in open meeting either orally or in writing as may be required, their intent to support all of its nominees for public office in the ensuing election, may participate as members of the Republican Party of Virginia in its mass meetings, party canvasses, conventions or primaries encompassing their respective election districts.

Filing Requirements (OPTIONAL)
Candidates for the election or nomination at said mass meeting shall file a written statement by mail or in person, to [NAME AND MAILING/DELIVERY ADDRESSES OF PERSON(S) DESIGNATED TO RECEIVE FILINGS], which must be received not later than [TIME AND DATE]. [Note: if a filing form is used, information on where to obtain the form must be included in the call.]

Registration Fee
There will be no registration fee to participate in this mass meeting.
[ALTERNATE: A voluntary registration fee of [AMOUNT] is requested of each voter in this mass meeting.] [NOTE: a voluntary fee may be requested, but not required, when the mass meeting involves the nomination of any publicly elected official.]

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

Mass Meeting

of [NAME OF UNIT]

of the Republican Party of Virginia

As Chairman of the [UNIT] Committee of the Republican Party, and pursuant to the Plan of Organization and as recommended and directed by the Committee, I, [NAME], do hereby issue this call for a Mass Meeting to be held at [LOCATION], starting at [TIME] local time on [DATE] for the following purposes:

[USE ALL THAT APPLY]

a) Nominating a Republican candidate for the office of [OFFICE] to be voted for in the [GENERAL OR SPECIAL] election on [DATE];

b) Electing a Unit Chairman;

c) Electing members of the Unit Committee as follows: [LIST PRECINCT NAME AND NUMBER OF MEMBERS, RESPECTIVELY, AND NUMBER OF AT-LARGE MEMBERS];

d) Electing up to [NUMBER] Delegates and an equal number of Alternates to the [STATE, DISTRICT, ETC.] Convention, to be held on [DATE] at [LOCATION], beginning at [TIME] for the purposes of [LIST PURPOSES]. Each unit is entitled to one (1) Delegate Vote per [NUMBER] Republican votes for Governor and President at their last election, so that [UNIT] is entitled to [NUMBER] Delegate Votes;

and for the transaction of such other business as may properly come before the mass meeting.

Qualifications for Participation

All legal and qualified voters of [UNIT] under the laws of the Commonwealth of Virginia, regardless of race, religion, national origin or sex, who are in accord with the principles of the Republican Party and who, if requested, express in open meeting either orally or in writing as may be required, their intent to support all of its nominees for public office in the ensuing election, may participate as members of the Republican Party of Virginia in its mass meetings, party canvasses, conventions or primaries encompassing their respective election districts.

[NOTE: If one of the purposes of the Mass Meeting is to select Delegates to a Convention (d. above), then the following statement should be included under Qualifications for Participation]

“Otherwise Qualified Military Members who declare via electronic mail to the Chairman of the Convention or his designee, as specified in the Call for the Convention, that because of the obligations of their official military orders, they are unable to attend their respective Unit mass meeting, canvass or convention called for the purpose of selecting delegates to a Convention, and that in lieu of selecting delegates to represent them from their respective Unit they instead wish to be represented by the Military Delegation, shall be entitled to representation via the Military Delegation.”

and the following statement should be included under Filing Requirements
“Otherwise Qualified Military Members who wish to be represented by the Military Delegation shall send an e-mail declaration which shall include attached a signed statement of intent to support all Republican Nominees in the General Election, an affirmation of their official military orders precluding their attendance, and their email address for correspondence. The declaration shall be emailed to [EMAIL ADDRESS OF CHAIR OR REPRESENTATIVE] not later than [TIME AND DATE OF DEADLINE FOR DECLARATION]. Subsequent to the receipt of the Declaration, Qualifying Military Members will be sent a Ballot Preference Form to be returned by email, as directed, prior to the Convention.

Any otherwise qualified Delegate who would like to serve in the Military Delegation in lieu of serving as a Delegate for their Unit should notify their Unit Chairman along with their Delegate application.”

Filing Requirements (OPTIONAL)
Candidates for the election or nomination at said mass meeting shall file a written statement by mail or in person, to [NAME AND MAILING/DELIVERY ADDRESSES OF PERSON(S) DESIGNATED TO RECEIVE FILINGS], which must be received not later than [TIME AND DATE]. [Note: if a filing form is used, information on where to obtain the form must be included in the call.]

Registration Fee
There will be [NO or AMOUNT] registration fee to participate in this mass meeting. [NOTE: a voluntary fee may be requested, but not required, if the mass meeting involves the nomination of any publicly elected official. If voluntary, state so above.]

Paid for and authorized by the [FULL NAME OF UNIT COMMITTEE].
APPENDIX D

Model Calls for Conventions

STATE

OFFICIAL CALL
State Convention
of the Republican Party of Virginia
[DATE] at [TIME] Local Time
[LOCATION]

As Chairman of the Republican Party of Virginia and pursuant to the Plan of Organization and as recommended and directed by the State Central Committee, I, [NAME], do hereby issue this Call for a State Convention of the Republican Party of Virginia to be held at the [LOCATION], or its alternate site, starting at [TIME] local time on [DATE] for the following purposes:

[USE ALL THAT APPLY]

a) Electing [NUMBER] delegates and [NUMBER] alternate delegates at large to the Republican National Convention to be held at the [LOCATION], or its alternate site beginning on [DATE];
b) Nominating two (2) Electors At Large to be voted for in the presidential election on [DATE];
c) Electing a State Chairman;
d) Nominating a National Committeeman and National Committeewoman;
e) Nominating a Republican candidate for the office of [OFFICE];

and for the transaction of such other business as may properly come before the convention;

[USE IN PRESIDENTIAL YEARS] and I further direct the Republican Congressional District Chairmen to issue a call for Congressional District Conventions for the purpose of electing three (3) delegates and three (3) alternate delegates per congressional district for a total of [NUMBER] delegates and [NUMBER] alternate delegates to the Republican National Convention to be held at the [LOCATION], or its alternate site beginning on [DATE]; nominating one (1) Elector per congressional district to be voted for in the presidential election of [DATE]; electing a District Chairman; electing three (3) members to the State Central Committee per congressional district; and for the transaction of such other business as may properly come before the District Convention; and I further direct the Republican Congressional District Chairmen to issue the call for each district convention to the chairman of each unit within the district not less than thirty (30) days prior to such conventions, and further, to publish such call in a newspaper of general circulation in the district at least fifteen (15) days prior to the date of such convention as required by the rules adopted by the previous Republican National Convention; and I further direct the Executive Director of the Republican Party of Virginia to publish this call in a daily newspaper of general circulation in the state at least ninety (90) days prior to the date of the state convention as required by the rules adopted by the previous Republican National Convention.
Qualifications for Participation

All legal and qualified voters under the laws of the Commonwealth of Virginia, regardless of race, religion, national origin or sex, who are in accord with the principles of the Republican Party and who, if requested, express in open meeting either orally or in writing as may be required, their intent to support all of its nominees for public office in the ensuing election, may participate as members of the Republican Party of Virginia in its mass meetings, party canvasses, conventions or primaries encompassing their respective election districts.

Military Provision

Declaration. Otherwise Qualified Military Members who seek to be represented at this Convention, and who because of the obligations of their official military orders, are unable to attend their respective Unit mass meeting, canvass or convention called for the purpose of selecting delegates to this Convention, and that in lieu of selecting delegates to represent them from their respective Unit they instead wish to be represented by the Military Delegation, shall send an e-mail declaration to [EMAIL ADDRESS OF CHAIR OR REPRESENTATIVE] not later than [TIME AND DATE OF DEADLINE FOR DECLARATION]. Such Declaration email shall include attached; a signed statement of intent to support all Republican Nominees in the General Election, an affirmation of their official military orders precluding their attendance, and their email address for correspondence. The Chairman or his designee shall email respond to each Military Member to confirm the receipt of each email declaration.

Candidate Preference Ballot. Subsequent to the receipt of the Declaration, Qualifying Military Members will be sent a Ballot Preference Form to be returned by email. Qualifying Military Members shall be entitled to cast a Candidate Preference Ballot to convey their ordered candidate preferences for each public office (first choice, second choice, third choice, etc.). The Ballot shall be available at the RPV website (and at the Official Committee website if one exists). The Ballot Preference Form shall be returned to [EMAIL ADDRESS AND NAME] not later than [DEADLINE FOR BALLOT PREFERENCE FORM]. The Chairman or his designee shall email respond to each Military Member to confirm the receipt of each emailed returned ballot.

[NOTE: The Ballot Preference Form shall be emailed to each declared Military Member within seven (7) days of the receipt of (i) the Member’s declaration, or (ii) the filing deadline for candidates for public office, whichever is later. The deadline to return the ballot shall be at least twenty-one (21) days prior to the Delegate Certification deadline of the Call. The Chairman of the Official Committee or his designee shall be responsible for tallying the results of the Candidate Preference Ballots, and reporting the results to the Official Committee and the candidates for public office at least fifteen (15) days prior to the Delegate Certification deadline of the Call.]
Military Delegates. Persons who would otherwise qualify to be a Delegate from their local unit may request to be a Delegate to the Military Delegation instead. Such persons shall submit a pre-file statement to the local unit in accordance with the pre-file requirement in the local Call, or if none, directly to the District Convention Chairman at [EMAIL ADDRESS OF CHAIR OR REPRESENTATIVE] not later than [TIME AND DATE OF DEADLINE FOR PRE-FILE]. Such Pre-file statement or form shall include a statement of intent to support all Republican Nominees and their preference for candidates for public office, if any, along with any pre-file fees for Delegates specified in the Call. Current or former active duty or reserve military or military family members are highly encouraged to serve as Military Delegates. No one may serve as both a Delegate of the Military Delegation and a Delegate representing their local unit.

(Copies of all pre-files shall be provided to all the candidates within seven (7) days of the pre-file deadline.)

[NOTE: The pre-file deadline shall be at least fifteen (15) days prior to the Certification Deadline of the Call.]

Over-filing. In the event that more candidates for Delegate to the Military Delegation have pre-filed than are allowed, Delegates shall be selected by the respective candidates for the highest public office in proportion to the first-choice results of the Candidate Preference Ballot. (e.g. If Candidate A for Governor receives 50% of the votes cast for first choice on the Candidate Preference Ballot for Governor, Candidate A shall select 50% Delegates allowed from the pool of pre-filed Delegates). In this case, candidates for the highest office shall select their Delegates at least seven (7) days prior to the Certification deadline of the Call.

Military Delegation Voting at Convention. The Military Delegation shall be instructed to vote in proportion to the Candidate Preference Ballot results of all Military Members. Unless the Call or the Convention Rules specify otherwise, Military Delegates shall be free to cast their vote as they wish for votes other than votes for a nomination for public office.

Composition of Convention

The State Convention shall be composed of delegates and alternate delegates of the respective units they represent. Representation shall be based on a percentage of the total number of Republican votes cast in each county and city in the last gubernatorial and presidential election combined. Each unit is allowed one (1) Delegate Vote for each two hundred fifty (250) Republican votes cast or major portion thereof. Each unit shall be entitled to at least one (1) Delegate Vote. The delegates and alternates shall be elected in county and city mass meetings, party canvasses or conventions that shall be called for this purpose in conformity with the Plan of Organization of the Republican Party of Virginia by each unit committee.
Certification of Delegates

The delegates present in a given delegation shall designate which alternate delegates shall vote in the place of an absent delegate except where the electing body electing the delegates has determined another method of alternate delegate selection. The said delegates and alternate delegates to the State Convention so elected shall be certified in writing with their respective names and addresses including zip codes over the signatures of the permanent chairman and permanent secretary of the unit mass meeting or convention, or of the unit chairman of the unit committee which may have conducted a party canvass to select the delegates and alternate delegates.

ALL CERTIFICATIONS, REGARDLESS OF THE DATE OF LOCAL MASS MEETING, PARTY CANVASS OR CONVENTION must be postmarked not later than sixteen (16) days [DEADLINE] prior to the convention or delivered in person fourteen (14) days [DEADLINE] prior to the convening of said convention.

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

Original – [State Chairman and mailing address]
Second Copy – The respective district chairman
Third Copy – For the unit’s records

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

[ATTACH LIST OF UNITS AND RESPECTIVE VOTING STRENGTHS]

Paid for and authorized by the Republican Party of Virginia, Inc.
DISTRICT

OFFICIAL CALL
District Convention
of the [NUMBER] Congressional District
of the Republican Party of Virginia
[DATE] at [TIME] Local Time
[LOCATION]

As Chairman of the [NUMBER] Congressional District of the Republican Party of Virginia and pursuant to the Plan of Organization and as recommended and directed by the District Committee, I, [NAME], do hereby issue this Call for a District Convention to be held at the [LOCATION], or its alternate site, starting at [TIME] local time on [DATE] for the following purposes:

[USE ALL THAT APPLY]
a) Electing [NUMBER] delegates and [NUMBER] alternate delegates to the Republican National Convention to be held at the [LOCATION], or its alternate site beginning on [DATE];
b) Nominating one (1) Elector to be voted for in the presidential election on [DATE];
c) Electing a District Chairman of the Republican Party;
d) Electing three (3) members of the State Central Committee;
e) Nominating a Republican candidate for the office of U.S. House of Representatives;

and for the transaction of such other business as may properly come before the convention.

Qualifications for Participation

All legal and qualified voters of the [NUMBER] Congressional District under the laws of the Commonwealth of Virginia, regardless of race, religion, national origin or sex, who are in accord with the principles of the Republican Party and who, if requested, express in open meeting either orally or in writing as may be required, their intent to support all of its nominees for public office in the ensuing election, may participate as members of the Republican Party of Virginia in its mass meetings, party canvasses, conventions or primaries encompassing their respective election districts.

Military Provision

Declaration. Otherwise Qualified Military Members who seek to be represented at this Convention, and who because of the obligations of their official military orders, are unable to attend their respective Unit mass meeting, canvass or convention called for the purpose of selecting delegates to this Convention, and that in lieu of selecting delegates to represent them from their respective Unit they instead wish to be represented by the Military Delegation, shall send an e-mail declaration to [EMAIL ADDRESS OF CHAIR OR REPRESENTATIVE] not later than [TIME AND DATE OF DEADLINE FOR DECLARATION]. Such Declaration email shall include attached; a signed statement of
intent to support all Republican Nominees in the General Election, an affirmation of their official military orders precluding their attendance, and their email address for correspondence. The Chairman or his designee shall email respond to each Military Member to confirm the receipt of each email declaration.

**Candidate Preference Ballot.** Subsequent to the receipt of the Declaration, Qualifying Military Members will be sent a Ballot Preference Form to be returned by email. Qualifying Military Members shall be entitled to cast a Candidate Preference Ballot to convey their ordered candidate preferences for each public office (first choice, second choice, third choice, etc.). The Ballot shall be available at the RPV website (and at the Official Committee website if one exists). The Ballot Preference Form shall be returned to [EMAIL ADDRESS AND NAME] not later than [DEADLINE FOR BALLOT PREFERENCE FORM]. The Chairman or his designee shall email respond to each Military Member to confirm the receipt of each emailed returned ballot.

[NOTE: The Ballot Preference Form shall be emailed to each declared Military Member within seven (7) days of the receipt of (i) the Member’s declaration, or (ii) the filing deadline for candidates for public office, whichever is later. The deadline to return the ballot shall be at least twenty-one (21) days prior to the Delegate Certification deadline of the Call. The Chairman of the Official Committee or his designee shall be responsible for tallying the results of the Candidate Preference Ballots, and reporting the results to the Official Committee and the candidates for public office at least fifteen (15) days prior to the Delegate Certification deadline of the Call.]

**Military Delegates.** Persons who would otherwise qualify to be a Delegate from their local unit may request to be a Delegate to the Military Delegation instead. Such persons shall submit a pre-file statement to the local unit in accordance with the pre-file requirement in the local Call, or if none, directly to the District Convention Chairman at [EMAIL ADDRESS OF CHAIR OR REPRESENTATIVE] not later than [TIME AND DATE OF DEADLINE FOR PRE-FILE]. Such Pre-file statement or form shall include a statement of intent to support all Republican Nominees and their preference for candidates for public office, if any, along with any pre-file fees for Delegates specified in the Call. Current or former active duty or reserve military or military family members are highly encouraged to serve as Military Delegates. No one may serve as both a Delegate of the Military Delegation and a Delegate representing their local unit.

(Copies of all pre-files shall be provided to all the candidates within seven (7) days of the pre-file deadline.)

[NOTE: The pre-file deadline shall be at least fifteen (15) days prior to the Certification Deadline of the Call.]

**Over-filing.** In the event that more candidates for Delegate to the Military Delegation have pre-filed than are allowed, Delegates shall be selected by the respective candidates for the highest public office in proportion to the first-choice results of the Candidate Preference Ballot. (e.g. If Candidate A for Governor receives 50% of the votes cast for first choice on the Candidate Preference Ballot for Governor, Candidate A shall select
50% Delegates allowed from the pool of pre-filed Delegates). In this case, candidates for the highest office shall select their Delegates at least seven (7) days prior to the Certification deadline of the Call.

**Military Delegation Voting at Convention.** The Military Delegation shall be instructed to vote in proportion to the Candidate Preference Ballot results of all Military Members. Unless the Call or the Convention Rules specify otherwise, Military Delegates shall be free to cast their vote as they wish for votes other than votes for a nomination for public office.

**Composition of Convention**

The District Convention shall be composed of delegates and alternate delegates of the respective units they represent. Representation shall be based on a percentage of the total number of Republican votes cast in each county and city in the last gubernatorial and presidential election combined. Each unit is allowed one (1) Delegate Vote for each [one hundred (100) to five hundred; District Committee chooses exact number] Republican votes cast or major portion thereof. Each unit shall be entitled to at least one (1) Delegate Vote. The delegates and alternates shall be elected in county and city mass meetings, party canvasses or conventions that shall be called for this purpose in conformity with the Plan of Organization of the Republican Party of Virginia by each unit committee.

**Certification of Delegates**

The delegates present in a given delegation shall designate which alternate delegates shall vote in the place of an absent delegate except where the electing body electing the delegates has determined another method of alternate delegate selection. The said delegates and alternate delegates to the District Convention so elected shall be certified in writing with their respective names and addresses including zip codes over the signatures of the permanent chairman and permanent secretary of the unit mass meeting or convention, or of the unit chairman of the unit committee which may have conducted a party canvass to select the delegates and alternate delegates.

ALL CERTIFICATIONS, REGARDLESS OF THE DATE OF LOCAL MASS MEETING, PARTY CANVASS OR CONVENTION must be postmarked not later than seven (7) days prior to the convening of said convention [DEADLINE]. After the filing deadline of the certification, no change may be made except a certified alternate delegate may be made a delegate. A copy of the published call of the convention, mass meeting or party canvass called for the purpose of selecting delegates and alternate delegates to said convention, must accompany the certification with the date of publication included. Certification should be mailed or delivered as follows:

Original – [District Chairman and mailing address]  
Second Copy – [District Secretary and mailing address]  
Third Copy – For the unit’s records
A delegate or alternate delegate is not certified until his name, address and phone number has been provided on the certification.

[ATTACH LIST OF UNITS AND RESPECTIVE VOTING STRENGTHS]

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

LEGISLATIVE DISTRICT
OFFICIAL CALL
Legislative District Convention
of the [NUMBER][HOUSE OR SENATE]
District of the Republican Party of Virginia

As Chairman of the [NUMBER][HOUSE OR SENATE] District Committee of the Republican Party, and pursuant to the Plan of Organization and as recommended and directed by the Committee, I, [NAME], do hereby issue this call for a Legislative District Convention to be held at [LOCATION], starting at [TIME] local time on [DATE] for the purposes of nominating a Republican candidate for the office of [DELEGATE OR SENATOR] to be voted for in the [GENERAL OR SPECIAL] election on [DATE], and for the transaction of such other business as may properly come before the convention.

Qualifications for Participation

All legal and qualified voters of the [NUMBER][HOUSE OR SENATE] District under the laws of the Commonwealth of Virginia, regardless of race, religion, national origin or sex, who are in accord with the principles of the Republican Party and who, if requested, express in open meeting either orally or in writing as may be required, their intent to support all of its nominees for public office in the ensuing election, may participate as members of the Republican Party of Virginia in its mass meetings, party canvasses, conventions or primaries encompassing their respective election districts.

Military Provision

Declaration. Otherwise Qualified Military Members who seek to be represented at this Convention, and who because of the obligations of their official military orders, are unable to attend their respective Unit mass meeting, canvass or convention called for the purpose of selecting delegates to this Convention, and that in lieu of selecting delegates to represent them from their respective Unit they instead wish to be represented by the Military Delegation, shall send an e-mail declaration to [EMAIL ADDRESS OF CHAIR OR REPRESENTATIVE] not later than [TIME AND DATE OF DEADLINE FOR DECLARATION]. Such Declaration email shall include attached; a signed statement of intent to support all Republican Nominees in the General Election, an affirmation of their
official military orders precluding their attendance, and their email address for correspondence. The Chairman or his designee shall email respond to each Military Member to confirm the receipt of each email declaration.

**Candidate Preference Ballot.** Subsequent to the receipt of the Declaration, Qualifying Military Members will be sent a Ballot Preference Form to be returned by email. Qualifying Military Members shall be entitled to cast a Candidate Preference Ballot to convey their ordered candidate preferences for each public office (first choice, second choice, third choice, etc.). The Ballot shall be available at the RPV website (and at the Official Committee website if one exists). The Ballot Preference Form shall be returned to [EMAIL ADDRESS AND NAME] not later than [DEADLINE FOR BALLOT PREFERENCE FORM]. The Chairman or his designee shall email respond to each Military Member to confirm the receipt of each emailed returned ballot.

[NOTE: The Ballot Preference Form shall be emailed to each declared Military Member within seven (7) days of the receipt of (i) the Member’s declaration, or (ii) the filing deadline for candidates for public office, whichever is later. The deadline to return the ballot shall be at least twenty-one (21) days prior to the Delegate Certification deadline of the Call. The Chairman of the Official Committee or his designee shall be responsible for tallying the results of the Candidate Preference Ballots, and reporting the results to the Official Committee and the candidates for public office at least fifteen (15) days prior to the Delegate Certification deadline of the Call.]

**Military Delegates.** Persons who would otherwise qualify to be a Delegate from their local unit may request to be a Delegate to the Military Delegation instead. Such persons shall submit a pre-file statement to the local unit in accordance with the pre-file requirement in the local Call, or if none, directly to the District Convention Chairman at [EMAIL ADDRESS OF CHAIR OR REPRESENTATIVE] not later than [TIME AND DATE OF DEADLINE FOR PRE-FILE]. Such Pre-file statement or form shall include a statement of intent to support all Republican Nominees and their preference for candidates for public office, if any, along with any pre-file fees for Delegates specified in the Call. Current or former active duty or reserve military or military family members are highly encouraged to serve as Military Delegates. No one may serve as both a Delegate of the Military Delegation and a Delegate representing their local unit. (Copies of all pre-files shall be provided to all the candidates within seven (7) days of the pre-file deadline.)

[NOTE: The pre-file deadline shall be at least fifteen (15) days prior to the Certification Deadline of the Call.]

**Over-filing.** In the event that more candidates for Delegate to the Military Delegation have pre-filed than are allowed, Delegates shall be selected by the respective candidates for the highest public office in proportion to the first-choice results of the Candidate Preference Ballot. (e.g. If Candidate A for Governor receives 50% of the votes cast for first choice on the Candidate Preference Ballot for Governor, Candidate A shall select 50% Delegates allowed from the pool of pre-filed Delegates). In this case, candidates for
the highest office shall select their Delegates at least seven (7) days prior to the Certification deadline of the Call.

**Military Delegation Voting at Convention.** The Military Delegation shall be instructed to vote in proportion to the Candidate Preference Ballot results of all Military Members. Unless the Call or the Convention Rules specify otherwise, Military Delegates shall be free to cast their vote as they wish for votes other than votes for a nomination for public office.

**Composition of Convention**

The Convention shall be composed of delegates and alternate delegates of the respective units [see note] they represent. Representation shall be based on a percentage of the total number of Republican votes cast in each county and city [see note] in the last gubernatorial and presidential election combined. Each unit [see note] is allowed one (1) Delegate Vote for each [twenty-five (25) to five hundred (500); Legislative District Committee to choose exact number] Republican votes cast or major portion thereof. Each unit [see note] shall be entitled to at least one (1) Delegate Vote. The delegates and alternates shall be elected in county and city mass meetings, party canvasses or conventions that shall be called for this purpose in conformity with the Plan of Organization of the Republican Party of Virginia by each unit committee.

*[NOTE: legislative districts entirely within one unit should substitute precincts, wards, or magisterial districts, as applicable, in place of “unit” above]*

**Certification of Delegates**

The delegates present in a given delegation shall designate which alternate delegates shall vote in the place of an absent delegate except where the electing body electing the delegates has determined another method of alternate delegate selection. The said delegates and alternate delegates to the Convention so elected shall be certified in writing with their respective names and addresses including zip codes over the signatures of the permanent chairman and permanent secretary of the unit mass meeting or convention, or of the unit chairman of the unit committee which may have conducted a party canvass to select the delegates and alternate delegates.

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

Original – [Legislative District Chairman and mailing/delivery addresses]
Second Copy – [Legislative District Secretary and mailing/delivery addresses]
Third Copy – For the unit’s records

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

[ATTACH LIST OF UNITS AND RESPECTIVE VOTING STRENGTHS]

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

Model Calls for Party Canvasses: Legislative and Unit

LEGISLATIVE MODEL CALL

OFFICIAL CALL

Legislative District Party Canvass
of the [NUMBER][HOUSE OR SENATE] District of the Republican Party of Virginia

As Chairman of the [NUMBER][HOUSE OR SENATE] District Committee of the Republican Party, and pursuant to the Plan of Organization and as recommended and directed by the Committee, I, [NAME], do hereby issue this call for a Legislative District Party Canvass to be held at [LOCATION(S)], from [TIMES] local time on [DATE] for the purposes of: (a) nominating a Republican candidate for the office of [DELEGATE OR SENATOR] to be voted for in the [GENERAL OR SPECIAL] election on [DATE].

Qualifications for Participation
All legal and qualified voters of the [NUMBER][HOUSE OR SENATE] District under the laws of the Commonwealth of Virginia, regardless of race, religion, national origin or sex, who are in accord with the principles of the Republican Party and who, if requested, express in open meeting either orally or in writing as may be required, their intent to support all of its nominees for public office in the ensuing election, may participate as members of the Republican Party of Virginia in its mass meetings, party canvasses, conventions or primaries encompassing their respective election districts.

Filing Requirements
Candidates for the Republican nomination at said canvass shall file a written statement by mail or in person, to [NAME AND MAILING/DELIVERY ADDRESSES OF PERSON(S) DESIGNATED TO RECEIVE FILINGS], which must be received not later than [TIME AND DATE]. If only one candidate properly files, then said candidate shall be declared the Republican nominee and no canvass will be held.

[Note: if a filing form is used, information on where to obtain the form must be included in the call.]

Registration Fee
There will be no registration fee to participate in this canvass.

[ALTERNATE: A voluntary registration fee of [AMOUNT] is requested of each voter in this canvass.] [NOTE: a voluntary fee may be requested, but not required, when the canvass involves the nomination of any publicly elected official.]

Paid for and authorized by the [FULL NAME OF LEGISLATIVE DISTRICT COMMITTEE].
UNIT MODEL CALL
OFFICIAL CALL
Party Canvass of [NAME OF UNIT] of the Republican Party of Virginia

As Chairman of the [UNIT] Committee of the Republican Party, and pursuant to the Plan of Organization and as recommended and directed by the Committee, I, [NAME], do hereby issue this call for a Party Canvass to be held at [LOCATION(S)], from [TIMES] local time on [DATE] for the following purposes:

a) Nominating a Republican candidate for the office of [OFFICE] to be voted for in the [GENERAL OR SPECIAL] election on [DATE];
b) Electing a Unit Chairman;
c) Electing members of the Unit Committee as follows: [LIST PRECINCT NAME AND NUMBER OF MEMBERS, RESPECTIVELY, AND NUMBER OF AT-LARGE MEMBERS];
d) Electing up to [NUMBER] Delegates and an equal number of Alternates to the [STATE, DISTRICT, ETC.] Convention, to be held on [DATE] at [LOCATION], beginning at [TIME] for the purposes of [LIST PURPOSES]. Each unit is entitled to one (1) Delegate Vote per [NUMBER] Republican votes for Governor and President at their last election, so that [UNIT] is entitled to [NUMBER] Delegate Votes.

Qualifications for Participation
All legal and qualified voters of [UNIT] under the laws of the Commonwealth of Virginia, regardless of race, religion, national origin or sex, who are in accord with the principles of the Republican Party and who, if requested, express in open meeting either orally or in writing as may be required, their intent to support all of its nominees for public office in the ensuing election, may participate as members of the Republican Party of Virginia in its mass meetings, party canvasses, conventions or primaries encompassing their respective election districts.

Filing Requirements
Candidates for the nomination or election at said canvass shall file a written statement by mail or in person, to [NAME AND MAILING/DELIVERY ADDRESSES OF PERSON(S) DESIGNATED TO RECEIVE FILINGS], which must be received not later than [TIME AND DATE]. If not more than the number of persons to be elected shall file for each office, then such properly filed persons shall be declared nominated or elected as the case may be, and no canvass will be held for such purpose. [Note: if a filing form is used, information on where to obtain the form must be included in the call.]

Registration Fee
There will be [NO or AMOUNT] registration fee to participate in this canvass. [NOTE: a voluntary fee may be requested, but not required, if the canvass involves the nomination of any publicly elected official. If voluntary, state so above.]

Paid for and authorized by the [FULL NAME OF UNIT COMMITTEE].
APPENDIX F

Model Rules for a Mass Meeting

1. This mass meeting shall, to the extent applicable, be governed by and conducted in accordance with the following (giving precedence as listed): the State Party Plan, District or Unit Plan or By-Laws, these rules, and otherwise in accordance with Robert’s Rules of Order, Newly Revised (11th Edition).

2. Any person may attend the mass meeting, but only eligible voters duly registered by the Credentials Committee and Chairmen of the Mass Meeting committees may have the floor unless specially recognized by the Chair. Only eligible voters duly registered by the Credentials Committee may vote. No proxies are allowed at any time.

3. All voters shall meet the requirements as specified in the Call of the Mass Meeting.

4. The Credentials Committee shall report on the proper credentials of each voter and decide any question that may arise concerning eligibility to participate.

5. No one will be allowed on the Mass Meeting floor without proper credentials displayed.

6. A roll call shall be taken at the request of one-fifth (1/5) of the total Mass Meeting votes as certified by the Credentials Committee.

7. Elections shall require a majority of the total Mass Meeting vote as certified by the Credentials Committee. There shall be no cumulative voting.

8. No voter may change his or her vote after it has been collected or recorded by the unit chairman or a teller appointed by the unit chairman.

9. (Optional) Upon adoption of these rules, the temporary officials of the Mass Meeting shall be made permanent.

10. No resolution may be presented from the floor unless first submitted in writing to the Resolutions Committee for consideration. Each resolution shall be considered separately in the order contained in the committee report.

11. The order of business shall be as set forth below, provided, however, that upon majority vote of the Mass Meeting, an item may be omitted or added. The Chairman of the Mass Meeting may interrupt the order as he or she may deem appropriate.

A) Reading of the Call by the Party Secretary.
B) Election of Temporary Chairman
C) Election of Temporary Secretary
D) Appointment of Temporary Parliamentarian, Timekeeper and Sergeant-at-Arms.
E) Appointment of Temporary Committees.
F) Meetings of Committees.
G) Credentials Committee Report.
H) Rules Committee Report.
J) [if Rule 9 above is not adopted] Election of Permanent Chairman and Permanent Secretary.
K) [if Rule 9 above is not adopted] Appointment of Permanent Officials.
L) [if applicable] Nominations of candidates for public office [specify].
M) [if applicable] Election of persons to party offices [specify].
N) Resolutions Committee Report.
O) Other Business.
P) Adjournment.
APPENDIX G

Model Rules for a Convention

1. This convention shall, to the extent applicable, be governed by and conducted in accordance with the following (giving precedence as listed): the State Party Plan, District or Unit Plan or By-Laws, these rules, and otherwise in accordance with Robert’s Rules of Order, Newly Revised (11th Edition).

2. Any person may attend the convention, but only delegates, alternates and Chairmen of the Convention committees may have the floor unless specially recognized by the Chair. Only delegates, or alternates representing absent delegates, may vote.

3. All delegates and alternates shall meet the requirements as specified in the Call of the Convention.

4. Unless their electing body has adopted other specific instructions, the delegates present in a given delegation shall designate which alternate shall vote in the place of an absent delegate.

5. The Credentials Committee shall report on the proper certification of each delegation and decide any question that may arise concerning certification.

6. Delegations with fractionalized votes shall be enrolled so as to provide each delegate with at least one-fifth (0.2) Delegate Vote.

7. No one will be allowed on the Convention floor without proper credentials displayed.

8. Each county and city delegation shall have the number of votes as specified in the Call and certified by the Credentials Committee. The Military Delegation shall have the number of votes equal to the average of all other delegations to the convention (total delegate votes divided by total number of delegations). Military Delegation delegates will vote as described in the valid Candidate Preference Ballots. All other votes will be cast at the delegates discretion.

9. Delegations shall vote full vote unless otherwise designated by their electing body. Instructed delegations shall be recognized in accordance with the State Party Plan.

10. The vote of all delegations shall be reported to the nearest one-hundredth (0.01) vote, and there shall be no cumulative voting.

11. A roll call shall be taken at the request of one-fifth (1/5) of the total Convention votes as certified by the Credentials Committee.
12. No delegate may change his or her vote after it has been collected or recorded by the unit chairman or a teller appointed by the unit chairman.

13. (Optional) Upon adoption of these rules, the temporary officials of the Convention shall be made permanent.

14. No resolution may be presented from the floor unless first submitted in writing to the Resolutions Committee for consideration. Each resolution shall be considered separately in the order contained in the committee report.

15. The order of business shall be as set forth below, provided, however, that upon majority vote of the Convention, an item may be omitted or added. The Convention Chairman may interrupt the order as he or she may deem appropriate.

A) Reading of the Call by the Party Secretary.
B) Election of Temporary Chairman
C) Election of Temporary Secretary
D) Appointment of Temporary Parliamentarian, Timekeeper and Sergeant-at-Arms.
E) Appointment of Temporary Committees.
F) Meetings of Committees.
G) Credentials Committee Report.
H) Rules Committee Report.
J) [if Rule 13 above is not adopted] Election of Permanent Chairman and Permanent Secretary.
K) [if Rule 13 above is not adopted] Appointment of Permanent Officials.
L) [if applicable] Nominations of candidates for public office [specify].
M) [if applicable] Election of persons to party offices [specify].
N) Resolutions Committee Report.
O) Other Business.
P) Adjournment.
APPENDIX H

Model Rules for a Party Canvass

The [NAME] Committee of the Republican Party of Virginia, pursuant to the Plan of Organization of the Republican Party of Virginia, hereby adopts these Rules for the conduct of this Party Canvass.

1. The Republican Party Canvass shall be held at [LOCATION(S)] on [DATE], from [TIMES]. The purpose of the Canvass shall be [LIST PURPOSES].

2. This party canvass shall, to the extent applicable, be governed by and conducted in accordance with the following (giving precedence as listed): the State Party Plan, District or Unit Plan or By-Laws, these rules, and otherwise in accordance with Robert’s Rules of Order, Newly Revised (11th Edition).

3. Only eligible voters duly registered by the Credentials Committee may vote. No proxies are allowed at any time.

4. All voters shall meet the requirements as specified in the Call of the Party Canvass.

5. All legal and qualified voters of [ELECTION DISTRICT], under the laws of the Commonwealth of Virginia, regardless of race, religion, national origin or sex, who are in accord with the principles of the Republican Party and who, if requested, express in open meeting either orally or in writing as may be required, their intent to support all of its nominees for public office in the ensuing election, may participate as members of the Republican Party of Virginia in this canvass in their respective election districts.

6. A person who has made application for registration and meets all other requirements of the immediately preceding Rule, but whose name does not appear on the local registration books solely because of the books having been closed in connection with a local election, will nevertheless be deemed a legal and qualified voter.

7. The [NAME APPOINTING AUTHORITY] shall appoint a Credentials Committee of not more than [NUMBER] persons, to register those persons who offer to vote and to count the ballots once the polls are closed. The members of the Credentials Committee shall remain inside the room in which voting is conducted during the period in which voting takes place and until the ballots are counted.

8. The Credentials Committee shall decide any question that may arise concerning the qualifications of a candidate or eligibility to vote.

9. No one will be allowed in the voting area without proper authorization. Candidates shall not loiter or campaign in the room in which voting will take place.

10. No resolutions may be introduced.
11. The Credentials Committee shall prepare ballots listing the names of all qualified candidates for contested nominations or elections, who have properly filed as required in the Call of the Party Canvass.

12. As soon as the polls are closed, the Credentials Committee shall immediately proceed to ascertain the vote given at the Canvass and shall continue without adjournment until they declare the results of the canvass. Only the members of the Credentials Committee and two representatives of each candidate, if any, shall be permitted to remain in the room once the polls have closed and until the ballots are counted. Ballots shall then be placed in a sealed envelope and preserved and secured by the Credentials Committee for at least thirty (30) days in the event of any challenge to the results.

13. Candidates shall be elected on the basis of the highest plurality of votes received. If two or more persons have an equal number of votes and a higher number than any other person, the [NAME] Committee shall proceed publicly to determine by lot which of the persons shall be declared elected, after those persons have been notified and are allowed an opportunity to be present.

14. The [NAME] Committee shall preserve order inside and outside the polling place(s). No person shall hinder, intimidate, or interfere with any qualified voter so as to prevent the voter from casting a secret ballot. The [NAME] Committee may order a person violating this Rule to cease such action and, if such action continues, may remove such person from the polling place.
APPENDIX I

2015 [UNIT] Republican Committee [Mass Meeting/Convention]
Declaration of Candidacy Form

I, the undersigned, hereby declare that I am a candidate for the following:

(CHECK ALL THAT APPLY) Fees Paid

_____ Delegate, [UNIT] Republican Committee Mass Meeting
 on March 24, 2015
 (Voluntary filing fee of $5 to help defray costs) $_____

_____ Delegate to the [SENATE/HOUSE District NO.] 
 (Voluntary filing fee of $10 to help defray costs of Convention) $_____

_____ Additional voluntary contribution to [UNIT] 
 Republican Committee $_____

TOTAL FEES PAID (make one check payable to [UNIT] Republican Committee) $_____

I hereby certify that as of the date below I am a legal resident and a duly registered voter of the [UNIT], Virginia, and that I am in accordance with the principles of the Republican Party, and that I intend to support the nominees of the Republican Party in the 2015 General Election.

(PLEASE PRINT)
Name: __________________________________________________________

Street Address: ______________________________________________________

City/State/Zip: ______________________ Precinct ____________________

Email: _______________________________ Home Phone: ___________________

Occupation: ___________________________ Employer_____________________

SIGNATURE: ___________________________________ DATE: ______________

Please return this form and all fees due to the [UNIT] Republican Committee, C/O [NAME, ADDRESS] or in person at the Mass Meeting, by no later than [TIME, DAY, DATE].

[UNIT] Republican Committee ♦ [NAME], Chair
OFFICIAL CALL

Party Canvass of the Tenth Congressional District

Republican Party of Virginia

As Chairman of the Tenth Congressional District of the Republican Party of Virginia, and pursuant to the Plan of Organization and as recommended and directed by the District Committee, I, John Whitbeck, do hereby issue this call for a Party Canvass to be held from 10 a.m. until 3 p.m. on Saturday, April 26, 2014, for the purpose of nominating a Republican candidate for Member, U.S. House of Representatives, to be voted for in the November 4, 2014 General Election.

Balloting Stations by Locality

*In jurisdictions with more than one balloting station, voters are permitted to vote only at the balloting station assigned to the precinct in which they are registered.*

1. CLARKE COUNTY registered voters in all precincts vote at Berryville Primary School, 317 Main Street, Berryville, VA 22611.

2. FAIRFAX COUNTY

(a) *Langley High School, 6520 Georgetown Pike, McLean, VA 22101* for registered voters in the following precincts:

Hunter Mill Magisterial District: 240-Colvin


(b) *Centreville High School, 6001 Union Mill Road, Clifton, VA 20124* for registered voters in the following precincts:

Hunter Mill Magisterial District: 229-Fox Mill

Springfield Magisterial District: 803-Clifton, 804-Colchester, 805-Fairfax Station, 815-Woodyard, 838-Sangster, 839-Silverbrook, 841-Popes Head,
845-Fountainhead, 847-Greenbriar West, 849-Newgate North, 850-South Run, and 854-Newgate South


3. FREDERICK COUNTY registered voters in all precincts vote at **Millbrook High School, 251 First Woods Drive, Winchester, VA 22603.**
4. LOUDOUN COUNTY

(a) **Harmony Intermediate School, 38174 West Colonial Highway, Hamilton, VA 20158** for registered voters in the following precincts:

Blue Ridge Magisterial District: 301 – Purcellville, 302-Round Hill, 303-Hillsboro, 305-Philomont, 308-St. Louis, 310-Mountain View, 311-Round Hill Elementary, and 315-Firehouse


(b) **Stone Bridge High School, 43100 Hay Rd, Ashburn, VA 20147** for registered voters in the following precincts:


Ashburn Magisterial District: 808-Stone Bridge, 810-Cedar Lane, 813-Seldens Landing, 814-Newton-Lee, 815-Belmont Ridge, 817-Sanders Corner, 818-Broad Run, 819-Heritage Church, 820-Belmont Station, and 821-Lansdowne

Broad Run Magisterial District: 615-Hillside, 616-Eagle Ridge, 618-Mill Run, 620-Russell Branch, 621-Dominion Trail, 622-Farmwell Station, 623-Weller

Sterling Magisterial District: 701-Sully, 702-Park View, 703-Rolling Ridge, 705-Forest Grove, 707-Claude Moore Park, 708-Seneca, 709-Mirror Ridge, 710-Sterling

(c) **Freedom High School, 25450 Riding Center Drive, Chantilly, VA 20152** for registered voters in the following precincts:


Broad Run Magisterial District: 617-Oak Grove, 619-Ridgetop, 624-Moorefield Station

Town Hall, 122-Hutchison Farm

5. CITY OF MANASSAS registered voters in all precincts vote at Grace E. Metz Middle School, 9950 Wellington Road, Manassas VA 20110.

6. MANASSAS PARK registered voters in all precincts vote at Grace E. Metz Middle School, 9950 Wellington Road, Manassas VA 20110.
7. PRINCE WILLIAM COUNTY registered voters in all precincts vote at **Battlefield High School, 15000 Graduation Drive, Haymarket, VA 20169.**

8. CITY OF WINCHESTER registered voters in all precincts vote at **War Memorial Building, 1001 E Cork Street, Winchester, VA 22601.**

Qualifications for Participation

All legal and qualified voters of the Tenth Congressional District under the laws of the Commonwealth of Virginia, regardless of race, religion, national origin or sex, who are in accord with the principles of the Republican Party and who, if requested, express in open meeting either orally or in writing as may be required, their intent to support all of its nominees for public office in the ensuing election, may participate as members of the Republican Party of Virginia in its mass meetings, party canvasses, conventions or primaries encompassing their respective election districts.

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 with in the last five years. A single exception shall be approved for a voter that renounces affiliation with any other party in writing, and who expresses in writing that he or she is in accord with the principles of the Republican Party and intends to support the nominees of the Republican Party in the future. A voter who 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. The Tenth Congressional District Republican Committee will provide a copy of all signed renunciation statements to the Republican Party of Virginia, to be maintained for a period of five years.

Any voter who, subsequent to making a statement of intent, publicly supports a candidate in opposition to a Republican nominee is not qualified to participate as a member of the Republican Party of Virginia in its mass meetings, party canvasses, conventions, or primaries for a period of four (4) years.

Balloting

Balloting will begin at 10:00 a.m. and will end at 3:00 p.m., except that anyone in the registration line at 3:00 p.m. may continue the registration process.

In order to receive a ballot, the voter must present a valid, non-expired photo identification issued by the Commonwealth of Virginia, one of its political subdivisions, or the United States government.
A statement of intent, properly completed and signed by the voter, must be submitted at the time of registration. No ballot will be given to any voter who has not signed and submitted this statement of intent.

No absentee voting, proxies, or provisional ballots are permitted.

No registration fees are required for voting in this party canvass.

Votes will be counted only for those candidates whose names appear on the official ballot. No write-in votes will be permitted. Any ballot with more than one candidate name marked will be declared invalid.
Candidate Filing Requirements

Any person seeking election as the 10th District Republican Nominee for Member, U.S. House of Representatives must submit a completed and signed Official Filing Form, along with a non-refundable filing fee of $6,960.00 (six thousand, nine hundred and sixty dollars), paid by valid check or money order, not later than 5:00 p.m. on Saturday, March 1, 2014, to John Whitbeck, Chairman, 10th Congressional District Republican Committee, [AT ADDRESS], VA 20175 (weekdays between 9 a.m. and 5 p.m.) or [AT ALTERNATE ADDRESS], VA 20176 (evenings and weekends). Actual receipt is required. Postmarks will not govern. Incomplete or modified filing forms, and/or filing forms accompanied by an invalid check, will be returned, and the individual will be deemed to have not filed for candidacy. Mr. Whitbeck can be contacted at [PHONE NUMBER].

The Official Filing Form can be downloaded from the Republican Party of Virginia website, www.rpv.org.

If not more than one person properly files for candidacy and is determined to be qualified, then that person is deemed to be nominated and the canvass will not be held.

Committees

Chairmen of the Rules, Nominations, Credentials, Tellers, and Logistics Committees are appointed by the Chairman of the Tenth Congressional District Republican Committee. These committee chairmen will appoint the members of their respective committees at their own discretion. The committees will meet prior to the canvass on the call of their respective appointed chairmen.

The canvass will be governed by (giving precedence as listed): the Republican Party of Virginia Party Plan, the Call of the Canvass, and the Rules adopted by the Tenth Congressional District Republican Committee.

The nomination will be decided by the plurality of the valid votes cast at all balloting stations. The vote will not be weighted.

Paid for and authorized by the Tenth Congressional District Republican Committee, John Whitbeck, Chairman
Sample District Canvass Pre-file Form

Republican Party of Virginia
Tenth Congressional District Republican Committee
Official Candidate Filing Form
for
Republican Nominee for Member, U.S. House of Representatives
to be elected at the
Tenth District Party Canvass-April 26, 2014

MUST BE COMPLETED IN FULL

Print Full Name: _____________________________________________________________

Name as it is to appear on the ballot: ____________________________________________

See reverse side for instructions.

Legal Residence: (Post office box or general delivery will NOT be accepted.)
___________________________________________________________________________

Phone ___________________________________ Email ___________________________

Filing fee: $6,960.00

Suggested VOLUNTARY contribution: $3,040.00 To help defray costs of the party canvass and support the Tenth Congressional District

Committee.

Additional VOLUNTARY contribution: $__________________

Total Enclosed: $ __________________ All filing fees are nonrefundable.

By my signature below, in accordance with the Qualifications for Participation set forth in the Plan of Organization for the Republican Party of Virginia, I do hereby state my intent to support the 10th District Republican Congressional nominee in November 4, 2014 General Election. I further agree to remove all campaign signs and materials from the balloting stations at the conclusion of the party canvass, and not later than 5:00 p.m. on April 26, 2014.

_______________________________________________
Signature of Candidate

_______________________________________________
Date

Completed and signed form, along with a check or money order payable to 10th Congressional District Republican
Committee, must be submitted not later than 5:00 p.m. on Saturday, March 1, 2014, to John Whitbeck, Chairman, 10th Congressional District Republican Committee, [AT ADDRESS], VA 20175 (weekdays between 9 a.m. and 5 p.m.) or [AT ALTERNATE ADDRESS], VA 20176 (all other times). Actual receipt is required. Postmarks will not govern. Incomplete or modified filing forms, and/or filing forms accompanied by an invalid check, will be returned, and the individual will be deemed to have not filed for candidacy. Mr. Whitbeck can be contacted at [PHONE NUMBER].

Paid for and Authorized by 10th Congressional District Republican Committee, John Whitbeck, Chairman