



2021 Statewide Convention Credentials Committee

MEMORANDUM TO UNIT CHAIRS
April 12, 2021

Dear Unit and District Chairs,

Please review the below information which has been discussed and approved by the Credentials Committee. These are the rules which will govern the certification of the delegates for the 8 May Convention and other important subjects. We would suggest that each unit make every effort to collect the applications for delegates as soon as possible and transfer that certified list to RPV as soon as you have completed your certification.

Deadlines:

1. **Saturday, 24 April 2021 5 PM:** All local Unit lists of Certified Delegates must be submitted electronically to RPV. No Exceptions. Units shall send their lists of certified and rejected delegates and other information required to RPV in accordance with the State Party Plan, including, without limitation, Article VIII Sections (A)(10) and (H).
2. **Saturday, 24 April 2021:** RPV will post all polling locations by District and Unit
3. **Tuesday, 27 April 2021 5 PM:** All challenges to certified delegates must be completed and submitted in writing to Credentials Committee on the approved Challenge Form.
4. **Saturday, 1 May 2021 Noon:** Final Report from Credentials Committee to State Central Committee of list of all Certified Delegates eligible to vote.
5. **Saturday, 8 May 2021:** Unassembled Convention at multiple locations

Relevant Forms:

1. **Delegate Filing Form:** Units should attempt to collect as much information on the filing forms as possible so that they can identify the potential delegate and notify the correct person that the application is certified or rejected. The form denotes that contact information is required so the Unit Chair and the Credentials Committee have means of obtaining information if needed. Please note that if there is no phone number or e-mail provided on the form, the Chair has only the USPS address for contact.
2. **Bring Your Forms:** All Unit Chairs should bring **original or copies** of all delegate filing forms for their respective unit to the polling locations for review if there is a question about certification on convention day.
3. **Day of Convention Panel Form:** In the event a unit encounters a credentialing issue on May 8, the issue will be resolved by a panel of Credentials Committee members assigned to that respective unit. The Credentials Committee will provide a form on which the Unit Chair will document the issue and the decision of the Credentials Committee panel.
4. **Official Challenge Form:** The Official Challenge Form will be posted on the RPV website. Each challenge **MUST** be submitted in writing on this form which must be completed fully with all

documentation written on the form or attached to it and signed under oath and notarized. There will be a separate e-mail to which all challenges must be sent by the deadline.

5. **Official Appeal Form:** The Official Appeal Form will be posted on the RPV website. Each appeal MUST be submitted in writing on this form which must be completed fully with all documentation written on the form or attached to it and signed and witnessed. There will be a separate e-mail to which all appeals must be sent by the deadline.

Certification of Delegates:

1. Delegates must be certified before they will be permitted to vote at the May 8, 2021 Statewide Convention. Unit Chairs shall certify delegates from their respective unit committees.

- a. All certified delegates must be **registered to vote** in the locality in which they seek to vote by no later than the pre-filing deadline set by the unit committee.
- b. Units should carefully examine all filings and be on the lookout for misspellings, transposition of names, married vs maiden name registrations, residence changes and other issues.
- c. If a unit cannot resolve a registration issue on its own with the information provided, it will compile such filings in a list and then consult with their city or county voter registrar and the potential delegate in an attempt to resolve the issue one way or the other in sufficient time before the certification deadline so as to provide potential delegates proper and timely attention and resolution of their issue.

2. GOP Data Center can be used to check voter registrations and to look-up past votes in Democrat primaries. As per Party Plan, each person has one "get-out-of-jail pass," meaning that if a potential delegate voted in a Democrat Party Primary in the past five years, they must sign a renunciation statement in order to be eligible to vote in this Convention.

3. Other permitted criteria are described in the RPV State Party Plan in Article 1 Sections A and B. No other criteria may be used.

4. The Credentials Committee strongly recommends that the Units notify such potential delegates if the unit cannot certify them as a delegate and to provide them the reason why.

5. The more careful the Chairs are in certification, the fewer challenges and the fewer disappointed, unhappy people on Convention day.

6. Unit Chairs should carefully study the State Party Plan regarding delegate certification, paying special attention to Article VIII Sections (A)(10) and (H).

7. Unit Chairs shall sign their delegate certification and rejection lists. By signing, a Unit Chair represents and warrants that only appropriate criteria described in the RPV State Party Plan as per the above were used in certifying or rejecting delegates.

Appeals of Unit Decisions to Reject Delegates:

1. All appeals of decisions by units to reject a delegate must be submitted to the Credentials Committee solely by email sent to challenges@virginia.GOP and must fully comply with the rules, processes and procedures described herein or else they will be rejected. The Credentials Committee shall decide all appeals. As there is insufficient time to accommodate in person hearings on appeals, the Credentials Committee shall make decisions on appeals based on the information provided to it.

2. All appeals must be submitted by the individual appealing the decision of a unit denying their certification as a delegate to the 2021 Statewide Convention.
3. All appeals must be properly and timely submitted on or before **5 PM, Tuesday, 27 April, 2021**, without exception. **No Extensions will be granted.** Failure to timely file shall result in the appeal being rejected.
4. Appeals may only be made on an individual basis. No more than one individual may file an appeal on each Appeal Form. Multiple appeals on a single form will result in all of the appeals on the form being rejected. Appeals on behalf of groups or blocs by individuals are strictly prohibited.
5. Each appeal must be submitted on an individual Appeal Form in writing and fully completed with all supporting documentation attached in the same e-mail.
6. A unit whose decision has been appealed may, but is not required to, respond to the appeal. Responses may be made in writing by email to challenges@virginia.GOP and should be submitted by **Wednesday, 28 April 2021 5 PM**. No other responses will be accepted by the Credentials Committee.

Challenges of Certified Delegates:

1. All challenges must be submitted to the Credentials Committee solely by email sent to challenges@virginia.GOP and must fully comply with the rules, processes and procedures described herein or else they will be rejected. The Credentials Committee shall decide all challenges. As there is insufficient time to accommodate in person hearings on challenges, the Credentials Committee shall make decisions on challenges based on the information provided to it.
2. All challenges must be submitted by a certified delegate to the 2021 Statewide Convention.
3. Challenges may only be made on an individual basis against the seating of individual delegates. No more than one delegate may be challenged on each Challenge Form. Multiple challenges on a single form will result in all of the challenges on the form being rejected. Challenges to groups or blocs of delegates are strictly prohibited.
4. Each challenge must be submitted on an individual Challenge Form in writing and fully completed with all supporting documentation attached in the same e-mail and signed under oath and notarized by the delegate bringing the challenge.
5. Due process is an essential element in any fair set of delegate challenge procedures.
 - a. The delegate bringing the challenge MUST notify the delegate being challenged at the same time the challenge is filed with the Credentials Committee by serving a copy of the fully completed and signed Challenge Form and supporting documentation on the delegate being challenged and the Unit Chair of the unit to which the challenged delegate belongs.
 - b. Such service shall be made by the delegate bringing the challenge by sending such form and documents to the challenged delegate at their email address or by 2 day delivery USPS if no email address is provided and to the appropriate Unit Chair at their email address.
 - c. If an email is provided for the challenged delegate or if it is supplied by the unit or Unit Chair, it must be used for service or else the challenge will be rejected.
 - d. If the unit has an email for the challenged delegate but no email was listed on the challenged delegate's filing form, the Unit Chair must provide the email to the Credentials Committee.

- e. The delegate bringing the challenge must submit proof of service (proof of mailing/sending email to the challenged delegate) when they file their challenge with the Credentials Committee.
 - f. The challenged delegate may, but is not required, submit a response to the Credentials Committee. Failure to respond shall not prejudice a challenged delegate in any way. Responses should be submitted to the Credentials Committee at challenges@virginia.GOP by **5pm on April 28, 2021**. Challenged delegates need not send their response to the delegate who is challenging them but should send their response to their respective Unit Chair.
6. Any challenge which is not submitted on the official Challenge Form, does not provide documentation, does not contain a clearly ascertainable factual basis, is incomplete, lacks supporting information, is not signed, is not notarized, or is late will be rejected and the challenge will not be considered.
7. A challenger's failure to comply with these rules, processes and procedures shall result in the challenge being denied.
8. All challenges must be properly and timely submitted on or before **5 PM, Tuesday, 27 April, 2021**, without exception. **No Extensions will be granted.** Failure to timely file shall result in the challenge being rejected.
9. No challenges to remove certified delegate will be heard after the aforesaid deadline, including on Convention Day.
10. Each challenging delegate and each challenged delegate will be notified by Credentials Committee of the decision rendered by the Credentials Committee.
11. Poll books printed by RPV will reflect the results of the challenges per the report of the Credentials Committee to the RPV State Central Committee.

Convention Day:

- 1. All Unit Chairs or their designees shall be at the polling location(s) for their Units and will bring the delegate filing forms to the voting location.
- 2. Any Credentials questions shall be brought to the Credentials Committee which shall have panels of credentials committee members assigned to polling locations who shall be available by phone. The Panels will create a written record by a Credentials Committee member assigned to be the Scribe, to record the deliberations and decision, for full accountability.

Thank you for the long hours and hard work you are doing to have a productive convention with as few problems as possible.

Free, fair, safe, and legal elections,

Clara Belle Wheeler, MD
Chairman, Credentials Committee