



# THE REPUBLICAN PARTY OF VIRGINIA BEACH CITY COMMITTEE BYLAWS

March 12, 2012



## **ARTICLE I**      **ORGANIZATION AND OBJECTIVE**

### **Section A**            NAME

There shall be a City Committee of the Republican Party of Virginia Beach, hereinafter referred to as the City Committee.

### **Section B**            POWERS

All the powers and duties of the Republican Party of Virginia Beach and the City Committee are derived from the “PLAN OF ORGANIZATION OF THE REPUBLICAN PARTY OF VIRGINIA” hereinafter referred to as the STATE PARTY PLAN. No action of the City Committee or these Bylaws shall conflict with the State Party Plan or amendments thereto.

### **Section C**            PURPOSE

The purpose of the City Committee shall be to promote the principles of the Republican Party, to encourage, nominate, and elect Republican candidates to partisan public office(s) and to inform and assist elected Republican officials.

## **ARTICLE II**      **MEMBERSHIP**

### **Section A**            QUALIFICATION FOR PARTICIPATION IN PARTY AND CITY COMMITTEE ACTIONS.

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

### **Section B**            CITY COMMITTEE MEMBERSHIP SHALL CONSIST OF:

1. A Chairman.
2. One or more Vice Chairmen, a Secretary and a Treasurer who shall be members of the City Committee; these officers shall be elected at the first meeting of the City Committee, which follows the election of the City Committee Chairman and members of the City Committee.
3. Precinct Membership – The number of City Committee members from each precinct in Virginia Beach shall be determined by the City Committee on the basis of votes cast in the city of Virginia Beach for a Republican candidate for President and

Governor in the most recent elections, but not less than one (1) member from each precinct. Precinct members must reside in the precinct from which elected.

4. At-Large Membership – Additional at-large membership may be created, which shall not exceed in number 30% of precinct membership, or such percentage as otherwise determined by the current State Party Plan. Such members may reside in any precinct.
5. Absentee Ballot Membership – There shall be an absentee ballot precinct. The number of members on the City Committee for this precinct will be determined on the basis of absentee ballots cast in the city of Virginia Beach for a Republican candidate for President and Governor in the most recent elections on the same basis as other precincts.
6. Ex-officio Membership – All publicly elected Republican officials in Virginia Beach shall be members of the City Committee.
7. Chairman Emeritus – There shall be a single Chairman Emeritus from whom no dues shall be required.
8. Second Congressional District Chairman, when said Chairman resides in the City of Virginia Beach.
9. Associate and Student members.

**Section C**            ELECTION

1. The Chairman and precinct members of the City Committee shall be elected by the convention, mass meeting, Party canvass, or primary called for the purpose of electing delegates to the Biennial Congressional District convention for a term of two (2) years or until their successors are elected, unless sooner removed or resigned.
2. Vacant City Committee seats, not filled at (1) above, may be filled at the first meeting of the City Committee following the election of the City Committee Chairman. At this meeting only, members may be both nominated and elected first to fill vacant precinct seats, then absentee ballot seats, and at-large seats, provided that a person must be present at the meeting in order to be nominated and elected. Members elected at this meeting shall serve a term of two years or until their successors are elected, unless sooner resigned or removed. Also, at this meeting only, after vacant precinct seats are filled, the absentee ballot seats and at-large seats may be filled by those candidates receiving a plurality of the votes cast as opposed to a majority of the votes cast.

**Section D**            REMOVAL

1. Any member except an ex-officio member shall automatically lose his or her status as a member of the City Committee who:
  - a. Fails to attend, whether in person or by proxy, three consecutive duly called meetings; or fails to personally attend 50% of the meetings in any elected year; May 1 -April 30.
  - b. Fails to pay his/her annual dues in accordance with the Standing Rules.
2. The Chairman or any other member of City Committee may be removed from office by a two-thirds vote of the other members of the City Committee; after being furnished with notice that such removal will be sought, with the charges, in writing and signed by not less than one-third of the members of the City Committee and allowing 30 days within which to appear and defend him/herself.
3. Any member of City Committee who is removed for cause other than as stated in paragraph 1a or 1b of this Section, or who resigns because of actions inconsistent with the best interests of the City Committee as set forth in Article I, Section C of these Bylaws, shall not thereafter be re-nominated for membership in the City Committee for a period of five (5) years.

**Section E** APPEAL

Any person having been automatically removed from the City Committee pursuant to the provision of the preceding Section D., 1a or 1b, may appeal to the Executive Committee for reinstatement and such appeal may be granted for good and sufficient reason.

**Section F** VACANCIES

1. In the event of the death, resignation, removal, or inability to act as the City Committee Chairman, the Executive Committee shall call a special meeting of the City Committee to be held within thirty days for the purpose of electing a new City Chairman to fill the unexpired term.
2. The Executive Committee shall fill a vacancy in any City Committee elected officer position, except the Chairman, provided that notice of the vacancy has been included in the call for the Executive Committee meeting.
3. Members may be elected to fill any vacancy at any regularly called meeting of the City Committee provided that notice of such existing vacancy shall be given with the call for the meeting. Candidates for such vacancies shall be nominated at a regularly scheduled meeting of the City Committee and voted upon at the next regularly scheduled meeting. All such candidates shall be required to be present at both such meetings, except at the discretion of the Chairman. A candidate present when nominated may be voted upon when absent if just cause for the candidate's absence exists.
4. Whenever candidates, electors, delegates or alternates have been duly elected by a convention or mass meeting and a vacancy occurs, the City Committee is authorized to fill such vacancy in formal meeting by majority vote after due notice of such intent has been included in the call for the meeting.
5. Any City Committee member who moves to another precinct and no vacancy exists in that precinct will become an at-large member until a vacancy occurs in the new precinct. If there is no vacancy in the at-large seats, a special at-large, non-voting status is created until the earliest vacancy occurs in the at-large or the new precinct.
6. The spouse, or children, or parents of a precinct member of the City Committee residing in the same household with such member shall not be eligible for election to a precinct seat in the same precinct presently represented by such member, but nothing in the Bylaws shall prevent such a person from being an absentee ballot member or at-large member of the City Committee or finishing a properly elected term.
7. Subject to the preceding paragraph, if a vacancy occurs in a precinct and there is an at-large member from the precinct, he or she will fill that precinct seat. In the event there is more than one eligible at-large member, the most senior in terms of the City Committee membership shall be assigned to the precinct seat.

**Section G** GOVERNANCE

All City Committee meetings shall be governed by and conducted in accordance with, giving precedence as listed, to the following: the State Party Plan; these Bylaws, and the current edition of Roberts Rules of Order.

**Section H** PROXY

A member of the City Committee may be represented at any City Committee meeting by a proxy, subject to the following conditions:

1. No individual may cast more than one vote at any meeting; thus a proxy may not be given to a current member of the City Committee.

2. The proxy designated must reside in the same precinct as the City Committee member if he holds the precinct seat and in any event must meet the qualifications for membership as stated in Article II, Section A.
3. All proxies must be in writing, signed by the maker on the form provided in the call for the meeting or a facsimile containing all of the information required by the standard proxy form.
4. The City Committee member giving it at any time prior to its exercise may withdraw any proxy.

**Section I** DUTIES OF MEMBERS OF CITY COMMITTEE

1. Members of City Committee assume an obligation to assist in building the Republican Party and electing its candidates. This obligation includes active participation as a member of at least one Standing or Special Committee.
2. It shall be the responsibility of all City Committee members who reside within a particular precinct, whether precinct or at-large members, to appoint or provide a Precinct Captain for their respective precinct to the Precinct Organization Committee.
3. All members of the City Committee shall actively support the objectives of the City Committee by assisting, to the best of their ability, the Precinct Captain for the precinct in which they reside.
4. The duties and responsibilities of the Precinct Captain shall be set forth in an Addendum to the Bylaws of the Republican Party of Virginia Beach.

**ARTICLE III** **MEETINGS OF THE CITY COMMITTEE**

**Section A** GENERAL

Meetings of the City Committee shall be held upon written or, at the option of the member, electronic notice of not less than one week on the call of the Chairman, or on the call of one-third (1/3) of the members, which notice shall include the agenda for the meeting. Thirty per cent (30%) plus one vote of the voting members of the City Committee shall constitute a quorum for the transaction of business; however, a quorum of greater than fifty per cent (50%) shall be required for the change of the Bylaws.

**Section B** LOCATION

All City Committee meetings shall be held in a building appropriate for public use and shall be open to the public.

**ARTICLE IV** **EXECUTIVE COMMITTEE**

**Section A** OFFICERS

The officers of the City Committee shall be the Chairman, one or more Vice Chairmen, a Secretary and a Treasurer. All officers and a Parliamentarian shall be members of the Executive Committee.

**Section B** DUTIES OF OFFICERS

1. The City Committee Chairman shall be responsible for the general execution and implementation of the programs and policies of the City Committee, commensurate with achieving the goals of the Party Plan. In addition, the City Chairman shall:

- a. Call mass meetings or conventions in accordance with the Party Plan and preside over the same until a temporary organization is effected;
  - b. Represent the City Committee on the Republican Second Congressional District Committee;
  - c. Convene and preside over the City Committee no less than once each three month period and more frequently when the needs of the Party so demand;
  - d. Appoint a committee of three (3) members to examine the Treasurer's records and accounts at the close of the fiscal year and report to the City Committee. The Vice Chairman/Finance shall be included.
  - e. Be responsible for sending written notice of the call for a City Committee meeting to all members of the Committee;
  - f. Serve as the spokesman for the Republican Party of Virginia Beach and its City Committee;
  - g. Appoint Chairmen of Standing and Special Committees, after consultation with the Executive Committee;
  - h. Appoint a General Counsel (non-voting member);
  - i. Appoint a Parliamentarian.
2. The general duties of the Vice Chairmen shall be to provide assistance and direction to the various Standing and Special Committees and serve in the absence of the City Committee Chairman. Specific duties of Vice Chairmen are set forth in an Addendum to the Bylaws.
  3. The duties of the Secretary shall be to take the minutes and maintain the records of the City Committee meetings. The Secretary shall be responsible for the maintenance and the filing of official documents at Party Headquarters; call a City Committee meeting upon the petition of one-third (1/3) of the City Committee members, and call a City Committee meeting upon the Chairman's death, resignation or inability to act within thirty (30) days of such occurrence for the purpose of electing a new Chairman. This section is in no way to be constructed to inhibit the ability of one-third (1/3) of the City Committee membership to call a City Committee meeting directly themselves, according to the provisions of the State Party Plan. The Secretary shall take minutes of all meetings of the City Committee, the Executive Committee and the Board of Directors and keep them in his/her custody. The Secretary shall have available for reference at all meetings current copies of the City Committee Bylaws and the Party Plan. The Secretary shall keep an accurate list of attendance of the membership and shall notify the Chairman when a member becomes delinquent pursuant to Article II, Section D of these Bylaws. The Secretary shall deliver all official records in his/her custody to his/her successor within ten days of the expiration of his/her term of office. The Secretary shall keep an accurate list of the names and addresses of all members and shall provide all members of the City Committee with a copy of it. The Secretary shall maintain a current record of precinct and at-large members and report vacancies in the call for all meetings.
  4. The Treasurer shall be responsible for the safekeeping and disbursement of all City Committee funds. The Treasurer shall be authorized to distribute funds under the following conditions:
    - a. In accordance with an annual budget approved by the City Committee as authorized by the City Chairman, provided adequate funds are on hand to meet any priority obligations as established by such a budget.
    - b. By authority of the Executive Committee for expenditures not exceeding \$500.00 of budgeted funds provided a source of funds to meet other obligations is clearly identified.

The Treasurer and the City Committee Chairman are empowered to open a bank account in the name of the Republican Party of Virginia Beach City Committee and to make deposits and withdrawals from such account. The Treasurer shall present at each City Committee meeting a report covering the preceding calendar month; the Treasurer shall present an annual report to the City Committee at the end of the fiscal year. The Treasurer shall keep proper records, which include electronic copies of all

checks received and disbursed, and are to be open to inspection by any member of the City Committee at all reasonable times, and upon reasonable notice. The Treasurer shall establish a Budget Reserve Account, starting with the fiscal year May 1, 2010, to fund special purpose projects and cash shortages as deemed necessary by a majority of the Board of Directors and at least a vote of fifty percent (50%), plus one, of the membership of the City Committee. The Treasurer shall deliver all official records in his/her possession to his/her successor within ten days of the expiration of his/her term. The Treasurer shall be a member of the Finance Committee as herein provided.

**Section C** MEETINGS OF EXECUTIVE COMMITTEE

1. Meetings of the Executive Committee may be called at the discretion of the City Committee Chairman, by any three (3) officers of the City Committee or as dictated by these Bylaws. A majority of the members shall constitute a quorum.

**ARTICLE V** **BOARD OF DIRECTORS**

**Section A** MEMBERSHIP

1. Members of the Board shall include members of the Executive Committee, the Chairman Emeritus, the Immediate Past Chairman of the City Committee, the General Counsel (non-voting), Chairmen of Standing Committees, Chairmen of Special Committees, a Republican elected official serving all or part of the City of Virginia Beach in the General Assembly who shall be designated from among themselves, a Republican elected official serving the City of Virginia Beach as a Constitutional Officer who shall be designated from among themselves, the Chairman of the Second Congressional District when said Chairman resides in the City of Virginia Beach, Presidents of the of the Republican Women’s Clubs, one representative from the High School Republicans, the President of the Young Republicans and one representative from the College Republican Clubs provided they are registered voters in Virginia Beach. A representative (non-voting) for the Republican Professionals Network shall also be included. All voting members of the Board of Directors shall be members of the City Committee.

**Section B** DUTIES

1. The Board shall carry on the business of the City Committee in conformity with the policies and programs of the Republican Party. It shall have the general power to administer the affairs of the City Committee between business meetings, with the exception of Resolutions which shall be approved or disapproved by the City Committee membership, and shall report its actions to the City Committee.
2. The Board is responsible for planning and conducting a semi-annual orientation meeting for the new members of the City Committee.

**Section C** PURPOSE AND MEETINGS

1. The Board shall meet prior to a regularly or specially called City Committee meeting for the purpose of developing policy, recommending programs, and any other necessary tasks needed for the fulfillment and operation of the City Committee. A proxy is not permitted.
2. A meeting of the Board of Directors may be called at any time by the City Committee Chairman or three (3) Executive Committee members. In the event of an emergency as determined by the Chairman, meetings may be held by videoconference or by

teleconference in accordance with special rules adopted by the Executive Committee.

1. A Republican elected official in the General Assembly serving all or part of the City of Virginia Beach who shall be designated from among themselves, a Republican elected official serving the City of Virginia Beach as a Constitutional Officer who shall be designated from among themselves, the Chairman of the Second Congressional District when said Chairman resides in the City of Virginia Beach, Presidents of the of the Republican Women's Clubs, the President of the Young Republicans and one representative from the College Republican Clubs shall be voting members but their absence shall not impact the quorum which shall be a majority of all other voting members of the Board.

## **ARTICLE VI    STANDING COMMITTEES**

The City Chairman shall be a non-voting ex-officio member of all Standing Committees. Working papers of all committees and all project chairmen shall be filed with the Secretary upon completion of a term of office or a Party function. The Secretary shall file all such reports at the Headquarters of the Republican Party of Virginia Beach.

### **Section A            STANDING COMMITTEES**

1. Administration
2. Campaign Liaison
3. Finance
4. Membership
5. Operations
6. Precinct Organization

### **Section B            HOW SELECTED AND APPOINTED**

Chairmen of Standing Committees shall be appointed by the City Committee Chairman in concurrence with the Executive Committee and shall be members of the City Committee; members of the Standing Committees need not be members of the City Committee. The Standing Committee Chairmen shall appoint Committee members with the concurrence of the City Committee Chairman.

### **Section C            DUTIES**

Standing Committee Chairmen shall provide written reports to the Board of Directors on a quarterly basis or more often if appropriate or requested. Reports shall be given to the Secretary who shall file them at the Party Headquarters. Specific duties are set forth in an Addendum to these Bylaws.

## **ARTICLE VII    SPECIAL COMMITTEES**

The City Committee Chairman shall be a non-voting ex-officio member of all Special Committees. Special Committee Chairmen shall be voting members of the Board of Directors, with the exception of the Chairman of the Mass Meeting Arrangements Committee.

**Section A** SPECIAL COMMITTEES

Special Committees may be appointed by the Chairman, with concurrence of the Executive Committee. Chairmen of Special Committees shall be members of the City Committee; members of the Special Committees may or may not be members of the City Committee and are appointed by the Chairman of each Special Committee, with the concurrence of the City Committee Chairman. Special Committees and their duties are set forth in an Addendum to these Bylaws.

**ARTICLE VIII PUBLIC ELECTIONS**

**Section A** CITY COMMITTEE

1. To the extent permitted by law, the City Committee shall determine whether Republican candidates for constitutional and other local partisan public offices shall be nominated by mass meeting, Party canvass, convention or primary and whether the City Chairman and Committee members shall be elected by mass meeting, Party canvass, convention, or primary.
2. The City Committee shall call all regular mass meetings, Party canvasses, and conventions and such special mass meetings, Party canvasses, or conventions as it deems necessary and make arrangements therefore, including the time and place and, if a convention, the basis for representation.
3. The City Committee shall cooperate with the State Central Committee, its Congressional District Committee, and the Legislative District Committees within its boundaries in conducting all elections and fund-raising activities.
4. Candidates who seek the Republican Party's nomination for such offices shall sign a declaration that they are a Republican, that they are not members of any other political Party, will not participate in the nomination process of any other political Party and intend to support all of the Republican nominees in the ensuing election.

**Section B** FUNDS

The City Committee may, by majority vote, contribute from its funds to any campaign or worthwhile Republican endeavor.

**ARTICLE IX AMENDMENTS**

**Section A** BYLAWS

These Bylaws may be amended by the City Committee upon two-thirds (2/3) vote of the voting members present provided a quorum is in place at the time of the vote. Those abstaining from voting reduce the number upon which the two-thirds (2/3) majority is calculated. Notice of the proposed amendment(s), including the substance of the change, shall be included in the call for the meeting at which the amendment(s) will be voted. These Bylaws shall become effective immediately following adoption.

**Section B** STANDING RULES AND ADDENDUMS

Standing Rules and Addendums may be adopted and amended from time to time by majority vote of the City Committee without prior written notice.

Adopted - November 14, 1994

Amended - April 13, 1998; February 11, 2002

Revised – March 19, 2007

Amended – August 13, 2007; April 13, 2009; May 11, 2009; September 13, 2010, March 12, 2012



## STANDING RULES

### 1. CITY COMMITTEE DUES

- a. City Committee members elected at the biennial mass meeting or convention called for the purpose of electing delegates to the District and/or State Conventions shall pay fifty dollars (\$50.00) annually. Ex-officio members of City Committee do not pay dues. All other elected City Committee members shall pay their dues within thirty (30) days following the date of their election. Membership dues shall be valid for the May 1 through April 30 membership year.
- b. A person elected to fill a previously filled City Committee seat shall be considered a new City Committee member with respect to payment of dues.
- c. Failure to pay dues as scheduled above is cause for dismissal. The Secretary shall notify the member via U.S. mail that unpaid dues are cause for loss of membership. Failure to pay after written notice shall result in termination of membership.

### 2. ASSOCIATE MEMBERS

Any individual who is not a resident of Virginia Beach shall be eligible to become a non-voting Associate Member of the City Committee by paying twenty-five dollars (\$25).

### 3. STUDENT MEMBERS

Any student under the age of 18 years shall be eligible to become a non-voting Student Member of the City Committee upon paying a fee of fifteen dollars (\$15).

### 4. FISCAL YEAR

The Fiscal Year shall be May 1 to April 30.

### 5. COMMITTEE CHAIRMEN

Chairmen of Standing Committees and Special Committees may be removed from office by a vote of two-thirds (2/3) of the members of the Executive Committee.

### 6. NEUTRALITY PRIOR TO CONTESTED NOMINATIONS FOR ELECTED OFFICE

Neither the Chairman of the City Committee nor the Chairman of the Campaign Liaison Committee shall endorse a candidate in a contested nomination in any election.

### 7. ALLOCATION OF SEATS BY PRECINCT FOR THE REPUBLICAN PARTY OF VIRGINIA BEACH CITY COMMITTEE

- a. Article II, Section B of these Bylaws state: "The number of City Committee members from each precinct in Virginia Beach shall be determined by the City Committee on the basis of votes cast in the city of Virginia Beach for a Republican candidate for President and Governor in the most recent elections, but not less than one (1) member from each precinct, as required by the State Party Plan". In addition, it states: "additional at-large membership may be created, which shall not exceed in number 30% of the precinct membership".
- b. The City Committee shall determine the total numbers of members of the City Committee seats. The current total number shall be no more than 400 seats, to include at-large seats.
- c. The City Committee is required to reallocate City Committee seats in accordance with the State Party Plan and shall adjust these allocations according to the latest precinct creation and boundary readjustment approved by the Virginia Beach Board of Elections and the City Council of Virginia Beach. These numbers shall be revised prior to each mass meeting at which the City Committee Chairman is to be elected.

### 8. ALL VOTING MEMBERS OF THE BOARD OF DIRECTORS SHALL BE MEMBERS OF THE CITY COMMITTEE.

## 9. NON-PARTISAN ELECTIONS

- a. The Republican Party of Virginia Beach shall not endorse nor provide funds for any candidate in a non-partisan election.
- b. Participation in a non-partisan election process shall be limited to announcements of campaign-related activities in the electronic newsletter “Red Read” and the Website for any member of the Republican Party of Virginia Beach who is a candidate for election to a non-partisan office. In addition, such candidates for non-partisan offices may be introduced at City Committee or other official meetings and seek support from members of the City Committee.

Adopted – March 19, 2007

Amended – July 14, 2008; March 9, 2009; April 13, 2009; February 8, 2010; July 12, 2010;  
March 14, 2011; February 13, 2012

## ADDENDUMS

Addendums may be amended by a majority vote at any City Committee meeting.

### 1. VICE CHAIRMAN

- a. The Vice Chairman shall serve as Acting Chairman of the City Committee during the absence or disability of the Chairman of the City Committee and, in the event the Chairman of the City Committee dies, resigns, or is otherwise unable to serve, the Vice Chairman shall serve as Chairman of the City Committee pending action under Section F of Article II of the Bylaws.
- b. The Vice Chairman shall assist with planning of programs presented at City Committee meetings, the agenda for Board and City Committee meetings, and additional duties as directed by the Chairman.

### 2. STANDING COMMITTEES

- a. Administration
- b. Campaign Liaison
- c. Finance
- d. Membership
- e. Operations
- f. Precinct Organization.

### 3. DUTIES OF STANDING COMMITTEES

- a. Administration – shall be chaired by a member of City Committee and responsible for logistics requirements of City Committee meetings as well as official Party documents distributed at the meetings. The Administrative Committee Chairman shall serve as liaison to Special Committees. The Administrative Committee shall include the Secretary, the Chairman of the Bylaws Committee and other members as deemed necessary.
- b. Campaign Liaison – shall be chaired by a member of the City Committee and include such other members as deemed necessary. It shall be the duty of this committee to act as liaison between the City Committee and any Republican candidates and their campaigns. The Campaign Liaison Committee shall inform the City Committee of any activities of such campaigns and shall seek out opportunities for City Committee members to participate in support of such campaigns.

- c. Finance – shall be chaired by a member of the City Committee and consist of the Finance Chairman, the Treasurer, the Chairman of the 120 Club and such other members as the Chairman designates. This Committee shall be responsible for the overall planning and supervision of the financial affairs of the City Committee. It shall plan, organize and supervise the raising of funds for the City Committee, and shall coordinate such efforts with the District and State Central Committees. It shall prepare an annual budget to be presented by the Treasurer to the Executive Committee and the Board prior to the June meeting and shall perform such other duties as shall be assigned by the City Committee Chairman.
- d. Membership – shall be chaired by a member of the City Committee and shall include other members as deemed necessary. It shall be the responsibility of this committee to seek out individuals to become members of the City Committee, distribute materials and information about City Committee to potential members from all segments of the community and to develop and implement membership-promoting initiatives. He/she shall serve as liaison with all Republican-friendly groups in the City of Virginia Beach, including the High School Republican Clubs, with the goal of cultivating membership at all levels of Republican groups.
- e. Operations – shall be chaired by a member of the City Committee and include other members as deemed necessary. The Operations Committee has the responsibility of overseeing all matters related to the day-to-day operations of the Headquarters of the Republican Party of Virginia Beach and for making arrangements, including programs for the Party’s weekly breakfast and the monthly Unit meetings.
- f. Precinct Organization - shall be chaired by a member of the City Committee; members shall include a Party District Chairman for each of the House of Delegate Districts in whole or in part making up the City of Virginia Beach. Party District Chairmen will be appointed by the Precinct Organization Chairman in concurrence with the City Committee Chairman and the elected Delegate of that Legislative District. This Committee is responsible for establishing and maintaining a Republican Party organization for effective communication between individual voters and the leadership of the Republican Party as well as a mechanism for accomplishing the objectives of the Republican Party. The Committee will plan, organize and conduct necessary training of Precinct Captains and workers.

#### 4. SPECIAL COMMITTEES AND DUTIES OF EACH

- a. Bylaws - shall consist of a chairman and such other members as deemed necessary. The Parliamentarian shall be a member of this committee. This committee shall review the Bylaws and Standing Rules annually, review proposed amendments and changes thereto and prepare necessary amendments or a revision for submission to the Executive Committee for review and provide the reasons for the proposed changes. Following approval by the Executive Committee, the Bylaws will be sent to the Board for approval; following approval by the Board, the Chairman of the Bylaws Committee will present such changes to the City Committee. This committee will be responsible for distribution of new or revised Bylaws to members of the City Committee and providing copies to new City Committee members.
- b. Candidate Recruitment - shall consist of a Chairman and such other members as deemed necessary. It shall be a duty of this committee to actively seek out and to encourage potentially qualified candidates for all public offices, to acquaint all potential candidates with the requirements and duties of the office. The Candidate Committee is not a selection committee, but rather shall encourage candidates for office from among all segments of the Republican Party and shall not reject any candidate. The Candidate Recruitment shall coordinate its activities with the Campaign Liaison Committee.
- c. The 120 Club - shall consist of the Chairman of “The 120 Club”, the Chairman of the Finance Committee and the Treasurer. Individuals contributing annual dues of \$120 shall be considered members of “The 120 Club”. This Committee shall be responsible for recruiting membership into the Club, with the goal of covering all operating expenses of the Party Headquarters of the Republican Party of Virginia Beach.
- d. Special Events - the Committee shall consist of a Chairman and such other members as deemed necessary. This committee shall be responsible for organizing and coordinating all events of the Republican Party of Virginia Beach, including fundraisers. The Committee shall coordinate its activities with the Finance Committee.

- e. Resolutions – the Committee shall consist of a Chairman and other such members as deemed necessary. The Committee shall be responsible for receipt and evaluation of all proposed Resolutions prior to their presentation to the City Committee membership. Only Resolutions approved by the Committee shall be forwarded to the City Committee for deliberation at a general meeting.
- f. Communications - shall include a Chairman and other members as deemed necessary. It shall be the duty of this Committee to communicate with print and electronic media to obtain coverage and announcement of events, meetings and other Republican Party activities. The Committee shall be responsible for maintaining the website of the Republican Party of Virginia Beach.
- g. New Media – is responsible for developing social network sites and shall serve as a member of the Communications Committee and assist with maintaining the website.
- h. College Liaison – shall work with the city of Virginia Beach area colleges and universities in developing Republican clubs.
- i. Mass Meeting Arrangements – shall consist of a Chairman and other members as deemed necessary. The Chairman shall serve as Arrangements Chairman of the Mass Meeting and execute all responsibilities stated in Article XIII of the STATE PARTY PLAN of the Republican Party of Virginia. The term of office for the Chairman and all Committee members shall end sixty (60) days following the Mass Meeting.

#### 5. TEMPORARY RESERVE FUND

There shall be a Temporary Reserve Fund established starting with the Fiscal year May 1, 2010. The initial contribution of \$5,000 will be transferred from Operating Reserves on September 1, 2010. Beginning with the fiscal year starting May 1, 2010, ten percent (10%) of total revenues will be transferred from Operating Reserves to the Temporary Reserve Fund at the completion of the fiscal year. In the event that revenues do not exceed expenses for a fiscal year, then no allocation will be made for said fiscal year. In addition, in the event That budgeted revenues exceed budgeted expenses for a given year, a portion of that excess will also be placed in the Temporary Reserve Fund upon a majority vote of members of the Board of Directors. At no time will the Temporary Reserve Fund exceed the average of the prior 3 years total expenditures. The purpose of the Temporary Reserve Fund will be to fund special purpose projects and temporary cash shortages as deemed necessary by a majority of the members of the Board of Directors and fifty per cent plus one of the membership of the City Committee of the Republican Party of Virginia Beach.

#### 6. PRECINCT CAPTAINS

A Precinct Captain is a political “technician”. Precinct Captains do not represent any one candidate or issue; they work for the Republican Party and all Republican candidates.

#### 7. PRECINCT CAPTAIN DUTIES

- a. Appoint a Vice Captain and attend meetings of the City Committee.
- b. Participate in the formal opening and closing of the polls in your precinct by verifying the vote totals on each voting machine. If you are unable to participate in this verification process, appoint a specific precinct worker to be responsible for opening and closing the polls.
- c. Assist with Republican Unit Committee projects in your precinct.
- d. Educate yourself about all current Republican candidates. Pay special attention to those who will be on the ballot in your precinct.
- e. Work with all candidates’ representatives in your precinct to coordinate their campaign activities.
- f. Familiarize yourself with Absentee Voter information – eligibility and how to obtain an Absentee Ballot.
- g. Learn all rules related to Ballot Security.
- h. Keep accurate, current records – and make them available to all Republican candidates.
- i. Give the City Committee Chairman, the Vice Chairman/Precinct Organization or the District Chairman written notice when you intend to vacate your precinct and/or give up leadership of your precinct. Return all of your precinct records and materials to the District Chairman. Suggest a replacement for you as Precinct Captain, if possible.

- j. May make recommendations concerning the appointment of any resident of your Precinct who is under consideration for appointment to a federal, state or local position.

8. EXCUSED ABSENCES DUE TO PROFESSIONAL RESPONSIBILITIES

- a. All Members of the General Assembly and their staff shall be automatically excused from City Committee meetings during sessions of the General Assembly.
- b. All other elected officials, their staff and other City Committee members whose professional responsibilities conflict with City Committee meetings, may be granted excused absences by the City Committee Chairman.

9. LEGISLATIVE DISTRICT CHAIRMEN

- a. The Legislative District Chairman is an individual whose appointment and duties are different than those of the Party District Chairman addressed above.
- b. Chairmen of each of the legislative districts shall be identified and will carry out the duties and responsibilities specified in the Republican Party of Virginia Plan of Organization (State Party Plan), Article V. These responsibilities are derived from the requirements specified in the Code of Virginia §24.2-508, 509, and 511.

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