

# **By-Laws of the Nelson County Republican Committee**

## **Article 1 Name**

The name of this organization shall be the “Nelson County Republican Committee” hereinafter called the “County Committee.”

## **Article 2 Organization**

The County Committee is organized under and governed by the “Plan of Organization of the Republican Party of Virginia.” No action of the County Committee or these Bylaws shall conflict with the State Party Plan, as amended from time to time, and to the extent that there shall be a conflict, the provisions of the State Party Plan shall prevail.

## **Article 3 Objectives**

The purpose of the Nelson County Republican Committee is to promote and promulgate the principles of the Republican Party, to encourage qualified candidates to run for public office, to elect Republican candidates to public office, to assist generally the citizens composing the districts served by the Nelson County Committee and to assist elected and appointed Republican officials in the execution of their responsibilities.

## **Article 4 Membership**

### **Section A: Qualifications:**

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 County of Nelson, 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 its nominees for public office in the ensuing election may participate as members of the Republican Party of Nelson County in its mass meetings, party canvasses, conventions, or primaries in their respective election districts and are eligible for membership on the County Committee subject to approval by a majority of the voting members in attendance.

### Section B: Dues:

Each member of the County Committee shall be required to pay reasonable annual dues, the amount of which shall be determined by majority vote of those members who are present and voting at a duly called meeting except in the case of a new member who joins the Committee after October 1st of any given year; for which the annual dues shall be applied to the remaining months in the year in which they were paid and the 12 months of the following year.

### Section C: Composition:

The County Committee shall consist of:

1. Chairperson, First Vice-Chair; Second Vice-Chair; Third Vice-Chair; Secretary/Treasurer and the Chairs of the Rules, Nominating, Credentials and Resolutions Committees. The persons herein must meet the requirements of Article 4, Sections A & B.
2. Any Nelson County resident who meets the requirements of Article 4 Sections A and B is eligible to serve on the Nelson County Republican Committee subject to a majority vote of the members in attendance at any duly called committee meeting.
3. Ex Officio Membership - All publicly elected Republican officials in Nelson County shall be members of the Committee.
4. Principles of equal distribution of membership between men and women, as well as representation from all segments of the party are to be encouraged.

### Section D: Election:

Members of the County Committee shall be elected at the county mass meeting, party canvass, convention or primary called for the purpose of electing delegates to the Biennial District Convention in the Fifth Congressional District of Virginia and they shall hold office for two years from the time of their election, until successors are selected, or unless sooner removed. Members may be added to the committee at any duly called committee meeting by a majority vote of the members present, provided the prospective member has met the requirements of Article 4 Sections A and B.

### Section E: Removal:

1. Any member may lose his or her status as a voting member of the County Committee who:
  - a. Fails to support the Party's nominees.
  - b. Fails to pay his or her annual dues by April 1 of each year.
  - c. The Secretary shall notify in writing such member of his or her failure to comply with provisions of paragraph (1a) or (1b) within thirty (30) days of such failure.
2. The Chairperson, any other officer or member of the County Committee may be removed for cause from office by a two-thirds (2/3) vote of the membership of the County Committee; provided, however, that such person be given thirty (30) days' notice in writing that such removal is sought and the grounds upon which such action is based and signed by not less than one-third (1/3) of the membership of the County Committee. Such person shall be given reasonable opportunity to appear and respond to the allegations.

**Section F: Appeals:**

Any person having been removed from the County Committee pursuant to the provisions of the preceding Section E (1a) or (1b) may appeal to the Executive Committee for reinstatement and such appeal may be granted for good and sufficient reason.

**Section G: Vacancies:**

1. In the event of the death, resignation, removal or inability to act of the County Chairperson, the Executive Committee shall call a special meeting of the County Committee to be held within thirty (30) days for the purpose of electing a new County Chairperson to fill the unexpired term.

2. Officers may be elected to fill any vacancy at any regularly called meeting of the County Committee provided that notice of such existing vacancy shall be given with the call for the meeting.

**Article 5  
Officers**

**Section A: General:**

The officers of the County Committee shall be chairperson, elected at the mass meeting, party canvass, convention or primary, called for the purpose of electing delegates to the Biennial District Convention in the Fifth Congressional District of Virginia and the following officers who shall be elected from the Committee membership at the first meeting of the County Committee following the election of the County Chairperson and members of the County Committee:

1. 1<sup>st</sup> Vice Chairman - (Communications Chairman)
2. 2<sup>nd</sup> Vice Chairman - (Elections Chairperson)
3. 3<sup>rd</sup> Vice Chairman - (Membership Chairperson)
4. Secretary (Recording/Corresponding) /Treasurer (Finance Chairperson)

provided, that no paid members of campaign staffs or the paid staff of the Republican Party of Virginia shall be eligible to hold the offices of any of the above captioned offices, and further provided that no person shall hold more than one of the above offices at any given time.

**Section B: Voter District Chairperson:**

1. A Voter District Chairperson for each Voter District shall be appointed by the 2<sup>nd</sup> Vice Chair. Such chairperson shall be responsible for the activities of the Voter District, including precinct organizations, and appointment of precinct captains who reside within the precincts within the Voter District.

2. In the event of the removal, resignation, or death of such District Chairperson, he or she shall be replaced by appointment of the 2<sup>nd</sup> Vice Chair.

**Section C: Duties of Officers:**

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

- a. Call mass meetings for conventions in accordance with the Party Plan and preside over the same until a temporary organization is effected;
- b. represent the County Committee on the Republican Fifth District Committee;
- c. convene the County Committee no less than once each four month period and more frequently when the needs of the Party so demand; and
- d. appoint two (2) qualified persons to make an annual audit of the books and financial records of the Committee at the end of each fiscal year, which persons shall report to the County Committee.

2. The 1<sup>st</sup> Vice Chairperson shall act as chair of the Communications Committee and further be in charge of programs and special projects as assigned by the Chairperson with the approval of the Executive Committee. In the event of the death or disability of the Chairperson, the 1<sup>st</sup> Vice Chairperson shall act as temporary Chairperson until the Secretary shall call a meeting as set forth in Section C (5) below.

3. The 2<sup>nd</sup> Vice Chairperson coordinates the organization of all precincts in Nelson County insuring that a Precinct Chairperson is appointed by the respective Voter District Chairperson for each precinct and he shall work with these Voter District Chairpersons to insure that the Precinct Chairpersons are properly trained, instructed, and supplied. Further the 2<sup>nd</sup> Vice Chairperson chairs the Elections Committee. In the absence of the Chairperson and the 1<sup>st</sup> Vice Chairperson, the 2<sup>nd</sup> Vice Chairperson acts as temporary Chairperson until their return.

4. The 3<sup>rd</sup> Vice Chairperson coordinates the administration of membership, meetings, and social events and acts as chair for the Membership Committee. In the absence of the Chairperson and other Vice Chairpersons the 3<sup>rd</sup> Vice Chairperson acts as temporary Chairperson until their return.

5. The Secretary/Treasurer shall take minutes of all meetings of the County Committee and Executive Committee and act as records custodian. The Secretary/Treasurer shall have available for reference at all meetings current copies of the County Committee Bylaw and the Party Plan. Further, the Secretary/Treasurer shall keep an accurate list of the attendance of the membership and shall notify the Chairperson when a member becomes delinquent pursuant to Article 4, Section E of these By-laws. The Secretary/Treasurer shall deliver all official records in his or her custody to his or her successor within ten days of the expiration of his or her term of office. In the event of the County Chairperson's death, resignation, removal or inability to act, the Secretary/Treasurer shall call a special meeting of the Executive Committee within ten days to act on setting a date for the meeting of the County Committee to be held within thirty days of such Executive Committee meeting for the purpose of electing a new Chairperson for the unexpired term. Further, the Secretary/Treasurer shall be responsible for such correspondence as directed by the County Chairperson and the Executive Committee. He or she shall be responsible for mailing all meeting notices at the direction of the County Chairperson or upon petition of one-third of the members of the County Committee and for stimulating attendance at those meetings as well as special functions. He or she shall keep on file all communications received and copies of all letters sent out. He or she shall keep an accurate list of the names and addresses of all members and may provide members of the County Committee with a copy of same subject to protocols and authorization. In the

case of death, removal or resignation of the Chairperson, he or she shall, at the direction of the Executive Committee, issue a call for a meeting for the purpose of electing a new Chairperson to fill the expired term. He or she shall deliver all official records in his or her possession to his or her successor with ten days of the expiration of their term. The Secretary/Treasurer shall act as chair for the Finance Committee and be responsible for the safekeeping and disbursement of all County Committee funds. The Secretary/Treasurer shall be authorized to distribute funds under the following conditions:

a. In accordance with an annual budget approved by the County Committee at a regularly called meeting, provided adequate funds are on hand to meet any priority obligations as established by such budget;

b. by authority of the Executive Committee at a duly called meeting, provided a source of funds to meet other obligations is clearly identified.

c. Upon the authority of the Chairperson or two of the Vice Chairmen, the Secretary/Treasurer shall also have the authority to make expenditures up to a total of \$100.00.

d. The Secretary/Treasurer and the County Chairperson are empowered to open a bank account in the name of the Nelson County Republican Committee and to make deposits and withdrawals from such account.

e. The Secretary/Treasurer shall present at each County Committee meeting a report covering the period since the preceding meeting; the Treasurer shall present an annual report to the County Committee at the end of the calendar year. The Treasurer's books are to be audited at the end of the year by two persons designated by the Chairperson. The audit is to be certified as to its correctness to the County Committee, with a copy to the Secretary/Treasurer.

f. The Secretary/Treasurer shall keep proper records, which are to be open to inspection by any member of the County Committee at all reasonable times, and upon reasonable notice. The Secretary/Treasurer shall deliver all official records in his or her possession to his or her successor within ten days of the expiration of his or her term.

g. The Secretary/Treasurer shall act as chair for the Finance Committee as herein provided.

6. The Voter District Chairperson shall be responsible for organizing the Republican Party members within their respective districts.

## **Article 6 Meetings**

### **Section A: General:**

The County Committee shall meet at least once in each four month period. The spring meeting shall be the Annual mass meeting. Additional meetings as may be required shall be called by the County Chairperson or upon petition of one-third of the members of the County Committee.

### **Section B: Notice:**

Meetings of the County Committee shall be held upon seven days written notice, with agenda enclosed, to the membership as recorded on the official membership list prepared and maintained by the Secretary/Treasurer.

**Section C: Proxy:**

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

1. Every county committee member is entitled to one vote, in person or by proxy.
2. If a county committee member is unable to attend a meeting, he or she may appoint any registered voter residing in the county as a proxy to represent him or her at any meeting.
3. In accordance with the one person one vote rule, a voting committee member may not vote as a proxy for anyone else. Likewise, no registered voter may vote as a proxy for more than one committee member. Simply stated, no person may cast more than one vote under any circumstance.
4. All proxies shall be in writing, signed by the maker, substantially in the following form:

*I, \_\_\_\_\_ (Name of the Committee member) \_\_\_\_\_ of \_\_\_\_\_ (Address of Committee member) \_\_\_\_\_ do hereby appoint \_\_\_\_\_ (Name of Proxy) \_\_\_\_\_ at a meeting of the Nelson County Republican Committee to be held on the \_\_\_\_\_ day of \_\_\_\_\_ or at any adjournment thereof, upon any question that may come before the meeting, with all the power I should possess if personally present.*

*Signed this \_\_\_\_\_ day of*

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Witness Signature w/address)

5. Any proxy may be withdrawn by the Committee member giving it at any time prior to its exercise.

**Section D: Voting by Ballot:**

At any election when there is more than one candidate for County Committee office, the vote shall be taken by paper ballot accomplished by roll call of the membership of the County Committee with each member coming forward to cast the paper ballot when his name is called.

**Section E: Quorum:**

Fifteen percent (15%) of the current committee membership present at a duly called meeting shall constitute a quorum for the transaction of business.

## **Article 7 Executive Committee**

### **Section A: Membership:**

The Executive Committee shall consist of:

1. Voting members:
  - a. County Chairperson
  - b. First Vice Chairperson
  - c. Second Vice Chairperson
  - d. Third Vice Chairperson
  - e. Secretary/Treasurer
  
2. Non-voting members:
  - a. Republican members of the Electoral Board
  - b. Publicly elected Republican officials in Nelson County
  - c. Republican Members of County Planning Commission
  - d. Republican Members of the School Board

### **Section B: Duties:**

The Executive Committee shall carry on the business of the County Committee in conformity with the policies and programs of the Republican Party. It shall have the general power to administer the affairs of the County Committee between business meetings and shall report its actions to the County Committee.

### **Section C: Voting:**

A majority of the voting members of the Executive Committee shall constitute a quorum for the transaction of business.

### **Section D: Meetings:**

Meetings of the Executive Committee will be held bi-monthly, insofar as practical and necessary, upon the prior written call of the Chairperson or of four voting members of the Executive Committee.

## **Article 8 Committee**

### **Section A: Standing Committees:**

There shall be the following Standing Committees, the members of which shall be appointed by the County Chairperson, as soon as practical after his election, with the approval of the majority of the Executive Committee, unless otherwise provided:

1. Finance

2. Membership
3. Elections
4. Communications
5. Nominating

There may be such additional special committees as are deemed advisable by the Chairperson or the Executive Committee. The County Chairperson shall be an Ex Officio member of all such committees except the Nominating committee, and he shall fill any vacancy as it may occur.

### **Section B: Duties:**

1. The Finance Committee shall consist of the Secretary/Treasurer, as Chairperson, and at least two other members of the County Committee. The Committee shall be responsible for the overall planning and supervision of the financial affairs of the County Committee. It shall prepare an annual budget to be presented by the Treasurer to the Executive Committee prior to the annual meeting and shall perform such other duties as shall be assigned by the County Chairperson.

2. The Membership Committee will consist of 3<sup>rd</sup> Vice Chairperson, as Chairperson, and at least five other members of the County Committee. The Committee shall plan, organize, and execute membership recruitment programs; maintain membership records; and carry out such duties as directed the County Chairperson or the Executive Committee.

3. The Elections Committee shall consist of the 2<sup>nd</sup> Vice Chairperson, as Committee Chairperson, the Voter District Chairpersons, the Precinct Chairpersons, and no less than five members of the County Committee. The Committee is responsible for establishing and maintaining an organization for effective communication between individual voters and the leadership of the Republican Party as well as a mechanism for accomplishing the objective of the Republican Party. Further, it will be the duty of the Committee to actively seek out and encourage potential qualified candidates, who are members or potential members of the Republican Party, for all public offices, to acquaint all potential candidates with requirements and duties of the office, to ascertain whether or not each potential candidate has means of raising the necessary funds for a successful campaign, and to present the names of all potential candidates to the County Committee.

The Elections Committee is not a selection committee, but rather shall encourage candidates for office from among all segments of the party and shall not reject any nomination. The Elections Committee shall perform such other duties as assigned by the County Chairperson.

4. The Communications Committee shall consist of the 1<sup>st</sup> Vice Chairperson, as Chairperson, and no less than five members from the County Committee. This committee shall conduct continuing activities to include research toward current party and community issues, development of Annual Platform to be approved by the County Committee prior to February of each year, recording and updating community and party mailing and telephone information, and editing and publishing the County Committee's newsletter, and executing in duties as directed by the County Chairperson.

5. The Nominating Committee shall consist of five members, one member appointed from each Voter District. This committee shall be appointed as soon as possible following the organization of the County Committee as provided in Article 4, Section D for a term of two years. This committee shall



prepare and distribute pre-file forms and receive and process nominations submitted thereon, prior to the deadlines set by the County Committee, for each election as:

- a. Member of the Committee,
- b. Officer of the County Committee,
- c. Delegate to county, district, and state conventions; and
- d. Candidate for election to public office.

This committee shall examine the qualifications, or lack thereof, of all nominees and shall prepare a report thereon. In regard to the election of officers, the report shall be mailed to the membership of the County Committee along with the call of the meeting at which action thereon will be taken.

## **Article 9 Construction**

The use of nouns and pronouns within these By-laws shall be construed to denote either gender.

## **Article 10 Amendments**

These Bylaws may be amended by a two-thirds vote of the County Committee who are present and voting at a duly called meeting; provided that a copy of such proposed amendment shall be mailed to the membership along with the official notice of such meeting.

Amended – April 4, 2008

Amended – August 24, 2010

Amended - October 12, 2010

Amended – August 19, 2014