

**BYLAWS OF THE  
WILLIAMSBURG-JAMES CITY COUNTY REPUBLICAN COMMITTEE**

**ARTICLE I – NAME**

The name of this organization shall be "The Republican Party of the City of Williamsburg and James City County, Virginia" or "Williamsburg-James City County Republican Committee" hereinafter called the "Committee."

**ARTICLE II – ORGANIZATION**

The Committee is organized under and governed by the "Plan of Organization of the Republican Party of Virginia." No action of the Committee nor 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 III – OBJECT**

The purpose of the Williamsburg-James City County Republican Committee is to promote and promulgate the principles of the Republican Party of Virginia as outlined in the Virginia Republican Creed, to encourage qualified candidates to run for public office, to elect Republican candidates to public office, and to assist elected Republican officials in the execution of their responsibilities.

**ARTICLE IV – DEFINITIONS**

1. "State Party" or "Party": Republican Party of Virginia.
2. "State Party Plan": Plan of Organization of the Republican Party of Virginia.
3. "Committee": Williamsburg-James City County Republican Committee or The Republican Party of the City of Williamsburg and James City County, Virginia.
4. "Plan" or "Bylaws": Plan of Organization for the Williamsburg-James City County Republican Committee
5. "Election district": The City of Williamsburg, James City County, a magisterial district, precinct, or portions or combinations of such political subdivisions which comprise the area defined by law in which an election is to be held.
6. The definition of other terms set forth in the State Party Plan are equally applicable to this Plan

**ARTICLE V – MEMBERSHIP**

**SECTION A: QUALIFICATIONS**

1. All legal and qualified voters under the laws of the Commonwealth of Virginia, regardless of race, religion, color, national origin or sex who reside in the City of Williamsburg or the County of James City, 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 the City of Williamsburg and James City County in its mass meetings, Committee meetings, party canvasses, conventions, or primaries in their respective election districts and are eligible for voting membership on the Committee.

2. A person otherwise qualified hereunder shall not have participated in Virginia in the nomination process of a party other than the Republican Party in the last five years.
3. A single exception to Paragraph 2 shall be approved for a voter who renounces affiliation with any other party in writing, and who expresses in writing that he/she is in accord with the principles of the Republican Party and intends, at the time of writing, to support the nominees of the Republican Party in the future. Any 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 Paragraph 3 thereafter.

#### SECTION B: DUES

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

#### SECTION C: COMPOSITION

The Committee shall consist of:

1. A Unit Chairman
2. Precinct Membership – The number of Committee members from each precinct in the City of Williamsburg and James City County may be determined by the Committee on the basis of votes for a Republican candidate in recent elections, but not less than one (1) member from each precinct.
3. At-large Membership – Additional at-large memberships may be created, which shall not exceed in number 30% of the precinct membership as determined under the preceding paragraph.
4. Total membership in the Williamsburg-James City County Republican Committee shall not be limited in number.

#### SECTION D: ELECTION AND TERM

1. The Chairman and other members of the Committee shall be elected by a Mass Meeting, Party Canvass, Convention, or Primary called for the purpose of electing delegates to the Biennial District Convention for a term of two (2) years or until their successors are elected.
2. Unit Chairs may serve no more than three consecutive terms, after which a new Chair must be duly selected by a method of election prescribed in paragraph one (1). Former Unit Chairs are immediately permitted to serve as voting members on the Executive Committee. Unit Chairs who have served for three consecutive terms may run again for

Chair provided that a minimum of one (1) term has passed since their most recent election to position of Unit Chair.

3. New members of the Committee shall be elected at a duly constituted Committee meeting and they shall hold office until the next Biennial Mass Meeting called for this purpose. They are to be filled in accordance with the following:
  - a. The name and address of the prospective member may be presented in writing at any Committee meeting, following receipt by the Vice Chair of Membership of the membership application and by the Treasurer of payment of annual dues.
  - b. Nominees are elected through a majority vote of the Committee membership, present and voting.
  - c. The Vice Chair of Membership will ensure that the new member's name is placed on the official roster.

#### SECTION E: REMOVAL

1. Any member shall automatically lose his or her status as a voting member of the Committee who:
  - a. Is found not to be in compliance with any of those items addressed in Article V, Sections A and B
  - b. Is absent without proxy for three (3) consecutive meetings.
  - c. Fails to pay dues. Members who fail to pay dues by May 15 in odd years shall have their membership suspended during which time their membership is not counted for any purpose. Failure to pay annual dues in full by July 1 will result in termination of voting privileges.
  - d. Makes a reportable contribution to and/or allows his or her name to be publicly used by and/or makes a written or other public statement in support of a candidate in opposition to a Republican nominee in a Virginia General or Special Election.
2. The Vice Chair, Membership, shall notify in writing such member and the Chairman of the member's failure to comply with the provisions of paragraphs (1a), (1b), (1c) or (1d) within thirty days of such failure.
3. The Chairman and or any other officer or member of the Committee may be removed from office by the vote of two-thirds (2/3) of the committee membership after being furnished with notice that such removal will be sought, with the charges, in writing, signed by not less than one-third (1/3) of the members of the Committee; and allowing him thirty (30) days within which to appear and defend him- or herself.

#### SECTION F: APPEAL

Any member not in compliance with Article V Section E (1a), (1b), (1c), or (1d) may appeal to the Committee for reinstatement of voting privileges.

1. Members violating Article V Section E (1a) or (1b) may have voting and membership privileges restored by a two-thirds (2/3) vote of the other members of the Committee.
2. Members violating Article V Section E (1c) may have voting and membership privileges restored by full payment of dues and by a two-thirds (2/3) vote of the other members of the Committee.

3. Members violating Article V Section E (1d) may be reinstated by a majority vote of the other members of the Committee.

#### SECTION G: VACANCIES

1. In the event of the death, resignation, removal, or inability to act as the Unit Chairman, the Executive Committee shall call a special meeting of the Committee to be held within thirty days for the purpose of electing a new Unit Chairman to fill the term. Such a meeting shall require at least twenty-four (24) hours notice, either written or verbal.
2. Vacancies in the offices of Vice Chairs, Secretary, and Treasurer shall be filled by an individual elected by the Committee for the remaining portion of the term.

### ARTICLE VI – MEETING

#### SECTION A: GENERAL

1. The Committee shall meet at least once in each quarter year. Additional meetings as may be required shall be called by the Unit Chairman or upon petition of one-third of the members of the Committee.
2. The meetings shall be conducted in accordance with the current edition of *Roberts Rules of Order, Newly Revised*.

#### SECTION B: NOTICE

Meetings of the Committee shall be held upon, not less than one week of, the call of the Chairman, with the agenda enclosed, to the membership as recorded on the official membership list prepared and maintained by the Vice Chair -Membership. Electronic Mail shall be deemed written notice for the purpose of this subsection; however, an alternative form of delivery must be provided for any member who does not have regular access to electronic mail.

#### SECTION C: QUORUM

1. A quorum for Committee meetings shall be at least one-fifth (1/5 or 20%) of voting members.
2. A quorum for all Subcommittee meetings shall be a majority of all voting members.

#### SECTION D: VOTING

1. Voting on any motion may be done by voice vote, with exceptions, as set forth in paragraph 2.
2. At any election when there is more than one candidate for Committee office, the vote shall be taken by paper ballot, accomplished by roll call of the membership of the Committee with each member coming forward to cast the paper ballot when his name is called.
3. A roll call vote on any motion is required if requested by an eligible Committee member.

4. Motions may only be made by eligible Committee Members.
5. Only eligible Committee Members may vote on motions.
6. The Unit Chairman shall only vote to break a tie or on motions considered on written ballots.

#### SECTION E: PROXY

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

1. No individual may cast more than one vote at any meeting, which he attends.
2. The proxy holder must be in compliance with Article V.
3. All proxies shall be in writing, signed by the maker, substantially in the form found in Appendix A.

#### SECTION F: DIVIDED CITY OR COUNTY

Whenever the City or County is divided between two (2) or more Congressional or Legislative Districts, the Unit Chairman shall serve as the Committee representative on the Congressional or Legislative District Committee encompassing his residence. The Unit Chairman shall designate a person residing in that part of the city or county located in each of the other involved Congressional or Legislative Districts to serve at the pleasure of the Unit Chairman as the Unit's representative on the respective Congressional or Legislative District Committee with the authority and vote of a Unit Chairman.

### ARTICLE VII – OFFICERS AND DUTIES

The Elected and Appointed Committee officers described hereunder are members of the Executive Committee with full voting rights. The *ex officio* officer described hereunder is a non-voting member of the Executive Committee.

#### SECTION A: OFFICERS

1. Elected Officers
  - a. The Chairman of the Committee shall be elected in a manner prescribed by the Party Plan.
  - b. The following officers shall be elected from the Committee membership at a meeting of the Committee to be held as soon as possible, but no later than 45 days from the date of the chairman's election:
    1. Vice Chair – Precinct Organization
    2. Vice Chair – Membership
    3. Vice Chair - Williamsburg
    4. Recording Secretary
    5. Treasurer
2. Appointed Officers
  - a. Vice Chair – Programs

- b. Vice Chair – Finance
- 3. *Ex Officio* Officer  
Immediate Past Chairman (if still a resident of Williamsburg or James City and not on the Executive Committee as another elected officer)

## SECTION B: DUTIES OF OFFICERS

All officers must 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.

1. The Unit Chairman or his/her designee shall:
  - a. Fulfill all duties of Unit Chairman as prescribed by the Party Plan.
  - b. Issue calls for mass meetings, canvasses or conventions in accordance with the Party Plan and preside over the same until a temporary organization is affected.
  - c. Convene the Committee no less than once during each calendar quarter, with no more than four (4) months between each meeting.
  - d. Be responsible for sending written notice of the call for a Committee meeting to all members of the Committee, which shall include the agenda for the meeting.
  - e. Represent the Committee on the appropriate Republican District Committee; pursuant to article VI, section F.
  - f. Appoint qualified persons to the following subcommittees per Article VIII, Sections C and F :
    1. Audit Committee
    2. Candidate Recruitment Committee
  - g. Establish and appoint members to Special Committees as deemed appropriate.
  - h. Serve as an *ex officio* nonvoting member of all subcommittees with the exception of the Nominating Committee and fill any vacancy as it may occur within a subcommittee.
  - i. Appoint suitable candidates to the following Offices:
    1. Vice Chair – Programs
    2. Vice Chair - Finance
  - j. Appoint persons to the following non-executive positions to serve at the pleasure of the Committee Chairman:
    1. Parliamentarian – advise the Committee, subcommittees, and Chairman with respect to the provisions of the Party Plan, Committee Bylaws, and the current edition of *Roberts Rules of Order, Newly Revised*.
    2. Communications and Publicity – maintain a relationship with local media outlets and oversee the submission of press releases and website maintenance and other duties as deemed appropriate by the members of the Executive Committee.
    3. Campaign Coordinator – serve as a liaison between the campaigns of various Republican candidates and nominees and the Committee.
2. The Vice Chair-Precinct Organization shall:
  - a. Oversee the organization of all of the precincts in Williamsburg and James City County for the purpose of maximizing the Republican vote.
  - b. Coordinate Election Day Operations and Republican Get-Out-the-Vote initiatives.

- c. Recruit precinct captains for the purpose of Election Day Operations and campaign activities and ensure that they are properly trained and supplied.
- d. Serve as Chairman of the Precinct Organization Committee.
- 3. The Vice Chair-Membership shall:
  - a. Actively recruit Committee members
  - b. Maintain an accurate membership roster that includes the name, address, phone number, email address and voting precinct of each member.
  - c. Keep an accurate record of the attendance of the membership.
  - d. Notify the Chairman when a member becomes delinquent pursuant to Article V, section E of these Bylaws.
  - e. Send dues renewal notice by February 28 of each odd-numbered year. February 28<sup>th</sup> dues renewal notice must be sent via Electronic Mail. Second notice must be mailed as a hard copy by March 31 of each odd-numbered year.
- 4. The Vice Chair-Williamsburg shall:
  - a. Represent the interests of Committee members residing in the City of Williamsburg.
  - b. Coordinate activities within the City of Williamsburg with other members of the Executive Committee, informing them on matters of importance that are unique to the City.
  - c. Be elected by Committee members residing in the City of Williamsburg.
  - d. Not be filled if the Unit Chair is a resident of the City of Williamsburg.
- 5. The Recording Secretary shall:
  - a. Take minutes of all meetings of the Committee and keep such minutes in personal custody in both electronic and hard format.
  - b. Provide for reference at all meetings current copies of the Committee Bylaws and the Party Plan.
  - c. In the event of the Chairman's death, disability, resignation or removal, the Recording Secretary shall call a special meeting of the Executive Committee within ten days to act on setting a date for the meeting of the Committee to be held within thirty days of such Executive Committee meeting for the purpose of electing a new Chairman for the un-expired term.
- 6. The Treasurer shall:
  - a. Be responsible for the safekeeping and disbursement of all Committee funds.
  - b. Work with the Finance Committee to develop an annual budget.
  - c. Present the annual budget for review in February of each calendar year.
  - d. Authorize distribution of funds under one of the following three conditions:
    - 1. By authorization of the Committee for any amount, provided that adequate funds are available.
    - 2. By authorization of the Executive Committee for amounts not exceeding \$250 per transaction and \$1000 per quarter.
    - 3. By authorization of the Chairman or two of the Vice Chairman for reasonable expenditures not exceeding \$250 per transaction and \$1000 per quarter.
  - e. Present at each Committee meeting a report covering the period since the preceding meeting.
  - f. Present an annual report to the Committee at the end of the calendar year. The Treasurer's books are to be audited annually and at the end of a Unit Chairman's

- term by three persons designated by the Chairman. A final review report shall be submitted to the Committee, with a copy to the Treasurer.
- g. Keep proper records, which are to be open to inspection by any member of the Committee at all reasonable times, and upon reasonable notice.
  - h. Prepare all reports and filing required by Federal and Virginia law.
  - i. Serve as a member of the Finance Committee as herein provided.
7. The Vice Chairman-Programs shall:
- a. Oversee programs and special projects as assigned by the Executive Committee.
  - b. In the event of the death or disability of the Chairman, act as temporary Chairman until the Secretary shall call a meeting as set forth in Section B (4), below.
8. The Vice Chairman-Finance shall:
- a. Raise funds to enable the Committee to properly support Republican activities and candidates.
  - b. Serve as Chairman of the Finance Committee.

## ARTICLE VIII – SUBCOMMITTEES

### SECTION A: EXECUTIVE COMMITTEE

1. Membership:  
The Executive Committee shall be comprised of all elected, appointed and *ex-officio* officers as provided for in Article VII.
2. Duties
  - a. Carry on the business of the Committee in conformity with the policies and programs of the Republican Party.
  - b. Administer the affairs of the Committee between business meetings and report its actions to the Committee.
  - c. Advise the Chairman on issues concerning the Republican Party in the City and County.
3. Meetings
  - a. To be held monthly, insofar as practical, upon the prior call of the Chairman or of four voting members of the Executive Committee.
  - b. Procedures for these meetings shall be in conformance with *Robert's Rules of Order, Newly Revised*.

### SECTION B: FINANCE COMMITTEE

1. Membership
  - a. Vice Chair – Finance. The Vice Chair - Finance shall serve as Chairman of the Finance Committee
  - b. Treasurer
  - c. Other members as appointed by the Vice Chair – Finance
2. Duties
  - a. Develop an annual budget for presentation in February of each year.
  - b. Plan, organize and supervise the raising of funds for the Committee

- c. Ensure that adequate funds are raised to meet the budgetary needs contained within the annual budget.
- 3. Meetings  
To be held on an as-needed basis as determined by the Finance Committee Chairman

#### SECTION C: CANDIDATE RECRUITMENT COMMITTEE

- 1. Membership
  - a. One member from the City of Williamsburg and each election district within the County, insofar as is practical. Such members shall be appointed by the Chairman with the input of Committee members. One member must serve as Chairman of the Candidate Recruitment Committee.
  - b. Republican elected officials within the City and County shall serve as non-voting members.
- 2. Duties
  - a. Recruit and encourage suitable candidates for public office as appropriate.
  - b. Screen potential candidates to ensure compliance with legal requirements and the standards of the Republican Party.
- 3. Meetings  
To be held on an as-needed basis as determined by the Candidate Recruitment Committee Chairman.

#### SECTION D: NOMINATING COMMITTEE

- 1. Membership
  - a. Five (5) members elected by the Committee. One member must serve as Chairman of the Nominating Committee.
  - b. The Committee Chairman shall not serve on the Nominating Committee.
- 2. Duties
  - a. The Nominating Committee shall be formed during the first meeting of a calendar year during which officers are to be elected.
  - b. Present at the Mass Meeting or other form of election the names of qualified candidates who have expressed interest in serving as an elected officer in the Committee.
  - c. The Nominating Committee shall present one (1) candidate for each office, insofar as is practical.
- 3. Meetings  
To be held on an as-needed basis as determined by the Nominating Committee Chairman.

#### SECTION E: PRECINCT ORGANIZATION COMMITTEE

- 1. Membership
  - a. Vice Chair – Precincts. The Vice Chair - Precincts shall serve as Chairman of the Precinct Organization Committee
  - b. Campaign Coordinator(s) as applicable.

- c. Other members as appointed by the Vice Chair – Precincts
- 2. Duties
  - a. Develop and implement strategies to facilitate Republican voter turnout.
  - b. Coordinate Election-Day-Operations
  - c. Pursue other initiatives as pertinent to promoting Republican voter turnout.
- 3. Meetings

To be held on an as-needed basis as determined by the Precinct Organization Committee Chairman.

#### SECTION F: AUDIT COMMITTEE

- 1. Membership
  - a. Three (3) Committee members appointed by the Chairman.
  - b. Members of the Audit Committee may not include any member of the Executive or Finance Committees
- 2. Duties
  - a. Audit the financial records of the Committee
  - b. Submit a report to the Committee and Treasurer for filing by February 15<sup>th</sup> of each year.
- 3. Meeting

To be held on an as-needed basis as determined by the timeline requirements provided above.

#### SECTION G: SPECIAL COMMITTEES

There may be such additional special committees deemed advisable by the Chairman, Executive Committee, or Committee members.

#### ARTICLE IX – AMENDMENTS

These Bylaws may be amended by a two-thirds vote of those members of the 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.

BYLAWS OF THE WILLIAMSBURG-JAMES CITY COUNTY REPUBLICAN COMMITTEE,  
REVISED JANUARY 26, 2011, AMENDED FEBRUARY 27, 2013 AND FEBRUARY 28, 2018

### Sample Proxy Form

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal, this \_\_\_\_\_ day of (Month) (Year).

Witness: \_\_\_\_\_