

BY-LAWS
OF THE
CLARKE COUNTY REPUBLICAN UNIT COMMITTEE

REVISED FEBRUARY 1, 2024

ARTICLE I

QUALIFICATIONS FOR PARTICIPATION IN PARTY ACTIONS

SECTION A. Qualifications

1. All legal and qualified voters of Clarke County, under the laws of the Commonwealth of Virginia, regardless of race, religion, national origin or sex, who are in accord with the principles of the Republican Party, and who, if requested, express in open meeting either orally or in writing as may be required their intent to support all of its nominees for public office in the ensuing election may participate as members of the Republican Party of Virginia in its mass meetings, party canvasses, conventions, or primaries encompassing their respective election district.
2. A person who has made application for registration and meets all other requirements of Section A, but whose name does not appear on the local registration books solely because of the books having been closed in connection with a local election, will nevertheless be deemed a legal and qualified voter.

SECTION B. Participation

All Chairmen and members of Official Committees, delegates to Conventions, and voters in Mass Meetings or Party Canvasses provided for in State Party Plan shall be members of the Republican Party of Virginia as stated in this Article and must be legally qualified voters of the respective Units or election Districts which they represent as Chairmen, members, delegates, or voters.

ARTICLE II

UNIT COMMITTEE ORGANIZATION

SECTION A. Membership

1. **Unit Chairman:**
“He” and “his” shall not be construed to denote gender.
2. **Precinct Membership:**
The number of representatives from each Precinct shall be determined by the Unit Committee

1 based on the average number of Republican candidates' votes in the most recent Presidential and
2 Gubernatorial elections. Using this average, each precinct (voting district) shall be entitled to one
3 representative for each 100 votes cast, but in no case shall there be fewer than one member per
4 district.

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6 **3. At-Large Members:**

7 Additional at-large memberships may be created which shall not exceed in number thirty percent
8 (30%) of the actual members of the Committee. Preference shall be given to one representative
9 of the Virginia Federation of Women and one representative of the Young Republican Federation
10 of Virginia.

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12 **4. Elected Public Officials:**

13 All publicly elected Republican officials shall be additional members of the Committee if they
14 wish to serve. They shall not be classified as at-large members.

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16 **5. The Vice Chairman, Secretary, and Treasurer shall be additional members of the
17 Committee.**

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19 **6. All Committee members shall have full voting rights.**

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21 **SECTION B. Election and Term**

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23 The Chairman, Vice Chairman, Secretary, Treasurer, and other members of the Unit Committee shall be
24 elected by the Mass Meeting, Party Canvass, Convention, or Primary called for the purpose of electing
25 delegates to the Biennial District Convention for a term of two years, or until their successors are
26 elected, unless sooner removed or resigned.

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28 **SECTION C. Vacancies**

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30 1. Vacancies in the offices of Chairman, Vice Chairman, Secretary, Treasurer, or members of the
31 Committee shall be filled by the Unit Committee for the remaining unexpired portion of the
32 term.

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34 2. Vacancies shall be filled after notice of such intent has been included in a called meeting.
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37 **ARTICLE III**

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39 **DUTIES**

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41 **SECTION A. Unit Committee**

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43 1. The Unit Committee shall determine whether candidates for local and constitutional public
44 offices shall be nominated by Mass Meeting, Party Canvass, Convention, or Primary, and
45 whether the Unit Chairman and Committee Members shall be elected by Mass Meeting, Party
46 Canvass, Convention, or Primary.

- 1
- 2 2. It shall call all regular and special Mass Meetings, Party Canvasses, Conventions and make all
- 3 arrangements therefore and, if a Convention, determine the basis of representation. Authority to
- 4 make such arrangements (other than date, time, and whether there shall be, and the requirements
- 5 for, any pre-filing) may, at the discretion of the Unit Committee, be delegated to the Unit
- 6 Chairman.
- 7
- 8 3. It shall cooperate with the State Central Committee, its District Committee, and the Legislative
- 9 District Committee within its boundaries in conducting all elections and fund-raising activities.

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11 **SECTION B. Unit Chairman**

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- 13 1. The Unit Chairman shall be the Chairman of the Unit Committee.
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- 15 2. He shall issue calls for Unit Mass Meetings, Party Canvasses, or Conventions and shall preside
- 16 until a temporary organization is affected.
- 17
- 18 3. He shall convene the Unit Committee when required, but in no event less than once during each
- 19 three (3) month period and shall preside at the meeting of the Committee. He shall be responsible
- 20 for sending written notice of the call for a Committee meeting to all members of the Committee,
- 21 which shall include the agenda for the meeting.
- 22
- 23 4. He shall be responsible for providing a prescribed time and place, which shall be supervised by
- 24 the Unit Committee, or a designated representative, for filings such declaration of candidacy and
- 25 petitions as may be required by state law of a candidate in any primary election.
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ARTICLE IV

PROXIES

Members of the Unit Committee may be represented in meetings by proxies, subject to the following conditions:

- 1. A Unit Committee member present at a meeting may not carry the proxy of another Unit Committee member.
- 2. The proxy holder must be a registered voter in Clarke County and must be in accordance with the proxy rules set forth in the Party Plan of the Republican Party of Virginia.
- 3. All proxies shall be in writing and shall be signed by the maker of the proxy and shall be substantially in the following form:

KNOW ALL MEN BY THESE PRESENT, That I, _____ of _____, do hereby constitute and appoint _____ my true and lawful attorney, to vote as my proxy at a meeting of the Clarke County Republican Unit Committee this ____ day of _____, _____, or at any adjourned meeting thereof and for me in my name, place, and stead to vote upon any question that properly may come before such meeting, with all the power I should possess if personally present, hereby revoking all previous proxies.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal, this ____ day of _____, _____.

_____ Seal

WITNESS:

_____ (SEAL)

NOTE: The proxy may provide for power of substitution.

ARTICLE V

NOTICE AND QUORUM

Meetings of the Unit Committee shall be held upon written 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 shall include the agenda for the meeting. Forty percent (40%) of the voting members of the Unit Committee shall constitute a quorum for the transaction of business.

ARTICLE VI

REMOVAL

The Unit Chairman, or any other member of the Unit Committee, may be removed from office by the vote of two-thirds (2/3) of the other members of that Committee 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 that Committee, and allowing him thirty days within which to appear and defend himself.

ARTICLE VII

ABSENCES

Members of the Unit Committee automatically lose their committee position if they are absent three consecutive meetings without representation by a person holding a proxy.

ARTICLE VIII

NOMINATION OF UNIT COMMITTEE

Whenever the Clarke County Republican Party fails to nominate a candidate or candidates for public office, in the absence of an instruction to the contrary by the Convention or Mass Meeting, the Unit Committee is authorized to nominate such a candidate or candidates by two-thirds (2/3) vote of those present in formal Committee meeting after notice of such intent has been included in the call of the meeting, and the nominations shall have the same force and effect as if the person or persons were nominated by a Mass Meeting, Party Canvass, Convention, or Primary.

ARTICLE IX

FILLING VACANCIES

Whenever candidates, electors, delegates, or alternates have been duly elected by a Mass Meeting, Party Canvass, Convention, or Primary and a vacancy occurs, the Unit Committee is authorized to fill such vacancy in formal meeting by a majority vote after due notice of such intent had been included in the call of the meeting. Such a meeting shall require at least twenty-four (24) hours' notice, either written or verbal.

ARTICLE X

MEETINGS

- 1. A Unit Committee meeting shall be held once during each three (3) month period, or more frequently at the call of the Unit Chairman.
- 2. All official Unit Committee meetings shall be held in a building appropriate for public use and shall be open to the public.
- 3. All Official Unit Committee meetings shall be conducted in accordance with the Clarke County Republican Unit Committee By-Laws and otherwise in accordance with the then current edition of *Robert's Rules of Order*.

ARTICLE XI

UNIT SUBCOMMITTEES

SECTION A. Executive Committee

- 1. There shall be an Executive Committee composed of seven members, including the Unit Chairman, Vice Chairman, immediate past Chairman, Secretary, Treasurer, one elected official and one additional member-at large, who will be appointed by the Unit Chairman.
- 2. The purpose of the Executive Committee shall be to advise and assist the Unit Chairman in conducting the day-to-day business of the Unit Committee.

SECTION B. Standing Committees

- 1. Candidate Search Committee: There shall be a Candidate Search Committee composed of two members, appointed by the Unit Chairman, from each precinct. The purpose of this committee shall be to continuously seek out able candidates for public office.

- 1 2. Finance Committee: There shall be a Finance Committee composed of a Finance Chairman,
2 appointed by the Unit Chairman, and such other members as the Finance Chairman may choose.
3 The purpose of this Committee will be to raise funds for conducting Unit Committee business
4 and to assist Republican candidates for public office.
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- 6 3. Programs Committee: There shall be a Program Committee consisting of a Programs Chairman,
7 appointed by the Unit Chairman, and such other members as the Programs Chairman may
8 choose.
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- 10 4. Recruitment Committee: There shall be a Recruitment Committee composed of two members,
11 appointed by the Unit Chairman, from each Precinct. The purpose of this Committee shall be to
12 actively recruit new members to the Clarke County Republican Party.
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- 14 5. Precinct Captains Committee: There shall be a Precinct Captains Committee composed of one
15 Captain, appointed by the Unit Chairman, to represent each polling place. The purpose of this
16 Committee is to coordinate activities at the precinct level and to assist the Executive Committee.
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19 **SECTION C. Special Committees**

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21 The Unit Chairman shall have the authority to name from time-to-time special committees as the need
22 arises.
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25 **ARTICLE XII**

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27 **AMENDMENTS TO THESE BY-LAWS**

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29 Amendments to these by-laws shall be made at a Clarke County Republican Unit Mass Meeting or
30 Convention by a two-thirds (2/3) vote of those present. The proposed amendments shall appear as a part
31 of the call of the Unit Mass Meeting or Convention.