

Plan of Organization Goochland County Republican Committee

Adopted September 28, 2016

Amended February 19, 2020 (Article IV, Section B.2)

ARTICLE I – NAME

The name of this organization shall be "Goochland County Republican Committee", hereinafter referred to as "County Committee" or "GCRC."

ARTICLE II – OBJECTIVES

The purpose of the Goochland County Republican Committee is to promote and promulgate the principles of the Republican Party of Virginia as expressed in the Republican Creed, and to encourage and support qualified candidates to run for public office.

ARTICLE III – ORGANIZATION

No action of the County Committee nor this Plan shall conflict with the State Party Plan, as amended from time to time, and to the extent there shall be a conflict, the provisions of the State Party shall prevail and the "Plan of Organization of the Republican Party of Virginia" is incorporated as if fully set forth in these bylaws. In the event any Plan conflict with the State Party Plan, those provisions shall be null and void and the State Plan will control.

ARTICLE IV – MEMBERSHIP

Section A: Forms of Membership

1. Resident Membership (Voting Membership)

- a. All Goochland County legally qualified voters regardless of race, religion, color, national origin or sex, under the laws of the Commonwealth of Virginia, and who are in accord with the principles of the Republican Party, and who express in writing or in open meeting, if requested, their intent to support all of the Republican nominees for public office, while they are members, are eligible for Resident Membership on the County Committee.
- b. The County Committee shall require each potential resident member to submit a signed membership application form expressing the applicant's intent to support the nominees of the Republican Party and intent not to serve on any other

committees to elect other than the Republican nominee to the Recording Secretary along with an annual dues payment.

- c. Resident 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 Seventh Congressional District of Virginia and shall hold office for two years from the time of their election or unless sooner removed.

2. Associate Membership (Non-Voting Membership)

- a. Non-residents of Goochland County or Goochland County residents, who do not wish to have a vote on the committee who are in accord with the principles of the Republican Party, and who express, in writing or in open meeting, if required, their intent to support all of the Republican nominees for public office, are eligible for Associate Membership on the County Committee.
- b. The County Committee shall require each potential Associate Member to submit a signed membership application form to the Secretary along with an annual dues payment as determined by majority vote of the committee. The County Committee must approve each Associate Membership by a majority vote.
- c. Associate Members shall not have any voting authority, nor serve as any Officer, nor Chair of any Committee; however, they may serve in any other capacity including serving on committees at request of the Committee Chairman.

3. Future Membership (Non-Voting Membership)

- a. Goochland County residents who have not yet reached voting age and who are in accord with the principles of the Republican Party, and who express, in writing or in open meeting, if required, their intent to support all of the Republican nominees for public office, are eligible for Future Membership on the County Committee.
- b. The County Committee shall require each potential Future Member to submit a signed membership application form to the Secretary and the County Committee must approve each Future Membership by a majority vote.
- c. Future Members shall not have any voting authority, nor serve as any Officer, nor Chair of any Committee; however, they may serve in any other capacity including serving on committees at request of the Committee Chairman.
- d. Future Members are not required to pay dues.

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 a majority vote of those members who are present and voting at a duly called meeting, with the condition that dues remain constant each calendar year.

1. Dues are due on March 1, and dues are not to be pro-rated for a partial year membership. RPV requirements to reestablish the committee at the biennial Mass Meeting, Party Canvass or Convention, shall not constitute a requirement for any person to submit more than one dues payment to the GCRC per calendar year. The dues amount will be determined by the county committee by majority vote.
2. Dues shall be forwarded to the Treasurer.
3. Dues for Associate Members shall be 50% of Resident Member dues and subject to the same restrictions.
4. Future Members who have not yet reached voting age are not required to pay dues.

Section C: Meeting Attendance

Members are encouraged to attend all duly called meetings. Any Resident Member shall automatically lose his or her status as voting members of the County Committee if they fail to attend either in person or by proxy three (3) consecutive duly called meetings or fail to pay dues as required by this Plan. Any person having lost his status as a voting member as described in this section, may appeal to the Committee for reinstatement and such appeal for reinstatement may be granted by a majority vote.

Additional Committee meetings as may be required shall be called by the Unit Chairman or upon petition of one-third (1/3) of the voting members of the Goochland County Republican Committee.

Section D: Removal

1. Automatic removal

A member of the Committee is deemed to have resigned his Committee position if he:

- a. Files as a candidate for partisan public office as other than a Republican; or
- b. makes a reportable contribution to any candidate in opposition to a Republican candidate in any General or Special Election; or
- c. allows his name to be publicly used by any candidate in opposition to a Republican candidate in any General or Special Election; or
- d. makes a written or other public statement in support of a candidate in opposition to a Republican nominee in a General or Special Election; or
- e. fails to pay annual dues to the committee.

2. Removal for Cause

The Unit Chairman, any other Officer or Member of the County Committee may be removed from office for cause by a two-thirds vote of the membership of the County Committee; provided, however, that such person shall be given thirty days' notice in writing that such removal will be sought and the grounds upon which such action is based. The notice must be signed by not less than one-third of the voting membership of the County Committee. Such person shall be given reasonable opportunity to appear and respond to the allegations.

Section E: Appeal

Any person removed from the County Committee may appeal in writing, expressing their intent to support all of the Republican nominees for public office, while they are members, to the Committee for reinstatement and such appeal shall be granted by a majority vote of the Committee.

ARTICLE V – MEETINGS

Section A: Regular Meetings

1. General

The Unit Chairman shall convene the County Committee when required, but in no event less than once during each calendar quarter, with no more than four months between each meeting, and shall preside at the meetings of the Committee. He shall 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.

3. Notice

Meetings of the County Committee shall be held upon seven days' written notice, with agenda enclosed, to the membership as recorded by the Recording Secretary.

4. Proxy

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

- a. Any person who acts as a proxy for another must meet the qualifications for Resident Membership in the County Committee as stated in Article 4, Section A, 1 and meet the requirement of Article VII, Section A (2) of the State Party Plan (which requires that the proxy holder be from the same Election District represented by the absent member.)
- b. All proxies shall be in writing, signed by the maker, written substantially similar to the Proxy form included in the Addendum, and submitted either by U.S. Postal Service, electronically or in person to the Unit Chairman.

- c. Proxies will be reviewed by the Chairman or his designee for review and/or approval. All approved proxies will be presented during the attendance roll call before any votes are taken.
- d. Any proxy may be withdrawn by the committee member granting the proxy at any time prior to its exercise.
- e. No individual may cast more than one vote at any meeting which he attends.
- f. The absent member granting the proxy must have his dues paid and up to date in order for the proxy to be valid.
- g. There shall be no proxies for a mass meeting.

Section B: Quorum

A minimum of twenty-five percent (25%) of the voting members (in person or by proxy) of the County Committee shall constitute a quorum for the transaction of business.

ARTICLE IV – OFFICERS

Section A: Officer Positions

The officers shall consist of the following members:

1. Unit Chairman
2. First Vice Chair
3. Second Vice Chair
4. Secretary
5. Treasurer
6. Electoral District Chairmen

Section B: Election

1. Unit Chairman and Other Officers

Besides a Unit Chairman, the Committee shall elect by Mass Meeting, Party Canvass or Convention for a term of two years, on the election cycle used for the Unit Chairman and Members, a Vice-Chairman, Secretary and Treasurer from among the Members.

2. Electoral District Chairmen

Electoral District Chairmen shall be appointed by the Chairman of the Goochland County Republican Committee at the first regular meeting after the biennial mass meeting.

Section C: Unit Chairman

The Unit Chairman shall:

1. Be responsible for the general execution and implementation of the programs and policies of the County Committee, commensurate with achieving the goals of the Republican Party Plan of Virginia;
2. Call mass meetings, conventions or party canvasses in accordance with the Republican Party Plan of Virginia and preside over same until a temporary organization is elected;
3. Represent the County Committee on the appropriate Republican Congressional and Legislative District Committee. (During any period when the county is in more than one Congressional District, the GCRC Unit Chairman shall serve on the Congressional District Committee of his residence and will appoint a GCRC Committee member who resides in the other district to serve on its Congressional District Committee); and
4. Convene the County Committee as stated in Article V, Section A,1 and more frequently when the needs of the Unit Committee so demand.

Section D: First Vice Chairman

The First Vice Chairman Shall:

1. Assist the Chairman in the execution and implementation of the programs and policies of the County Committee.
2. Serve as temporary Unit Chairman in the absence of the County Chairman.
3. Coordinate committees, programs and special projects as assigned by the Unit Chairman.
4. In the event the County Chairman's death, resignation, removal or inability to act, take action as required by Article 4, Section I.

Section E: Second Vice Chairman

The Second Vice Chairman Shall:

1. Preside at meetings in the absence of the Unit Chairman and the First Vice Chairman.
2. Coordinate committees, programs and special projects as assigned by the Unit Chairman.
3. The Second Vice Chairman shall have overall supervision of the organization of all of the precincts in Goochland County.
4. The Second Vice Chairman shall verify that the Electoral District Chairman have appointed Precinct Captains for each precinct in their

respective Districts.

5. The Second Vice Chairman shall work with the Electoral District Chairmen to assure that the Precinct Captains are properly trained, instructed and supplied.

Section F: Secretary

The Secretary shall:

1. Take and maintain the minutes of all meetings of the County Committee;
2. Make the minutes available to the Executive Board or County Committee upon request;
3. Maintain an official roster of the members and officers of the County Committee;
4. Maintain a record of each member's attendance at all meetings of the County Committee and shall notify any Committee member in writing if they miss three successive meetings; and
5. Perform such other secretarial duties as the Unit Chairman may determine to be within the scope of the office of the Secretary and as set forth in the parliamentary authority adopted in this Plan.
6. The Secretary shall be responsible for all correspondence as directed by the Unit Chairman or Executive Board.

Section G: Treasurer

1. The Treasurer shall be responsible for the safekeeping and disbursement of all County Committee funds. The Treasurer shall be authorized to distribute funds under the following conditions:
 - a. In accordance with an annual budget developed by the Treasurer and approved first by the Executive Committee and then 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. Upon the authority of the Unit Chairman, the Treasurer shall also have the authority to make expenditures up to \$100.00, provided adequate funds to meet other obligations are clearly identified.
2. The Treasurer shall present at each County Committee meeting a detailed report

covering the period since the preceding meeting.

3. At the end of each calendar year, the Treasurer's books shall be reviewed by two persons, designated by the Unit Chairman. The Reviewers shall certify the correctness of the Treasurer's books to the County Committee, with a copy to the Treasurer.

4. The Treasurer shall keep proper records, which are open to inspection by any member of the County Committee at all reasonable times, and upon reasonable notice. The Treasurer shall deliver all official records in his possession to his successor within 10 days of the expiration of this term. The Treasurer shall be a member of the Finance Committee if one has been established by the Chairman.

5. The Treasurer and the Unit Chairman are authorized to open a bank account in the name of the Goochland County Republican Committee and to make deposits and withdrawals from such account. The Treasurer and Unit Chairman shall maintain a bank account in the name of the Goochland County Republican Committee. The Treasurer and Unit Chairman shall be co-signers on the County Committee bank account(s).

Section H: Electoral District Chairmen

1. Each Electoral District Chairman shall promote the election of all Republican candidates who represent some portion of their electoral district.
2. They shall appoint Precinct Captains and provide liaison between the County Committee, the candidates, and/or their campaign Committees, and the Precinct Captains.
3. They shall represent the district by serving as a member of the Executive Committee.
4. They shall see to the effective maintenance of Precinct organization by providing supervision and guidance to the Precinct Captains.
5. They shall also be responsible for all County Committee property within their Electoral District but shall not be held liable for its loss.

Section I: Vacancies

1. In the event of the death, resignation, removal, or inability to act of the Unit Chairman, the First Vice Chairman shall call an Executive Committee meeting within ten days. The First Vice Chairman shall then call a special meeting of the County Committee to be held within thirty days for the purpose of electing a new County Chairman to fill the unexpired term.

2. Members may be elected to fill any vacancy at a duly called meeting of the County Committee provided notice of such existing vacancy shall be given with the call of the meeting.

Section J: Voting by Ballot

1. At any election, when there is more than one candidate for County Committee office, the vote shall be 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.
2. In the event of a tie during a ballot vote, subsequent votes shall occur until a majority is reached.
3. A vote of acclamation may occur when there is a single candidate.

ARTICLE VII – EXECUTIVE COMMITTEE

Section A: Membership

The executive committee shall consist of the following members:

1. Unit Chairman
2. First Vice Chair
3. Second Vice Chair
4. Secretary
5. Treasurer
6. Electoral District Chairmen

Section B: Duties

The Executive Committee shall act for and have general power to administer the affairs of the Committee between meetings of the Committee, provided all of its actions shall be in conformity with the policies, programs, and instructions of the Committee. Any actions of the Executive Committee shall be ratified by the County Committee at the next regular business meeting.

The Executive Committee shall meet approximately once a month at the direction of the Unit Chairman. Special meetings of the Executive Committee may be called by the Unit Chairman of the County Committee or upon the written request of one-third (1/3) of the members of the Executive Committee.

The Unit Chairman may establish Special Committees with the approval of the majority of the Executive Committee.

A vote may be conducted between meetings of the Executive Committee by mail, phone, fax, or email and ratified at the next Executive Board meeting.

Section C: Quorum

A majority of the 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 upon call of the Unit Chairman or of two voting members of the Executive Committee.

ARTICLE VIII – ADDITIONAL COMMITTEES

Section A: Standing Committees

There may be the following Standing Committees, the members of which shall be appointed by the Unit Chairman, with the approval of the majority of the County Committee, unless otherwise provided:

1. Technology Committee
2. Fund Raising Committee
3. Candidates Committee

Section B: Standing Committee Organization and Duties

1. Technology Committee
 - a. Membership on the Technology Committee shall be assigned by the Chairman from among any member(s) of the County Committee who volunteer for consideration.
 - b. Members are expected to possess interest, aptitude and experience in areas of web hosting and design, desktop publishing and graphic art, email distribution systems, and social network tools and systems, and

voter and election tracking systems.

- c. Members shall advise the Executive Committee on technology needs and costs.
- d. Members shall develop, design and maintain technology, monitor various special networking accounts used by the County Committee. In addition, members shall document all information processes pursued by the committee. This shall include transfer of critical information for the ongoing oversight of the technology used by the Technology Committee.
- e. Members shall ensure that all published content is pre-approved by the Executive Committee prior to publishing and public submission.

2. Fundraising Committee

- a. The primary responsibilities of the Fundraising Committee shall be to plan and implement events or other projects for the purpose of raising monies for the operation of the County Committee and for providing monetary assistance to local and state Republican candidates.
- b. The Unit Chairman shall appoint members to the committee and they will serve for two years or until the end of their term on the County Committee.

3. Candidate Recruitment Committee

- a. A standing committee consisting of a Chairman and four (4) additional members. Members shall be appointed by the Unit Chairman with the advice of the Executive Committee.
- b. Additional nonvoting members shall include the Unit Chairman, any Republican elected officials, and any business leaders or other members as may be appointed by the Unit Chairman.
- c. This committee is charged to recruit and encourage suitable and qualified candidates for public office as deemed appropriate. It shall screen potential candidates to ensure compliance with applicable necessary requirements for seeking public office.

Section C: Special Committees

There may be such additional special committees as are deemed advisable by the Unit Chairman or the Executive Committee. The Unit Chairman shall be an ex-officio member of

all such committees. Any such persons/committees shall serve at the pleasure of the Unit Chairman and are automatically dissolved at the end of the Chairman's term or upon completion of the task for which the committee was formed, whichever occurs first.

ARTICLE IX – PARLIAMENTARY AUTHORITY

The Plan of the RPV, the Plan of the Goochland County Republican Committee, and the current edition of Robert's Rules of Order, Newly Revised shall govern proceedings of all committees and conventions, mass meetings or party canvasses conducted by the Goochland County Committee.

ARTICLE X – AMENDMENTS

Section A: State Party Plan

In the event that an amendment to the Plan of the RPV necessitates an amendment to this organizational plan, the Executive Committee, or a special committee appointed by the unit chair, shall construct an appropriate amendment to this Organizational Plan. The amendment shall be communicated to the membership of the County Committee with the official notice prior to the next meeting of the County Committee.

Section B: Amendments

Amendments to the Party Plan shall require a two-thirds vote of those County Committee members who are present and voting at a duly called meeting, provided a copy of such proposed amendment(s) shall be provided to the membership along with the official notice of such meeting.

ARTICLE XI – POLICIES

Section A: Establishment

From time to time, a majority vote of the members present at a duly called meeting of the Goochland County Committee, may establish such policies as may be necessary to aid in the administration of the affairs of the Goochland County Republican Party.

Section B: Amendments and Additions

Policies may be added or amended, without prior notice, at any meeting of the County Committee.

Section C: Adoption

Policies, once adopted, shall be an addendum to this Organizational Plan.