

**MANASSAS REPUBLICAN PARTY
PARTY PLAN (BY-LAWS)**

**ARTICLE I
Qualifications for Participation in Party Actions**

All legal and qualified voters in the jurisdiction, regardless of race, religion, color, national origin or sex, under the laws of the commonwealth of Virginia, who are in accord with the principles of the Republican Party who express in open meetings, if requested, their intent to support all of its nominees for public office in the ensuing election, are eligible to participate as members of the City of Manassas Republican Party in its Mass Meetings, Conventions, Primaries or Party Canvasses in their respective elections.

**ARTICLE II
Definitions**

- A. "Party" means the City of Manassas Republican Party.
- B. "Party Plan" means the plan of organizations, Republican Party of Virginia.
- C. "State Party Plan" means the Plan of Organization, Republican Party of Virginia.
- D. "Jurisdiction" means the geographic area comprising the political subdivision of the City of Manassas, Virginia.
- E. "City" means the City of Manassas, Virginia.
- F. "Unit" means the City of Manassas Republican Party.
- G. "Committee" means the City of Manassas Republican Party.
- H. "Chairman" means the Chairman of the City of Manassas Republican Committee.
- I. "Vice Chairman" means the Vice Chairman of the City of Manassas Republican Committee.
- J. "Secretary" means the Secretary of the City of Manassas Republican Committee.
- K. "Treasurer" means the Treasurer of the City of Manassas Republican Committee.
- L. "Finance Committee" and "Finance Chairman" mean, respectively, the subcommittee of the City of Manassas Republican Committee known as the Finance Committee and its Chairman.
- M. "Qualifications" means the qualifications for participation in Party actions, which is set forth in Article I of this plan.

- N. “Biennial District Convention” means the Convention held in Congressional election years for the Congressional District of which the Jurisdiction is a part.
- O. “Voting Address” means the address shown on the official voter registration rolls maintained by the Registrar of voters in the City of Manassas.

ARTICLE III

The City Committee

There shall be a Permanent Committee known as the City of Manassas Republican Committee

MEMBERSHIP

Section 1.

A. Voting Members

The Committee shall consist of:

1. The Chairman;
2. The Precinct Members;
3. The Members-at-Large;
4. The President of each Federated Republican Women’s Club in the Jurisdiction;
5. The President of each Young Republican Club in the Jurisdiction;
6. All publicly elected Republican Officials residing in the Jurisdiction.

B. Non-voting members

All publicly elected Republican Officials serving in the City of Manassas who are not residents of the City. These Members shall not be entitled to vote in the affairs of the City Committee.

C. Election, Term and Representation

1. Election: The Chairman and all members of the City Committee shall be elected at and by the Mass Meeting, Convention or Primary called for the purpose of electing delegates to the Biennial District Conventions.
2. Terms: Committee members shall take office upon their election and shall hold office for a term of two (2) years or until the next regular Biennial Election, when their successors are elected.
3. Precinct Members: Representation of the Committee shall be determined by the Committee on the basis of “Republican Party Voting Strength” provided that each precinct shall be represented by at least one member. The numerical apportionment of such representation shall be stated in the call for the meeting at which such members will be elected. Priority will be given to precinct representation for each as outlined in the call.

4. Members-at-Large: The number of Members-at-Large shall not exceed thirty percent (30%) of the total allocated number of Precinct Members.

D. Vacancies

Vacancies on the Committee shall be filled by the majority vote of the Committee, and this purpose shall be included in the call of the meeting at which such vacancies will be filled.

E. Removal

Any Officer or Member of the Committee may be removed from membership by a vote of two-thirds of the Members of the Committee, provided that such Officer or Member is furnished with written notice that removal will be sought. Such notice shall include the charge of cause for removal and be signed by no less than one-third of the other members of the Committee and shall be issued in time to allow thirty (30) days to elapse before the meeting at which the vote to remove will be taken.

AUTHORITY AND RESPONSIBILITY

Section 2.

A. The Committee

1. General. The Committee shall have general authority over all Party activities in the Jurisdiction and shall decide all controversies and contests concerning Party matters in and for the Jurisdiction.
2. Mass Meetings, Conventions and Primaries. The Committee shall determine the method of nominating candidates for City public office. It shall issue calls for all Mass Meetings and Conventions in the Jurisdiction.
3. State and Congressional District Assessments. The Committee shall be responsible for meeting duly assessed shares of respective State and Congressional District operating budgets. The Committee shall be informed by its Treasurer of each assessment at the next regular meeting.

B. Individual Members

1. General. It shall be among the duties of each member of the Committee to cooperate with the several officers of the Committee in the execution of his or her respective duties and to implement the goals of the Party by direct participation in its programs and activities.
2. Attendance and Meetings. It shall be the responsibility of each member of the Committee to attend all meetings of the Committee and, to the best of his or her ability, be informed about all relevant Party matters. Should any member of the Committee be absent from three (3) consecutive meetings of the Committee, they

shall not be counted for the purpose of quorum beginning with such third absence, cannot vote, and it shall be grounds for removal under Article III, Section 1, Paragraph D of this plan, until such time as they are in attendance at two consecutive meetings and otherwise qualified under this plan.

3. Financial Contributions. Each member of the Committee shall contribute \$20.00 for a two (2) year membership. The contribution is due upon election and payable not later than the first quarterly meeting after the Biennial Convention at which elected. The contribution is not refundable. Members shall not be considered voting members nor shall they be counted for purposes of meeting quorum requirements until such contribution is made. A member elected to the Committee more than twelve (12) months following the Biennial Convention shall be entitled to membership for the time remaining prior to the next succeeding Biennial Convention upon payment of a contribution of \$10.00.

MEETINGS

Section 3.

A. Frequency.

There shall be a meeting of the City Committee called at least once each calendar quarter.

B. Call and Quorum.

1. Meetings of the Committee shall be called by the Chairman by notice either in writing or by e-mail not less than ten (10) days prior to the meeting or on the call of one-third of the voting members thereof. Twenty percent (20%) of the voting members of the Committee shall constitute a quorum. Proxies shall not be counted towards a quorum.
2. Written notice of a meeting must be postmarked not less than ten (10) days prior to the meeting.
3. E-mail notices may be sent to members who have agreed to receive such notices. E-mail must be sent ten (10) days prior to the meeting. Written notices do not have to be sent to members agreeing to receive e-mail.

C. Public Meetings.

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

D. Parliamentary Order.

The Vice Chairman shall preside at meetings of the Committee in the Chairman's absence. ROBERT'S RULES OF ORDER, NEWLY REVISED shall prevail in questions of parliamentary procedure not otherwise covered in this State Party Plan.

E. Proxies.

Members of the Committee may be represented in official meetings by proxies provided that (a) no individual may cast more than one (1) proxy vote per ballot at any meeting, and (b) the proxy holder meets the qualifications, (c) the proxy reads as follows and is signed by the maker and witnessed.

I....., do hereby appoint
to vote as my proxy at a meeting of the City of Manassas Republican Committee the
..... day of 20..... or at any adjourned meeting thereof, and for
me and in my name, place and stead to vote upon any question that may properly come
before such meetings, with all the power I should possess if personally present, hereby
revoking all previous proxies.
....., 20.....
signed:
witnessed:

OFFICERS
Section 4.

A. Chairman

1. Election. The Chairman shall be elected by a majority vote of the Convention, Mass Meeting or Primary called for the purpose of selecting delegates to the Biennial District Conventions.
2. Term. The Chairman shall take office upon his or her election and shall hold office for two (2) years until the next regular election, when a successor is elected.
3. Authority and Responsibility.
 - a. The Chairman shall have general authority over and responsibility for the activities of the Party. Such authority shall include delegating all duties not otherwise provided for in this plan. The Chairman shall be responsible for the general execution and implementation of the programs and policies of the committee.
 - b. The Chairman shall preside over Conventions and Mass Meetings until a Temporary is elected. The Chairman shall represent the Jurisdiction on the Congressional District Committee, the Legislative District Committee, and the State Senatorial District Committee.
 - c. The Chairman shall convene the Committee at least once each quarter, be responsible for sending written notice of calls with the agenda for Committee meetings to all members thereof, and maintain accurate and current voter lists for use by the Committee and by the Republican nominees for Jurisdiction public offices.

B. Vice Chairman

1. Election. A Vice Chairman shall be elected by a majority of those members present at the first Committee meeting following the Convention.

2. Term. The Vice Chairman shall take office upon his or her election and shall hold office for a term of two (2) years or until the next regular Biennial Election when a successor is elected.
3. Authority and Responsibility. The Vice Chairman shall preside at meetings in the absence of the Chairman and shall serve as a temporary Chairman in the absence of the Chairman.

C. Secretary and Treasurer

1. Election. The Secretary and Treasurer shall be elected by a majority of those members present at the first meeting of the Committee after each Biennial Election of its members. They shall serve at the pleasure of the Committee for a term of office to expire upon the election of their respective successors.
2. Authority and Responsibilities of Secretary. The Secretary shall record and keep the minutes of all meetings of the Committee, the Executive Committee and other such meetings as may be requested by the Chairman in such form as to be available for inspection upon reasonable notice by members of the Committee. The Secretary shall maintain the roll of Committee members and keep it current to reflect resignations, removals and election of new members to fill vacancies. The Secretary may be authorized by the Executive Committee in each specific incidence to sign checks in the absence of the Treasurer.
3. Authority and Responsibilities of Treasurer. The Treasurer shall be custodian of all the funds of the Committee and is empowered to open a bank account in the name of the Committee to make deposits to and draw checks upon with the authorization of the Executive Committee. The Treasurer shall be responsible for reports on the income and expenditures of funds in the treasury at all meetings of the Committee and Executive Committee. The Treasurer shall present the financial records for audit in March of each odd-numbered year and at the end of the term of office by a Committee of three (3) members of the Committee appointed by the Chairman.

D. Budget Chairman or Chairwoman

This Budget Committee shall prepare an annual budget as soon as practical after the Biennial Convention for presentations to the Finance Committee to provide general guidelines for Committee operations in the ensuing year. They will also be responsible for securing and managing a Republican headquarters in the Jurisdiction prior to each election. Budget Chairmen or Chairwomen are appointed by and serve at the pleasure of the Unit Chairman or Chairwoman.

E. Membership Chairman or Chairwoman

The Membership Chairman or Chairwoman is responsible for developing programs designed to increase the number of people actively engaged in electing Republican candidates in the Jurisdiction. This shall include recruiting new members for the Committee, finding volunteers to help on Election Day, and promoting the

Republican Party across the Jurisdiction. Membership Chairmen or Chairwomen are appointed by and serve at the pleasure of the Unit Chairman or Chairwoman.

F. Vacancies.

In the event of resignation or removal during the term of office of any officer of the Committee, the vacancy shall be filled for the remainder of the term by majority vote at an election held in the next regular meeting of the Committee, and this purpose shall be stated in the call of the meeting. When there is a vacancy in the office of either the Secretary or the Treasurer, the Chairman shall have the authority to make a temporary appointment with the approval of the Executive Committee to fill the vacancy until the required election occurs.

SUBCOMMITTEES

Section 5.

A. Executive Committee.

There shall be a permanent subcommittee known as the Executive Committee.

1. Membership. The Executive Committee shall consist of:
 - a. the Chairman;
 - b. the Vice Chairman;
 - c. the Precinct Captains;
 - d. the Finance Chairman;
 - e. the Secretary;
 - f. the Treasurer;
 - g. the Chairman of the Precinct Operations Committee;
 - h. the President of each Federated Republican Woman's Club in the Jurisdiction or her representative;
 - i. one representative elected by the Federated Young Republican Clubs in the jurisdiction;
 - j. the State Central Committee members;
 - k. the Budget Chairman or Chairwoman;
 - l. the Membership Chairman or Chairwoman;
 - m. the President or presiding officer of each organized Republican club affiliated with an accredited educational institution and located within the Jurisdiction may serve as an Ex-Officio member of the Executive Committee;
2. Authority and Responsibility. The Executive Committee shall have the authority to implement the policy of the Committee, approve the expenditure of funds in the treasury of the Committee, and its duties shall include preparing agendas for meetings of the Committee and discharging such other tasks as may be delegated to it by the Committee.

3. Meetings.

- a. Call and Quorum. The Executive Committee shall meet at the call of the Chairman or at the written call of three (3) members of the Executive Committee on five (5) days notice prior hereto in either case. A waiver of notice must be signed by at least five (5) members of the Executive Committee if notice of the meetings does not conform to these requirements. A majority of the voting members shall constitute a quorum.
- b. Parliamentary Order. The Chairman, or in his absence the Vice Chairman, shall preside at meetings. ROBERTS RULES OF ORDER, NEWLY REVISED shall prevail in questions of parliamentary procedure not otherwise covered in this plan or in the State Party Plan.
- c. Proxies. Members of the Executive Committee may be represented at official meetings by proxies, provided that (a) no individual may cast more than one vote per ballot at any meeting, (b) the proxy holder meets the qualifications, (c) is a member of the Committee, and (d) the proxy reads as shown in Article III, Section 3, Part E of this Plan and is signed by the maker.

B. Finance Committee

There shall be a permanent subcommittee known as the City Finance Committee.

1. Membership. The Finance Committee shall consist of:

- a. the Finance Chairman who shall be appointed by and serve at the pleasure of the Chairman;
- b. the Treasurer;
- c. the Chairman;
- d. two (2) members of the Committee, who shall be appointed by and serve at the pleasure of the Chairman;
- e. other members appointed by and serving at the pleasure of the Chairman shall be in charge of special projects and shall serve as non-voting members.

2. Authority and Responsibility. The Finance Committee shall coordinate Party fund-raising activities in the Jurisdiction, collect and receive funds raised for transmitting to the treasurer and otherwise cooperate with, strengthen and support the Party organization. This Finance Committee shall approve budgets prepared by the Budget Committee for presentations to the Executive Committee to provide general guidelines for Committee operations in the ensuing year.

3. Meetings.

- a. Call and quorum. The Finance Committee shall meet at the call of the Finance Chairman or the party Chairman. A majority of voting members shall constitute a quorum.

- b. Parliamentary Order. The Finance Chairman, or in his absence the Party Chairman, shall preside at meetings. ROBERTS RULES OF ORDER, NEWLY REVISED shall prevail in questions of parliamentary procedure not otherwise covered in this Plan or in the State Party Plan.
4. Funds. No funds shall be contributed to any candidates competing for the Republican Party's nomination for any public office or to any candidate competing for a Party Office. No funds shall be contributed to any candidate competing for any public office who is not running as a nominee of the Republican Party and who is not a candidate for election in the City of Manassas.

C. Precinct Operations Committee

There shall be a permanent subcommittee known as the Precinct Operations Committee.

1. Membership. The Precinct Operations Committee shall consist of:
 - a. the Precinct Operations Committee Chairman, who shall be appointed by and serve at the pleasure of the Unit Chairman;
 - b. at least one member for each precinct in the Jurisdiction, who shall be appointed by the Precinct Operations Chairman or Chairwoman and serve at the pleasure of the Unit Chairman.
 - c. Other individuals at the discretion of the Precinct Operations Chairman or Chairwoman.
2. Meetings.
 - a. Call and Quorum. The Precinct Operations Committee shall meet at the call of the Precinct Operations Committee Chairman or the Chairman. Members present shall constitute a quorum.
 - b. Parliamentary Order. The Precinct Operations Committee Chairman, or in his or her absence, the Precinct Operations Committee Vice Chairman, shall preside at meetings. ROBERTS RULES OF ORDER, NEWLY REVISED shall prevail in questions of parliamentary procedure not otherwise covered in this Plan or the State Party Plan.
3. Authority and Responsibility. The Precinct Operations Committee shall be responsible for coordinating Jurisdiction Party records with the State Records Committee, assisting the Chairman and Precinct Captains with identification, recruitment and organization of Party workers as requested by the Chairman and carrying out other tasks as assigned to it by the Executive Committee.

PRECINCT CAPTAINS

Section 6.

A. Responsibility

The responsibility of each Precinct Captain shall be to coordinate all activities in his or her precinct in cooperation with the Chairman and the Committee.

ARTICLE IV
Mass Meetings, Conventions, Primaries and
Means of Nominating and Electing

CALL REQUIREMENTS

Section 1.

A. Mass Meeting and Conventions

1. Calls. Calls for Mass Meetings and Conventions shall be published in a newspaper of general circulation in the Jurisdiction no less than ten (10) days prior to the Mass Meeting or Convention. Calls shall include, but not be limited to; (a) the Qualifications; (b) the time, place and purpose; and (c) if the purpose of the Mass Meeting is to select Convention Delegates, the purpose of the Convention, the numerical apportionment of Delegated and the basis thereof and any registration fee for Delegates to the Convention.
2. Primaries. As stated in the State Party Plan.

B. Pre-filing

If the pre-filing of Candidates is a requirement for election as a Committee Member or Convention Delegate by a Mass Meeting or Convention, the notice of the pre-filing requirements must be published with the call for the Mass Meeting or Convention at which these elections will take place, and ample additional notice time shall be provided to allow time for such pre-filing.

C. Citizen Involvement

It is the responsibility of the Unit Chairman to use the most effective means, including news media, to publicize mass Meetings and Conventions, with the purpose of encouraging maximum citizen involvement.

CONVENTIONS

Section 2.

A. General

Unless otherwise provided for in this Plan, the conduct of Conventions and Delegates thereto is governed by the State Party Plan.

B. Election of Delegates

When Convention Delegates are elected at Mass Meetings, representation shall be by Precincts on the basis of a uniform apportionment set forth in the call for the meeting, and each precinct shall be entitled to at least one Delegate.

NOMINATIONS AND ELECTIONS

Section 3.

Vacancies

When Candidates, Electors, Delegates or Alternates have been duly elected by a Mass Meeting or Convention and a vacancy occurs, the City Committee is authorized to fill such vacancy in a formal meeting by majority vote after due notice of such intent has been included in the call of the meeting.

ARTICLE V CONTINUOUS PROVISIONS

AMENDMENTS

Section 1.

This Plan may be amended by a two-thirds vote of the voting members present at a meeting of the Committee provided that the text of the proposed amendment is included in the call of the meeting.

Any Committee Member may propose an amendment and may have it included in the call of the Meeting.

This Plan and any amendments to it must be in accord with the State Party Plan.

SEVERABILITY OF PROVISIONS

Section 2.

If any clause, sentence, paragraph or part of this Plan shall for any reason, be found invalid, such findings shall not affect, impair or invalidate the remainder of this Plan but shall be confined in its operation to the clause, sentence, paragraph or part directly involved in the controversy in which such findings shall have been made.

EFFECTIVE DATE

Section 3.

This Plan shall be effective upon adoption.