

Subject: AON Request VA-ELECT -23-1124

Date: Friday, September 13, 2024 at 1:21:28 PM Eastern Daylight Time

From: FOIA (ELECT)

To: AO Records

EXTERNAL SENDER

Good afternoon,

This is the last group of records responsive to your request of November 17, 2023. Due to the significant file size of the requested records, you will receive separate emails with the subject line "VITA's Large File Transfer Application AON 23-1124 Group 4". This ensures we can provide you with all your responsive records at once. Please note, you may receive multiple emails from VITA.

Please note, for this group, two email and one document are being withheld pursuant to §2.2-3705.7 (2) Governor's working papers and correspondence and twenty emails and nine documents are being withheld pursuant to § 2.2-3705.1(2) attorney client privilege.

Thank you for contacting the Virginia Department of Elections.

Method of Nomination successfully submitted for: Delegate, [pipe:127] 84th [pipe:16]

From Formsit <noreply@fs28.formsite.com>

To [REDACTED]

Date Thursday, March 2nd, 2023 at 4:50 PM

Thank you for submitting a Notice of Nomination Method for the Office of Delegate, for the 2023-11-07 Election. Details of your submission are included below for your reference. Please note there may be additional fields below that do not pertain to the office for which you are submitting information. You may ignore those fields.

You will be contacted via email if additional information is required.

First Name	George
Last Name	Cary, III
Email Address	[REDACTED]
Phone Number	[REDACTED]
Party	Republican
Title	Chairman
Committee Level	District
District	84th House Legislative Committee for the Republican Party of Virginia
Election Date	2023 11 07
Office	Delegate
District (if applicable)	84th
Nomination Method	Primary
Last Update	2023 03 02 16:50:28
Start Time	2023-03-02 14:15:51
Finish Time	2023 03 02 16:50:28



This email was sent to [REDACTED] a result of a form being completed.
[Click here](#) to report unwanted email.





Republican Party of Virginia
www.rpv.org

February 13, 2023

Susan Beals, Commissioner
Department of Elections
1100 Bank St Fl 1
Richmond VA 23219

VIA E-mail info@elections.virginia.gov

Dear Commissioner Beals,

I write to request “copies of any instructions or information provided by the State Board to the local electoral boards and registrars,” including such instructions and information provided by you or the Department of Elections under any authority delegated by the Board. In the past, I have made similar requests limited to a single election. This request is not so limited and I would like all responsive materials beginning January 1, 2023. Please consider this an ongoing request for any such material provided to the local electoral boards or registrars.

Section 24.2-103 requires the State Board to respond to such a request within three days of receipt. By action on October 29, 2019, I understand that the Board delegated responsibility under that statute to the Department.

I would appreciate receiving the information in electronic form. For purposes of the ongoing request, I would also appreciate receiving the information at the same time it is provided to the registrars or the local electoral boards.

Should you or anyone at the Department have questions about my request, please feel free to contact me by e-mail at chris@virginia.gov or by phone on 571-482-7690. I would be happy to discuss any way to make fulfilling the request as convenient as possible for the Department.

Sincerely,

Chris Marston,
General Counsel

The Richard D. Obenshain Center • 115 East Grace Street • Richmond, Virginia 23219 • 804-780-0111

PAID FOR AND AUTHORIZED BY THE REPUBLICAN PARTY OF VIRGINIA. CONTRIBUTIONS ARE NOT TAX DEDUCTIBLE.

VA-ELECT-23-1124-C-000003

Detrani, Terri (ELECT)

From: Beals, Susan (ELECT)
Sent: Thursday, March 30, 2023 12:24 PM
To: Miller Cary
Subject: Re: 84th House Nomination method

Mr

Susan Beals
Commissioner
Virginia Department of Elections

From: Miller Cary <JohnCoctostan@protonmail.com>
Sent: Thursday, March 30, 2023 11:45:02 AM
To: Beals, Susan (ELECT) <Susan.Beals@elections.virginia.gov>
Subject: 84th House Nomination method

Dear Mrs. Beals,

After leaving an unanswered phone message yesterday in the wake of the court decision in the case of Jones v. Virginia Department of Elections, I want to follow up in writing to ensure the correct and appropriate measure is also taken with respect to the 84th House District nomination, which was also properly filed by the correct authority as a Primary to be run by the Department of Elections.

Please find attached the emailed receipt sent to me on March 2, 2023 verifying this filing.

Finally, please notify me of your actions and intended actions as soon as possible in response to this email, as the confusion caused by the aforementioned mixup can wreak considerable damage to political campaigns. We want these aspiring public servants to have no unnecessary impediments to service, and I'm sure you share this goal.

Respectfully,

Miller Cary, Chairman
84th House Legislative District Committee for the Republican Party of Virginia

Sent with [Proton Mail](#) secure email.

From: [redacted]
To: [redacted]
Subject: [redacted]
Attachments: [redacted]

Education High-Potential News
[redacted]

Dear [redacted]:

[redacted]

When
Monday, May 14, 2024, 11:41 AM
Location
[redacted]

Organization
[redacted]

Dear [redacted]:

[redacted]

[redacted]

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From: [REDACTED]
To: [REDACTED]
Subject: [REDACTED]
Attachments: [REDACTED]

Dear [REDACTED],

[REDACTED]

Very truly yours,
[REDACTED]

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THE COMMONWEALTH OF VIRGINIA

CIRCUIT COURT FOR THE CITY OF RICHMOND

James Renwick Manship, LCDR, USNR, Cryptology, Citizen of Virginia,
Amicus

Chairman, 17th Legislative District of Virginia
Dawn Jones,

v.

Commonwealth of Virginia Department of Elections (ELECT)
Susan Beals, Commissioner

Attention: Judge Claire Cardwell

BRIEF AMICUS CURIAE ON JONES v. BEALS
IN SUPPORT OF PETITIONER JONES

1. On the morning of 29 March, received the article in Cardinal News that reported:
“But Cal Brown, an assistant attorney general who argued on behalf of the state, tried to paint Jones as a “low-level party official who has gone rogue” and who lacked the authority to make critical decisions — such as determining the method of nomination in the district. “All she has is procedural responsibilities. She is just the messenger,” Brown said in court.
2. AAG Brown’s statement does NOT reflect or support the law, the Code of Virginia. Dawn Jones may be a “low-level party official”, but she had the authority under the law, exercised it properly, and even had her actions supported by action by the Defendant state office, ELECT, that then became the “rogue” when it reversed its proper, legal action, to commit a violation of the Code of Virginia.
3. Further, another “rogue” in the mix is Chairman Rich Anderson of the Republican Party of Virginia. Chairman Anderson presided over a 17 September 2022 meeting where he set aside Roberts Rules to conduct a Voice Vote after a Motion and

Second for a Roll Call Vote on a stolen election issue of 9 April 2022. A voice vote was accepted by Chairman Anderson to override the Motion for Roll Call Vote. In other words, Virginia Republican Chairman was quite willing to “go rogue” to favor a candidate from his home county of Prince William County, who had been involved to some degree in the stolen election at a Convention on 9 April 2022.

For full disclosure, the Amicus, James Manship was the candidate whose election was stolen on 9 April 2022 in the convention, and again on 17 September 2022 at the Virginia Republican State Central Committee meeting by Chairman Anderson.

4. And in a GOP Primary in the 9th District of Virginia, ELECT and the Office of Attorney General accepts the Authority of the “low-level party official” in a case brought by challenger Kimberly Lowe, against the Chairman of the Board of Elections, associated with ELECT. Casetext includes:

A. Facts Alleged in the Pro Se Complaint

On April 7, 2022, Lowe submitted “around 1,400” petition signatures to the Ninth Congressional District Committee Chairman to get on the ballot for the Republican Party's Ninth Congressional District primary. (ECF No. 1, at 4.)

The Committee Chairman responded by letter on April 12, 2022, explaining that Lowe failed to meet the 1,000-signature requirement for inclusion on the ballot. (*Id.*) The letter said that Lowe had **only submitted 889 proper signatures because eleven petition signature forms did not comply with the double-sided form requirement under 1 Va. Admin. Code § 20-50-20**, and

eight of the forms included a notarial error. (ECF No. 1-1, at 2.) The eleven forms that did not comply with the double-sided requirement were singlesided forms that Lowe had “taped or glued” together. (*Id.*)

The Chairman explained that even including the signatures on the forms with the notarial error, Lowe fell forty-one signatures short of the requirement. (*Id.* at 2.)

Because the Committee Chairman did not accept Lowe's candidacy, it nominated another candidate for the general election. (ECF No. 1, at 4.)

Lowé claims that an independent party has verified that she met the 1,000-signature requirement, (*id.* at 6), but **the Committee has no formal appeals process-the word of the Chairman is final.** (ECF No. 1-1, at 4.)

5. The point to be made by this Amicus is that the Virginia Department of Election and the Virginia Republican Party are quite willing to ignore Roberts Rules, or worse, ignore the Code of Virginia to “get their way” and either disqualify a candidate, or favor one candidate over another, as is the apparent case in *Jones v. Beals*.



DATED: 29 March a.d. 2023

JAMES RENWICK MANSHIP
Pro Se Amicus
LCDR, Special Duty, Cryptology (1979-1988)
(Communications and Electronic Security)
StatesManship@me.com or
703-672-1776

CERTIFICATE OF SERVICE

I hereby certify that on March 29, 2023, I sent a copy of the foregoing, by Certified Mail to the Respondents:

COMMONWEALTH OF VIRGINIA DEPARTMENT OF ELECTIONS (ELECT)
Mrs. Susan Beals, Commissioner
Washington Building, First Floor, 1100 Bank Street, Richmond 23219

and via e-mail to:
Counsel Cal Brown Assistant Attorney General
C.Brown@oag.state.va.us
Office of the Attorney General
202 North 9th Street Richmond, Virginia 23219
(804) 786-1919

DATED: March 29, 2023



JAMES RENWICK MANSHIP
Pro Se Petitioner

Re: RCVRC Quote

1 message

Geiger, DJ <dj.geiger@elections.virginia.gov>
To: "Gilmer, Melanie" <melanie.gilmer@elections.virginia.gov>
Cc: "Cronin, John" <john.cronin@elections.virginia.gov>, "Hill, Kevin" <kevin.hill@elections.virginia.gov>

Mon, Dec 19, 2022 at 11:43 AM

Melanie,
Both are signed and attached!

Thanks,

On Mon, Dec 19, 2022 at 10:52 AM Gilmer, Melanie <melanie.gilmer@elections.virginia.gov> wrote:

DJ,

Please see the attached Ranked Choice Voting Resources Center IPR for approval, also attached Quote.

Thank you,
Melanie Gilmer
Procurement Officer
Department of Elections
Melanie.Gilmer@elections.virginia.gov
(804) 593-2273

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----- Forwarded message -----

From: **Cronin, John** <john.cronin@elections.virginia.gov>
Date: Mon, Dec 19, 2022 at 10:11 AM
Subject: Re: RCVRC Quote
To: Gilmer, Melanie <melanie.gilmer@elections.virginia.gov>

Attached, thanks!

On Mon, Dec 19, 2022 at 9:27 AM Gilmer, Melanie <melanie.gilmer@elections.virginia.gov> wrote:

John,

The vendor is now in eVA.
Please see attached IPR to be completed from quote & DJ will need to approve, if you have questions please let me know.

Thank you,
Melanie Gilmer
Procurement Officer
Department of Elections
Melanie.Gilmer@elections.virginia.gov
(804) 593-2273

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On Thu, Dec 15, 2022 at 12:09 PM Cronin, John <john.cronin@elections.virginia.gov> wrote: VA-ELECT-23-1124-C-000010



Hi all,

Just received the quote from the RCVRC, unedited, with their signature. Progress!

Melanie, are we good to proceed with entering in eVA?

----- Forwarded message -----

From: **Rosemary Blizzard** <rosemary.blizzard@rcvresources.org>

Date: Thu, Dec 15, 2022 at 11:11 AM

Subject: RCVRC Quote

To: Cronin, John <john.cronin@elections.virginia.gov>, Chris Hughes <chris.hughes@rcvresources.org>, Rene Rojas <rene.rojas@rcvresources.org>, Hoyt-stewart, Karen <karen.hoyt-stewart@elections.virginia.gov>

Hi John,

Attached is the signed version of the quote you sent earlier this week. Please let me know if you need anything further. We're excited about the upcoming year and working with your office to make the implementation of RCV in Virginia localities a success.

Rosemary

Rosemary F. Blizzard
Interim Executive Director
Director of Operations & Finance

Ranked Choice Voting Resource Center
A division of the Election Administration Resource Center
252-521-0327

rosemary.blizzard@rcvresources.org

www.rcvresources.org

Facebook: [Ranked Choice Voting Resource Center](#)

Twitter: [@rcvresources](#)

LinkedIn: [Ranked Choice Voting Resource Center](#)

Instagram: [@rcvresources](#)

[Amazon Smile Donation Program](#)

--

John

John W. Cronin, CAPM
EPMO Project Manager

Virginia Department of Elections

Office: (804) 864-8908

Mobile: (804) 351-7525

Email: john.cronin@elections.virginia.gov

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AMERICAN
OVERSIGHT

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--
John

John W. Cronin, CAPM
EPMO Project Manager

Virginia Department of Elections

Office: (804) 864-8908

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Email: john.cronin@elections.virginia.gov

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--
DJ Geiger
Director of Operations
Virginia Department of Elections
[1100 Bank Street](https://www.elections.virginia.gov)
[Richmond, VA 23219](https://www.elections.virginia.gov)
(804) 864-8904
dj.geiger@elections.virginia.gov

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2 attachments

 **ELECT-RCVRC IPR.docx**
26K

 **Ranked Choice Voting Resource Center - Quote -signed.pdf**
257K

From: [Rich Anderson](#)
To: [Beals, Susan \(ELECT\)](#)
Cc: [RPV Vice Chair Kristi Way](#); [Lee Goodman](#); [Ken Nunnenkamp](#)
Subject: Attached RPV Notification Regarding the 17th SD and 84th HD
Date: Thursday, March 9, 2023 4:41:39 PM
Attachments: [image002.png](#)
[RPV LETTER TO COMMISSIONER BEALS.pdf](#)

Dear Commissioner Beals,

Attached is my correspondence regarding the submissions by the 17th SD and 84th HD Legislative District Committees.



RICHARD L. ANDERSON

31st Chairman, Virginia.GOP

Member, Virginia General Assembly (2010-2018)

Colonel, United States Air Force (1979-2009)



It's Time to Fight and Win Again!

(M) 703-282-9653, Rich@RichAnderson.com

Facebook: [@RPVChairRichAnderson](#)

Twitter: [@RichAndersonRPV](#)





www.virginia.gov

March 9, 2023

Hon. Susan Beals, Commissioner
Department of Elections
1100 Bank Street, Fl. 1
Richmond, VA 23219

VIA EMAIL

Re: Republican Party of Virginia Nominations in Senate District 17 and House District 84

Dear Commissioner Beals:

On March 7, I wrote to inform you that the Republican Party of Virginia does not recognize the validity of two notices concerning the June primary sent to your office by chairs from Senate District 17 and House District 84. RPV's position is that those notices were *ultra vires* and did not reflect the decisions of the "duly constituted authorities," as required by Va. Code § 24.2-509, of the Republican Party of Virginia. I am providing further details and documents to explain the Republican Party of Virginia's position.

By way of background, the Republican Party of Virginia is officially recognized by the Republican National Committee as the Republican party organization in Virginia. As such, the Republican Party of Virginia has authority over all other subordinate Republican committees in the Commonwealth. The organizational hierarchy is as follows:

1. Republican Party of Virginia – the state Republican party with governance authority for all Republican party committees and activities throughout the Commonwealth;
2. Congressional District Committees – regional Republican Party committees with oversight for Republican activities within their congressional districts;
3. Legislative District Committees – special Republican Party committees with oversight for Virginia Senate and Virginia House elections;
4. Unit (or Local) Committees – local committees with responsibility for Republican party activities at the local level.

All of these Republican Party organizations operate subject to the Republican Party of Virginia Plan of Organization ("Party Plan"), which operates effectively as the bylaws. The Party Plan sets forth the respective responsibilities and duties for all levels of committees as well as governance authority of each level of organization. See [Exhibit A \(Party Plan\)](#). The State

Central Committee of the Republican Party of Virginia is the ultimate arbiter of all controversies and disputes within the Republican Party or among the various subordinate committees. Of particular relevance to the current matter, I highlight for you the following provisions:

Article III, Sec. D.a.

“The State Central Committee [of the Republican Party of Virginia] shall formulate and provide for the execution of such policies, plans and measures as it may deem conducive to the best interest of the Party and in conformity with the State Party Plan.”

Article X, Sec. C.

“The State Central Committee [of the Republican Party of Virginia] shall make the **final decision**, upon timely appeal, on all Party controversies and contests in any Election District of the State, rules of the General Counsel, and on **all other matters affecting the efficiency of the Party organization or the success of the Party.**”

Article IV, Sec. D.1.e.

“Whenever the [Congressional] District Committee shall determine that a Unit [Local] Committee **or its Chairman**, has failed to function as such, the District Committee shall appoint a new Committee, **or a new Chairman**, as the case may be.”

Article X, Sec. B.3.

“Each [Congressional] District Committee shall decide all controversies and contests arising within its jurisdiction.... A [Congressional] District Committee’s decision may be appealed by any Party member adversely affected to the State Central Committee.”

Article V, Sec. A.1.

“The membership of each Legislative District Committee shall consist of the Unit [Local] Chairman of each Unit [locality] wholly or partially in the Legislative District.... Each Unit [Local] Chairman’s vote within the Committee shall be weighted in proportion to the Republican Party Voting Strength of his Unit [locality] within the Legislative [State Senate or State House] District.”

Pursuant to these provisions, the Republican Party of Virginia has determined that the notifications you received from the 17th Senate District and the 84th House District do not reflect decisions of “duly constituted authorities” of the Republican Party of Virginia or our subordinate Republican Legislative District Committees. The details follow.

17th Senate District

1. The 17th Senate District consists of 9 localities, so it is comprised of 9 Unit Chairs;
2. Of the 9 Units (localities), Suffolk, Isle of Wight, and Southampton/Franklin constitute 77% of the weighted vote;
3. In December 2022, the 17th Senate District Legislative District Committee (“17th Committee”) properly called a meeting to determine the Republican Party of Virginia’s nomination method for that Senate election in 2023;
4. On December 27, 2022, the 17th Committee met, achieved a quorum of members with proper voting authority, and decided to nominate a candidate by **convention method** in 2023 (see **Exhibit B (Minutes of Dec. 27 Mtg.)**);
5. About that time, internal party dysfunction that had been festering for years manifested within the Suffolk Republican Committee (“Suffolk Committee”);
6. In response to the dysfunction, on February 25, 2022, the 2nd Congressional District Committee convened to discuss the Suffolk Committee and questioned its then-Chair (See **Exhibit C (Minutes of Feb. 25 Mtg.)**);
7. On February 25, 2022, acting pursuant to its authority to govern Party affairs within the 2nd Congressional District under Article IV, Sec. D.1.e. and Article X, Sec. B.3. of the Party Plan, disbanded the Suffolk Republican Committee and, most relevant to the matter here, **removed the Chair of the Suffolk Committee** (“the Suffolk Committee”);
8. In her place, the 2nd Congressional District Committee appointed Mr. Steve Trent as the new Suffolk Committee Chair, also pursuant to Article IV, Sec. D.1.e.;
9. Pursuant to Article V, Sec. A.1. of the Party Plan, “the membership of each Legislative District Committee shall consist of the Unit Chairman of each Unit wholly or partially in the Legislative District,” so Mr. Trent became the Suffolk Committee’s representative on the 17th Committee (See **Exhibit D (Letter dated Mar. 1, 2023 from 2nd Congressional District Committee to 17th Committee)**);
10. In late February, the former Suffolk Committee Chair who, although removed by the 2nd Congressional District Committee on Feb. 25, continued to chair the 17th Committee by virtue of a prior election to that seat, but who no longer served as the Suffolk Committee Chair or voting representative on the 17th Committee, called a meeting of the 17th Committee for March 1, 2023;
11. The Call for that meeting failed to notify members of her intent to press for a change in nomination method at the March 1 meeting, in violation of Article VII, Sec. B.1. of the Party Plan;

12. Once convened on March 1, the 17th District Chair refused to recognize Mr. Trent, the newly appointed Chair of the Suffolk Committee, despite the fact that he had been appointed Unit Chair and therefore served as the representative of the Suffolk Committee to the 17th Committee;
13. The Chair of the Suffolk Committee possesses 34% of the Committee's weighted vote, so the refusal to recognize the rightful Suffolk Committee Chair **vitiating the proper constitution of the 17th Committee**;
14. The Chair improperly recognized herself as the Suffolk Committee's Unit Chair/representative, despite the fact that she had been removed by a higher authority within the Republican Party, and she voted the Suffolk Committee's weighted vote in place of the rightful Chair, Mr. Trent;
15. Upon observing the Chair's improper actions, certain members of the 17th Committee departed, constituting over 62% (Suffolk and Isle of Wight) of the weighted vote of the 17th Committee, leaving the meeting without a required 50% quorum as required by the Party Plan;
16. Nevertheless, the Chair, acting without a duly constituted Committee or quorum, continued to conduct business;
17. The Chair then voted the Suffolk Committee's weighted vote to **change the decision** of the duly constituted Committee on December 27 to nominate the Republican Party's candidate by convention method instead of the primary method;
18. Sometime after the March 1 meeting, the Chair, acting *ultra vires* without authority of a duly constituted and convened Committee, notified the Virginia Department of Elections that the 17th Committee had decided to nominate by primary method;
19. Because of the Chair's refusal to abide by the decision of the 2nd Congressional District Committee's removal and replacement, the March 1 meeting was not a meeting of the duly constituted 17th Committee and its actions were null and void *ab initio*;
20. Thereafter, on March 8, the 17th Committee met again by call of Mr. Trent, as Suffolk Committee Chair and other local chairs constituting 62% of the weighted vote, but again the Chair flouted the action taken by the 2nd Congressional District Committee;
21. At the March 8 meeting, the Chair again usurped Mr. Trent's vote as Suffolk Committee chair and she voted as the Suffolk Committee representative, voting its 34% weighted vote to approve minutes of the March 1 meeting, while ignoring votes cast by Mr. Trent as the Suffolk Committee Chair;
22. Also at the March 8 meeting, the Chair overruled valid points of order challenging her voting authority and approved a likewise improper vote to adjourn without the proper valid votes in an effort to block a vote by 77% of the weighted votes of rightful members

of the 17th Committee (Chairs of Suffolk, Isle of Wight, Southampton/Franklin) to disaffirm the actions taken on March 1 as invalid and void;

23. If the Chair believed that she was still the rightful Chair of the Suffolk Committee, and the rightful Suffolk Committee representative on the Legislative District Committee, then her only proper remedy under the Party Plan (Article X, Sec. B) was to appeal the 2nd Congressional District Committee's action replacing her with Mr. Trent, and have herself restored to the position of Suffolk Committee Chair by lawful procedure – but she declined to do that preferring instead to flout unilaterally the 2nd Congressional District Committee's action;
24. As a result of that procedural decision, as of March 1 and again on March 8, the Chair was **not** recognized by the Republican Party of Virginia as the Suffolk Committee Chair with voting authority on the 17th Senate District Legislative District Committee by proper operation of the Party Plan and its appellate procedures, and her votes at the March 1 and March 8 meetings were void as a matter of Party rule and law;
25. Therefore, the Committee was not “duly constituted” in accordance with the Party Plan at meetings held on March 1 or its votes prior to the obstructionist “adjournment” on March 8;
26. The purported decision to change the Republican Party of Virginia's nomination method from convention to primary was null and void; and
27. The Chair's notification to the Virginia Department of Elections was *ultra vires* and is null and void and does not reflect the position of the Republican Party of Virginia, of which the 17th Committee is a subordinate part.

84th House District

The facts arising in the 84th House District vary only slightly from the facts in the 17th Senate District, as follows:

1. The 84th House District Legislative District Committee (“84th Committee”) covers 3 localities, of which Suffolk is the predominate locality;
2. The Chair of the 84th Committee was a person designated to represent the Suffolk Republican Party by its then-chair (later removed), and the designee Chair voted for the Suffolk Committee by virtue of that designation;
3. Like the 17th District Committee, the 84th Committee properly called, achieved a quorum, and duly constituted itself at a meeting on December 29, 2022, where it decided by a proper vote to nominate a candidate by the **convention method** in 2023 (See Exhibit E, Minutes of Dec. 29 Mtg.);

4. On February 25, the 2nd Congressional District Committee removed the Suffolk Committee Chair and replaced her with Mr. Trent as the new Suffolk Committee Chair, and Mr. Trent thereby became the Suffolk Committee's voting representative on the 84th Committee pursuant to Article V, Sec. A.1. of the Party Plan;
5. In late February, apparently at the instruction of the then-Chair of the Suffolk Committee, the designee Chair of the 84th Committee issued a Call for a meeting of the 84th Committee to be held on February 28;
6. The Call did not identify a change in nomination method as a subject of the meeting in violation of the Party Plan;
7. The designee Chair later postponed the meeting to March 2, via email and without proper notice, in violation of the Party Plan;
8. Because the meeting was not properly called, only the designee Chair attended, and he was not authorized to vote for Mr. Trent or the Suffolk Committee, so there was no quorum of voting members;
9. Nevertheless the non-voting designee Chair conducted a meeting of one attendee (himself) and without any authorization he voted for the Suffolk Committee usurping Mr. Trent's voting authorization;
10. The Chair of the Suffolk Committee possesses 69% of the Committee's weighted vote, so the usurpation of Mr. Trent's vote and absence of a quorum **vitiating the proper constitution of the 84th Committee**;
11. The designee Chair improperly recognized himself as the Suffolk Committee's voting representative and voted the Suffolk Committee's weighted vote in place of the rightful Chair, Mr. Trent;
12. The designee Chair improperly voted to change the decision of the duly constituted 84th Committee on December 29 from convention to primary method;
13. Sometime after the March 2 meeting, the Chair, acting *ultra vires* without authority of a duly constituted and convened Committee, notified the Virginia Department of Elections that the duly constituted Committee had decided to nominate by primary method;
14. Because of the designee Chair's refusal to abide by the decision of the 2nd Congressional District Committee's removal and replacement, the March 2 decision was not a decision of the duly constituted 84th Committee and its actions were null and void *ab initio*;
15. Because Mr. Trent was the duly appointed Chair of the Suffolk Committee after February 25, and there was no appeal taken or State Central Committee decision overturning his appointment, Mr. Trent was the only proper representative permitted to vote for the Suffolk County Committee at the March 2 meeting of the 84th Committee;

16. Because Mr. Trent was not present and did not vote and because the designee Chair usurped Mr. Trent's voting authority, the 84th Committee was not duly constituted in accordance with the Party Plan at the meeting held on March 2;
17. Furthermore, there was no valid 50% quorum in violation of the Party Plan;
18. The purported decision to change the Party's nomination method from convention to primary was null and void;
19. The Chair's notification to the Virginia Department of Elections was *ultra vires* and is null and void;
20. The Chairman of the Republican Party of Virginia countermanded the Chair's notice to the Virginia Department of Elections because it is not the decision of a duly constituted Legislative District Committee or Chair acting within lawful authority;
21. Subsequently, on March 8, the 84th Committee met again pursuant to a proper call issued by Mr. Trent and other voting members, and the designee Chair did not attend;
22. At that meeting on March 8, the duly constituted 84th Committee, with Mr. Trent voting as Suffolk Committee Chair, disaffirmed the actions taken at the March 2 meeting and affirmed the decision of December 29 to nominate by convention and approved a Call for the convention. See [Exhibit F \(Resolution of Mar. 8 Mtg.\)](#).

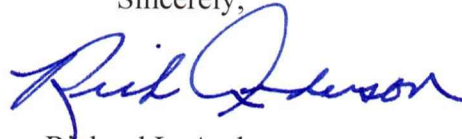
* * *

In light of these facts, the Republican Party of Virginia does not recognize the notices you received from the 17th Senate District or the 84th House District to be valid or to reflect the decisions of the "duly constituted authorities" of the Republican Party of Virginia.

We understand how frustrating our internal party problem must be for you during this hectic period. We take our responsibilities to nominate candidates and comply with Virginia election laws seriously and share your frustration at the conduct of our own subordinate officials. We are working diligently to correct matters by providing this detailed information to assist you in fulfilling your responsibility to determine the legality of the notices you received. We hope this information assists you and the Board to conclude, as the Republican Party of Virginia has, that the notices you received are not from "duly constituted authorities" within the Republican Party of Virginia as required by law.

Please contact me if you have any additional questions or need additional information.

Sincerely,



Richard L. Anderson
Chairman

Attachments:

- A. Republican Party of Virginia State Party Plan
- B. Minutes, Dec. 27, 2022, 17th Committee
- C. Minutes, Feb. 25, 2023, 2nd Congressional District Committee
- D. Letter, Mar. 1, 2023, from 2nd Congressional District Committee
- E. Minutes, Dec. 29, 2022, 84th Committee
- F. Resolution, Mar. 8, 2023, 84th Committee

From: [Chris Marston](#)
To: [Beals, Susan \(ELECT\)](#); [Nichols, David \(ELECT\)](#)
Subject: Brunswick Redistricting/Precincts
Date: Tuesday, January 3, 2023 4:13:37 PM

Talked to David Clary at the local GOP Chair's request.

Apparently, the County adopted a new district/precinct ordinance at a 12/14 meeting. David can't get anyone to send him a copy of the ordinance they adopted or any other information.

I feel bad for the guy, but don't have anything I can do to help.

He's really hoping to process it before he sends ballots for he CD 4 special at the end of the week.

And he's already had candidates in looking for information.

If you guys can do anything to help, I know he'd appreciate it. If there's anything I can do, let me know.

Thanks,
Chris

From: [Chris Marston](#)
To: [Beals, Susan \(ELECT\)](#)
Subject: CISA Guidance on Konnech
Date: Monday, January 9, 2023 7:38:32 PM

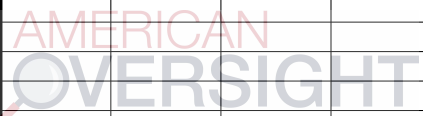
Susan,

Can you send me the advisory that ELECT sent out on Konnech based on the CISA guidance?

Thanks,
Chris

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1	Reference	Status	Election D	Locality	Name	Position	Email Add	Phone Nu	Will you ha	How many	Will you ha	How many	Satellite lo	Street Add	Address L	City	State
2	7866498	Complete	#####	Sussex Co	Sareese M	General R	SMESSIE	18045866	No		No						
3	7866487	Complete	#####	Nottoway	Rodney M	Other Rod	vote@nott	14347672	No		Yes	1	Blackstone	101 Elm Street		Blackstone	Virginia
4	7864743	Complete	#####	Albemarle	Lauren Ed	General R	leddy@alb	43497241	No		No						
5	7863626	Complete	#####	Rockbridg	Sheila Hal	General R	shall@roc	54046372	No		No						
6	7863472	Complete	#####	Fairfax Cit	Brenda Ca	General R	brenda.ca	70338578	No		No						
7	7863431	Complete	#####	Patrick Co	Susan R.	General R	staylor@c	276-694-7	No		No						
8	7863235	Incomplete	#####	Bristol City		General R	a@a.com	a	Yes	10	Yes	2					
9	7862955	Complete	#####	Roanoke C	J Andrew	Other Dire	andrew.co	54085322	No		No						
10	7862822	Complete	#####	Franklin C	JENNIFER	General R	JMAYNAR	75756285	No		No						
11	7862673	Complete	#####	York Cour	Walter Lat	General R	registrar@	757-890-3	No		Yes	1	Victory Vill	6614 Mooretown Roa	Williamsbu	Virginia	
12	7862666	Complete	#####	Hampton C	Tara Morg	General R	tmorgan@	757-727-6	No		No						
13	7862658	Complete	#####	Isle of Wig	Lisa Bette	General R	lbetterton	75736562	No		No						
14	7860638	Complete	#####	Amherst C	Keitha Ro	General R	klrobinson	43494693	No		No						
15	7860627	Complete	#####	Nelson Co	Jacqueline	General R	jbritt@nel	434-263-7	No		No						
16	7860613	Complete	#####	Greene Co	Jennifer L	General R	jllewis-fow	43498552	No		No						
17	7860578	Complete	#####	Lexington	Francena	General R	fjones@le	54046237	No		No						
18	7858927	Complete	#####	Norfolk Cit	STEPHAN	General R	stephanie.	757-664-4	No		Yes	4	Mary D. Pl	111 W. Ocean View	Norfolk	Virginia	
19	7856654	Complete	#####	Chesterfie	Michael S	Other Chic	Schwartzn	80474811	No		Yes	5	Clover Hill	6701 Deer Run Drive	Midlothian	Virginia	
20	7855901	Complete	#####	Cumberlar	Marlene H	General R	mwatson@	492-4504	No		No						
21	7855783	Complete	#####	Petersburg	Dawn Wilr	General R	dwilmoth@	804-203-4	No		No						
22	7854887	Complete	#####	Newport N	Lisa Dunn	Other Dep	dunnla@n	757-926-8	No		Yes	1	Fountain F	700 Town Center Dri	Newport N	Virginia	
23	7853144	Complete	#####	Prince Wil	Eric Olsen	General R	eolsen@p	703-798-8	No		Yes	4	DMV Woo	2731 Caton Hill Rd	Woodbridg	Virginia	
24	7851435	Complete	#####	Manassas	Susan N F	General R	sreed@ma	70325782	No		No						
25	7851354	Complete	#####	Botetourt	Traci Clark	General R	tclark@bo	54092821	No		No						
26	7850755	Complete	#####	Richmond	Keith Balm	General R	keith.balm	(804) 646-	Yes	1	Yes	2	Richmond	900 E Broad St	Richmond	Virginia	
27	7850744	Complete	#####	Hanover C	Teresa Sn	General R	tfsmithson	80436560	No		No						
28	7850682	Complete	#####	Arlington C	Gretchen	General R	greinemey	17032283	Yes	6	Yes	2	Madison C	3829 N Stafford St	Arlington	Virginia	
29	7850653	Complete	#####	Staunton C	Christi Lin	General R	linhosscl@	54033238	No		No						
30	7850595	Complete	#####	Chesapea	Mary Lynn	General R	mlpinkerm	75727797	No		Yes	4	Central Lit	298 Cedar Road	CHESAPE	Virginia	
31	7850473	Complete	#####	Buena Vis	Emilie Sta	General R	estaton@t	54026186	No		No						
32	7850175	Complete	#####	Loudoun C	Judy Brow	General R	judy.browr	17037770	No		Yes	3	Claude Mc	46105 Loudoun Park	Sterling	Virginia	
33	7850120	Complete	#####	Lunenburg	Carolyn P	General R	cparsons@	434-696-3	No		No						
34	7850058	Complete	#####	Wythe Cou	Lennon C	General R	govote@w	27622360	No		No						
35	7846440	Complete	#####	Northumb	KATHERIN	General R	KDAVENF	804-580-4	No		No						
36	7846254	Complete	#####	Floyd Cou	Amy Ingra	General R	aingram@	540-745-9	No		No						
37	7845967	Complete	#####	Colonial H	Jennifer L	General R	wellsj@co	80452092	No		No						
38	7845963	Complete	#####	Bristol City	Blakley M	General R	blakley.mc	276-645-7	No		No						
39	7845433	Complete	#####	Prince Ed	Lynette W	General R	registrar@	434-392-4	No		No						
40	7845424	Complete	#####	Salem City	Dana M. C	Other Dan	doliver@s	54037530	No		No						
41	7845227	Complete	#####	Powhatan	Karen Ale	General R	kalexande	804-598-5	No		No						
42	7845189	Complete	#####	Lynchburg	Daniel Per	General R	daniel.pen	434-477-5	No		No						
43	7845104	Complete	#####	Surry Cou	Sharna W	General R	swhite@su	17572945	No		No						
44	7845072	Complete	#####	Dickenson	Kayla S. D	General R	kdeel@dic	276-926-1	No		No						
45	7845053	Complete	#####	Mecklenbu	Jason Cor	General R	mecklenbu	434-738-6	No		No						
46	7845013	Complete	#####	Prince Ge	Allan C Ri	Other Dire	aricheson	18047228	No		No						
47	7844925	Complete	#####	Page Cou	Carol P G	General R	cgaunt@p	54074289	No		No						
48	7844795	Complete	#####	Washingtc	Derek Lya	General R	dlyall@wa	27667662	No		No						
49	7844767	Complete	#####	Southamp	Lynn Burg	General R	lburgess@	75765392	No		No						

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22	23606	Tuesdays	Sunday, 1	8:00 am	5:00 pm		8:00 am	5:00 pm		8:00 am	5:00 pm		8:00 am	5:00 pm		8:00 am	5:00 pm	
23	22192	Friday, 09	Sunday, 1	08:30 am	4:30 pm		08:30 am	4:30 pm		08:30 am	4:30 pm		08:30 am	4:30 pm		08:30 am	4:30 pm	
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32	20164	Monday, 1	Saturday,	10:00 am	5:00 pm		12:00 pm	7:00 pm		10:00 am	5:00 pm		12:00 pm	7:00 pm		10:00 am	5:00 pm	
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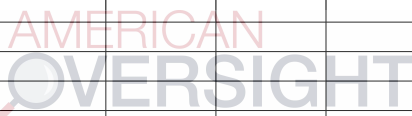
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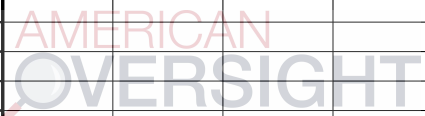
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18	Norfolk	Virginia	23508	Tuesday, (Saturday, October 28th	9AM-5PM	Sunday, October 29th	12PM-4PM	Saturday, November 4th	9AM-5PM							
19	North Che	Virginia	23234	10/23/202	10/28/202	10:00 am	07:00 pm		10:00 am	07:00 pm		10:00 am	07:00 pm		10:00 am	07:00 pm	
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23	Dumfries	Virginia	22026	Tuesday, (Saturday, 08:30 am	04:30 pm		08:30 am	04:30 pm		08:30 am	04:30 pm		08:30 am	04:30 pm		
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1	Which Sat	Mondays	(Mondays	(Mondays	(Mondays	Tuesdays	Tuesdays	Tuesdays	Wednesda	Wednesda	Wednesda	Thursdays	Thursdays	Thursdays	Fridays O	Fridays Cl	Fridays Lu	Specific S
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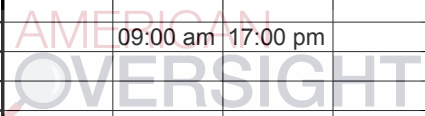
	QA	QB	QC	QD	QE	QF	QG	QH	QI	QJ	QK	QL	QM	QN	QO	QP	QQ
1	Specific S	Specific S	Specific S	Specific S	Specific S	I certify that	GR Name	Date	Start Time	Finish Time	Duration (s)	Device	Referrer				
2						Yes	Sareese R	#####	#####	#####	59	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
3						Yes	Rodney M	#####	#####	#####	367	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
4						Yes	Lauren Ed	#####	#####	#####	43	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
5						Yes	sheila Hall	#####	#####	#####	194	Mobile	https://fs28.formsite.com/vaelect/satellites/index				
6						Yes	Brenda Ca	#####	#####	#####	71	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
7						Yes	Susan R.	#####	#####	#####	51	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
8								#####	#####	#####	47	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
9						Yes	J. Andrew	#####	#####	#####	91	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
10						Yes	JENNIFER	#####	#####	#####	297	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
11						Yes	Walter T. L	#####	#####	#####	304	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
12						Yes	Tara Morg	#####	#####	#####	54	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
13						Yes	Lisa Bette	#####	#####	#####	55	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
14						Yes	Keitha Rol	#####	#####	#####	72	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
15						Yes	Jacqueline	#####	#####	#####	92	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
16						Yes	Jennifer Le	#####	#####	#####	40	Desktop	https://protection.gcva.us/				
17						Yes	Francena	#####	#####	#####	60	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
18						Yes	STEPHAN	#####	#####	#####	829	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
19						Yes	Missy Vera	#####	#####	#####	703	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
20						Yes	Marlene H	#####	#####	#####	167	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
21						Yes	Dawn Wilr	#####	#####	#####	87	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
22						Yes	Vicki Lewis	#####	#####	#####	462	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
23						Yes	Eric Olsen	#####	#####	#####	991	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
24						Yes	Susan N. I	#####	#####	#####	68	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
25						Yes	Traci Clark	#####	#####	#####	39	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
26						Yes	Keith Baln	#####	#####	#####	648	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
27						Yes	Teresa Sn	#####	#####	#####	58	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
28						Yes	Gretchen I	#####	#####	#####	219	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
29						Yes	Christi Lin	#####	#####	#####	130	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
30						Yes	Mary Lynn	#####	#####	#####	850	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
31						Yes	Emilie Sta	#####	#####	#####	74	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
32						Yes	Judith Bro	#####	#####	#####	580	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
33						Yes	Carolyn A	#####	#####	#####	90	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
34						Yes	Lennon Co	#####	#####	#####	53	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
35						Yes	katherine c	#####	#####	#####	45	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
36						Yes	Amy Ingra	#####	#####	#####	70	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
37						Yes	Jennifer L.	#####	#####	#####	56	Desktop	https://link.edgepilot.com/				
38						Yes	Blakley A.	#####	#####	#####	72	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
39						Yes	Lynette W	#####	#####	#####	109	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
40						Yes	Dana Olive	#####	#####	#####	69	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
41						Yes	Karen Alex	#####	#####	#####	108	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
42						Yes	Daniel Per	#####	#####	#####	53	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
43						Yes	Sharna W	#####	#####	#####	52	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
44						Yes	Kayla S. D	#####	#####	#####	46	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
45						Yes	Jason Cor	#####	#####	#####	36	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
46						Yes	Allan Rich	#####	#####	#####	103	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
47						Yes	Carol Gau	#####	#####	#####	124	Desktop	https://link.edgepilot.com/				
48						Yes	Derek Lya	#####	#####	#####	61	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
49						Yes	Lynn Burg	#####	#####	#####	86	Desktop	https://fs28.formsite.com/vaelect/satellites/index				



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
50	7844757	Complete	#####	Brunswick	David Clar	General R	govote025	8484414	No		No						
51	7844750	Complete	#####	Rockingha	Lisa Good	General R	lgooden@	54056430	No		No						
52	7844710	Complete	#####	Hopewell	(Norman S	General R	nshelton@	80454122	No		No						
53	7844635	Complete	#####	Louisa Co	Cristy Wat	General R	cwatkins@	54096734	No		No						
54	7844634	Complete	#####	Culpeper	(Melissa H	General R	mmhart@	54082506	No		No						
55	7844604	Complete	#####	Fredericks	Jessica B	General R	jbatkinson	54037210	No		No						
56	7844583	Complete	#####	Virginia Be	CHRISTIN	General R	clewis@vt	75738586	No		Yes	5	THE LOUI	4500 FIRST COURT	VIRGINIA	Virginia	
57	7844568	Complete	#####	Amelia Co	Deborah H	General R	voter.regis	804-561-3	No		No						
58	7843899	Complete	#####	Pittsylvani	Shani And	General R	shani.shor	434-432-7	No		No						
59	7843184	Complete	#####	Craig Cou	Joanna Ry	General R	vote@crai	540-864-6	No		No						
60	7843159	Complete	#####	Charlotte	(Virginia B	General R	jboothregis	434-542-5	No		No						
61	7843095	Complete	#####	Wincheste	Elizabeth	General R	liz.martin@	15405457	No		No						
62	7843058	Complete	#####	Danville C	Peggy Pet	General R	pettypm@	434-799-6	No		No						
63	7843000	Complete	#####	Russell Co	Diana R. S	General R	govote167	27688980	No		No						
64	7842980	Complete	#####	Alexandria	Angie Mar	General R	angela.tur	70374640	No		Yes	1	Beatley Lit	5005 Duke Street	alexandria	Virginia	
65	7842949	Complete	#####	Radford C	Lindsey W	General R	lindsey.wil	540-267-3	No		No						
66	7842925	Complete	#####	Highland	(Abby Spor	General R	govote091	54046820	No		No						
67	7842857	Complete	#####	Alleghany	Tiney Ros	General R	trose@co.	54096516	No		No						
68	7842822	Complete	#####	Bedford C	Barbara G	General R	bgunter@	540-586-7	No		Yes	1	Vote Cent	1059 Turning Point R	Bedford	Virginia	
69	7842769	Complete	#####	Manassas	Patricia Br	General R	p.brendel@	703-335-8	No		No						
70	7842746	Complete	#####	Harrisonbu	Mark Fink	General R	mark.finks	15404327	No		No						
71	7842676	Complete	#####	Galax City	David Phig	General R	dphipps@	276-236-7	No		No						
72	7842669	Complete	#####	Tazewell	(Brian Earls	General R	brian.earls	27638513	No		No						
73	7842625	Complete	#####	Carroll Co	Stacey Re	General R	stacey.rea	27673030	No		No						
74	7842621	Complete	#####	Poquoson	Tammi Pir	General R	ladytam25	75786843	No		No						
75	7842616	Complete	#####	Martinsvill	Sara Work	General R	sworkman	276-403-5	No		No						
76	7842610	Complete	#####	Roanoke	(Anna Cloe	General R	acloeter@	54077275	No		Yes	1	Brambleto	3738 Brambleton Ave	Roanoke	Virginia	
77	7842601	Complete	#####	Wise Cour	Allison Ro	General R	robbins_a	27632883	No		Yes	1	Big Stone	505 E 5th Street S	Big Stone	Virginia	
78	7842571	Complete	#####	King Willia	Alison Fox	General R	gregistrar	804-769-4	No		No						
79	7842525	Complete	#####	Franklin C	Kay W. Cr	General R	kay.chitwo	540-483-3	No		No						
80	7842524	Complete	#####	Buckingha	Ginger Ch	General R	gchiesa@	434-969-4	No		No						
81	7842504	Complete	#####	Northamp	Terry Flyn	General R	vote@co.r	757-678-0	No		No						
82	7842442	Complete	#####	Grayson C	Zachary H	General R	zachary.hi	27677328	No		No						
83	7842433	Complete	#####	Madison C	Lauren Ea	General R	registrar@	540-948-6	No		No						
84	7842365	Complete	#####	Falls Chur	David Bjer	General R	dbjerke@f	17032485	No		No						
85	7842362	Complete	#####	James Cit	Dianna Mc	General R	dianna.mo	75725949	No		No						
86	7842343	Complete	#####	Williamsbu	Tina Reitz	General R	treitzel@w	75722062	No		No						
87	7842329	Complete	#####	Middlesex	Melissa W	General R	govote119	80475844	No		No						
88	7842319	Complete	#####	Suffolk Cit	Burdette J	General R	blawrence	75751477	Yes	2	No						
89	7842315	Complete	#####	Spotsylvar	Kellie Aco	General R	kacors@s	15405077	No		Yes	1	Early Votir	10699 Cou	Breezewo	Fredericks	Virginia
90	7842304	Complete	#####	Dinwiddie	Stephanie	General R	sbwray@c	804-469-4	No		No						
91	7842297	Complete	#####	Halifax Co	Heather H	Other hha	hharding@	434-476-3	No		No						
92	7842276	Complete	#####	Portsmout	Alexandra	General R	abella@pc	75739386	No		No						
93	7842272	Complete	#####	Greensvill	Susan D.	General R	sconwell@	43434842	No		No						
94	7842269	Complete	#####	Pulaski C	Leann Phi	General R	lephillips@	54098021	No		No						
95	7842261	Complete	#####	Fauquier	(Diana Dut	Other Chie	diana.dutt	540-422-8	No		Yes	2	Bealeton	[10877 Willow Drive N	Bealeton	Virginia	
96	7842246	Complete	#####	Glouceste	Bobbi Mor	General R	bamorgan	804-693-3	No		No						
97	7842240	Complete	#####	Frederick	(Rich Vens	General R	rich.vensk	54066556	No		No						
98	7842238	Complete	#####	Appomatt	Patricia M	General R	patricia.mc	434-352-5	No		No						

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56	23455	SATURDA	SATURDA	9:00 AM	5:00 PM		9:00 AM	5:00 PM		9:00 AM	5:00 PM		9:00 AM	5:00 PM		9:00 AM	5:00 PM
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68	24523	Monday th	Saturday,	9:00 am	5:00 pm		9:00 am	5:00 pm		9:00 am	5:00 pm		9:00 am	5:00 pm		9:00 am	5:00 pm
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95	22712	10/23/202	10/28/202	09:00 am	16:00 pm		09:00 am	16:00 pm		09:00 am	16:00 pm		09:00 am	16:00 pm		09:00 am	16:00 pm
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56	VIRGINIA	Virginia	23464	SATURDA	SATURDA	9:00 AM	5:00 PM		9:00 AM	5:00 PM		9:00 AM	5:00 PM		9:00 AM	5:00 PM	
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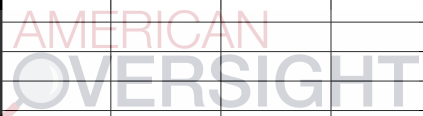
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50						Yes	David Clar	#####	#####	#####	51	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
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52						Yes	Norman Z	#####	#####	#####	251	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
53						Yes	Cristy Wat	#####	#####	#####	46	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
54						Yes	Melissa Ha	#####	#####	#####	78	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
55						Yes	Jessica B	#####	#####	#####	63	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
56						Yes	CHRISTIN	#####	#####	#####	1773	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
57						Yes	Deborah H	#####	#####	#####	90	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
58						Yes	Shani And	#####	#####	#####	81	Mobile	https://fs28.formsite.com/vaelect/satellites/index				
59						Yes	Joanna L.	#####	#####	#####	210	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
60						Yes	Virginia Bc	#####	#####	#####	112	Mobile	https://fs28.formsite.com/vaelect/satellites/index				
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62						Yes	Peggy Pet	#####	#####	#####	93	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
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64						Yes	Angie Mar	#####	#####	#####	352	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
65						Yes	Lindsey H.	#####	#####	#####	79	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
66						Yes	Abby Spor	#####	#####	#####	69	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
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80						Yes	Ginger Ch	#####	#####	#####	127	Desktop	https://www.google.com/				
81						Yes	Terrence F	#####	#####	#####	85	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
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87						Yes	Melissa W	#####	#####	#####	71	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
88						Yes	Burdette J	#####	#####	#####	100	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
89						Yes	Kellie Aco	#####	#####	#####	194	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
90						Yes	Stephanie	#####	#####	#####	89	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
91						Yes	Heather H	#####	#####	#####	69	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
92						Yes	Alexandra	#####	#####	#####	72	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
93						Yes	Susan D. C	#####	#####	#####	98	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
94						Yes	Leann Phi	#####	#####	#####	519	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
95						Yes	Diana Dut	#####	#####	#####	1041	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
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98						Yes	Patricia M	#####	#####	#####	89	Desktop	https://fs28.formsite.com/vaelect/satellites/index				



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
99	7842237	Complete	#####	Norton Cit	Gwyn Carl	General R	gcarlton@	276-679-1	No		No						
100	7842234	Complete	#####	Giles Cour	Tyler Perk	General R	tperkins@	540-921-2	No		No						
101	7842222	Complete	#####	Shenando	Lisa McD	General R	lmcdonald	54045961	No		No						
102	7842219	Complete	#####	Lee Count	Patsy Bur	General R	govote105	27634677	No		No						
103	7842213	Complete	#####	Lancaster	Susan Jet	General R	sjet@land	804-462-5	No		No						
104	7842211	Complete	#####	Mathews C	Carla Faul	General R	cfaulkner@	80472532	No		No						
105	7842195	Complete	#####	Accomack	Angel A. S	General R	ashrieves	(75771072)	No		No						
106	7842194	Complete	#####	Essex Cou	M. Kelly L	General R	klafollette	(804-443-4	No		No						
107	7842186	Complete	#####	Covington	Betty Leic	General R	bleitch@cc	54096563	No		No						
108	7842171	Complete	#####	Waynesbc	Lisa Jeffer	General R	jefferslp@	54094266	No		No						
109	7842170	Complete	#####	Henrico C	Mark Coal	General R	coa@henr	80450143	Yes	3	Yes	2	Eastern G	3820 Nine Mile Rd	Henrico	Virginia	
110	7842161	Complete	#####	Montgome	Connie Via	General R	viarcn@n	540-382-5	No		No						
111	7842160	Complete	#####	Bath Cour	Donna We	General R	bathvoter	(540-839-7	No		No						
112	7842158	Complete	#####	Charlottes	Taylor Yov	General R	yowelltn@	43497032	No		No						
113	7842153	Complete	#####	Augusta C	Constance	General R	cevans@c	54024556	No		No						
114	7842147	Complete	#####	Henry Cou	Dawn Stul	General R	dsvaughn	(12766344	No		No						
115	7842146	Complete	#####	Campbell	Kelly Mart	General R	klmartin@	43433295	No		No						
116	7842140	Complete	#####	Smyth Cou	Shannon V	General R	registrar@	27670683	No		No						
117	7842139	Complete	#####	Stafford C	Anna Has	General R	ahash@st	54065840	No		No						
118	7842134	Complete	#####	Bland Cou	Stacy Tibb	General R	govote021	276-688-4	No		No						
119	7842132	Complete	#####	Scott Cour	Michael E	General R	medwards	27638638	No		No						
120	7842131	Complete	#####	Buchanan	Vicki Clevi	General R	registrar@	276-935-6	No		No						
121	7842128	Complete	#####	Clarke Co	Barbara B	General R	vote@clar	54095551	No		No						
122	7842125	Complete	#####	Westmore	Dawn Jen	General R	djenkins@	804-493-8	No		No						
123	7842108	Complete	#####	Caroline C	Kathy McV	General R	kmcvay@	80463390	No		No						

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105						Yes	Angel Shri	#####	#####	#####	55	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
106						Yes	M. Kelly L	#####	#####	#####	237	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
107						Yes	Betty Leito	#####	#####	#####	74	Mobile	https://fs28.formsite.com/vaelect/satellites/index				
108						Yes	Lisa P. Jef	#####	#####	#####	70	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
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112						Yes	Taylor Yov	#####	#####	#####	112	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
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114						Yes	Dawn Stul	#####	#####	#####	61	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
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119						Yes	Michael Ec	#####	#####	#####	99	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
120						Yes	Vicki Clevi	#####	#####	#####	79	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
121						Yes	Barbara B	#####	#####	#####	79	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
122						Yes	Dawn Jenl	#####	#####	#####	56	Desktop	https://fs28.formsite.com/vaelect/satellites/index				
123						Yes	Kathy McV	#####	#####	#####	42	Desktop	https://fs28.formsite.com/vaelect/satellites/index				

Electoral Board Job Description

Summary:

The Electoral Board of each County and City in Virginia is made up of three members who serve three-year staggered terms. Two members are members of the political party of the most recently elected governor. The chair and secretary must represent different political parties unless the position is declined. Although the bipartisan board is appointed by the Circuit Court based upon local party recommendations, each member must carry out official duties in a nonpartisan manner. The authority for the administration of all aspects of elections for the locality remains with the Electoral Board, including oversight of the General Registrar/Director of Elections, and is responsible to the State Board of Elections for that administration. It employs and supervises the General Registrar, who handles voter records. Generally, the work of the Electoral Board should be shared equally by all three members, although the Secretary has additional responsibilities.

I. Responsibilities:

A. Election administration includes:

1. Approve and recommend polling places within the precincts established by the local government.
2. Approval of voting equipment to be used, and development and approval of a security plan to keep all equipment and materials secure.
3. Ensure the creation, production and proper custody of ballots.
4. Ensure the proper conduct of Logic and Accuracy (L&A) test to be sure equipment is programmed correctly for each election.
5. Assistance in conducting absentee voting.
6. Appointment of officers of election and ensuring that training, assignment and review of precinct officers of election occurs.
7. Ensure coordination with other local government departments (e.g., police, sheriff, public works, IT, schools) to ensure smooth conduct of each election.
8. Assistance in procuring, packing and delivering supplies to polling places.
9. Ensure proper setup of polling places prior to each election.
10. Assistance in polling places and offices as needed on Election Day. Availability to respond to inquiries from media, voters and political parties
11. Conduct of post-election canvass to ascertain that all precinct results are accurate and complete.
12. Based on input from the General Registrar, determination of validity and counting of provisional ballots.
13. The Electoral Board's signatures on the certification of results following the canvass is the ultimate declaration of the truth, accuracy and dependability of the vote totals being submitted to the Commonwealth and is thus the foundation of the democratic process.

- B. The Electoral Board has additional responsibilities, including:
1. Appointment, removal and annual performance evaluation of General Registrar.
 2. Certification of candidates, when required. .
 3. Conduct of meetings in accordance with the Freedom of Information Act (FOIA).
 4. Familiarity with federal and state laws that must be followed in conducting elections.
 5. Attendance at training programs provided by Virginia Department of Elections (ELECT).
 6. Together with the General Registrar, administration of the Office of Elections, including budgeting and dealing with local government officials, as needed.
 7. The Secretary of the Electoral Board has specific tasks and responsibilities according to the Code and must take and keep accurate minutes of all board meetings.

II. Electoral Board Activity Prohibitions:

- A. May not collect any fee as a notary during the time of such appointment.
- B. May not engage in political activities when performing official duties.
- C. May not solicit signatures for candidate petitions in a public building.

III. Qualifications:

The following qualification is required by law:

- Must be a qualified voter of the County or City, in good legal standing.

IV. Disqualifications:

- A. Must not be directly related to another Electoral Board member or General Registrar or to a candidate or holder of elected office.
- B. May not serve as chair of a political party, at local, district or state level, and may not hold elected office or offer to be a candidate for elected office
- C. May not be employed by or hold incompatible office under federal, state or local government (ELECT will provide a list of incompatible offices)

V. Additional desirable characteristics:

- A. Customer-service orientation in dealing with voters.
- B. Computer literacy, as much business is conducted via email.
- C. Ability to travel around the County or City.
- D. Public speaking ability to conduct training or address groups.
- E. Writing ability to write training materials, legislative positions, or analyses.
- F. Basic budgeting skills.

- G. Knowledge of basic legal concepts and judicial proceedings; willingness to become deeply familiar with United States Code Title 52 and Virginia Code Title 24.2 governing Elections and administrative regulations thereunder.
- H. Assertive manner when needed to enforce compliance with code or regulations.

Conditions:

Service on the Electoral Board is in the nature of a part-time seasonal job. There is a general election every year in November and a primary election most years in June. In addition, there may be City or Town elections in May and special elections whenever called. From six to two weeks prior to each election, the board may need to be available a few times per week for a few hours. The week prior to and the week of the election, the board needs to be available most of the time, including 5am-10pm or later on Election Day. At other times the board may meet monthly and may attend training or networking meetings or conferences. Members may be asked to address local groups or attend meetings of interest.

From: [Chris Marston](#)
To: [Beals, Susan \(ELECT\)](#); [FOIA \(ELECT\)](#); [Nichols, David \(ELECT\)](#)
Subject: ELECT Guidance Copy Request - 24.2-103
Date: Monday, February 13, 2023 5:58:34 PM
Attachments: [2023-02-13 ELECT Guidance Request Letter.pdf](#)

Dear Commissioner Beals,

Attached please find a request from the Republican Party of Virginia pursuant to 24.2-103 for copies of guidance from the Board and the Department issued to local electoral boards and general registrars.

As you know, this is not a FOIA request, but a request under the special authority granted to political parties under 24.2-103. I understand that it may be most convenient to process it through the Department's FOIA Coordinator, so I have copied her on this message.

Thank you for your attention to this request.

Sincerely,
Chris Marston
General Counsel



Republican Party of Virginia
www.rpv.org

February 13, 2023

Susan Beals, Commissioner
Department of Elections
1100 Bank St Fl 1
Richmond VA 23219

VIA E-mail info@elections.virginia.gov

Dear Commissioner Beals,

I write to request “copies of any instructions or information provided by the State Board to the local electoral boards and registrars,” including such instructions and information provided by you or the Department of Elections under any authority delegated by the Board. In the past, I have made similar requests limited to a single election. This request is not so limited and I would like all responsive materials beginning January 1, 2023. Please consider this an ongoing request for any such material provided to the local electoral boards or registrars.

Section 24.2-103 requires the State Board to respond to such a request within three days of receipt. By action on October 29, 2019, I understand that the Board delegated responsibility under that statute to the Department.

I would appreciate receiving the information in electronic form. For purposes of the ongoing request, I would also appreciate receiving the information at the same time it is provided to the registrars or the local electoral boards.

Should you or anyone at the Department have questions about my request, please feel free to contact me by e-mail at chris@virginia.gov or by phone on 571-482-7690. I would be happy to discuss any way to make fulfilling the request as convenient as possible for the Department.

Sincerely,

Chris Marston,
General Counsel

The Richard D. Obenshain Center • 115 East Grace Street • Richmond, Virginia 23219 • 804-780-0111

PAID FOR AND AUTHORIZED BY THE REPUBLICAN PARTY OF VIRGINIA. CONTRIBUTIONS ARE NOT TAX DEDUCTIBLE.

VA-ELECT-23-1124-C-000071

From: [Beals, Susan \(ELECT\)](#)
To: [Cronin, John \(ELECT\)](#); chris@electioncfo.com; shyam@vademocrats.org; ken@virginia.gov; [Lawless, Rachel \(ELECT\)](#); [Dally, Sarah \(ELECT\)](#)
Subject: Election Night Reporting Demo

Demonstration of new election night reporting tool for Department of Elections.

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: [REDACTED]

Passcode: [REDACTED]

Download Teams <<https://www.microsoft.com/en-us/microsoft-teams/download-app>> | Join on the web <<https://www.microsoft.com/microsoft-teams/join-a-meeting>>

Or call in (audio only)

Phone Conference ID: [REDACTED]

Find a local number <<https://dialin.teams.microsoft.com/69fbdf03-a314-4206-b210-d4d007632545?id=137571696>> | Reset PIN

<<https://dialin.teams.microsoft.com/usp/pstnconferencing>>

Learn More <<https://aka.ms/JoinTeamsMeeting>> | Meeting options <https://teams.microsoft.com/meetingOptions/?organizerId=5fbe25b1-3906-4210-8e5d-17511753ab6d&tenantId=620ae5a9-4ec1-4fa0-8641-5d9f386c7309&threadId=19_meeting_ZTE2MTVktOTEtYzY1Ny00MGEyLTliZmYtYjJiNmE2YmQyZDMw@thread.v2&messageId=0&language=en-US>

From: [Chris Marston](#)
To: [Beals, Susan \(ELECT\)](#); [Chris Marston](#)
Subject: Election Night Reporting Demo

Demonstration of new election night reporting tool for Department of Elections.

Microsoft Teams meeting

Join on your computer, mobile app or room device

Click here to join the

Meeting ID:

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[://www.microsoft.com/en-us/microsoft-teams/download-app](https://www.microsoft.com/en-us/microsoft-teams/download-app) | Join on the web <<https://www.microsoft.com/microsoft-teams/join-a-meeting>>

Or call in (audio only)

United States, Lynchburg

Phone Conference ID

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Learn More <<https://aka.ms/JoinTeamsMeeting>> | Meeting options <https://teams.microsoft.com/meetingOptions/?organizerId=5fbe25b1-3906-4210-8e5d-17511753ab6d&tenantId=620ae5a9-4ec1-4fa0-8641-5d9f386c7309&threadId=19_meeting_ZTE2MTVkOTEtYzY1Ny00MGEyLTliZmYtYjJiNmE2YmQyZDMw@thread.v2&messageId=0&language=en-US>

US>

From: [Beals, Susan \(ELECT\)](#)
To: [Gaines, Andrea \(ELECT\)](#); [Cronin, John \(ELECT\)](#); chris@electioncfo.com; shyam@vademocrats.org; ken@virginia.gop; [Lawless, Rachel \(ELECT\)](#); [Dally, Sarah \(ELECT\)](#)
Subject: Election Night Reporting Demo

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[REDACTED] United States, Lynchburg

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From: ken@virginia.gop
To: [Beals, Susan \(ELECT\)](#); ken@virginia.gop
Subject: Election Night Reporting Demo

Demonstration of new election night reporting tool for Department of Elections.

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US>

From: [Beals, Susan \(ELECT\)](#)
To: ken@virginia.gop
Subject: Electoral Board Job Description
Date: Tuesday, March 21, 2023 4:32:00 PM

[ElectoralBoardJobDescription.pdf \(virginia.gov\)](#)

From: [Chris Marston](#)
To: [Beals, Susan \(ELECT\)](#); [Lawless, Rachel \(ELECT\)](#)
Subject: ENR Follow-up
Date: Saturday, October 28, 2023 10:45:21 AM

Susan, Rachel,

Thank you so much for the overview of the ENR system on Thursday.

I had some follow-up questions regarding the processing of ABs.

With the guidance to "push the button" on the CAP machines at 7 pm, I'm assuming that any By Mail ABs returned to the precinct drop-off locations on Election Day will NOT be included in the ENR AB results that are posted on Election Night. Is that correct?

Can you remind me of the timing of post-election day updates and ABs? I believe the Daily Absentee List status is updated daily, but no ABs received after 7 pm on Election Day (from the precinct drop-off locations or postmarked on election day but returned later) will not be counted until after noon on Monday. Is that correct?

Same question on provisionals--those won't be counted until after noon on Monday, right?

Thanks,
Chris

Detrani, Terri (ELECT)

Subject: Election Night Reporting - Virginia Department of Elections Briefing
Location: Microsoft Teams Meeting

Start: Thu 10/26/2023 2:00 PM
End: Thu 10/26/2023 3:00 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Gaines, Andrea (ELECT)
Required Attendees Susan Beals; John Cronin; Ken Nunnenkamp; Chris Marston

This is a briefing to discuss The Virginia Department of Elections' new election night reporting (ENR) system, and how it will be used for the 2023 November general election.

If you have any additional questions, please contact Andrea Gaines, External Affairs Manager, Virginia Department of Elections (804)263-5752.

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From: [Oberlander, Shelley](#)
To: [Beals, Susan \(ELECT\)](#)
Subject: ERIC EXIT
Date: Thursday, April 6, 2023 4:58:28 PM

Dear Susan,

Thank you for the improvements you are making towards the integrity of Virginia's Elections.

Thank you for increasing the National Change of Address mailings to bi-annually and for updating the ELECT Guidance in February, to better match the law, and allow Registrars multiple ways to learn of deceased voters, as well as using the monthly Vital Statistics Record updates.

With your leadership as Commissioner, the Loudoun Registrar has been able to increase the accuracy of the Loudoun Voter List over the past 2 months, by removing almost 200 deceased Voters, over 500 Voters who moved out of the state or county and over 2,500 Voters from the NVRA. Thank you also for the work of ELECT and the State Board of Elections for expanding the Risk Limiting Audit options to allow the Batch Comparison Method. Many in the public are encouraged this option is available and all of these improvements are helping increase Voter Confidence in the Election System.

I am writing to you today because I am concerned about Virginia's participation in ERIC. After over a decade of participating as a member of ERIC the disadvantages appear to outweigh any advantages of staying a member. I am sure you are aware of the problems and concerns with ERIC. My understanding is that you and several Secretary of States and Election Directors have made recommendations for changes and improvements to ERIC, but they have been ignored. This has caused some of those states, after waiting over a year or more, to finally withdraw their membership from ERIC. I have followed the efforts to improve ERIC and reasons for leaving ERIC, by the Ohio Secretary of State Frank LaRose and the West Virginia Secretary of State, Mac Warner. Some of these are:

1. \$25,000 of tax payer money paid in annual dues in addition to millions of dollars in costs for the ERIC dictated Voter Registration Projects. Apparently, a previous Interstate Cross State Check system shared voter data among member states without charging fees or requiring other services.
2. David Becker, founder and former Executive Director of ERIC appears to be very partisan. He is also the founder of CEIR. I have read that Voter data and Motor Vehicle Data from member states is regularly shared by ERIC with 3rd party partisan groups like CEIR. Virginia Voters trust the state to keep their data private, however as a member of ERIC, it appears that the personal data of Virginia Voters, and even the data of children 15 years old and not eligible to vote, is being shared with whoever ERIC authorizes. The recent ERIC Executive Director, Shane Hamlin, said there have been no major instances of unauthorized disclosure of the personal data. However, that statement could mean there have been minor instances and more concerning, is that the data may be authorized to be shared with CEIR and other groups.
3. The purpose of ERIC was supposed to be a cross state voter data sharing program to prevent Voter's from registering to vote and voting in multiple states. From what I have read this happens maybe once a year, but the focus of ERIC has been Voter Registration. Voter Registration does need to occur, but Virginia's Voter Registration programs should be created by Virginia and not dictated by a 3rd party organization. I have also read that information about Non-Citizens and prosecutions for double state voting are discouraged by ERIC, which would seem to be a priority for its stated purpose.
4. According to the Secretary of State of Alabama, ERIC has an address but does not have a physical HQ Office there nor servers, nor computers, nor employees.
5. Only about half of the 50 states participate in ERIC and now 2 states that border Virginia, West Virginia and North Carolina, are not in ERIC. As you know, Memorandums of Agreement can be made between states to compare Voter Lists and strict disclosure restrictions can be included in the MOA's to protect the Voter's personal information.

I think this is a better option than continuing to participate in ERIC.

6. As well, Virginia can obtain cross state Voter information without being entangled with the disadvantages of ERIC. Virginia can acquire the NCOA lists directly from the USPS to find Voters who have moved out of the state and county and the VA Voter List can be compared with the Social Security Administration data to find deceased citizens who may have died in another state other than Virginia.

As I have continued to research and read about ERIC, I have become more convinced that Virginia should exit ERIC. I ask you, as the Commissioner of Elections for the Commonwealth of Virginia, to please withdraw Virginian's membership from ERIC as soon as possible.

Thank you,

Shelley Oberlander
Vice-Chairman Loudoun County Electoral Board (on behalf of myself)



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

DATE HERE

Ann Grigorian
117 Baldric Pl
Yorktown VA 23692
grigorianann@cox.net

Good morning.

Thank you for your request. This is an initial estimate of the time required, which may increase, or decrease, based on actual time spent. For FOIA request over \$200.00, the Department requires half the charges as a deposit before we proceed in fulfilling the request. Please let us know if you approve the charges and we shall send the invoice. Once we receive your deposit, we shall begin work on the request.

An estimate for the total cost for your request dated June 28, 2023, is below.

Time estimate is 2,080 hours. Costs estimated at \$72,812

Your Request:

I would like to request a copy of all communications/emails, solicitations or quotes relative to the implementation of Virginia § 24.2-673.1 (Ranked choice voting) and § 15.2-705.1 (Instant runoff voting) between the Department of Elections and any vendor, supplier, service provider, third-party entity or organization regarding the selection or purchase the following:

- 1. Tabulation software and software upgrades*
- 2. Educational material and public outreach*
- 3. Tabulation method utilized for multi-seat offices*

Timeframe: Jan 2020 through the present date.

*To assist in obtaining responsive documents, search terms may include, **but are not limited to:** FairVote, The Election Administration Voting Resource Center, Ranked Choice Voting Resource Voting Center (RCVRC), Unite America, League of Women Voters, New Virginia Majority, Represent Us, Up Vote, Rank the Vote, Dominion Voting*

A search of the terms you provided above was conducted plus the following terms: (ES&S, Hart Inter-Civic, Unisys, Republican Party of Virginia, Democratic Party of Virginia, and Inclusive Gregory Method of Reallocation) and produced 61,861 potential records.

A search of the terms, Rosemary F. Blizzard, Ranked Choice Voting Resources Center, John Cronin, Rachel Lawless, DJ Geiger, Kevin Hill, Steve Koski, Karen Hoyt-Stewart and Melanie Gilmer for the time period provided produced an additional 549 potential records.

Total potential records for review are 62,410.



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There will likely be many records that include one of the following search terms that do not pertain to ranked choice voting specifically. ELECT will have to review each record individually for responsiveness. Time and cost estimates are listed above. Please let us know if you would like to refine or reduce any search terms for your request.

Attached are available records responsive to your request that did not require an extensive search.

If you have any questions or concerns, please feel free to contact us.

Terri Detrani

REPUBLICAN PARTY OF VIRGINIA

Plan of Organization



115 East Grace Street
Richmond, Virginia 23219
(804) 780-0111
<http://www.virginia.gop>
As amended December 3, 2021

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AMENDED	March 23, 1972	November 7, 2009
	February 24, 1973	November 19, 2010
	April 26, 1975	February 16, 2013
	March 27, 1976	December 6, 2013
	June 29, 1979	March 22, 2014
	September 15, 1979	December 5, 2014
	September 27, 1980	June 27, 2015
RESTATED	June 1, 1985	December 11, 2015
AMENDED	June 14, 1986	January 30, 2016
	April 28, 1990	April 29, 2016
	July 28, 1990	December 14, 2018
	June 8, 1991	September 7, 2019
	May 30, 1992	December 6, 2019
	August 26, 1995	April 4, 2020
	December 5, 1998	April 18, 2020
	December 1, 2001	August 1, 2020
	June 28, 2002	August 15, 2020
	June 4, 2004	December 5, 2020
	October 2, 2004	February 23, 2021
	October 1, 2005	March 12, 2021
	December 2, 2006	August 14, 2021
	October 13, 2007	December 3, 2021

PREAMBLE

The Republican Party of Virginia is a free association organized for the purposes of promoting the principles and achieving the objectives of the Republican Party, electing duly nominated or designated Republican candidates to public office, and performing official actions within the Commonwealth of Virginia, consistent with these purposes.

ARTICLE I Participation in Party Actions

SECTION A. Qualifications

1. All legal and qualified voters 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 districts.
2. A voter who, subsequent to making a statement of intent, publicly supports a candidate in opposition to a Republican nominee shall not be qualified for participation in party actions as defined in Article I for a period of four (4) years.
3. Paragraphs 4 and 5 shall cease having any effect at such time as the Election Laws of the Commonwealth of Virginia shall provide for party registration, at which time only those registered as Republicans may be deemed to be in accord with the principles of the Republican Party, unless otherwise stipulated by the appropriate Official Committee.
4. In addition to the foregoing, to be in accord with the principles of the Republican Party, unless otherwise stipulated by the appropriate Official Committee, a person otherwise qualified hereunder shall not have participated in Virginia in the nomination process of a party other than the Republican Party with in the last five years.
5. A single exception to Paragraph 4 shall be approved for a voter that 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 the writing, to support the nominees of the Republican Party in the future. Any voter that 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 this paragraph thereafter. Within 30 days of receipt, the Official Committee shall provide a copy of this signed renunciation statement to the Republican Party of Virginia, to be maintained for a period of 5 years.
6. In order to be eligible for election as a Delegate or Alternate Delegate to any convention, an individual must be registered to vote no later than the pre-filing deadline established by the Official Committee or, if pre-filing is not a requirement, no later than the date of election as a Delegate. 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 the 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.

In order to be eligible for appointment or designation to an Official Committee, or any subcommittee that establishes or recommends rules governing any Official Committee, an individual must be a member of a unit committee or one of the organizations granted representation on the State Central Committee. This requirement shall not apply to the State Finance Chairman or to the members of the State Finance Committee, or its equivalent of any Official Committee.

Participation in the nomination of any candidate for public office may not be conditioned on the payment of a registration fee, except as provided for in Article VIII, Section A.1.e.

ARTICLE II

Definitions

1. "State Party" or "Party" or "RPV" means Republican Party of Virginia.
2. "State Party Plan" means Plan of Organization of the Republican Party of Virginia.
3. "State Central Committee" means State Central Committee of the Republican Party of Virginia.
4. "Election District" means the City, County, ward of a City, magisterial district of a County, precinct, or portions or combinations of such political subdivisions which comprise the area defined by law in which an election is to be held.
5. "Congressional District" means the Election District for a member of the House of Representatives of the United States Congress.
6. "District" means Congressional District unless otherwise designated.
7. "Legislative District" means the Election District for a member of the House of Delegates or the State Senate of the Virginia General Assembly.
8. "District Committee" means Republican Congressional District Committee for each Congressional District.
9. "Legislative District Committee" means Republican District Committee for each State Senatorial District and each House of Delegates District as the context may require.
10. "County Committee" means County Committee for the Republican Party for each county.
11. "City Committee" means City Committee for the Republican Party for each City.
12. "Unit" means County or City.
13. "Unit Committee" means County Committee or City Committee.
14. "Republican Party Voting Strength" means a uniform ratio of the votes cast in a political subdivision for the Republican candidates for Governor and President to the total votes cast in the entire Election District for the Republican candidates for Governor and President in the last preceding Gubernatorial and Presidential elections, as calculated according to Article VIII, Section F.
15. "Quadrennial State Convention" means the State Convention held in Presidential election years for the purposes of nominating electors-at-large to the Electoral College and electing delegates-at-large and alternates-at-large to the Quadrennial National Republican Convention.
16. "Quadrennial District Convention" means the District Convention held in Presidential election years for the purposes of nominating an elector to the Electoral College and electing Delegates and Alternates to the Quadrennial National Republican Convention.
17. "Biennial District Convention" means the District Convention held in Congressional election years and is the same as the Quadrennial District Convention in Presidential election years.

18. "Official Committees" are the State Central Committee, each District Committee, each Legislative District Committee, and each Unit Committee.
19. "Ex-Officio" means the person holding the office and shall not be construed to mean with or without vote.
20. "Mass Meeting" is as defined in *Robert's Rules of Order* subject to the provisions of the State Party Plan.
21. "Party Canvass" is a method of electing chairmen and members of Official Committees, delegates to Conventions, or Party nominees which shall include pre-filing candidacies, then secret balloting by Party members at convenient polling places and hours after proper notice. Any Party Canvass that includes more than one (1) Unit shall have no less than one (1) polling place in each Unit unless this requirement is waived by a unanimous vote of all of the voting members of the Committee.
22. "Convention" is as defined in *Robert's Rules of Order* subject to the provisions of the State Party Plan.
23. "Primary" is as defined in and subject to the Election Laws of the Commonwealth of Virginia, except to the extent that any provisions of such laws conflict with this Plan, infringe the right to freedom of association, or are otherwise invalid.
24. "*Robert's Rules of Order*" shall mean the then current edition of *Robert's Rules of Order, Newly Revised*.
25. "Military Member" shall mean any member of the Virginia National Guard, or the United States Armed Forces, Merchant Marine, or Coast Guard, who is currently serving on active duty or who expects to be on active duty at the time of a particular mass meeting or convention.
26. "Political Party" means a formal organization which nominates candidates for public office.
27. "Ranked choice voting" shall mean a system of election in which each voter ranks candidates in order of preference (first, second, third, etc.) and ballots are tabulated sequentially identifying the candidate with the least support, eliminating that candidate, and transferring those votes to the next-ranked candidate on each ballot, until there are only as many candidates left as seats available.
28. "Signed by" shall mean, for purposes of Article VII, Section C, and Article X, Section B, accompanied by one or more pages of original signatures in ink, or evidence of electronic signatures consistent with the Uniform Electronic Transactions Act, Code of Virginia, section 59.1-479 *et seq.*

With respect to this document, whenever the singular or plural number, or masculine or feminine or neutral gender, is used herein, it shall equally include the others as the context may require. Definitions not set forth above, to the extent found therein and where not otherwise inconsistent with Article VII, Section H and Article VIII, Section I.4 of the State Party Plan, shall be those set forth in *Robert's Rules of Order*.

ARTICLE III

State Central Committee

Section A. Membership

The membership of the State Central Committee shall consist of the following:

1. State Chairman
2. First Vice Chairman
3. Two (2) Vice Chairmen from the Eastern part of the State.
4. Two (2) Vice Chairmen for the Western part of the State.

5. Two (2) National Committee members.
6. President, ex officio, and two (2) elected representatives of the Virginia Federation of Republican Women.
7. President, ex officio, and two (2) elected representatives of the Young Republican Federation of Virginia.
8. President, ex officio, and two (2) elected representatives of the College Republican Federation of Virginia.
9. District Chairman of each District, ex officio.
10. Three members from each District.
11. One (1) additional member from each District that cast its plurality vote for the Republican Presidential nominee in the last preceding Presidential election.
12. One (1) additional member for each District represented by a Republican member of Congress.
13. Four (4) Republican members of the General Assembly, equally divided between each house.
14. State Treasurer and Finance Chairman.
14. State Secretary
15. Budget Director and General Counsel, but they shall not be entitled to vote.
17. All publicly elected present and former Republican statewide office-holders, ex officio, but they shall not be entitled to vote.

SECTION B. Election and Term

1. The State Chairman shall be elected by the Quadrennial State Convention for a term of four (4) years or until his successor is elected.
2. The Vice Chairmen shall be elected by the State Central Committee at the first meeting following the Quadrennial State Convention for a term of four (4) years or until their successors are elected. The Eastern portion of the State shall include the 1st, 2nd, 3rd, 4th, 8th, and 11th Congressional Districts, and the Western portion of the State shall include the 5th, 6th, 7th, 9th and 10th Congressional Districts.
3. The National Committee Members shall be nominated by the Quadrennial State Convention.
4. District Members.
 - a. The regular members representing a District shall be elected by the Quadrennial District Convention for a term of four (4) years or until their successors are elected.
 - b. The additional member for each District that cast its plurality vote for the Republican Presidential nominee in the last preceding Presidential election shall be elected by the District Committee at the first meeting following the Presidential election and shall serve concurrently with the Presidential term.
 - c. The additional member for each District represented by a Republican Member of Congress shall be elected by the District Committee at the first meeting following the Congressman's election and shall serve concurrently with the Congressman's term.
5. The members representing the General Assembly shall be elected by the Republican Members of the General Assembly at the beginning of each even year session of the General Assembly, for a term of two (2) years or until their successors are elected.

6. The State Secretary and State Treasurer shall be elected by the State Central Committee at the first meeting following the Quadrennial State Convention to serve at the pleasure of the Committee.
7. The State Finance Chairman, Budget Director, and General Counsel shall be appointed by the State Chairman to serve at the pleasure of the Chairman. The Budget Director and General Counsel shall serve in an acting capacity until confirmed by a majority vote of the State Central Committee. In the event of any vacancy in one of these offices, the State Chairman shall notify the members of the State Central Committee within seven (7) days.
8. A person shall occupy only one voting membership on the State Central Committee at any one time.

SECTION C. Vacancies

1. A vacancy in the office of State Chairman shall be filled by the State Central Committee until the next regular State Convention, which shall then elect a State Chairman to fill the remaining unexpired portion of the term of the vacating State Chairman.
2. A vacancy in the office of Vice Chairman, State Secretary or State Treasurer shall be filled by the State Central Committee.
3. A vacancy in the office of a National Committee member shall be filled by the State Central Committee until the next regular State Convention which shall then elect a successor National Committee member to fill the remaining unexpired portion of the vacating member's term.
4. Vacancies in the District memberships of the State Central Committee shall be filled by the applicable District Committee; however, any vacancy not so filled within ninety (90) days may be filled by the State Central Committee.
5. Vacancies shall be filled after notice of such intent, has been included in the call of the meeting at which the vacancy is to be filled.

SECTION D. Duties

1. State Central Committee
 - a. The State Central Committee shall formulate and provide for the execution of such policies, plans and measures as it may deem conducive to the best interest of the Party and in conformity with the State Party Plan.
 - b. It shall determine whether candidates for statewide public office shall be nominated by Convention, Party Canvass or Primary.
 - c. It shall call all regular and special State Conventions and make arrangements therefor, including the basis of representation, the time and the place.
 - d. It shall have general supervision of all statewide campaigns. Neither the State Party nor the State Central Committee, however, shall be responsible for the financing of, or any financial obligations resulting from, such campaign, except to the extent that any such obligations may be approved and assumed in writing, in advance, by the State Central Committee.
 - e. It shall prescribe such additional duties of the State officers and shall appoint special State Central subcommittees as it deems appropriate.
 - f. Whenever the State Central Committee shall determine that a District or a Legislative District Chairman has failed to function as such, then the State Chairman shall appoint a new Chairman to perform the duties provided in the State Party Plan until a successor is duly elected by the applicable Committee.
2. State Chairman
 - a. The State Chairman shall be Chairman of the State Central Committee and of its Executive Committee.

- b. See Article III, Section E, Paragraph 1, Executive Committee.
 - c. He shall issue calls for State Conventions and Party Canvasses, and shall preside until a temporary organization is effected.
 - d. He shall be responsible for sending a copy of the proposed annual budget to all members of the Committee no less than three weeks prior to the meeting at which it will be considered and adopted.
 - e. He shall convene the State Central Committee when the needs of the Party so demand, but in no event less than once during each four (4) month period and he shall preside at the meetings of the committee. He shall be responsible for sending written notice of the call for a State Central Committee meeting to all members of the Committee and to Unit Chairmen, which shall include the agenda for the meeting.
 - f. He shall issue, upon request, to Unit Chairmen and Unit Committeemen a commission signed by him and countersigned by the State Secretary, after notification of their elections as such.
 - g. He shall be responsible for the operation of State Headquarters, including hiring such personnel as he may deem necessary. He may appoint any personnel as may be required from time to time with such duties as he may prescribe. In no case shall the total salaries of the employed personnel exceed the total amount for the salaries as set out in the budget adopted by the State Central Committee.
 - h. He shall, acting in the name of the Party not less than ninety days prior to the end of the fiscal year, engage a firm of certified public accountants to perform an annual independent review of the Party's financial records and affairs as of the end of the fiscal year and to report the results of such review to the Executive Committee and to the State Central Committee.
3. First Vice Chairman
The First Vice Chairman's primary duty, until action is taken under the provisions of Article III, Section C, Paragraph 1, is to act as State Chairman when the office has been vacated by the State Chairman or during his disability.
4. Vice Chairmen
The Vice Chairmen's primary duties shall be to give organizational assistance to the Official Committees in their respective portions of the State and to discharge such other duties as may be assigned by the State Chairman.
5. District Members
It shall be the affirmative duty of the District Members of the State Central Committee to cooperate with the District Chairmen and District Committees in coordinating Party activities at every level of the State organization. Membership on the State Central Committee is not an honorary, but rather a working position and each member assumes an obligation to assist in building the Party at every level and particularly within his area.
6. State Secretary
- a. The State Secretary shall keep the minutes and records of State Central Committee and Executive Committee meetings, which shall be the property of the Committee, and he shall transmit a copy of the minutes of the preceding meeting, including attendance, to the Executive Director within thirty (30) days of the adjournment of each meeting. The Executive Director shall post the minutes on the RPV website so that they are available to Members of the State Central Committee and Unit Chairmen. A copy of the minutes of State Central Committee meetings shall also be included with the call for the next meeting.
 - b. He shall serve as the secretary of all State Conventions until a temporary organization is effected. He shall be the custodian of the record of the proceedings of each State Convention.

- c. He shall keep a roster of the names and addresses of all State Central Committee members and District, Legislative District and Unit Chairmen and shall perform such other duties as the State Central Committee prescribes.
7. State Treasurer
The State Treasurer shall be the custodian of Party funds.
8. Finance Chairman
See Article III, Section E, Paragraph 2, Finance Committee.
9. Budget Director
See Article III, Section E, Paragraph 3, Budget Committee.
10. General Counsel
The General Counsel shall be a lawyer who shall advise the State Chairman and the State Central Committee on legal matters relating to Party business. He shall serve as Parliamentarian of all meetings of the State Central Committee.

SECTION E. Subcommittees

1. Executive Committee
 - a. There shall be an Executive Committee of the State Central Committee comprised of the State Chairman and all District Chairmen, plus the following, but they shall not be entitled to vote: The First Vice Chairman, National Committee members, President of the Virginia Federation of Republican Women, President of the Young Republican Federation of Virginia, President of the College Republican Federation of Virginia, State Treasurer, State Secretary, Finance Chairman, Budget Director, and one member of the State Senate and one member of the House of Delegates selected by the Republican members of the Virginia General Assembly who are currently serving on the State Central Committee.
 - b. The Executive Committee shall act for the State Central Committee when the latter is not in session and shall be subject to the direction of the State Central Committee.
 - c. Meetings of the Executive Committee shall be called at the pleasure of the Chairman or one-third of the voting members, and shall be held not less than once every three months.
2. Finance Committee
 - a. There shall be a State Finance Committee comprised of the State Finance Committee Chairman, appointed by the State Chairman and one (1) member from each District, who shall be appointed by the District Chairman. The State Chairman is authorized to appoint additional members to the State Finance Committee.
 - b. The Finance Committee shall be responsible for fund raising activities of the Party which shall be developed in coordination with the Budget Committee. The State Chairman or the Finance Chairman shall provide the State Central Committee with regular updates on the activities of the Finance Committee.
 - c. The State Finance Chairman may appoint other officers of the Finance Committee.
3. Budget Committee
 - a. There shall be a Budget Committee comprised of the Budget Director, who shall be the Chairman, Executive Director of the State Party, Finance Chairman and State Treasurer; and three (3) persons to be appointed by the State Chairman, who shall be experienced in business and financial matters, and who shall serve in an acting capacity until confirmed by a majority vote of the State Central Committee.

- b. The Budget Committee under the direction of the State Chairman shall prepare an annual budget for approval of the State Central Committee and shall establish controls to assure compliance with the budget as adopted.
 - c. The annual budget shall include a provision for such funds as shall be required to comply with the requirements of Article III, Section D.2.g.
4. Audit Committee
- a. There shall be an Audit Committee comprised of not less than five persons, at least three of whom shall be experienced in business and financial matters to be appointed by the State Chairman, and who shall serve in an acting capacity until confirmed by a majority vote of the State Central Committee.
 - b. The Audit Committee shall be responsible for the establishment and supervision of the implementation of accounting and financial systems, procedures and policies and other internal financial controls. It shall also, in cooperation with the Chairman, select a firm to conduct the annual independent review of the Party's financial records and supervise the conduct of this review.

SECTION F. Financial Transactions

- 1. Any written or verbal contract or other transaction between (i) the Party and (ii) the Chairman, one or more members of the State Central Committee, and/or the Executive Director (hereinafter "Responsible Person"), or any corporation, partnership, firm or association in which a Responsible Person or a family member of that Responsible Person has a material financial interest, is void unless:
 - a. The material facts as to the transaction and as to the Responsible Person's interest are fully disclosed or known to the State Central Committee, or to the Executive Committee acting in its stead pursuant to Article III, Section E.1.b, prior to the time that such contract or transaction is approved, and
 - b. The State Central Committee, or the Executive Committee acting in its stead pursuant to Article III, Section E.1.b, approves the contract or transaction in good faith by an affirmative majority vote (without counting the Responsible Person) at a meeting at which there is a quorum present (without counting the Responsible Person).
- 2. The term "material financial interest" shall mean a financial interest of any kind which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect a Responsible Person's or family member's judgment with respect to transactions in which the Party is involved. The term "family member" shall mean a spouse, parent, spouse of a parent, child, spouse of a child, brother, sister, or spouse of a brother or sister.
- 3. Neither the State Chairman nor any corporation, partnership, firm or association in which the Chairman or a family member of the Chairman has more than a ten percent (10%) financial interest, may enter into a written or verbal contract or transaction to provide goods or services to the Party.
- 4. Neither the State Chairman nor any member of the State Headquarters employed personnel may receive direct compensation of any kind from a vendor that is seeking a contract with the Party to provide goods or services or that has provided goods or services to the Party within the previous twelve months. This prohibition also shall extend to any family member of the State Chairman or of the Executive Director.
- 5. No RPV funds may be lent for any purpose nor may funds be borrowed on its behalf for any period exceeding 90 days in any amount exceeding \$25,000, except as authorized by a vote of the Executive Committee or State Central Committee. The itemized purpose for which the funds will be used must be specified in an email or physical document.

**ARTICLE IV
District Committees**

SECTION A. Memberships

The membership of each District Committee shall consist of the following:

1. District Chairman
2. Unit Chairman, ex officio, of each Unit wholly or partially within the District, subject to the provisions of Article VI, Sections E and H.
3. District Representative of the Virginia Federation of Republican Women, ex officio.
4. Young Republican Federation District Committeeman, ex officio.
5. College Republican Federation District Committeeman, ex officio.
6. District members of the State Central Committee, ex officio.
7. Vice Chairmen, a Secretary and a Treasurer may be elected by the District Committee. They may be elected members of the District Committee, but they shall not otherwise be entitled to vote solely by virtue of holding any of such offices.

SECTION B. Election and Term

1. The District Chairman shall be elected by the Biennial District Convention for a term of two (2) years or until his successor is elected.
2. The Vice Chairman, Secretary and Treasurer shall be elected by the voting members of the District Committee for a term of two (2) years at the first meeting following the Biennial District Convention.

SECTION C. Vacancies

1. A vacancy in the office of District Chairman shall be filled by the District Committee for the remaining unexpired portion of the term.
2. Vacancies in the offices of Vice Chairmen, Secretary and Treasurer shall be filled by the District Committee.
3. Vacancies shall be filled after notice of such intent has been included in the call of the meeting.

SECTION D. Duties

1. District Committee
 - a. The District Committee shall determine whether candidates for District public office shall be nominated by Convention, Party Canvass or Primary.
 - b. It shall call all regular and special District Conventions and make arrangements therefor, including the basis of representation, the time and the place.
 - c. It shall have general supervision over all District Campaigns and shall cooperate with the State Central Committee in conducting statewide campaigns.
 - d. It shall assist in raising funds within the District for National and State causes and otherwise assist the State Central Committee in other Party endeavors wherever practical.
 - e. Whenever the District Committee shall determine that a Unit Committee, or its Chairman, has failed to function as such, the District Committee shall appoint a new Committee, or a new Chairman, as the case may be. A Committee thus created shall perform their duties provided in the State Party Plan until their successors are elected at a Mass Meeting or Convention called for that purpose.
2. District Chairman
 - a. The District Chairman shall be Chairman of the District Committee.

- b. He shall issue calls for District Conventions and Party Canvasses, and shall preside until a temporary organization is effected. See Article VIII, Section A.
- c. He shall convene the District Committee when the needs of the Party so demand, but in no event less than once during each calendar quarter, with no more than four (4) 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.
- d. He shall be responsible for the operation of the District Headquarters, hiring such personnel as he shall deem necessary and for which funds are budgeted and shall be accountable therefor to the District Committee.
- e. He shall be responsible for providing a prescribed time and place, which shall be supervised by the District Chairman, or a designated representative, for filing such declaration of candidacy and petitions as may be required by state law of a candidate in any primary election.

ARTICLE V

Legislative District Committee

SECTION A. Membership

- 1. The membership of each Legislative District Committee shall consist of the Unit Chairman of each Unit wholly or partially in the Legislative District, subject to the provisions of Article VI, Section E.
- 2. Each Unit Chairman's vote within the Committee shall be weighted in proportion to the Republican Party Voting Strength of his Unit within the Legislative District.

SECTION B. Election and Term

In the month of December in each year preceding a general election for members of the House of Delegates and/or State Senate, the Legislative District Committee shall meet and elect a Legislative District Chairman. The Chairman of a State Senate District shall serve for four (4) years, and the Chairman of a House of Delegates District shall serve for two (2) years, or until their respective successors are elected. He may be one of the Unit Chairmen, but shall not otherwise be entitled to vote solely by virtue of holding said office.

SECTION C. Vacancies

A vacancy in the office of Legislative District Chairman shall be filled by the Legislative District Committee for the remaining unexpired portion of the term.

SECTION D. Duties

- 1. Legislative District Committee
 - a. The Legislative District Committee shall determine whether candidates for Legislative District public office shall be nominated by Mass Meeting, Party Canvass, Convention or Primary, where permitted to do so under Virginia Law.
 - b. It shall call all regular and special Mass Meetings, Party Canvasses and Conventions and make arrangements therefor, including the time and the place and, if a Convention, the basis of representation.
- 2. Legislative District Chairman
 - a. The Legislative District Chairman shall be the Chairman of the Legislative District Committee.
 - b. He shall issue Calls for Legislative District Mass Meetings, Party Canvasses, or Conventions and shall preside until a temporary organization is effected. See Article VIII, Section A.

- c. He shall convene the Legislative District Committee when required and shall preside the meeting 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.
- d. He shall be responsible for providing a prescribed time and place, which shall be supervised by the Legislative District Chairman, or a designated representative, for filing such declaration of candidacy and petitions as may be required by state law of a candidate in any primary election.

ARTICLE VI

County and City Committee

SECTION A. Membership

The membership of each County and City Committee shall consist of the following:

1. Unit Chairman
2. Precinct Members - the number from each Precinct shall be determined by the Unit Committee on the basis of Republican candidates' votes in a recent past election or elections, but not less than one (1) member from each Precinct.
3. At-Large Members - additional At-Large Memberships may be created which shall not exceed in number 30 percent of the members of the Committee.
4. Elected Public Officials - All publicly elected Republican officials shall be additional members of the Committee, if the Unit Committee's Bylaws so provide. They shall not be classified as At-Large Members.
5. Vice Chairmen, a Secretary and a Treasurer may be elected by the Unit Committee. They may be elected members of the Unit Committee, but they shall not otherwise be entitled to vote solely by virtue of holding any such offices.
6. Associate Members – Unit Committees may have Associate Members if the Committee's Bylaws so provide. An Associate Member shall meet all of the requirements for Members of the Committee except for the attendance requirements of Article VII, Section D. Associate Members shall have all privileges of other Members except they shall not be entitled to a vote. Associate Members shall not count toward any limits on Precinct or At-Large Memberships nor shall they be counted when establishing a quorum.

SECTION B. Election and Term

1. The Chairman and other members of the Committee shall be elected by the 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. The Vice Chairmen, Secretary and Treasurer shall be elected by such procedure and for such terms as shall be fixed by the Unit Party Plan, should there be one, and otherwise as shall be determined by the Unit Committee.

SECTION C. Vacancies

1. A vacancy in the office of Unit Chairman shall be filled by the Unit Committee for the remaining unexpired portion of the term.
2. Vacancies in the office of Vice Chairman, Secretary and Treasurer shall be filled by the Unit Committee.
3. Any vacancies among other elected members of the Committee shall be filled by the Unit Committee for the remaining unexpired portion of the term.

4. Vacancies shall be filled after notice of such intent has been included in the call of the meeting.

SECTION D. Duties

1. Unit Committee

- a. The Unit Committee shall determine whether candidates for local and constitutional public offices shall be nominated by Mass Meeting, Party Canvass, Convention, or Primary and whether Unit Chairman and Committee members shall be elected by Mass Meeting, Party Canvass, Convention, or Primary.
- b. It shall call all regular and all special Mass Meetings, Party Canvasses, Conventions and make all arrangements therefor and, if a Convention, determine the basis of representation. Authority to make such arrangements (other than the date, time and whether there shall be, and the requirements for, any pre-filing) may, at the discretion of the Unit Committee, be delegated to the Unit Chairman.
- c. It shall cooperate with the State Central Committee, its District Committee, and the Legislative District Committees within its boundaries in conducting all elections and fund raising activities.

2. Unit Chairman

- a. The Unit Chairman shall be the Chairman of the Unit Committee.
- b. He shall issue calls for Unit Mass Meetings, Party Canvasses, or Conventions and shall preside until a temporary organization is effected. See Article VIII, Section A. In the case of a Mass Meeting for a Magisterial, City Council or other local Election District in which the Unit Chairman is not a registered voter, he shall designate a representative, who is a registered voter in that Magisterial District, to preside until a temporary organization is effected.
- c. He shall convene the Unit Committee when required, but in no event less than once during each calendar quarter, with no more than four (4) 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.
- d. He shall be responsible for providing a prescribed time and place, which shall be supervised by the Unit Chairman, or a designated representative, for filing such declaration of candidacy and petitions as may be required by state law of a candidate in any primary election.

SECTION E. Divided Units

Whenever a Unit is divided between two (2) or more Congressional or Legislative Districts the Chairman of such Unit Committee shall serve as the Unit representative on the Congressional or Legislative District Committee encompassing his residence. Such Unit Chairman shall designate a person residing in that part of the unit 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.

SECTION F. Combined Units

The Party organization of one or more cities and an adjoining county may be combined whenever the respective committees each vote to combine into one organization. Thereafter, such city or cities and county shall be considered as one Unit for all purposes except in nominations for elective offices which serve solely a city or the county. A combined organization may be dissolved by a Mass Meeting of either the city or the county, provided notice of such proposal is included in the Call of the Mass Meeting.

SECTION G. Multi-Jurisdictional Constitutional Offices

In December prior to any year in which a Constitutional Office that covers more than one jurisdiction is to be filled, the unit chairmen of the affected jurisdictions, by call of the unit chairman representing a plurality of the weighted vote of the combined jurisdictions, shall meet to determine the method of nomination for that office. Decisions shall be made on the

basis of the weighted vote of each chairman. In the event the chairmen shall decide to nominate a candidate for a Constitutional Office by convention, it shall remain the responsibility of each unit committee to determine the method of electing delegates thereto.

SECTION H. Unit Chairmen Who Serve as Congressional District State Central Representatives

Whenever a Unit Chairman shall be elected to serve as a Congressional District Chairman or Congressional District State Central Representative (as provided in Article II, Section A. 10, 11, or 12), the Unit Chairman shall serve and vote on the Congressional District Committee only as a State Central Representative. In his capacity as a Unit Chairman he shall designate a person residing in that part of the unit located in the same Congressional District to serve at the pleasure of the Unit Chairman as the Unit’s representative on the Congressional District committee with the authority and vote of a Unit Chairman. This provision shall apply whether the Unit Chairman shall have been elected to serve as a State Central Representative either prior to or subsequent to his election as Unit Chairman.

**ARTICLE VII
Official Committees - General**

SECTION A. Proxies

A member of an Official Committee or the Executive Committee of the State Central Committee may be represented in meeting by a proxy, subject to the following conditions:

1. Except as provided in Article V, Section A(2) hereof, no individual may cast more than one vote at any meeting.
2. The proxy holder must be a member of the Republican Party from the same Election District or organization represented by the absent member of that committee.
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 PRESENTS, That I, [NAME] of [AREA REPRESENTED], do hereby constitute and appoint [NAME OF PROXY] my true and lawful attorney, to vote as my proxy (with full power of substitution)* at a meeting of the Republican [State Central, District, County, etc.] Committee on the _____ day of [MONTH], [YEAR], or at any adjourned meeting thereof and for me and 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 [MONTH], [YEAR].

_____ (Seal)
WITNESS: _____ (Seal)"

(*) Inclusion of the power of substitution is discretionary with the member. Its omission shall preclude substitution.

SECTION B. Notice and Quorum

1. Except as provided in subsection B.3. of this Article, meetings of Official Committees or the Executive Committee shall be held upon written notice, in the case of the State Central Committee, of not less than three weeks and otherwise, of not less than one week on the call of the Chairman, or on the call of one-third of the voting members, which call shall include the agenda for the meeting. Electronic Mail shall be deemed written notice for the purpose of this subsection, unless otherwise specified in the by-laws. However, the Official Committee must provide an alternative form of delivery for any member who does not have regular access to electronic mail.



2. Unless otherwise provided by a District's or Unit's Plan or Bylaws, a majority of the voting members of a Committee shall constitute a quorum for the transaction of business. In the case of a Legislative District Committee, the weighted vote of the voting members shall be used in determining whether a majority exists for a quorum. Likewise, a meeting of a Legislative District Committee may be called by one-third of the members' weighted vote or on call of the Chairman.
3. Meetings called for the purpose of (1) determining the method of nomination and associated details for a Republican candidate for a Special Election where there is less than (30) days available in which to nominate a candidate or (2) filling vacancies with Section F of this article, shall require at least twenty-four (24) hour notice, either written or verbal.

SECTION C. Removal

Any Chairman, except the State Chairman, or any other member of an Official Committee may be removed from office by the vote of two-thirds (2/3) of the other members of the 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 the Committee; and allowing him thirty (30) days within which to appear and defend himself. A copy of the original signatures or evidence of the electronic signatures may be furnished in lieu of the original signatures. The State Chairman may be removed by a two-thirds (2/3) vote of a State Convention or by the three-fourths (3/4) vote of the State Central Committee, the action of said Convention or Committee being subject to the foregoing as to notice and opportunity for defense.

A member of an Official Committee is held to a higher standard of support for nominees of the Republican Party than an individual who merely participates in a mass meeting, party canvass, convention or primary. Therefore, a member of an Official Committee is deemed to have resigned his Committee position if he (a) makes a reportable contribution to and/or (b) knowingly allows his name to be publicly used by and/or (c) makes a written or other public statement supporting the election of a candidate in opposition to a Republican nominee in a Virginia General or Special Election, and/or (d) becomes a member or an officer of or makes a reportable contribution to any other political party. A majority of the elected officers of an official committee are charged with recognizing when this provision is in effect. For members of multiple official committees, such recognition by a given official committee applies to all subordinate official committees. Such member may be re-instated by a majority vote of the other members of the Committee.

For the purposes of this section, "allows" shall mean that a member has either (i) affirmatively given permission for his name to be publicly used, or (ii) refused to publicly disavow the use of his name upon receiving notification by an official committee chairman that it is being used.

SECTION D. Absences

A member of an Official Committee other than an ex-officio member automatically loses his committee position if he is absent three (3) consecutive meetings without representation by a person holding a proxy; provided, however, that a State Central Committee member automatically loses and is deemed to have resigned his Committee position if he fails to attend in person at least fifty (50) percent of the regular meetings in any calendar year. A vacancy created by such resignation shall be filled in accordance with the State Party Plan. In the case of an ex-officio member with voting privileges, those voting privileges shall be suspended if he is absent three (3) consecutive meetings. Voting privileges for an ex-officio member that has been suspended may be restored by a two-thirds (2/3) vote of the other members of the committee.

SECTION E. Nominations by Committee

Whenever an Election District 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 Official Committee of that Election District is authorized to nominate such candidate or candidates by two-thirds (2/3) vote of those present in a 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.

SECTION F. 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 applicable Official Committee is authorized to fill such vacancy in formal meeting by majority vote after due notice of such intent has been included in the call of the meeting. Such a meeting shall require at least twenty-four (24) hours notice, either written or verbal.

SECTION G. Public Meetings

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

SECTION H. Rules

All Official Committee meetings shall, to the extent applicable, be governed by and conducted in accordance with, giving precedence as listed to, the following: the State Party Plan; District or Unit Plan or Bylaws; and otherwise in accordance with the then current edition of *Robert's Rules of Order*.

SECTION I. Endorsement of Candidates

An Official committee shall not endorse, nor contribute to from its funds, any candidate who is running for a Republican nomination for public office unless that candidate is unopposed for that nomination. Nothing in this Section shall be construed to prevent an Official Committee from endorsing a candidate running for public office where there will be no Republican nominee, nor to prevent a member or officer of an Official Committee, as an individual, from endorsing a candidate in a contested nomination.

SECTION J. Ethical Conduct

1. Voting members of official committees shall exercise their best efforts to conduct the business of the Party in good faith, with reasonable care, skill, and diligence. They shall hold as confidential all party information, documents, and communications clearly designated as confidential or for limited dissemination or use by adopted policy of the committee. They shall refrain from participating in unethical activity, diminishing the dignity and credibility of the the Party.
2. Members of the State Central Committee and District Committees shall promptly disclose in writing any known potential or actual conflicts of interest to the official committees on which they serve. All written disclosures shall be posted on the website.
3. Members of the State Central Committee and District Committees shall recuse themselves from the consideration of any question in which a conflict of interest exists due to compensation by an elected official or a candidate. Compensation includes payment to a member, a member's immediate family, or a business concern in which the member or member's immediate family is a director, officer, member, stockholder, shareholder, partner, manager, or trustee. Elected official or candidate includes the office of an elected official and any campaign committee or political action committee established, maintained or controlled by an elected official or a candidate for elective office in Virginia. Members may not be represented by a proxy for purposes of voting on a question from which they recuse themselves.

SECTION K. Electronic Meetings

1. Official Committees may hold electronic meetings during emergencies.
2. For purposes of this section, an emergency occurs whenever a government entity declares an emergency or orders facilities closed in the jurisdiction of the official committee, such as an alert by the National Weather Service, a decision to close schools due to weather, an emergency declaration due to a natural disaster or public health issue.
3. A meeting called as an in-person meeting prior to the emergency may be changed to an electronic meeting by notice sent to the members as soon as practicable prior to the meeting.
4. Electronic meetings shall be conducted in accordance with rules adopted by the Official Committee or rules adopted by the State Central Committee. Such rules may not include an in-person meeting at which some members attend by electronic means.

ARTICLE VIII

Mass Meetings, Party Canvasses, Conventions and Primaries

SECTION A. Call Requirements

1. All calls for State, District and Legislative District Conventions, shall be issued by the appropriate Chairman to the included Unit Chairman not less than thirty (30) days, except those calls for special elections, prior to the Convention date and published in their entirety on the website of the Republican Party of Virginia. Each call shall include:
 - a. The qualifications for membership in the Republican Party of Virginia as stated in Article I.
 - b. The time, place and purposes to the Convention.
 - c. The basis of representation to the Convention.
 - d. The number of Delegate votes to which all participating Election Districts are entitled.
 - e. The amount of the registration fee, if any. If one of the stated purposes of the Convention is to nominate persons for any public office, then the registration fee shall not exceed \$25 in the case of a Unit, District or Legislative District Convention and shall not exceed \$45 in the case of a State Convention.
 - f. If one of the stated purposes is to nominate persons for public office, then the declaration requirements for Military Members as per Article VIII, Section H, para 7, subsection a and Military Delegation Participation requirements as per Article VIII, Section H, para 7.¹
2. All calls for Mass Meetings or Party Canvasses, or for Unit Conventions, shall be published in their entirety on the web site of the Republican Party of Virginia (RPV) and on such unit and district web sites as may be available and appropriate not less than seven (7) days nor more than sixty (60) days, except those calls for special elections, prior to the Mass Meeting or Party Canvass. Calls published in any presidential election year shall be published *at least* fifteen (15) days in advance. Except in the case of a special election, no call shall be published earlier than January 1 of the year in which the Mass Meeting, Party Canvass or Convention will take place.

Each call shall include:

- a. The qualifications for membership in the Republican Party of Virginia as stated in Article I.
 - b. The time, place and purposes of the Mass Meeting or Party Canvass.
 - c. In the event a purpose is to elect Delegates to a Convention, the time, place, purpose of, and the basis of representation to the Convention.
 - d. If the purpose of the Mass Meeting or Party Canvass is solely to elect persons to Party office, then the amount of the registration fee, if any. However, if one of the stated purposes of the Mass Meeting or Party Canvass is to nominate persons for any public office, then there shall be no registration fee required. However, the call may publish a request for voluntary payment of a registration fee.
 - e. The declaration requirements for Military Members as per Article VIII, Section H, para 7, subsection a and Military Delegation Participation requirements as per Article VIII, Section H, para 7.²
3. In order to be a requirement for any election or nomination for public office by a Mass Meeting, Party Canvass, or Convention, pre-filing shall be approved by the appropriate Official Committee and the pre-filing requirement included in the call. The call, including the pre-filing requirement, must then be

¹ This provision is impacted by amendments made to the sections to which it refers.

² This provision is impacted by amendments made to the sections to which it refers.

published at least seven (7) days prior to the pre-filing deadline. This publication requirement shall take precedence over the publication requirement of Article VIII, Section A.2. Each person desiring to pre-file must file a statement prior to the deadline for pre-filing. The Official Committee or its Chairman, if authorized, may prescribe the use of a particular filing form for the required statement, in which case the official pre-filing form must be included with the call published on the RPV website. The Official Committee may, at its option, establish a filing fee for candidates for nomination for public office, as long as such fee does not exceed twice the primary filing fee for that office. Filing fees for any office are non-refundable.

4. A copy of the call shall be sent by e-mail to each member of the issuing committee who has an e-mail address on file with the committee and to the respective District Chairmen, in compliance with all the time requirements in Paragraphs 1,2 and 3 above.
5. It is the responsibility of the applicable Chairman to use the most effective means available, including news media, to adequately publicize Mass Meetings, Party Canvasses, or Conventions with the purpose of encouraging maximum citizen involvement. This publicity shall include the method of Delegate selection.
6. In the event that a published call for any Mass Meeting, Party Canvass or Convention shall differ in any respect from the call authorized by the Official Committee, the requirements of the published call, unless contested prior to adjournment or conclusion, shall upon adjournment or conclusion of the Mass Meeting, Party Canvass, or Convention be conclusive and not thereafter subject to contest. Participation in a Mass Meeting, Party Canvass, or Convention shall not prejudice the rights of any person signing a petition protesting the validity of such Mass Meeting, Party Canvass, or Convention.
7. A Mass Meeting or Convention may dispense with the reading of the call.
8. The State Central Committee shall adopt, and from time to time amend, recommended call forms, including all required provisions and identifying optional provisions. Recommended call forms shall be appended to the Party Plan but shall not be a part of the Plan.
9. If the number of persons pre-filing as candidates for election or nomination by a Mass Meeting, Party Canvass or Convention does not exceed the number to be elected or nominated for a particular office, then the prefiled candidate or candidates may be declared elected or nominated by the Republican Party, if provided for in the call. If the number of persons pre-filing as candidates for election or nomination for all offices to be decided upon by any Mass Meeting, Party Canvass or Convention does not exceed the number to be elected or nominated, then the candidates may be declared elected or nominated by the Republican Party and the Mass Meeting, Party Canvass or Convention may be cancelled if provided for in the call.
10. If the number of persons seeking election as a member of a unit committee or as a delegate to a unit, district or state convention does not exceed the total number allowed by the State Party Plan, all candidates for such office who meet the requirements of Article I of the State Party Plan and, where required, any pre-filing requirements, shall be deemed elected.

A unit Chairman shall document the reason(s) for determining that an individual, who is seeking election as a member of the unit committee or as a convention delegate, has been disqualified for the reason that the individual does not meet the Qualifications for Participation as stated in Article I and/or the unit's pre-filing requirements, if any, and shall provide such documentation with the certification of delegates required in Article VIII, Section H.

Additionally, an individual's election may be challenged by any member and may be excluded by a two-thirds (2/3) vote.

11. Once a call has been published, the method of nomination may not be changed.

SECTION B. State Conventions

A State Convention, which may be the Quadrennial State Convention, Party Canvass or Primary shall be held in each year in which there is to be an election for Governor or United States Senator for nominating candidates for the applicable offices, and for other proper purposes.

SECTION C. District Conventions

A District Convention, which may be the Quadrennial or Biennial District Convention, Party Canvass or Primary shall be held in each year in which there is to be an election for Congressman for nominating a candidate and for other proper purposes.

SECTION D. Legislative Convention

A Legislative District Mass Meeting, Party Canvass, Convention, or Primary shall be held in each year in which there is to be an election for members of the General Assembly from the Legislative District for nominating a candidate(s) and for other proper purposes.

SECTION E. Unit Conventions

A Unit Mass Meeting, Party Canvass, Convention, or Primary shall be held in each year in which there is to be an election for local or constitutional offices for nominating candidates for the applicable offices, and for other proper purposes.

SECTION F. Unit Representation

Representation in all State and District Conventions shall be by Units based upon the Republican Party Voting Strength, but each unit shall be entitled to at least one delegate vote. In all proceedings for nominations for statewide office, the relevant Unit shall be entitled to one (1) delegate vote for each 250 votes. In all proceedings at the District level, the relevant Unit shall be entitled to one (1) delegate vote for each 100 to 500 votes. In all proceedings at the local and Legislative District level, the relevant political subdivision shall be entitled to one (1) delegate vote for each 25 to 500 votes. The exact number shall be decided by the appropriate Official Committee and included in the call.

SECTION G. Uniform Ratio

Representation in Legislative District and Unit Conventions shall be by either Units, Wards, Magisterial Districts, Precincts, or the like, but each such political subdivision shall be entitled to at least one delegate vote. In all such proceedings, the political subdivision shall be entitled to one (1) delegate vote for each 25 to 500 votes as defined in Article II, Section 14; the exact number shall be decided by the Official Committee and included in the call.

SECTION H. Delegates

1. Certification

- a. Delegates and alternates to a Convention shall be certified to that Convention by the permanent Chairman, and Secretary of the Mass Meeting, or Convention which selected them, or by the Chairman of the Official Committee which conducted the Mass Meeting, Convention or Party Canvass to select the delegates and alternates. The certifications shall be delivered to the Chairman of the Official Committee which called the Convention prior to the convening of the Convention. Except in the case of the State Central Committee, a copy of the certification shall also be delivered to the secretary of the official committee. Such Chairman shall be responsible for the preparation of a roll of all such certifications which roll shall thereafter govern the procedures of the Convention, unless and until changed by the Convention.
- b. In the case of a State Convention a copy of unit certifications shall also be delivered to its District Chairman.
- c. In the case of a District Convention, said certifications must be delivered to the appropriate District Chairman and Secretary seven (7) days prior to the convening of said Convention. In the case of a State Convention, said certifications must be postmarked sixteen (16) days prior to the convening of the Convention or delivered in person fourteen (14) days prior to the convening of said Convention. After the filing deadline of the certifications, no change may be made except a certified alternate may be made a delegate. A copy of the published official call of the Convention, Mass Meeting, or Party Canvass called for the purpose of selecting delegates and alternates to convention must accompany the certification with the date of the publication included.

- d. A delegate or alternate who is not certified in accordance with the above requirements shall be seated only by a majority vote of the Credentials Committee, or in the event of the failure of the Credentials Committee to seat, by a vote of the Convention.
 - e. The foregoing provisions notwithstanding, members of the Military Delegation (as specified in Section 7 below) shall be certified by the Chairman of the Official Committee that called the Convention, pursuant to the procedures set forth in the Official Call and in compliance with Paragraph 7 of this Section H.³
2. A delegation to a Convention may not have more than five (5) delegates and five (5) alternates per delegate vote. No delegate may have less than 0.20 votes.
 3. The certification of delegates may state how the delegates shall vote whether by those present voting full vote, or non-full vote, and if an how an allocation of votes is fractionalized. A delegation shall vote full vote unless otherwise designated by the electing body.
 - a. Full vote means the delegates present and voting at the Convention may cast the full vote of the delegation with proportionate weight given to majority and minority vote. Example: If a County has ten votes to a Convention but only six delegates are present at the Convention and four desire to support one candidate and two desire to support another candidate, the four delegates would cast 6.67 votes for their candidate and the two delegates would cast 3.33 votes for their candidate.
 - b. Non-full vote shall mean that each delegate will only be entitled to the vote to which he is certified. Example: If a County has ten votes to a Convention and elects fifty delegates non-full vote, each delegate present at the Convention would have 0.20 vote.
 - c. The vote of a delegation shall be reported to the nearest hundredth. Example: If a 37-vote delegation has 85 delegates present with 22 voting for A and 63 voting for B, A's vote would be $22/85 \times 37 = 9.58$; B's vote would be $63/85 \times 37 = 27.42$.
 4. No delegation shall vote under a unit rule at any Convention; nor shall any delegation be instructed on any vote at any convention, except as set forth in Paragraph 7 of this Section H.
 5. The delegates present in a given delegation shall designate which alternate shall vote in the place of an absent delegate, except where the body electing the delegates has determined that another method of alternate selection shall be used.
 6. Any Military Member who is otherwise qualified under Article I to participate in Republican Party actions and who complies with the procedures to become a delegate to any Convention as set forth in the Official Call of the Convention, Mass Meeting, or Party Canvass called for the purpose of selecting delegates and alternates to that Convention (other than a national Republican Convention), and who produces valid military identification or other proof of active-duty status shall be certified as a delegate and shall not be required to be elected as a delegate. The number of delegates certified in this manner shall count toward each unit's maximum allowable number of convention delegates.
 7. Military Members who are certified as delegates pursuant to paragraph 6 that are unable to attend the convention in person due to obligations of their official military orders, shall have their votes cast within their unit delegation according to candidate preference ballots. Candidate preference ballots shall list the Military Member's rank order preference among candidates (i.e., first choice, second choice, third choice, etc.). Their votes shall be cast for the highest ranked choice candidate who remains eligible to receive a vote in a particular round of voting. Candidate preference ballots shall be made available by the Official Committee calling the convention no less than twenty (20)

³ This provision is no longer operative due to amendments to the section to which it refers.

days prior to the convention and returned to the Chairman of the Official Committee that called the convention not less than three (3) days prior to the convention.

8. A list of delegates and alternates elected to represent a Unit shall be provided, once available, by the chairman of the Unit Committee to each duly filed candidate for public or party offices to be filled at the convention, upon request of the candidate or candidate's designee. Lists of delegates shall be available within (a) 14 days of their election, if 250 or fewer delegates are elected, or (b) within 21 days if more than 250 delegates have been elected. Lists shall be provided in an equitable manner to all requesting candidates, and shall include all contact information provided by the delegates at the time of pre-filing or election.

SECTION I. State Convention Committees

The State Central Committee shall establish committees for each State Convention. The State Chairman shall appoint the Chairman and one member of each committee. The Congressional District Chairmen shall additionally appoint one member to each committee. Appointments are not subject to approval by the State Convention.

SECTION J. Rules

1. The Official Committee shall prepare the rules and order of business for the conduct of a Convention in advance thereof. Said rules and order of business shall then be submitted to the Committee on Rules of such Convention for its consideration and report to the Convention.
2. The Official Committee shall prepare the rules for the conduct of a Party Canvass subject to the provisions of the State Party Plan.
3. The State Central Committee recommends that the documents related to these proceedings should conform as closely as possible to the model rules in Appendix B.
4. All Mass Meetings, Party Canvasses, Conventions, and Primaries shall, to the extent applicable, be governed by and conducted in accordance with, giving precedence as listed to, the following: the State Party Plan; District or Unit Plan or By-Laws; rules adopted by a designated Rules Committee; and otherwise in accordance with *Robert's Rules of Order*.

SECTION K. Primaries

When an Official Committee has declared for a Primary for nominating candidates for public offices, the State Central Committee shall establish the necessary rules and regulations for the conduct of such Primaries and assist in every practical manner.

SECTION L. National Convention Delegates

Procedures concerning Conventions at which delegates and alternates to National Conventions are elected shall comply with the applicable Rules of the National Republican Party.

SECTION M. Public Meetings

Every Mass Meeting, Party Canvass, or Convention shall be held in a building appropriate for public use and shall be open to the public. If after a call for a Mass Meeting, Party Canvass, or Convention, it shall be determined that the size of the building designated in the call shall be inadequate relative to the anticipated attendance or the building shall be unavailable, the location may be changed by the Chairman issuing the call to a more adequate, but equally accessible, building provided that written notice of the new location be posted at the location originally selected for the meeting, and further provided that those attending are allowed sufficient time to be present at the alternate location and to participate in the Mass Meeting, Party Canvass, or Convention.

SECTION N. Special Elections

Special Mass Meetings, Party Canvasses, and Conventions shall be held to nominate candidates in special elections and for other proper purposes.

SECTION O. Divided Units

1. No member of a Unit Mass Meeting, Party Canvass, or Convention shall vote for delegates to a Convention of a District of which he is not a resident.

2. When a Mass Meeting or Convention has divided in order to choose delegates to different Election District Conventions, each resulting division may, by majority vote, elected to adopt its own rules and it shall otherwise be conducted in accordance with Article VIII, Section I.4 of the State Party Plan.

SECTION P. Ranked Choice Voting

If and only if an official committee includes in a call the use of ranked choice voting, then the Mass Meeting, Party Canvass, or Convention must use ranked choice voting.

ARTICLE IX Change in Boundaries

In the event the boundaries of a Unit are changed between the time of the last preceding Gubernatorial or Presidential elections and the time set for a State or District Convention, the Republican Party voting strength shall be transferred between the Units affected on the basis of the percentage or registered voters by Precincts which have been transferred.

In the event the boundaries of a Congressional District, Legislative District, Ward, Magisterial District or Precinct are changed, then a method equal or similar to that aforementioned shall be used for determining the Republican votes transferred between the affected political subdivisions and therefor the revised Delegate allotments of Committee memberships. Boundaries of congressional districts, legislative districts, wards, magisterial districts and precincts shall be determined in accordance with applicable local, state and federal law.

In the event that the boundaries of a congressional district change after March 15 in the year of a Quadrennial District Convention, calls for such conventions issued prior to March 15 shall remain valid for all purposes except the nomination of a candidate for the House of Representatives. Delegates and alternates elected at such conventions shall be the district delegates and alternate delegates to the Republican National Convention, the new boundaries of the congressional districts notwithstanding.

ARTICLE X Rulings and Appeals

SECTION A. Rulings

1. Any Chairman of an Official Committee or twenty (20) percent of the members of an Official Committee may request a ruling or interpretation of the State Party Plan from the General Counsel. The General Counsel's determination shall be binding unless and until overturned upon appeal, either to the Executive Committee or directly to the State Central Committee. Any original appeal must be made within thirty (30) days of the date that the ruling is posted on the RPV website.
2. The State Chairman shall convene the Executive Committee within fourteen (14) days, either in person or by telephone for purposes of considering an appeal.
3. A decision of the Executive Committee may be further appealed to the State Central Committee, the decision of which shall be binding in accordance with Article X, Section C.
4. All rulings and interpretations by the General Counsel, and the final determination on any appeal thereto, shall be posted on the website and be provided by electronic mail to each member of the State Central Committee and to each Unit Chairman.

SECTION B. Contests

1. Each Unit Committee shall decide all controversies and contests arising within its jurisdiction. A Unit Committee's decision may be appealed by any Party member, as defined in Article I, adversely affected to the appropriate District Committee. In the case of a split Unit, if the controversy or contest specifically relates to the operations or affairs of a particular Congressional or Legislative District, an appeal shall be taken to that particular Congressional or Legislative District Committee; if not, an appeal shall be taken to the District Committee of the District wherein

the person appealing resides.

2. Each Legislative District Committee shall decide all controversies and contests arising within its jurisdiction. A Legislative District Committee's decision may be appealed by any Party member, as defined in Article I, adversely affected to the appropriate Congressional District Committee. In the case of a legislative district that is located in more than one congressional district, the appropriate Congressional District Committee shall be the District wherein the person appealing resides.
3. Each District Committee shall decide all controversies and contests arising within its jurisdiction. It shall also hear and decide all timely appeals taken from units and legislative districts within the District. A District Committee's decision may be appealed by any Party member adversely affected to the State Central Committee.
4. All Contests and Appeals, under sub-sections 1, 2 and 3 of this section must be made in writing within thirty (30) days after the decision appealed from and the appeal must be accompanied by a petition signed by at least twenty-five (25) Party members, as defined in Article I, (except as provided below) of the respective Unit, Legislative District or Congressional District affected. When an appeal involves a mass meeting, party canvass or convention, then for purposes of this paragraph the term "Party members" shall mean mass meeting participants in the case of a mass meeting; canvass voters in the case of a party canvass; or delegates in the case of a convention. If fewer than one hundred twenty-five (125) persons voted in such mass meeting, party canvass or convention, then the petition shall be signed by at least twenty percent (20%) of the voters at such mass meeting, party canvass or convention. A subsequent appeal by the same party does not require an additional petition (*e.g.*, if a petition accompanies and appeal to a Unit Committee, an appeal of the Unit Committee's decision made by the same party does not require a second petition).
5. All Contests and Appeals under sub-sections 1, 2 and 3 of this section, except for an appeal to the State Central Committee, shall be heard and a decision rendered by the committee to which the appeal was made within twenty-one (21) days of receipt of the appeal. If no decision has been rendered in writing at the end of twenty-one (21) days, the appeal or contest may be made directly to the next level of appeal as if an adverse decision had been rendered. A timely appeal made to the State Central Committee will be heard at the next regular meeting of the Committee unless the Chairman or 1/3 of the members call for a special meeting.
6. If the Contest or Appeal arises from an action during a Mass Meeting, Party Canvass or Convention held less than twenty-one (21) days prior to the deadline for the official committee chairman to certify a nominee, a contest or appeal may be made directly to the appropriate Congressional District Committee.

SECTION C. Finality

The State Central Committee shall make the final decision, upon timely appeal, on all Party controversies and contests in any Election District of the State, rulings of the General Counsel and on all other matters affecting the efficiency of the Party organization or the success of the Party.

ARTICLE XI Amendments

The State Party Plan may be amended by any State Convention by three-fourths (3/4) roll call vote after notice of such intent and general text of such amendment has been made in writing to each Unit Chairman and Member of the State Central Committee, postmarked not later than 45 days prior to the start of the convention; or by the State Central Committee by three-fourths (3/4) of its members present, but not less than a majority of the total members, after notice of such intent and general text of such amendment has been included in the call of the meeting.

APPENDIX A

These Recommended Call Forms are not part of the Plan, but are provided as models pursuant to Article VIII, Section A, paragraph 8.

Model Calls for Mass Meetings, Party Canvasses and Conventions

- 1. Model Calls for Conventions: State, District, Legislative**
- 2. Model Calls for Mass Meetings: Legislative and Unit**
- 3. Model Calls for Party Canvasses: Legislative and Unit**

Model Calls for Conventions

STATE

OFFICIAL CALL
State Convention
of the Republican Party of Virginia
[DATE] at [TIME] Local Time
[LOCATION]

As Chairman of the Republican Party of Virginia and pursuant to the Plan of Organization and as recommended and directed by the State Central Committee, I, [NAME], do hereby issue this Call for a State Convention of the Republican Party of Virginia to be held at the [LOCATION], or its alternate site, starting at [TIME] local time on [DATE] for the following purposes:

[USE ALL THAT APPLY]

- a) Electing [NUMBER] delegates and [NUMBER] alternate delegates at large to the Republican National Convention to be held at the [LOCATION], or its alternate site beginning on [DATE];
- b) Nominating two (2) Electors At Large to be voted for in the presidential election on [DATE];
- c) Electing a State Chairman;
- d) Nominating a National Committeeman and National Committeewoman;
- e) Nominating a Republican candidate for the office of [OFFICE];

and for the transaction of such other business as may properly come before the convention; [USE IN PRESIDENTIAL YEARS] and I further direct the Republican Congressional District Chairmen to issue a call for Congressional District Conventions for the purpose of electing three (3) delegates and three (3) alternate delegates per congressional district for a total of [NUMBER] delegates and [NUMBER] alternate delegates to the Republican National Convention to be held at the [LOCATION], or its alternate site beginning on [DATE]; nominating one (1) Elector per congressional district to be voted for in the presidential election of [DATE]; electing a District Chairman; electing three (3) members to the State Central Committee per congressional district; and for the transaction of such other business as may properly come before the District Convention; and I further direct the Republican Congressional District Chairmen to issue the call for each district convention to the chairman of each unit within the district not less than thirty (30) days prior to such conventions, and further, to publish such call in a newspaper of general circulation in the district at least fifteen (15) days prior to the date of such convention as required by the rules adopted by the previous Republican National Convention; and I further direct the Executive Director of the Republican Party of Virginia to publish this call in a daily newspaper of general circulation in the state at least ninety (90) days prior to the date of the state convention as required by the rules adopted by the previous Republican National Convention.

Qualifications for Participation

All legal and qualified voters 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 districts.

Composition of Convention

The State Convention shall be composed of delegates and alternate delegates of the respective units they represent, and a military delegation. Representation shall be based on a percentage of the total number of Republican votes cast in each county and city in the last gubernatorial and presidential election combined. Each unit is allowed one (1) Delegate Vote for each two hundred fifty (250) Republican votes cast or major portion

thereof. Each unit shall be entitled to at least one (1) Delegate Vote. The delegates and alternates shall be elected in county and city mass meetings, party canvasses or conventions that shall be called for this purpose in conformity with the Plan of Organization of the Republican Party of Virginia by each unit committee.

Military delegates will be selected in conformity with the Plan of Organization of the Republican Party of Virginia. Any members of the Virginia National Guard, the United States Armed Forces, Merchant Marine, or Coast Guard, who are unable to participate in the election of delegates from their unit due their military orders, may be represented through the Military Delegation. To be so represented, they must declare by e-mail to the State Chairman [E-MAIL ADDRESS] no later than [DEADLINE] that they intend to support the Party's nominees in the ensuing election and that their orders preclude them from participating in person. The State Chairman will provide declarants with candidate preference ballots that will be cast on their behalf at the convention.

Certification of Delegates

The delegates present in a given delegation shall designate which alternate delegates shall vote in the place of an absent delegate except where the electing body electing the delegates has determined another method of alternate delegate selection. The said delegates and alternate delegates to the State Convention so elected shall be certified in writing with their respective names and addresses including zip codes over the signatures of the permanent chairman and permanent secretary of the unit mass meeting or convention, or of the unit chairman of the unit committee which may have conducted a party canvass to select the delegates and alternate delegates.

ALL CERTIFICATIONS, REGARDLESS OF THE DATE OF LOCAL MASS MEETING, PARTY CANVASS OR CONVENTION must be postmarked not later than sixteen (16) days [DEADLINE] prior to the convention or delivered in person fourteen (14) days [DEADLINE] prior to the convening of said convention. After the filing deadline of the certification, no change may be made except a certified alternate delegate may be made a delegate. A copy of the published call of the convention, mass meeting or party canvass called for the purpose of selecting delegates and alternate delegates to said convention, must accompany the certification with the date of publication included. Certification should be mailed or delivered as follows:

Original – [State Chairman and mailing address]

Second Copy – The respective district chairman

Third Copy – For the unit's records

A delegate or alternate delegate is not certified until his name, address and phone number has been provided on the certification.

[ATTACH LIST OF UNITS AND RESPECTIVE VOTING STRENGTHS]

Paid for and authorized by the Republican Party of Virginia, Inc.

DISTRICT

OFFICIAL CALL
District Convention
of the [NUMBER] Congressional District
of the Republican Party of Virginia
[DATE] at [TIME] Local Time
[LOCATION]

As Chairman of the [NUMBER] Congressional District of the Republican Party of Virginia and pursuant to the Plan of Organization and as recommended and directed by the District Committee, I, [NAME], do hereby issue this Call for a District Convention to be held at the [LOCATION], or its alternate site, starting at [TIME] local time on [DATE] for the following purposes:

[USE ALL THAT APPLY]

- a) Electing [NUMBER] delegates and [NUMBER] alternate delegates to the Republican National Convention to be held at the [LOCATION], or its alternate site beginning on [DATE];
- b) Nominating one (1) Elector to be voted for in the presidential election on [DATE];
- c) Electing a District Chairman of the Republican Party;
- d) Electing three (3) members of the State Central Committee;
- e) Nominating a Republican candidate for the office of U.S. House of Representatives;

and for the transaction of such other business as may properly come before the convention.

Qualifications for Participation

All legal and qualified voters of the [NUMBER] Congressional District 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 districts.

Composition of Convention

The District Convention shall be composed of delegates and alternate delegates of the respective units they represent, and a Military Delegation. Representation shall be based on a percentage of the total number of Republican votes cast in each county and city in the last gubernatorial and presidential election combined. Each unit is allowed one (1) Delegate Vote for each [*one hundred (100) to five hundred; District Committee chooses exact number*] Republican votes cast or major portion thereof. Each unit shall be entitled to at least one (1) Delegate Vote. The delegates and alternates shall be elected in county and city mass meetings, party canvasses or conventions that shall be called for this purpose in conformity with the Plan of Organization of the Republican Party of Virginia by each unit committee.

Military delegates will be selected in conformity with the Plan of Organization of the Republican Party of Virginia. Any members of the Virginia National Guard, the United States Armed Forces, Merchant Marine, or Coast Guard, who are unable to participate in the election of delegates from their unit due their military orders, may be represented through the Military Delegation. To be so represented, they must declare by e-mail to the District Chairman [E-MAIL ADDRESS] no later than [DEADLINE] that they intend to support the Party's nominees in the ensuing election and that their orders preclude them from participating in person. The District Chairman will provide declarants with candidate preference ballots that will be cast on their behalf at the convention.

Certification of Delegates

The delegates present in a given delegation shall designate which alternate delegates shall vote in the place of an absent delegate except where the electing body electing the delegates has determined another method of alternate delegate selection. The said delegates and alternate delegates to the District Convention so elected shall be certified in writing with their respective names and addresses including zip codes over the signatures of the permanent chairman and permanent secretary of the unit mass meeting or convention, or of the unit chairman of the unit committee which may have conducted a party canvass to select the delegates and alternate delegates.

ALL CERTIFICATIONS, REGARDLESS OF THE DATE OF LOCAL MASS MEETING, PARTY CANVASS OR CONVENTION must be postmarked not later than seven (7) days prior to the convening of said convention [DEADLINE]. After the filing deadline of the certification, no change may be made except a certified alternate delegate may be made a delegate. A copy of the published call of the convention, mass meeting or party canvass called for the purpose of selecting delegates and alternate delegates to said convention, must accompany the certification with the date of publication included. Certification should be mailed or delivered as follows:

Original – [District Chairman and mailing address]
Second Copy – [District Secretary and mailing address]
Third Copy – For the unit's records

A delegate or alternate delegate is not certified until his name, address and phone number has been provided on the certification.

[ATTACH LIST OF UNITS AND RESPECTIVE VOTING STRENGTHS]

Paid for and authorized by the [FULL NAME OF DISTRICT COMMITTEE].

LEGISLATIVE

OFFICIAL CALL Legislative District Convention of the [NUMBER][HOUSE OR SENATE] District of the Republican Party of Virginia

As Chairman of the [NUMBER][HOUSE OR SENATE] District Committee of the Republican Party, and pursuant to the Plan of Organization and as recommended and directed by the Committee, I, [NAME], do hereby issue this call for a Legislative District Convention to be held at [LOCATION], starting at [TIME] local time on [DATE] for the purposes of nominating a Republican candidate for the office of [DELEGATE OR SENATOR] to be voted for in the [GENERAL OR SPECIAL] election on [DATE], and for the transaction of such other business as may properly come before the convention.

Qualifications for Participation

All legal and qualified voters of the [NUMBER][HOUSE OR SENATE] District 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 districts.

Composition of Convention

The Convention shall be composed of delegates and alternate delegates of the respective units [*see note*] they represent, and a Military Delegation. Representation shall be based on a percentage of the total number of Republican votes cast in each county and city [*see note*] in the last gubernatorial and presidential election combined. Each unit [*see note*] is allowed one (1) Delegate Vote for each [*twenty-five (25) to five hundred (500); Legislative District Committee to choose exact number*] Republican votes cast or major portion thereof. Each unit [*see note*] shall be entitled to at least one (1) Delegate Vote. The delegates and alternates shall be elected in county and city mass meetings, party canvasses or conventions that shall be called for this purpose in conformity with the Plan of Organization of the Republican Party of Virginia by each unit committee.

[*NOTE: legislative districts entirely within one unit should substitute precincts, wards, or magisterial districts, as applicable, in place of "unit" above*]

Military delegates will be selected in conformity with the Plan of Organization of the Republican Party of Virginia. Any members of the Virginia National Guard, the United States Armed Forces, Merchant Marine, or Coast Guard, who are unable to participate in the election of delegates from their unit due their military orders, may be represented through the Military Delegation. To be so represented, they must declare by e-mail to the Legislative District Chairman [E-MAIL ADDRESS] no later than [DEADLINE] that they intend to support the Party's nominees in the ensuing election and that their orders preclude them from participating in person. The Legislative District Chairman will provide declarants with candidate preference ballots that will be cast on their behalf at the convention.

Certification of Delegates

The delegates present in a given delegation shall designate which alternate delegates shall vote in the place of an absent delegate except where the electing body electing the delegates has determined another method of alternate delegate selection. The said delegates and alternate delegates to the Convention so elected shall be

certified in writing with their respective names and addresses including zip codes over the signatures of the permanent chairman and permanent secretary of the unit mass meeting or convention, or of the unit chairman of the unit committee which may have conducted a party canvass to select the delegates and alternate delegates.

All certifications must be delivered prior to the convening of said convention. After the filing deadline of the certifications, no change may be made except a certified alternate delegate may be made a delegate. A copy of the published call of the convention, mass meeting or party canvass called for the purpose of selecting delegates and alternate delegates to said convention, must accompany the certification with the date of publication included. Certification should be mailed or delivered as follows:

- Original – [Legislative District Chairman and mailing/delivery addresses]
- Second Copy – [Legislative District Secretary and mailing/delivery addresses]
- Third Copy – For the unit's records

A delegate or alternate delegate is not certified until his name, address and phone number has been provided on the certification.

[ATTACH LIST OF UNITS AND RESPECTIVE VOTING STRENGTHS]

Paid for and authorized by the [FULL NAME OF LEGISLATIVE DISTRICT COMMITTEE].

Model Calls for Mass Meetings

LEGISLATIVE

OFFICIAL CALL

Legislative District Mass Meeting
of the [NUMBER][HOUSE OR SENATE]
District of the Republican Party of Virginia

As Chairman of the [NUMBER][HOUSE OR SENATE] District Committee of the Republican Party, and pursuant to the Plan of Organization and as recommended and directed by the Committee, I, [NAME], do hereby issue this call for a Legislative District Mass Meeting to be held at [LOCATION], starting at [TIME] local time on [DATE] for the purposes of: (a) nominating a Republican candidate for the office of [DELEGATE OR SENATOR] to be voted for in the [GENERAL OR SPECIAL] election on [DATE]; and (b) for the transaction of such other business as may properly come before the mass meeting.

Qualifications for Participation

All legal and qualified voters of the [NUMBER][HOUSE OR SENATE] District 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 districts.

Filing Requirements (OPTIONAL)

Candidates for the election or nomination at said mass meeting shall file a written statement by mail or in person, to [NAME AND MAILING/DELIVERY ADDRESSES OF PERSON(S) DESIGNATED TO RECEIVE FILINGS], which must be received not later than [TIME AND DATE]. *[Note: if a filing form is used, information on where to obtain the form must be included in the call.]*

Registration Fee

There will be no registration fee to participate in this mass meeting.

[ALTERNATE: A voluntary registration fee of [AMOUNT] is requested of each voter in this mass meeting.]

[NOTE: a voluntary fee may be requested, but not required, when the mass meeting involves the nomination of any publicly elected official.]

Paid for and authorized by the [FULL NAME OF LEGISLATIVE DISTRICT COMMITTEE].

UNIT

OFFICIAL CALL
Mass Meeting
of [NAME OF UNIT]
of the Republican Party of Virginia

As Chairman of the [UNIT] Committee of the Republican Party, and pursuant to the Plan of Organization and as recommended and directed by the Committee, I, [NAME], do hereby issue this call for a Mass Meeting to be held at [LOCATION], starting at [TIME] local time on [DATE] for the following purposes:
[USE ALL THAT APPLY]

- a) Nominating a Republican candidate for the office of [OFFICE] to be voted for in the [GENERAL OR SPECIAL] election on [DATE];
- b) Electing a Unit Chairman;
- c) Electing members of the Unit Committee as follows: [LIST PRECINCT NAME AND NUMBER OF MEMBERS, RESPECTIVELY, AND NUMBER OF AT-LARGE MEMBERS];
- d) Electing up to [NUMBER] Delegates and an equal number of Alternates to the [STATE, DISTRICT, ETC.] Convention, to be held on [DATE] at [LOCATION], beginning at [TIME] for the purposes of [LIST PURPOSES]. Each unit is entitled to one (1) Delegate Vote per [NUMBER] Republican votes for Governor and President at their last election, so that [UNIT] is entitled to [NUMBER] Delegate Votes; and for the transaction of such other business as may properly come before the mass meeting.

Qualifications for Participation

All legal and qualified voters of [UNIT] 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 districts.

Filing Requirements (OPTIONAL)

Candidates for the election or nomination at said mass meeting shall file a written statement by mail or in person, to [NAME AND MAILING/DELIVERY ADDRESSES OF PERSON(S) DESIGNATED TO RECEIVE FILINGS], which must be received not later than [TIME AND DATE]. *[Note: if a filing form is used, information on where to obtain the form must be included in the call.]*

Registration Fee

There will be [NO or AMOUNT] registration fee to participate in this mass meeting.
[NOTE: a voluntary fee may be requested, but not required, if the mass meeting involves the nomination of any publicly elected official. If voluntary, state so above.]

Paid for and authorized by the [FULL NAME OF UNIT COMMITTEE].

Model Calls for Party Canvasses: Legislative and Unit

LEGISLATIVE

OFFICIAL CALL

Legislative District Party Canvass
of the [NUMBER][HOUSE OR SENATE]
District of the Republican Party of Virginia

As Chairman of the [NUMBER][HOUSE OR SENATE] District Committee of the Republican Party, and pursuant to the Plan of Organization and as recommended and directed by the Committee, I, [NAME], do hereby issue this call for a Legislative District Party Canvass to be held at [LOCATION(S)], from [TIMES] local time on [DATE] for the purposes of: (a) nominating a Republican candidate for the office of [DELEGATE OR SENATOR] to be voted for in the [GENERAL OR SPECIAL] election on [DATE].

Qualifications for Participation

All legal and qualified voters of the [NUMBER][HOUSE OR SENATE] District 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 districts.

Filing Requirements

Candidates for the Republican nomination at said canvass shall file a written statement by mail or in person, to [NAME AND MAILING/DELIVERY ADDRESSES OF PERSON(S) DESIGNATED TO RECEIVE FILINGS], which must be received not later than [TIME AND DATE]. If only one candidate properly files, then said candidate shall be declared the Republican nominee and no canvass will be held.

[Note: if a filing form is used, information on where to obtain the form must be included in the call.]

Registration Fee

There will be no registration fee to participate in this canvass.

[ALTERNATE: A voluntary registration fee of [AMOUNT] is requested of each voter in this canvass.]

[NOTE: a voluntary fee may be requested, but not required, when the canvass involves the nomination of any publicly elected official.]

Paid for and authorized by the [FULL NAME OF LEGISLATIVE DISTRICT COMMITTEE].

UNIT

OFFICIAL CALL Party Canvass of [NAME OF UNIT] of the Republican Party of Virginia

As Chairman of the [UNIT] Committee of the Republican Party, and pursuant to the Plan of Organization and as recommended and directed by the Committee, I, [NAME], do hereby issue this call for a Party Canvass to be held at [LOCATION(S)], from [TIMES] local time on [DATE] for the following purposes:

- a) Nominating a Republican candidate for the office of [OFFICE] to be voted for in the [GENERAL OR SPECIAL] election on [DATE];
- b) Electing a Unit Chairman;
- c) Electing members of the Unit Committee as follows: [LIST PRECINCT NAME AND NUMBER OF MEMBERS, RESPECTIVELY, AND NUMBER OF AT-LARGE MEMBERS];
- d) Electing up to [NUMBER] Delegates and an equal number of Alternates to the [STATE, DISTRICT, ETC.] Convention, to be held on [DATE] at [LOCATION], beginning at [TIME] for the purposes of [LIST PURPOSES]. Each unit is entitled to one (1) Delegate Vote per [NUMBER] Republican votes for Governor and President at their last election, so that [UNIT] is entitled to [NUMBER] Delegate Votes.

Qualifications for Participation

All legal and qualified voters of [UNIT] 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 districts.

Filing Requirements

Candidates for the nomination or election at said canvass shall file a written statement by mail or in person, to [NAME AND MAILING/DELIVERY ADDRESSES OF PERSON(S) DESIGNATED TO RECEIVE FILINGS], which must be received not later than [TIME AND DATE]. If not more than the number of persons to be elected shall file for each office, then such properly filed persons shall be declared nominated or elected as the case may be, and no canvass will be held for such purpose. *[Note: if a filing form is used, information on where to obtain the form must be included in the call.]*

Registration Fee

There will be [NO or AMOUNT] registration fee to participate in this canvass. *[NOTE: a voluntary fee may be requested, but not required, if the canvass involves the nomination of any publicly elected official. If voluntary, state so above.]*

Paid for and authorized by the [FULL NAME OF UNIT COMMITTEE].

Model Rules for Mass Meetings and Party Canvasses

These Recommended Rules are not part of the Plan, but are provided as models pursuant to Article VIII, Section A, paragraph 8.

- 1. Model Rules for a Mass Meeting**
- 2. Model Rules for a Party Canvass**

Model Rules for a Mass Meeting

1. This mass meeting shall, to the extent applicable, be governed by and conducted in accordance with the following (giving precedence as listed): the State Party Plan, District or Unit Plan or By-Laws, these rules, and otherwise in accordance with Robert's Rules of Order, Newly Revised 10th Edition).
2. Any person may attend the mass meeting, but only eligible voters duly registered by the Credentials Committee may have the floor unless specially recognized by the Chair. Only eligible voters duly registered by the Credentials Committee may vote. No proxies are allowed at any time.
3. All voters shall meet the requirements as specified in the Call of the Mass Meeting.
4. The Credentials Committee shall report on the proper credentials of each voter and decide any question that may arise concerning eligibility to participate.
5. No one will be allowed on the Mass Meeting floor without proper credentials displayed.
6. A roll call shall be taken at the request of one-fifth (1/5) of the total Mass Meeting votes as certified by the Credentials Committee.
7. Elections shall require a majority of the total Mass Meeting vote as certified by the Credentials Committee. There shall be no cumulative voting.
8. No voter may change his or her vote after it has been collected or recorded by the unit chairman or a teller appointed by the unit chairman.
9. (Optional) Upon adoption of these rules, the temporary officials of the Mass Meeting shall be made permanent.
10. No resolution may be presented from the floor unless first submitted in writing to the Resolutions Committee for consideration. Each resolution shall be considered separately in the order contained in the committee report.
11. The order of business shall be as set forth below, provided, however, that upon majority vote of the Mass Meeting, an item may be omitted or added. The Chairman of the Mass Meeting may interrupt the order as he or she may deem appropriate.
 - A) Reading of the Call by the Party Secretary.
 - B) Election of Temporary Chairman
 - C) Election of Temporary Secretary
 - D) Appointment of Temporary Parliamentarian, Timekeeper and Sergeant-at-Arms.
 - E) Appointment of Temporary Committees.
 - F) Meetings of Committees.
 - G) Credentials Committee Report.
 - H) Rules Committee Report.
 - I) Final Report of the Credentials Committee.
 - J) [if Rule 9 above is not adopted] Election of Permanent Chairman and Permanent Secretary.
 - K) [if Rule 9 above is not adopted] Appointment of Permanent Officials.
 - L) [if applicable] Nominations of candidates for public office [specify].
 - M) [if applicable] Election of persons to party offices [specify].
 - N) Resolutions Committee Report.
 - O) Other Business.
 - P) Adjournment.

Model Rules for a Party Canvass

The [NAME] Committee of the Republican Party of Virginia, pursuant to the Plan of Organization of the Republican Party of Virginia, hereby adopts these Rules for the conduct of this Party Canvass.

1. The Republican Party Canvass shall be held at [LOCATION(S)] on [DATE], from [TIMES]. The purpose of the Canvass shall be [LIST PURPOSES].
2. This party canvass shall, to the extent applicable, be governed by and conducted in accordance with the following (giving precedence as listed): the State Party Plan, District or Unit Plan or By-Laws, these rules, and otherwise in accordance with Robert's Rules of Order, Newly Revised (10th Edition).
3. Only eligible voters duly registered by the Credentials Committee may vote. No proxies are allowed at any time.
4. All voters shall meet the requirements as specified in the Call of the Party Canvass.
5. The [NAME APPOINTING AUTHORITY] shall appoint a Credentials Committee of not more than [NUMBER] persons, to register those persons who offer to vote and to count the ballots once the polls are closed. The members of the Credentials Committee shall remain inside the room in which voting is conducted during the period in which voting takes place and until the ballots are counted.
6. The Credentials Committee shall decide any question that may arise concerning the qualifications of a candidate or eligibility to vote.
7. No one will be allowed in the voting area without proper authorization. Candidates shall not loiter or campaign in the room in which voting will take place.
8. No resolutions may be introduced.
9. The Credentials Committee shall prepare ballots listing the names of all qualified candidates for contested nominations or elections, who have properly filed as required in the Call of the Party Canvass.
10. As soon as the polls are closed, the Credentials Committee shall immediately proceed to ascertain the vote given at the Canvass and shall continue without adjournment until they declare the results of the canvass. Only the members of the Credentials Committee and two representatives of each candidate, if any, shall be permitted to remain in the room once the polls have closed and until the ballots are counted. Ballots shall then be placed in a sealed envelope and preserved and secured by the Credentials Committee for at least thirty (30) days in the event of any challenge to the results.
11. Candidates shall be elected on the basis of plurality of votes received. If two or more persons have an equal number of votes and a higher number than any other person, the [NAME] Committee shall proceed publicly to determine by lot which of the persons shall be declared elected, after those persons have been notified and are allowed an opportunity to be present.
12. The [NAME] Committee shall preserve order inside and outside the polling place(s). No person shall hinder, intimidate, or interfere with any qualified voter so as to prevent the voter from casting a secret ballot. The [NAME] Committee may order a person violating this Rule to cease such action and, if such action continues, may remove such person from the polling place.

17th Senate District of Virginia

Legislative District Committee

Date: December 27, 2022

Time: 6:00 PM

Location: Applebee's Restaurant, 1396 Armory Dr, Franklin, VA

Committees Represented:

Suffolk, Isle of Wight, Franklin City, Emporia, Southampton, Dinwiddie, Greensville, Brunswick, Portsmouth

Committees Not Represented:

Chesapeake

Quorum Present

Call To Order: 6:07 PM by Dawn Jones, Interim Chairman

- 1) Election of New Chairman for the 17th Senate LDC
 - a.) Motion in committee to nominate Dawn Jones, Suffolk as Chairman of 17th Senate LDC
Nomination Seconded by Bill Yoakum, Isle of Wight
Vote Called for by Committee: 2 Yes and 4 No
 - b.) Motion made to nominate Lee Tally, Portsmouth as Chairman of 17th Senate LDC.
Nomination Seconded by Walt Brown, Franklin City / Southampton
Weighted Vote Called for by Committee: 4 Yes and 2 No
 - c.) Other nominations called for. No other nominations made. Nominations closed.
 - d.) Weighted Vote Decision: Dawn Jones, Suffolk Elected as 2023 17th Senate LDC Chairman with 64% of the weighted vote.
- 2) Election of New Secretary for the 17th Senate LDC
 - a) Motion in committee to nominate Bill Yoakum, Isle of Wight as Secretary of 17th Senate LDC
Nomination Seconded by Walt Brown, Lee Tally
Weighted Vote Called for by Committee: 6 Yes and 0 No
 - b) Other nominations called for. No other nominations made. Nominations closed.
 - c) Weighted Vote Decision: Bill Yoakum, Elected as 2023 17th Senate LDC Secretary
- 3) Decision on Method of Candidate Nomination for 17th Senate District of Virginia
 - a) Method's of Nomination covered by Chairman Jones
 - 1) Primary
 - 2) Convention
 - 3) Canvass
 - 4) Firehouse Primary

- 3) Continued-
 - b) Motion made in Committee to select Canvass as method of Nomination
Nomination Seconded by Committee
Weighted Vote Called for by Committee: 4 Yes and 2 No
 - c) Motion Made in Committee to select Convention as method of Nomination
Nomination Seconded by Committee
Weighted Vote Called for by Committee: 4 Yes and 2 No
 - d) Motion Made in Committee to select Primary as method of Nomination
Nomination Seconded by Committee
Weighted Vote Called for by Committee: 4 Yes and 2 No
 - e) Other motions called for. No other motions made. Motions closed.
 - f) Weighted Vote Decision: Convention chosen as method of candidate nomination for the 17th Senate District of Virginia
- 4) Floor open for discussion
 - a) Walt Brown asked for clarification on weighted vote. Chairman Jones explained the process of weighted votes as prescribed by Virginia statute.
 - b) Walt Brown raised questions about location for holding convention and made reference to possible site of Cheroenhaka Indian Tribal location. No motions or decisions were made by the committee.
 - c) Discussion was had concerning filing fees, amounts and requirements between Lee Tally and Walt Brown. No motions or decisions were made by the committee.
 - d) Discussion was had concerning prospective time frame for Convention to be held for the 17th Senate District of Virginia, General Consensus was that May and June would be the most likely time frame choice.
- 5) New Business
 - a) Call for any new business made by Chairman Jones
 - b) No New business presented by committee.
 - c) Discussion of New Business Closed by Chairman Jones.
- 6) Call to Adjourn Meeting
 - a) Motion to Adjourn Made by Chairman Jones
 - b) Motion to Adjourn Seconded by Secretary Yoakum
 - c) Vote Adjourn: 6 Yes and 0 No

End of Meeting Time: 6:21 PM, December 27, 2023

The meeting held on Feb. 25, 2023 beginning at 2 PM at RBVB HQ.

Call to order at 2:05

Attendance: Dennis Free, Rob Stubbs, Thomas Turner, Belinda Dexter, Bill Yoakum, Dawn Jones, Bill Colburn, Nicholas Proffitt, Teresa Preston, Elizabeth Lankford, Bruce Johnson, Kristina Forbes, Bruce Myers, Bill Curtis, Sam Sellard, John Post (Proxy)

Guests: See sign in sheet

Kristi Way, 1st Vice Chairman for RPV

Agenda:

1. Opening Prayer – Bill Colburn
2. Pledge of Allegiance – Bruce Myers
3. Reading of the Republican Creed – Sam Sellard
4. Proxy Report committee- by Nicholas Proffitt, Elizabeth Lankford, and Bill Colburn

Conner Merk appoint John Post, Yusuf Tejada appoint Thomas Turner, Walt Brown appoint Teresa Preston. The three proxies were approved.

All 15 members of the committee in person or by proxy.

The Chairman request no video recording.

Dawn Jones made a motion to allow recording of the meeting. This motion failed when it did not receive a second from the committee.

Report to the Committee by Chairman Free in Consideration of Committee concerning Art IV, Section D, Paragraph 1 (e) of the Party Plan in Reference to the Suffolk Committee of the Republican Party.

Dawn Jones explained they wanted to do a draft to censored Speaker Todd Gilbert, house speaker: They made a draft not a censor and presented a letter to the committee.

Chairman Free responded that the vote to censure and draft articles did constitute a censure according to RPV legal counsel Chris Marston.

Bill Yokum said that he had a great deal of trouble getting the Suffolk Unit to setting up the conventions as voted on at the December meeting of the 17 Senate LDC and the 84 House LDC.

Bruce Myer Parliamentarian to the 2nd Congressional District reported that a censure is only for members in good standing of your unit.

Chairman Free reported that the censure was out of order because the Speaker was not a member of the Suffolk Unit, there is no underlying misconduct on the part of the speaker and the unit has falsely accused the Speaker of the House of misconduct.

Chairman Free reported that this is not the first time this unit has acted outside of the party plan. In 2021 the unit voted not to support the Youngkin Ticket. At that time the unit chairman was given a warning of their conduct by 3rd DC Micki Miller.

Dawn Jones said: To get additional information. We did give support and feels gave support.

Turner: At that meeting of your unit they voted 20 to 5 not to support the ticket.

The motion to declare that the Suffolk Unit has failed to function was made by Rob Stubbs of Northampton County. The motion was seconded by John Post.

Vote of the 2nd Congressional District to declare the Suffolk Unit Failed to Function.

Position	Name	Unit/Org./SCC	Vote
Chairman 2 nd District	Dennis Free	Chairman SCC	Yes
State Central Committee	Nicholas Proffitt	Member SCC	Yes
State Central Committee	Bill Curtis	Member SCC	Yes
State Central Committee	Elizabeth Lankford	Member SCC	Yes
Chesapeake Republican Party	Kristina Forbes	Art. VI, Sect H Appointment	Yes
Accomack Republican Party	Sam Sellard	Chairman	Yes
Southampton/Franklin Rep. Party	Teresa Brown	Proxy for Chairman Brown	Yes
Isle of Wight Republican Party	Billy Yokam	Chairman	Yes
Suffolk Republican Party	Dawn Jones	Chairman	No
Northampton Republican Party	Rob Stubbs	Chairman	Yes
Virginia Beach Republican Party	Bruce Johnson	Art. VI, Sect H Appointment	Yes
State Central Committee	Bill Colburn	Congressional Appointment	Yes
VA Federation of College Republicans	John Post	Proxy for Connor Merk	Yes
VA Federation of Young Republicans	Thomas Turner	Proxy for Yusuf Tejada	Yes
VA Federation of Republican Women	Belinda Dexter		Yes

The motion to declare that the Suffolk Unit has failed to function passed by a vote of 14 to 1.

Chairman Free then proposed to appoint the following persons as official members of the Suffolk Republican Party with instruction to reconstitute the party. The proposal was for Steve Trent to be Chairman with Thomas Turner, Erin Rice and Debbie Kliche as members. Motion to adopt the proposal was made by Bill Colburn, seconded by John Post. The motion passed by voice vote with no dissenting votes and one abstaining (Turner).

Following the vote Dawn Jones was advised by Chairman Free that she was no longer the chair and needed to turn over all records, property and bank records to the newly appointed chairman Steve Trent. She replied that she would be appealing this action.

Motion to adjourn was then made by Nicholas Proffitt and seconded by Rob Stubbs. Everyone voted in favor of this motion.

Meeting was adjourned at 3:01 PM

These minutes have not yet been approved.



Chairman Dennis Free
REPUBLICAN PARTY OF VIRGINIA
2nd Congressional District
2348 Huckleberry Trail
Virginia Beach, VA 23456

Legislative District Committee Members
17th Senatorial District of Virginia

March 1, 2023

RE: Information Concerning new Legislative District Committeeman from Suffolk.

Dear Committee Members

On February 25, 2023 the 2nd District Committee met in Virginia Beach. At that meeting by a 13 to 1 vote the committee declared that the Suffolk City Committee has failed to function. We then appointed a new chairman, Mr. Steve Trent, who was directed to begin the process to reassembling the committee.

Chairman Trent has full authority to act as the Suffolk Chairman until relieved.¹ There is no provision in the party plan for a stay of a decision pending appeal.² The decision of the 2nd Congressional District is in full force and remains so until overturned upon appeal.^{3 4}

As the new chairman, and in accordance with the party plan Mr. Trent assumes the duties as the 17th Senatorial Legislative District Committeeman from Suffolk.⁵

Unless properly relieved by this committee or other proper authority Mr. Dawn Jones remains the Chairwoman of the legislative district of the 17th Senatorial District of Virginia.

Thank you for your prompt attention to this matter.

Sincerely,

Dennis E. Free

¹ Republican Party of Virginia, Plan of Organization, Article IV, District Committees, Section D, Para 1, e.

² A letter from General Counsel Patrick M. McSweeney to Chairman Nathan Boyer of the Bedford County Committee & Chairman Daniel Bradshaw of the Prince Edward County Committee

³ Republican Party of Virginia, Plan of Organization, Article X, Rulings and Appeals, Section A, Para 1

⁴ A letter from General Counsel Patrick M. McSweeney to Chairman Nathan Boyer of the Bedford County Committee & Chairman Daniel Bradshaw of the Prince Edward County Committee

⁵ Republican Party of Virginia, Plan of Organization, Article V, Legislative District Committee, Section A, Para 1.

84th House of Delegates District of Virginia Legislative District Committee

Date: December 29, 2022

Time: 6:00 PM

Location: 51 East Windsor Blvd., Windsor, VA

Committees Represented:

Suffolk – Miller Cary, Isle of Wight- Volpe Boykin, Franklin City-Cherie Gatten

Permitted Guests in Attendance:

Mason Gwaltney, Campaign Manager for Mike Dillender Campaign

Bill Yoakum, Chairman of the Isle of Wight Republican Party

Committees Not Represented:

Chesapeake

Quorum Present

Call To Order: 6:11 PM by Miller Cary, Interim Chairman

- 1) Election of New Chairman for the 84th House of Delegates District LDC
 - a.) Motion in committee to nominate Miller Cary, Suffolk as Chairman of 84th House of Delegates District LDC
Nomination Seconded by Volpe Boykin, Isle of Wight
Vote Called for by Committee: 3 Yes and 0 No

 - b.) Other nominations called for. No other nominations made. Nominations closed.

- 2) Election of New Secretary for the 84th House of Delegates District LDC
 - a) Motion in committee to nominate Bill Yoakum, Isle of Wight as Secretary of 84th House of Delegates District LDC
Nomination Seconded by Volpe Boykin
Vote Called for by Committee: 3 Yes and 0 No

 - b) Other nominations called for. No other nominations made. Nominations closed.

 - c) Vote Decision: Bill Yoakum, Elected as 2023 84th House of Delegates District LDC Secretary

- 3) Decision on Method of Candidate Nomination for 84th House of Delegates District of Virginia
 - a) Method's of Nomination covered by Chairman Cary
 - 1) Primary
 - 2) Convention
 - 3) Party Canvass
 - 4) Mass Meeting

- 3) Continued-
 - b) Motion Made in Committee to select Convention as method of Nomination
Nomination Seconded by Committee
Weighted Vote Called for by Committee: 3 Yes and 0 No
 - c) Other motions called for. No other motions made. Motions closed.
 - d) Vote Decision: Convention chosen as method of candidate nomination for the 84th House of Delegates District of Virginia
- 4) Floor open for discussion
 - a) Cherie Gatten asked for clarification on convention process and her future role in organizing the convention. Chairman Cary explained that there were no further steps for her to take at this time. The next need for action will be after the official call for the convention is presented. At that time a meeting to vote and approve the call would be taken.
- 5) New Business
 - a) Call for any new business made by Chairman Cary
 - b) No New business presented by committee.
 - c) Discussion of New Business Closed by Chairman Cary.
- 6) Call to Adjourn Meeting
 - a) Motion to Adjourn Made by Chairman Cary
 - b) Motion to Adjourn Seconded by Volpe Boykin
 - c) Vote Adjourn: 3 Yes and 0 No

End of Meeting Time: 6:40 PM, December 29, 2023

Unofficial Copy of Resolution presented on March 8

I move to resolve that, pursuant to Article X, Section B.2., to resolve that the purported meeting of the Legislative District Committee on March 2 was not of the duly constituted Legislative District Committee for HD 84 because the meeting excluded the properly seated Chair of the Suffolk Republican Committee from voting, the meeting recorded the votes of one or more non-voting members in place of the properly seated Chair of the Suffolk Republican Committee, and the vote to change the nomination method to a primary was taken without a quorum of the duly seated and weighted votes of the Committee, and further to resolve that the notification sent to the Virginia Department of Elections was not by a duly constituted committee, it was without validity under Republican Party Rules, and was null and void, and further resolved that the clear direction of this duly constituted Legislative District Committee given by vote taken on December 29th is valid and in effect. Wherefore, this Legislative District Committee approves the Call for the Convention to nominate a candidate in the 84th House District.

From: [Connie M. Viar](#)
To: [Beals, Susan \(ELECT\)](#); [Mainwaring, Victoria \(ELECT\)](#)
Subject: FW: [EXTERNAL] Donald J. Trump's Absentee Ballot Request for the November 2023 Election
Date: Monday, August 28, 2023 9:49:14 AM
Attachments: [image001.png](#)
[image002.png](#)
[REDACTED]

Good morning ladies!

Please see the attached application for an absentee ballot that I received over the weekend. See the name? You cannot make this stuff up.

I emailed the organization back to please forward to the correct jurisdiction – Washington, DC.

Next I will send a letter from the democratic party. No wonder citizens are so confused.....

Connie M. Viar - VREO, CGR

Director of Elections / General Registrar
VA Certified General Registrar
Montgomery County Office of Elections
1546 North Franklin Street
Christiansburg, VA. 24073

#540-382-5741 phone

#540-381-6811 fax

www.montgomerycountyva.gov

www.elections.virginia.gov



<https://www.elections.virginia.gov/casting-a-ballot/>



This email is intended only for the above named recipients. The contents of the email and any attached files are confidential. If you have received this email in error you must not copy, forward, disclose the information contained in it, or otherwise use it in any way. Please notify the sender immediately and then delete the message and any attachments.

From: submissions=secureyourvotevirginia.com@secureyourvoteva.org
<submissions=secureyourvotevirginia.com@secureyourvoteva.org> **On Behalf Of** Republican Party of Virginia
Sent: Friday, August 25, 2023 8:23 PM
To: govote 121 <govote121@montgomerycountyva.gov>
Subject: [EXTERNAL] Donald J. Trump's Absentee Ballot Request for the November 2023 Election

secureyourvotevirginia.com [secureyourvoteva.org]

Dear Registrar,

Please see the attached signed absentee ballot request form for Donald J. Trump. If there are any issues with this submission, or you need more information to accept the request, please contact the voter directly at governor.mail@maryland.gov or (410) 974-3901

Thank you,

Republican Party of Virginia

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From: [Ables, Alex](#)
To: [Beals, Susan \(ELECT\)](#)
Subject: FW: [GRLIST] FW: [EXTERNAL]: Re: Spotsylvania- GOP Legal Liaisons & GOP Leaders (introduction)
Date: Tuesday, October 31, 2023 10:25:31 AM
Attachments: [image001.png](#)
[image002.png](#)

Susan:

One of my Board members received a similar e-mail as the one below. Fortunately, both of our local political committee Chairs are both great people to work with and sort matters like this out before they become an issue.

There are some serious concerns that need to be addressed. If a person is to be an Authorized Representative observing CAP, then it is reasonable for this person to be sequestered in CAP. It is an unreasonable presumption that this person will be able to come and go from the CAP room as they please to conduct other business unrelated to being an Authorized Representative. This is disruptive to the orderly function of CAP on election day.

Additionally, if a person does not want to fulfill the roll of Authorized Representative and stay in the CAP room, it is unreasonable to presume that a person can loiter or congregate inside our offices all day long. There is no government office where someone would be allowed to loiter all day long and demand special access, the Registrar's Office is no different. It is not a stretch that loitering is a prohibited activity because CAP is a polling place and absentee voters will be delivering ballots to CAP. If someone has an issue or concern, these can just as easily be communicated by phone or e-mail. There is no obligation for the General Registrar or the Registrar's staff to provide special access to these individuals especially on election day when we are trying to facilitate the voting process and provide assistance directly to voters.

This has the potential for becoming a serious problem if these individuals, and the parties, do not respect the legal boundaries surrounding the proscribed intended role and function of the Authorized Representative.

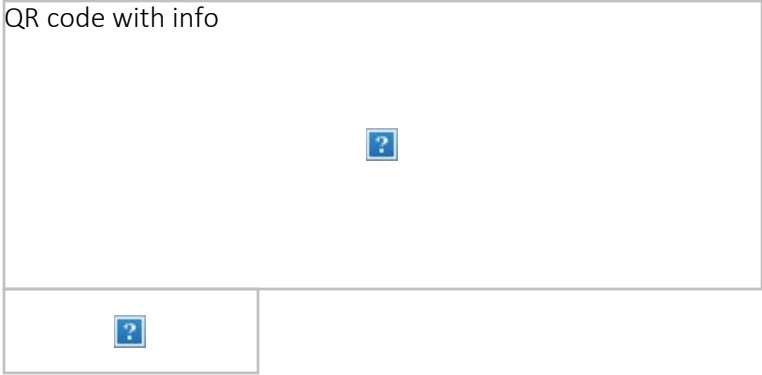
Alexander A. Ables | Virginia Certified General Registrar
General Registrar and Director of Elections | County of Fauquier, Virginia
528 Waterloo Road | Suite 200 | Warrenton | Virginia | 20186-3011
Tel. 540-422-8290 | Fax 540-422-8291 | <http://vote.fauquiercounty.gov>

From: The official communication list for the General Registrars of the Commonwealth
<GRLIST@LISTLVA.LIB.VA.US> **On Behalf Of** Kellie E. Acors
Sent: Tuesday, October 31, 2023 9:31 AM
To: GRLIST@LISTLVA.LIB.VA.US
Subject: [GRLIST] FW: [EXTERNAL]: Re: Spotsylvania- GOP Legal Liaisons & GOP Leaders
(introduction)

CAUTION: This email originated from outside of the organization. Do not follow instructions, click links, or open attachments unless you know the content is safe.

See email below regarding GOP lawyers planning to be at my office. They did not ask or communicate with me – my EB member happened to copy me on this email. (!?!)

Kellie Acors, VREO, CGRV



From: Vernon Hallock <vernhallock@verizon.net>
Sent: Tuesday, October 31, 2023 9:12 AM
To: Brenda Hankins <brenda@virginia.gop>
Cc: MatthewJFlynnESQ@gmail.com; cameronquinn01@yahoo.com; Spotsy Republicans <info@spotsyrepUBLICANS.com>; Dustin Curtis <dustinyancurtis@gmail.com>; James Sassi <james@electioncfo.com>
Subject: [EXTERNAL]: Re: Spotsylvania- GOP Legal Liaisons & GOP Leaders (introduction)

CAUTION: This email originated from an external source. Do not click on any links or open attachments unless you recognize the sender and know the content is safe.

Brenda,

Thank you for sending out this information ,
It will be very helpful. And Thanks for all you are doing. Vern

On Oct 30, 2023, at 5:11 PM, Brenda Hankins <brenda@virginia.gop> wrote:

Hi everyone!

I wanted to connect everyone here, so you can all meet and share helpful information before election day.

Matthew Flynn and Cameron Quinn are Virginia Republican lawyers and have agreed to be our "GOP Legal Liaisons" (LLs) at the Registrar's Office on November 7th.

Matthew and Cameron will be there most of the day, but will let everyone

know when they will start in the morning and if there is a block of time they aren't going to be available.

Matthew and Cameron - please make sure you know which communications method each of the Spotsylvania team members would prefer for election day (phone, text, email). Whatever they will respond to quickest.

The LLs are a significant resource for you in Spotsylvania and for those of us at the VA GOP Election Helpline. Our GOP LLs will be all of our points of contact at the registrar's office to talk with the Registrar and staff if any of us need to reach them and can't get through on the Registrar's office phone number. They will be stationed at the Registrar's office, so work with them as much as you need.

Matthew and Cameron are registered Virginia voters, so can also be authorized representatives at the CAP processing, if you need help with that. Could you provide Matthew and Cameron with a signed authorized representative form so they can go into a precinct if needed?

Remember that all of you, and any of your volunteers are free to reach out to our VA GOP Election Hotline if there are any issues in Spotsylvania. We have a great group of attorneys ready to answer your calls or emails and get a resolution to the problem.

VA GOP Election Helpline

Phone: **804-600-4809** (No Texting)

Email: help@virginia.gop

Website & form: virginia.protectthevote.com

Contact information:

Legal Liaisons stationed at the Registrar's Office

Matthew Flynn - MatthewJFlynnESQ@gmail.com & (734) 674-6565

Cameron Quinn - cameronquinn01@yahoo.com & (804) 651-9059

Spotsylvania GOP Chair

Brett Pritchett - info@spotsyrepublikans.com & (540) 842-6392

Spotsylvania Republican Electoral Board Members

Vern Hallock - vernhallock@verizon.net & (703) 609-2236

Dustin Curtis - dustinryancurtis@gmail.com & (540) 850-3388

Registrar's Office info - 4708 Southpoint Parkway

Fredericksburg, VA 22407 & <https://www.spotsylvania.va.us/239/Office-of-Elections>

Let me know if there are any changes to the contact information.

Thank you all for everything you are doing!
Brenda

Brenda Hankins
VA GOP Election Day Legal Team
brenda@virginia.gop
703-783-6132

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This list is made possible by a grant from the U.S. Institute of Museum and Library Services (IMLS).



Office of Elections



Director of Elections / General Registrar
SPOTSYLVANIA COUNTY, VA

540.507.7380 – P

540.507.7519 – F

4708 Southpoint Parkway
Fredericksburg 22407



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Facebook

From: [Beals, Susan \(ELECT\)](#)
To: [Geiger, Di \(ELECT\)](#); [Travis S. Andrews \(tandrews@oag.state.va.us\)](mailto:tandrews@oag.state.va.us); [Lawless, Rachel \(ELECT\)](#); [Koski, Steven \(ELECT\)](#); [Coles, Ashley \(ELECT\)](#); [Chris Marston \(chris@virginia.gop\)](mailto:chris@virginia.gop)
Subject: FW: AMICUS in the case of Jones, Chairman of 17th District Virginia vs. Beals, Commissioner of ELECT of Virginia
Date: Wednesday, March 29, 2023 3:31:56 PM
Attachments: [Amicus on VA GOP.pdf](#)

From: StatesManship <statesmanship@me.com>
Sent: Wednesday, March 29, 2023 3:24 PM
To: Claire.Cardwell <Claire.Cardwell@Richmondgov.com>; Edward.Jewett@richmondgov.com
Cc: G.Brown@oag.state.va.us; Beals, Susan (ELECT) <Susan.Beals@elections.virginia.gov>; Rick Boyer <rickboyerlaw@gmail.com>; Dawn Jones <soonefan757@gmail.com>; RPV Chairman <Rich@virginia.gop>; Kimberly Lowe <kim4va@kimberlylowe.com>
Subject: AMICUS in the case of Jones, Chairman of 17th District Virginia vs. Beals, Commissioner of ELECT of Virginia

THE COMMONWEALTH OF VIRGINIA

CIRCUIT COURT FOR THE CITY OF RICHMOND

James Renwick Manship, LCDR, USNR, Cryptology, Citizen of Virginia,
Amicus

Chairman, 17th Legislative District of Virginia
Dawn Jones,

v.

Commonwealth of Virginia Department of Elections (ELECT)
Susan Beals, Commissioner

Attention: Judge Claire Cardwell

BRIEF AMICUS CURIAE ON JONES v. BEALS
IN SUPPORT OF PETITIONER JONES

1. On the morning of 29 March, received the article in Cardinal News that reported:
“But Cal Brown, an assistant attorney general who argued on behalf of the state, tried to paint Jones as a “low-level party official who has gone rogue” and who lacked the authority to make critical decisions — such as determining the method of nomination in the district. “All she has is procedural responsibilities. She is just the messenger,” Brown said in court.
2. AAG Brown’s statement does NOT reflect or support the law, the Code of Virginia. Dawn Jones may be a “low-level party official”, but she had the authority under the law, exercised it properly, and even had her actions supported by action by the Defendant state office, ELECT, that then became the “rogue” when it reversed its proper, legal action, to commit a violation of the Code of Virginia.
3. Further, another “rogue” in the mix is Chairman Rich Anderson of the Republican Party of Virginia. Chairman Anderson presided over a 17 September 2022 meeting where he set aside Roberts Rules to conduct a Voice Vote after a Motion and

Second for a Roll Call Vote on a stolen election issue of 9 April 2022. A voice vote was accepted by Chairman Anderson to override the Motion for Roll Call Vote. In other words, Virginia Republican Chairman was quite willing to “go rogue” to favor a candidate from his home county of Prince William County, who had been involved to some degree in the stolen election at a Convention on 9 April 2022.

For full disclosure, the Amicus, James Manship was the candidate whose election was stolen on 9 April 2022 in the convention, and again on 17 September 2022 at the Virginia Republican State Central Committee meeting by Chairman Anderson.

4. And in a GOP Primary in the 9th District of Virginia, ELECT and the Office of Attorney General accepts the Authority of the “low-level party official” in a case brought by challenger Kimberly Lowe, against the Chairman of the Board of Elections, associated with ELECT. Casetext includes:

A. Facts Alleged in the Pro Se Complaint

On April 7, 2022, Lowe submitted “around 1,400” petition signatures to the Ninth Congressional District Committee Chairman to get on the ballot for the Republican Party's Ninth Congressional District primary. (ECF No. 1, at 4.)

The Committee Chairman responded by letter on April 12, 2022, explaining that Lowe failed to meet the 1,000-signature requirement for inclusion on the ballot. (*Id.*) The letter said that Lowe had **only submitted 889 proper signatures because eleven petition signature forms did not comply with the double-sided form requirement under 1 Va. Admin. Code § 20-50-20**, and

eight of the forms included a notarial error. (ECF No. 1-1, at 2.) The eleven forms that did not comply with the double-sided requirement were singleshided forms that Lowe had “taped or glued” together. (*Id.*)

The Chairman explained that even including the signatures on the forms with the notarial error, Lowe fell forty-one signatures short of the requirement. (*Id.* at 2.)

Because the Committee Chairman did not accept Lowe's candidacy, it nominated another candidate for the general election. (ECF No. 1, at 4.)

Lowé claims that an independent party has verified that she met the 1,000-signature requirement, (*id.* at 6), but **the Committee has no formal appeals process-the word of the Chairman is final.** (ECF No. 1-1, at 4.)

5. The point to be made by this Amicus is that the Virginia Department of Election and the Virginia Republican Party are quite willing to ignore Roberts Rules, or worse, ignore the Code of Virginia to “get their way” and either disqualify a candidate, or favor one candidate over another, as is the apparent case in Jones v. Beals.



DATED: 29 March a.d. 2023

JAMES RENWICK MANSHIP
Pro Se Amicus
LCDR, Special Duty, Cryptology (1979-1988)
(Communications and Electronic Security)
StatesManship@me.com or
703-672-1776

CERTIFICATE OF SERVICE

I hereby certify that on March 29, 2023, I sent a copy of the foregoing, by Certified Mail to the Respondents:

COMMONWEALTH OF VIRGINIA DEPARTMENT OF ELECTIONS (ELECT)
Mrs. Susan Beals, Commissioner
Washington Building, First Floor, 1100 Bank Street, Richmond 23219

and via e-mail to:
Counsel Cal Brown Assistant Attorney General
C.Brown@oag.state.va.us
Office of the Attorney General
202 North 9th Street Richmond, Virginia 23219
(804) 786-1919

DATED: March 29, 2023



JAMES RENWICK MANSHIP
Pro Se Petitioner

From: [Hill, Kevin \(ELECT\)](#)
To: [Detrani, Terri \(ELECT\)](#)
Subject: FW: FOIA- Ranked Choice PO# PO04174702
Date: Thursday, June 15, 2023 10:37:25 AM
Attachments: [PO04174702-ELECT-IPR-Ranked-Choice-Voting-Resource-Center-JC-DJG-Election-Administration-Source-Center-1\).pdf](#)
[Request-Ranked-Choice-Voting-Resource-Center-JC.pdf](#)
[Approval-IPR-Ranked-Choice-Voting-Resource-Center-DJG.pdf](#)
[IPR-Ranked-Choice-Voting-Resource-Center-DJG-JC.pdf](#)

This is what we have

Kevin A Hill
Business Manager
Kevin.Hill@Elections.Virginia.Gov
804-864-8950

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From: Gilmer, Melanie (ELECT) <Melanie.Gilmer@elections.virginia.gov>
Sent: Thursday, June 15, 2023 10:29 AM
To: Hill, Kevin (ELECT) <Kevin.Hill@elections.virginia.gov>
Subject: RE: FOIA- Ranked Choice PO# PO04174702

Kevin,

The last order was placed with Ranked Choice Voting Resource Center – PO04174702, IPR, Request & Approval are attached.

Thank you,
Melanie Gilmer
Procurement Officer
Department of Elections
Melanie.Gilmer@elections.virginia.gov
(804) 593-2273

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From: Hill, Kevin (ELECT) <Kevin.Hill@elections.virginia.gov>
Sent: Thursday, June 15, 2023 9:39 AM
To: Gilmer, Melanie (ELECT) <Melanie.Gilmer@elections.virginia.gov>

Subject: FW: FOIA

Mel can you pull the PO that we did for Ranked Choice, I don't remember who the actual vendor is

Kevin A Hill
Business Manager
Kevin.Hill@Elections.Virginia.Gov
804-864-8950

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From: FOIA (ELECT) <FOIA@elections.virginia.gov>
Sent: Thursday, June 15, 2023 8:17 AM
To: Hill, Kevin (ELECT) <Kevin.Hill@elections.virginia.gov>
Cc: Coles, Ashley (ELECT) <Ashley.Coles@elections.virginia.gov>
Subject: FW: FOIA

Good morning Kevin. Do we have any of this? I would think the localities would have this information, if it exists. Thanks Terri

From: Nancy Smith <vagrassroots2015@gmail.com>
Sent: Wednesday, June 14, 2023 7:27 PM
To: FOIA (ELECT) <FOIA@elections.virginia.gov>
Subject: FOIA

Good evening,

Pursuant to the Freedom of Information Act, I am submitting this request for copies of the following:

Any and all proposals and contracts along with invoices for services acquired to support the implementation of Ranked Choice Voting in Virginia. Such services include but are not limited to software, presentations, training, manuals and other related materials.

Your assistance is very much appreciated. Thank you.

Regards,

Nancy Smith
Henrico County

AMERICAN
OVERSIGHT

VA-ELECT-23-1124-C-000145

Re: RCVRC Quote

1 message

Geiger, DJ <dj.geiger@elections.virginia.gov>
To: "Gilmer, Melanie" <melanie.gilmer@elections.virginia.gov>
Cc: "Cronin, John" <john.cronin@elections.virginia.gov>, "Hill, Kevin" <kevin.hill@elections.virginia.gov>

Mon, Dec 19, 2022 at 11:43 AM

Melanie,
Both are signed and attached!

Thanks,

On Mon, Dec 19, 2022 at 10:52 AM Gilmer, Melanie <melanie.gilmer@elections.virginia.gov> wrote:

DJ,

Please see the attached Ranked Choice Voting Resources Center IPR for approval, also attached Quote.

Thank you,
Melanie Gilmer
Procurement Officer
Department of Elections
Melanie.Gilmer@elections.virginia.gov
(804) 593-2273

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----- Forwarded message -----

From: **Cronin, John** <john.cronin@elections.virginia.gov>
Date: Mon, Dec 19, 2022 at 10:11 AM
Subject: Re: RCVRC Quote
To: Gilmer, Melanie <melanie.gilmer@elections.virginia.gov>

Attached, thanks!

On Mon, Dec 19, 2022 at 9:27 AM Gilmer, Melanie <melanie.gilmer@elections.virginia.gov> wrote:

John,

The vendor is now in eVA.
Please see attached IPR to be completed from quote & DJ will need to approve, if you have questions please let me know.

Thank you,
Melanie Gilmer
Procurement Officer
Department of Elections
Melanie.Gilmer@elections.virginia.gov
(804) 593-2273

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OVERSIGHT

On Thu, Dec 15, 2022 at 12:09 PM Cronin, John <john.cronin@elections.virginia.gov> wrote: VA-ELECT-23-1124-C-000147

Hi all,

Just received the quote from the RCVRC, unedited, with their signature. Progress!

Melanie, are we good to proceed with entering in eVA?

----- Forwarded message -----

From: **Rosemary Blizzard** <rosemary.blizzard@rcvresources.org>

Date: Thu, Dec 15, 2022 at 11:11 AM

Subject: RCVRC Quote

To: Cronin, John <john.cronin@elections.virginia.gov>, Chris Hughes <chris.hughes@rcvresources.org>, Rene Rojas <rene.rojas@rcvresources.org>, Hoyt-stewart, Karen <karen.hoyt-stewart@elections.virginia.gov>

Hi John,

Attached is the signed version of the quote you sent earlier this week. Please let me know if you need anything further. We're excited about the upcoming year and working with your office to make the implementation of RCV in Virginia localities a success.

Rosemary

Rosemary F. Blizzard
Interim Executive Director
Director of Operations & Finance

Ranked Choice Voting Resource Center
A division of the Election Administration Resource Center
252-521-0327

rosemary.blizzard@rcvresources.org

www.rcvresources.org

Facebook: [Ranked Choice Voting Resource Center](#)

Twitter: [@rcvresources](#)

LinkedIn: [Ranked Choice Voting Resource Center](#)

Instagram: [@rcvresources](#)

[Amazon Smile Donation Program](#)

--

John

John W. Cronin, CAPM
EPMO Project Manager

Virginia Department of Elections

Office: (804) 864-8908

Mobile: (804) 351-7525

Email: john.cronin@elections.virginia.gov

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--
John

John W. Cronin, CAPM
EPMO Project Manager

Virginia Department of Elections

Office: (804) 864-8908

Mobile: (804) 351-7525

Email: john.cronin@elections.virginia.gov

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--
DJ Geiger
Director of Operations
Virginia Department of Elections
1100 Bank Street
Richmond, VA 23219
(804) 864-8904
dj.geiger@elections.virginia.gov

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2 attachments



ELECT-RCVRC IPR.docx
26K



Ranked Choice Voting Resource Center - Quote -signed.pdf
257K

DEPARTMENT OF ELECTIONS INTERNAL PURCHASE REQUEST

Vendor Name	Ranked Choice Voting Resource Center (RCVRC)	Delivery (Division/Unit)	Department of Elections
Address	PO Box 5176	Delivery Street Address	1100 Bank Street, 1 st Floor
City, State, Zip	Kinston, NC 28503	City, State, Zip	Richmond, VA 23219
DGS/DPS/VITA Contract #		Contact Person/ Phone #	
Vendor Contact/Phone #	Rosemary Blizzard / 252-521-0327	Date Needed	
Vendor E-mail Contact	rosemary.blizzard@rcvresources.org		

ACCOUNT	FUND	COST CODE	ITEM NUMBER	DESCRIPTION	QTY	UNIT OF MEASURE	UNIT COST	TOTAL
				USB flash drives containing RCTab tabulation software	5	Each	\$150.00	\$750.00
				“Support Services” - including training, technical support, consulting, and voter education materials and guidance - that will enable ELECT to assist Virginia localities in using RCTab when conducting ranked choice voting elections.	N/A	Each		NOT TO EXCEED \$2,500.00
GRAND TOTAL SHALL NOT EXCEED:								

Justification: (Required)	The RCVRC's tabulation software will be used by ELECT to conduct ranked choice voting tabulation and determine election results.	Comments:	<p>Statement of Work (SOW):</p> <ol style="list-style-type: none"> 1. RCVRC shall provide support services through December 31, 2023. 2. RCVRC shall provide an invoice for Support Services performed; ELECT shall remit payment within 30 days of an invoice date. 3. RCVRC shall immediately report any incidents involving suspected security breaches or violations to ELECT. 4. ELECT shall provide the necessary information, staff, and resources to allow RCVRC to carry out its responsibilities. 5. ELECT shall ensure compliance with applicable state and federal law and policies related to the administration of elections.
----------------------------------	--	------------------	---

By my signature below, I certify that funding is available in accordance with the information above, in order to contract for these goods and/or services, and that procurement of the items listed, as a charge against the accounts indicated, is hereby authorized: **Any purchase that is for contractors must be approved by the Director of Operations and Commissioner.** Purchase of any IT equipment or services must be approved by IT. **Please allow enough time for signatures/procurement to meet your requested need by date.**

ELECT Manager Requesting Procurement Services				
Signature	Printed Name	Date	Title	Phone #


ELECT Chief Information Officer or Designee (IT purchases only)

Signature **Printed Name** **Date** **Title** **Phone #**

ELECT Business Manager (For purchases over \$5,000 only)

Signature **Printed Name** **Date** **Title** **Phone #**

ELECT Director of Operations



Signature DJ Geiger
Printed Name 12/19/2022
Date Director of Operations
Title 804-864-8904
Phone #

ELECT Commissioner (Required for Contractors)

Signature **Printed Name** **Date** **Title** **Phone #**

Freight shall be included as a line item (if not included in price of item).

Invoice to:

Department of Elections
Fiscal Services
1100 Bank Street, 1st Floor
Richmond, Virginia 23219



PURCHASE ORDER

Ordered On, 12/20/2022 at 10:05:05

Created By: Melanie Gilmer

Created On: 12/20/2022 10:05:05

SUPPLIER

Election Administration Resource Center

Attn: Rosemary Blizzard

Address: Tax Address

209 Cashwell Drive

Goldsboro, North Carolina 27534

UNITED STATES

Phone: 2525210327

E-mail: rosemary.blizzard@rcvresources.org

SWAM:

ORDER NO. PO04174702

Amendment: Original

Version:1

Organization: Department of Elections

Requestor: Melanie Gilmer

Phone: 804-593-2273

Email: melanie.gilmer@elections.virginia.gov

eVA Req#: REQ682245

SHIP TO

Department of Elections

Address:The Department of Elections

A13202, 1100 Bank Street

1st Floor

Richmond, Virginia 23219 UNITED STATES

Phone:

Email:

BILL TO

Department of Elections

Address:The Department of Elections

A13205, 1100 Bank Street

First Floor

Richmond, Virginia 23219 UNITED STATES

Phone:

Email:

Status: Ordered

Log in to your eVA account to view additional information:

Attachments? Yes

Payment via Charge Cards: No

ITEM NO	SUP. PART #	REFERENCE AND DESCRIPTION	DELIVERY DATE	QTY	UNIT	UNIT PRICE	TOTAL
1		Details: USB flash drives containing RCTab Deliver To: John Cronin Comments : Ranked Choice Voting Resources Center Quote Attached	1/19/2023	5.00	each	150.00	750.00
2		Details: "Support Services" -including training, technical support, consulting, voter education materials and guidance - that will enable ELECT to assist Virginia localities in using RCTab when conducting ranked choice voting elections.		1.00	fixed rate	2,500.00	2,500.00



PURCHASE ORDER

		Not to exceed \$2500.00 RCVRC Quote attached Term Date: 12/19/2022 - 12/31/2023					
		Deliver To: John Cronin Comments : Ranked Choice Voting Resources Center Quote attached.					

Total Cost

3,250.00 USD



PURCHASE ORDER

Comment: John Cronin

PURCHASE ORDER TERMS AND CONDITIONS

This order is governed in all respects by the laws of the Commonwealth of Virginia, including the Virginia Public Procurement Act, the Commonwealth of Virginia Agency Procurement and Surplus Property Manual, and the Commonwealth of Virginia Vendors Manual copies of which are available at www.eVA.virginia.gov. The stated price(s) include shipping FOB destination unless otherwise stated in the body of the order. In addition, this order is subject to an eVA transaction fee in accordance with the eVA Fee Schedule a copy of which is available at <https://dgs.virginia.gov/procurement/policy-consulting--review/policy>. This fee will be invoiced to your company approximately 60 days after the order issue date specified above, by the Commonwealth of Virginia, Department of General Services. Any modification to these terms must be agreed to in writing by both parties prior to performance of this order. This order may be subject to federal oversight. The vendor, as applicable, will comply with 2 CFR 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) Part 317-326 (Procurement Standards) and Section 2 CFR 200.404 (Cost Reasonableness).



PURCHASE ORDER

Ordered On, 12/20/2022 at 10:05:05

Created By: Melanie Gilmer

Created On: 12/20/2022 10:05:05

SUPPLIER

Election Administration Resource Center

Attn: Rosemary Blizzard

Address: Tax Address

209 Cashwell Drive

Goldsboro, North Carolina 27534

UNITED STATES

Phone: 2525210327

E-mail: rosemary.blizzard@rcvresources.org

SWAM:

ORDER NO. PO04174702

Amendment: Original

Version:1

Organization: Department of Elections

Requestor: Melanie Gilmer

Phone: 804-593-2273

Email: melanie.gilmer@elections.virginia.gov

eVA Req#: REQ682245

SHIP TO

Department of Elections

Address:The Department of Elections

A13202, 1100 Bank Street

1st Floor

Richmond, Virginia 23219 UNITED STATES

Phone:

Email:

BILL TO

Department of Elections

Address:The Department of Elections

A13205, 1100 Bank Street

First Floor

Richmond, Virginia 23219 UNITED STATES

Phone:

Email:

Status: Ordered

Log in to your eVA account to view additional information:

Attachments? Yes

Payment via Charge Cards: No

ITEM NO	SUP. PART #	REFERENCE AND DESCRIPTION	DELIVERY DATE	QTY	UNIT	UNIT PRICE	TOTAL
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PURCHASE ORDER

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Total Cost

3,250.00 USD



PURCHASE ORDER

Comment: John Cronin

PURCHASE ORDER TERMS AND CONDITIONS

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Fwd: RCVRC Quote

1 message

Cronin, John <john.cronin@elections.virginia.gov>

Thu, Dec 15, 2022 at 12:09 PM

To: Melanie Gilmer <melanie.gilmer@elections.virginia.gov>

Cc: Steven Koski <steve.koski@elections.virginia.gov>, Karen Hoyt-stewart <karen.hoyt-stewart@elections.virginia.gov>, "Lawless, Rachel" <rachel.lawless@elections.virginia.gov>, DJ Geiger <dj.geiger@elections.virginia.gov>, Kevin Hill <kevin.hill@elections.virginia.gov>

Hi all,

Just received the quote from the RCVRC, unedited, with their signature. Progress!

Melanie, are we good to proceed with entering in eVA?

----- Forwarded message -----

From: **Rosemary Blizzard** <rosemary.blizzard@rcvresources.org>

Date: Thu, Dec 15, 2022 at 11:11 AM

Subject: RCVRC Quote

To: Cronin, John <john.cronin@elections.virginia.gov>, Chris Hughes <chris.hughes@rcvresources.org>, Rene Rojas <rene.rojas@rcvresources.org>, Hoyt-stewart, Karen <karen.hoyt-stewart@elections.virginia.gov>

Hi John,

Attached is the signed version of the quote you sent earlier this week. Please let me know if you need anything further. We're excited about the upcoming year and working with your office to make the implementation of RCV in Virginia localities a success.

Rosemary

Rosemary F. Blizzard
Interim Executive Director
Director of Operations & Finance

Ranked Choice Voting Resource Center

A division of the Election Administration Resource Center

252-521-0327

rosemary.blizzard@rcvresources.orgwww.rcvresources.orgFacebook: [Ranked Choice Voting Resource Center](#)Twitter: [@rcvresources](#)LinkedIn: [Ranked Choice Voting Resource Center](#)Instagram: [@rcvresources](#)

Amazon Smile Donation Program

--

John**John W. Cronin, CAPM**

EPMO Project Manager

Virginia Department of Elections

Office: (804) 864-8908

Mobile: (804) 351-7525

Email: john.cronin@elections.virginia.gov

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RCVRC_Quote.docx.pdf

262K

From: [Saunders, Paul \(ELECT\)](#)
To: [Beals, Susan \(ELECT\)](#)
Subject: FW: House LDC Chair Update - Notification Period Begins Today
Date: Monday, March 6, 2023 2:42:37 PM

Paul G. Saunders, III

Elections and Registration Services Supervisor
Virginia Department of Elections
1100 Bank St 1st Floor
Richmond, VA 23219
804.864.8922
elections.virginia.gov

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From: Chris Marston <chris@virginia.gop>
Sent: Wednesday, February 15, 2023 8:30 AM
To: Ken Nunnenkamp <ken@virginia.gop>; Noah Lerman <noah@virginia.gop>
Subject: House LDC Chair Update - Notification Period Begins Today

Dear House LDC Chairs,

Today, Feb. 15, is the first day to inform the Department of Elections of the nominating method selected by your Committee.

You can submit your notification at <https://fs28.formsite.com/vaelect/NominationMethod/index.html>.

You have until March 7 to complete the form, but I encourage you to complete it promptly (that's the best way to avoid more e-mail and phone messages from ELECT and RPV).

If you have any questions about the form, please **feel free to contact ELECT staff** at EA@elections.virginia.gov.

Thanks,
Chris

From: [Chris Marston](#)
To: [Beals, Susan \(ELECT\)](#)
Subject: Fwd: [Election Integrity Leaders:] Agenda for Friday, March 10 - Election Integrity Leaders Weekly Call - zoom link below Secretaries of State Mac Warner (WV) and Cord Byrd (FL) Joining the Call
Date: Thursday, March 9, 2023 9:02:12 PM

Here are the details for the call we discussed tomorrow at 9:30 am.

Join Zoom Meeting

[Redacted]

Meeting ID: [Redacted]

Passcode: [Redacted]

One tap mobile

[Redacted] US (New York)

[Redacted] US

Dial by your location

+ [Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
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[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

Meeting ID: [Redacted]

Passcode: [Redacted]

Find your local number: [Redacted]

From: [Coles, Ashley \(ELECT\)](#)
To: [Beals, Susan \(ELECT\)](#)
Subject: Fwd: FOIA RCV Communications
Date: Friday, July 7, 2023 9:41:57 AM
Attachments: [Estimate for Virginia Election 7.3.docx](#)
[Approval - Susan Beals - DJG.pdf](#)
[FW: FOIA - Ranked Choice Voting - 04174702.pdf](#)
[IPR - Ranked Choice Voting - Resource Center - DJG JC.pdf](#)
[P004174702 - ELECT - RCV - Ranked Choice Voting Resource Center - JC - DJG](#)
[Election Administration - Resource Center \(1\).pdf](#)
[RCVRC - User Index \(2\).pdf](#)
[Request - Ranked Choice Voting - Resource Center - JC.pdf](#)
[VanceGiddum - RCV \(1\).pdf](#)

Get [Outlook for iOS](#)

From: Coles, Ashley (ELECT) <Ashley.Coles@elections.virginia.gov>
Sent: Monday, July 3, 2023 3:58:02 PM
To: FOIA (ELECT) <FOIA@elections.virginia.gov>
Cc: Lawless, Rachel (ELECT) <Rachel.Lawless@elections.virginia.gov>
Subject: Re: FOIA RCV Communications

Terri - Yes! This is great. I added her address and a space for the date to fix some of the spacing so your name it's just off by itself on the second page.

Rachel - Please see the estimate attached as it is a big one. Will need to go to Susan for awareness. Also attached are responsive records that did not incur a cost.

Kindly,

Ashley Coles

ELECT Policy Analyst
Virginia Department of Elections
1100 Bank St 1st Floor
Richmond, VA 23219
Ashley.Coles@elections.virginia.gov
804.864.8933 (office)

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From: FOIA (ELECT) <FOIA@elections.virginia.gov>
Sent: Monday, July 3, 2023 3:32 PM
To: Coles, Ashley (ELECT) <Ashley.Coles@elections.virginia.gov>
Subject: FW: FOIA RCV Communications

Got it, I hope

From: Coles, Ashley (ELECT) <Ashley.Coles@elections.virginia.gov>
Sent: Monday, July 3, 2023 3:15 PM
To: FOIA (ELECT) <FOIA@elections.virginia.gov>
Subject: Re: FOIA RCV Communications

Terri,

When I do a search of just Ann Grigorian's terms I only get 17,789. I looked at your notes in the shared drive and your search terms include "ES&S" "Unisyn" "Democratic Party of Virginia" and some others which is what I assume gets you to 61K. I would also list those as added search terms since she doesn't explicitly state those. You could say "a search of the terms provided above and the additional terms **xyz.** produced 61,861 records".

I'm sorry to be so nitpicky about this, but Ann Grigorian is someone who will directly go to the Governor's office if she thinks something is wrong and would threaten litigation so I just want to make sure everything is as specific as possible.

Kindly,

Ashley Coles

ELECT Policy Analyst
Virginia Department of Elections
1100 Bank St 1st Floor
Richmond, VA 23219
Ashley.Coles@elections.virginia.gov
804.864.8933 (office)

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From: FOIA (ELECT) <FOIA@elections.virginia.gov>

Sent: Monday, July 3, 2023 3:01 PM

To: Coles, Ashley (ELECT) <Ashley.Coles@elections.virginia.gov>

Subject: RE: FOIA RCV Communications

Ashley, I took another look and ran a few more searches. Please see the revised attached estimate. Also, the records for the Nancy Smith request, dated 6.15.23 will be provided.

From: Coles, Ashley (ELECT) <Ashley.Coles@elections.virginia.gov>

Sent: Monday, July 3, 2023 1:13 PM

To: FOIA (ELECT) <FOIA@elections.virginia.gov>

Subject: Re: FOIA RCV Communications

Terri,

I think we need to let Ann Grigorian know what search terms we included. I did a search of just her terms and only get 18K. I did a search of her terms plus "ranked choice voting" OR "RCV" OR "instant runoff voting" and get 40K. I'm assuming the 60K you have comes from adding the two political parties and the voting system vendor titles so we should be super specific with her.

Also, I would change the language for this sentence: "A search of the terms you provided was conducted and produced 61,861 potential records. Time and cost estimates are listed above"

to this paragraph: "A search of the terms you provided **plus** the following terms: (list terms) was conducted and produced 61,861 potential records. The additional terms were added as they fall under any "vendor" and/or "organization", and your request stated the search is **not limited to** your provided terms.

There will likely be many records that include one of the following search terms that do not pertain to ranked choice voting specifically. ELECT will have to review each record individually for responsiveness. Time and cost estimates are listed above. Please let us know if you would like to refine your request."

Kindly,

Ashley Coles

ELECT Policy Analyst

Virginia Department of Elections

1100 Bank St 1st Floor

Richmond, VA 23219

Ashley.Coles@elections.virginia.gov

804.864.8933 (office)

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From: FOIA (ELECT) <FOIA@elections.virginia.gov>

Sent: Friday, June 30, 2023 11:57 AM

To: Coles, Ashley (ELECT) <Ashley.Coles@elections.virginia.gov>

Subject: FW: FOIA RCV Communications

Ashley, please see response. Records are at [M:\FOIA_NVRA\2023-ELECT\Grigorian, Ann\6.28.23](#)
See Estimate in folder.

From: grigorianann@cox.net <grigorianann@cox.net>

Sent: Tuesday, June 27, 2023 5:26 PM

To: FOIA (ELECT) <FOIA@elections.virginia.gov>

Subject: FOIA RCV Communications

Dear ELECT,

I would like to request a copy of all communications/emails, solicitations or quotes relative to the implementation of Virginia **§ 24.2-673.1** (Ranked choice voting) and **§ 15.2-705.1** (Instant runoff voting) between the Department of Elections and any vendor, supplier, service provider, third-party entity or organization regarding the selection or purchase the following:

1. Tabulation software and software upgrades
2. Educational material and public outreach
3. Tabulation method utilized for multi-seat offices

Timeframe: Jan 2020 through the present date.

To assist in obtaining responsive documents, search terms may include, **but are not limited to:** FairVote, The Election Administration Voting Resource Center, Ranked Choice Voting Resource Center (RCVRC), Unite America, League of Women Voters, New Virginia Majority, Represent Us, Up Vote, Rank the Vote, Dominion Voting Systems, ES&S, Heart Inter-Civic, Unisys, Republican Party of Virginia (RPV), Democratic Party of Virginia (VADEMS); Inclusive Gregory Method of Reallocation

Thank you for your consideration of my request.

Regards,

Ann Grigorian
117 Baldrice Pl
Yorktown VA 23692

Re: RCVRC Quote

1 message

Geiger, DJ <dj.geiger@elections.virginia.gov>

Mon, Dec 19, 2022 at 11:43 AM

To: "Gilmer, Melanie" <melanie.gilmer@elections.virginia.gov>Cc: "Cronin, John" <john.cronin@elections.virginia.gov>, "Hill, Kevin" <kevin.hill@elections.virginia.gov>

Melanie,
Both are signed and attached!

Thanks,

On Mon, Dec 19, 2022 at 10:52 AM Gilmer, Melanie <melanie.gilmer@elections.virginia.gov> wrote:

DJ,

Please see the attached Ranked Choice Voting Resources Center IPR for approval, also attached Quote.

Thank you,
Melanie Gilmer
Procurement Officer
Department of Elections
Melanie.Gilmer@elections.virginia.gov
(804) 593-2273

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----- Forwarded message -----

From: **Cronin, John** <john.cronin@elections.virginia.gov>
Date: Mon, Dec 19, 2022 at 10:11 AM
Subject: Re: RCVRC Quote
To: Gilmer, Melanie <melanie.gilmer@elections.virginia.gov>

Attached, thanks!

On Mon, Dec 19, 2022 at 9:27 AM Gilmer, Melanie <melanie.gilmer@elections.virginia.gov> wrote:

John,

The vendor is now in eVA.
Please see attached IPR to be completed from quote & DJ will need to approve, if you have questions please let me know.

Thank you,
Melanie Gilmer
Procurement Officer
Department of Elections
Melanie.Gilmer@elections.virginia.gov
(804) 593-2273

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On Thu, Dec 15, 2022 at 12:09 PM Cronin, John <john.cronin@elections.virginia.gov> wrote: VA-ELECT-23-1124-C-000167



Hi all,

Just received the quote from the RCVRC, unedited, with their signature. Progress!

Melanie, are we good to proceed with entering in eVA?

----- Forwarded message -----

From: **Rosemary Blizzard** <rosemary.blizzard@rcvresources.org>

Date: Thu, Dec 15, 2022 at 11:11 AM

Subject: RCVRC Quote

To: Cronin, John <john.cronin@elections.virginia.gov>, Chris Hughes <chris.hughes@rcvresources.org>, Rene Rojas <rene.rojas@rcvresources.org>, Hoyt-stewart, Karen <karen.hoyt-stewart@elections.virginia.gov>

Hi John,

Attached is the signed version of the quote you sent earlier this week. Please let me know if you need anything further. We're excited about the upcoming year and working with your office to make the implementation of RCV in Virginia localities a success.

Rosemary

Rosemary F. Blizzard
Interim Executive Director
Director of Operations & Finance

Ranked Choice Voting Resource Center
A division of the Election Administration Resource Center
252-521-0327

rosemary.blizzard@rcvresources.org

www.rcvresources.org

Facebook: [Ranked Choice Voting Resource Center](#)

Twitter: [@rcvresources](#)

LinkedIn: [Ranked Choice Voting Resource Center](#)

Instagram: [@rcvresources](#)

[Amazon Smile Donation Program](#)

--

John

John W. Cronin, CAPM
EPMO Project Manager

Virginia Department of Elections

Office: (804) 864-8908

Mobile: (804) 351-7525

Email: john.cronin@elections.virginia.gov

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VA-ELECT-23-1124-C-000168

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--
John

John W. Cronin, CAPM
EPMO Project Manager

Virginia Department of Elections

Office: (804) 864-8908

Mobile: (804) 351-7525

Email: john.cronin@elections.virginia.gov

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--
DJ Geiger
Director of Operations
Virginia Department of Elections
<1100 Bank Street>
<Richmond, VA 23219>
(804) 864-8904
dj.geiger@elections.virginia.gov

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2 attachments

 **ELECT-RCVRC IPR.docx**
26K

 **Ranked Choice Voting Resource Center - Quote -signed.pdf**
257K



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

DATE HERE

Ann Grigorian
117 Baldric Pl
Yorktown VA 23692
grigorianann@cox.net

Good morning.

Thank you for your request. This is an initial estimate of the time required, which may increase, or decrease, based on actual time spent. For FOIA request over \$200.00, the Department requires half the charges as a deposit before we proceed in fulfilling the request. Please let us know if you approve the charges and we shall send the invoice. Once we receive your deposit, we shall begin work on the request.

An estimate for the total cost for your request dated June 28, 2023, is below.

Time estimate is 2,080 hours. Costs estimated at \$72,812

Your Request:

I would like to request a copy of all communications/emails, solicitations or quotes relative to the implementation of Virginia § 24.2-673.1 (Ranked choice voting) and § 15.2-705.1 (Instant runoff voting) between the Department of Elections and any vendor, supplier, service provider, third-party entity or organization regarding the selection or purchase the following:

- 1. Tabulation software and software upgrades*
- 2. Educational material and public outreach*
- 3. Tabulation method utilized for multi-seat offices*

Timeframe: Jan 2020 through the present date.

*To assist in obtaining responsive documents, search terms may include, **but are not limited to:** FairVote, The Election Administration Voting Resource Center, Ranked Choice Voting Resource Center (RCVRC), Unite America, League of Women Voters, New Virginia Majority, Represent Us, Up Vote, Rank the Vote, Dominion Voting*

A search of the terms you provided above was conducted plus the following terms: (ES&S, Hart Inter-Civic, Unisys, Republican Party of Virginia, Democratic Party of Virginia, and Inclusive Gregory Method of Reallocation) and produced 61,861 potential records.

A search of the terms, Rosemary F. Blizzard, Ranked Choice Voting Resources Center, John Cronin, Rachel Lawless, DJ Geiger, Kevin Hill, Steve Koski, Karen Hoyt-Stewart and Melanie Gilmer for the time period provided produced an additional 549 potential records.

Total potential records for review are 62,410.



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There will likely be many records that include one of the following search terms that do not pertain to ranked choice voting specifically. ELECT will have to review each record individually for responsiveness. Time and cost estimates are listed above. Please let us know if you would like to refine or reduce any search terms for your request.

Attached are available records responsive to your request that did not require an extensive search.

If you have any questions or concerns, please feel free to contact us.

Terri Detrani

From: [Hill, Kevin \(ELECT\)](#)
To: [Detrani, Terri \(ELECT\)](#)
Subject: FW: FOIA- Ranked Choice PO# PO04174702
Date: Thursday, June 15, 2023 10:37:25 AM
Attachments: [PO04174702-ELECT-IPR-Ranked-Choice-Voting-Resource-Center-JC-DJG-Election-Administration-Source-Center-1.pdf](#)
[Request-Ranked-Choice-Voting-Resource-Center-JC.pdf](#)
[Approval-IPR-Ranked-Choice-Voting-Resource-Center-DJG.pdf](#)
[IPR-Ranked-Choice-Voting-Resource-Center-DJG-JC.pdf](#)

This is what we have

Kevin A Hill
Business Manager
Kevin.Hill@Elections.Virginia.Gov
804-864-8950

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From: Gilmer, Melanie (ELECT) <Melanie.Gilmer@elections.virginia.gov>
Sent: Thursday, June 15, 2023 10:29 AM
To: Hill, Kevin (ELECT) <Kevin.Hill@elections.virginia.gov>
Subject: RE: FOIA- Ranked Choice PO# PO04174702

Kevin,

The last order was placed with Ranked Choice Voting Resource Center – PO04174702, IPR, Request & Approval are attached.

Thank you,
Melanie Gilmer
Procurement Officer
Department of Elections
Melanie.Gilmer@elections.virginia.gov
(804) 593-2273

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From: Hill, Kevin (ELECT) <Kevin.Hill@elections.virginia.gov>
Sent: Thursday, June 15, 2023 9:39 AM
To: Gilmer, Melanie (ELECT) <Melanie.Gilmer@elections.virginia.gov>

Subject: FW: FOIA

Mel can you pull the PO that we did for Ranked Choice, I don't remember who the actual vendor is

Kevin A Hill
Business Manager
Kevin.Hill@Elections.Virginia.Gov
804-864-8950

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From: FOIA (ELECT) <FOIA@elections.virginia.gov>
Sent: Thursday, June 15, 2023 8:17 AM
To: Hill, Kevin (ELECT) <Kevin.Hill@elections.virginia.gov>
Cc: Coles, Ashley (ELECT) <Ashley.Coles@elections.virginia.gov>
Subject: FW: FOIA

Good morning Kevin. Do we have any of this? I would think the localities would have this information, if it exists. Thanks Terri

From: Nancy Smith <vagrassroots2015@gmail.com>
Sent: Wednesday, June 14, 2023 7:27 PM
To: FOIA (ELECT) <FOIA@elections.virginia.gov>
Subject: FOIA

Good evening,

Pursuant to the Freedom of Information Act, I am submitting this request for copies of the following:

Any and all proposals and contracts along with invoices for services acquired to support the implementation of Ranked Choice Voting in Virginia. Such services include but are not limited to software, presentations, training, manuals and other related materials.

Your assistance is very much appreciated. Thank you.

Regards,

Nancy Smith
Henrico County

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VA-ELECT-23-1124-C-000173

Re: RCVRC Quote

1 message

Geiger, DJ <dj.geiger@elections.virginia.gov>

Mon, Dec 19, 2022 at 11:43 AM

To: "Gilmer, Melanie" <melanie.gilmer@elections.virginia.gov>Cc: "Cronin, John" <john.cronin@elections.virginia.gov>, "Hill, Kevin" <kevin.hill@elections.virginia.gov>

Melanie,
Both are signed and attached!

Thanks,

On Mon, Dec 19, 2022 at 10:52 AM Gilmer, Melanie <melanie.gilmer@elections.virginia.gov> wrote:

DJ,

Please see the attached Ranked Choice Voting Resources Center IPR for approval, also attached Quote.

Thank you,
Melanie Gilmer
Procurement Officer
Department of Elections
Melanie.Gilmer@elections.virginia.gov
(804) 593-2273

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----- Forwarded message -----

From: **Cronin, John** <john.cronin@elections.virginia.gov>
Date: Mon, Dec 19, 2022 at 10:11 AM
Subject: Re: RCVRC Quote
To: Gilmer, Melanie <melanie.gilmer@elections.virginia.gov>

Attached, thanks!

On Mon, Dec 19, 2022 at 9:27 AM Gilmer, Melanie <melanie.gilmer@elections.virginia.gov> wrote:

John,

The vendor is now in eVA.
Please see attached IPR to be completed from quote & DJ will need to approve, if you have questions please let me know.

Thank you,
Melanie Gilmer
Procurement Officer
Department of Elections
Melanie.Gilmer@elections.virginia.gov
(804) 593-2273

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On Thu, Dec 15, 2022 at 12:09 PM Cronin, John <john.cronin@elections.virginia.gov> wrote: VA-ELECT-23-1124-C-000175

OVERSIGHT

Hi all,

Just received the quote from the RCVRC, unedited, with their signature. Progress!

Melanie, are we good to proceed with entering in eVA?

----- Forwarded message -----

From: **Rosemary Blizzard** <rosemary.blizzard@rcvresources.org>

Date: Thu, Dec 15, 2022 at 11:11 AM

Subject: RCVRC Quote

To: Cronin, John <john.cronin@elections.virginia.gov>, Chris Hughes <chris.hughes@rcvresources.org>, Rene Rojas <rene.rojas@rcvresources.org>, Hoyt-stewart, Karen <karen.hoyt-stewart@elections.virginia.gov>

Hi John,

Attached is the signed version of the quote you sent earlier this week. Please let me know if you need anything further. We're excited about the upcoming year and working with your office to make the implementation of RCV in Virginia localities a success.

Rosemary

Rosemary F. Blizzard
Interim Executive Director
Director of Operations & Finance

Ranked Choice Voting Resource Center
A division of the Election Administration Resource Center
252-521-0327

rosemary.blizzard@rcvresources.org

www.rcvresources.org

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Twitter: [@rcvresources](#)

LinkedIn: [Ranked Choice Voting Resource Center](#)

Instagram: [@rcvresources](#)

[Amazon Smile Donation Program](#)

--

John

John W. Cronin, CAPM
EPMO Project Manager

Virginia Department of Elections

Office: (804) 864-8908

Mobile: (804) 351-7525

Email: john.cronin@elections.virginia.gov

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VA-ELECT-23-1124-C-000176

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OVERSIGHT

to public disclosure under FOIA. For more information, please call the Virginia Department of Elections at [1-800-552-9745](tel:1-800-552-9745) or visit <https://www.elections.virginia.gov/e-mail-disclaimer/index.html>.

--
John

John W. Cronin, CAPM
EPMO Project Manager

Virginia Department of Elections

Office: (804) 864-8908

Mobile: (804) 351-7525

Email: john.cronin@elections.virginia.gov

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--
DJ Geiger
Director of Operations
Virginia Department of Elections
<1100 Bank Street>
<Richmond, VA 23219>
(804) 864-8904
dj.geiger@elections.virginia.gov

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2 attachments

 **ELECT-RCVRC IPR.docx**
26K

 **Ranked Choice Voting Resource Center - Quote -signed.pdf**
257K

DEPARTMENT OF ELECTIONS INTERNAL PURCHASE REQUEST

Vendor Name	Ranked Choice Voting Resource Center (RCVRC)	Delivery (Division/Unit)	Department of Elections
Address	PO Box 5176	Delivery Street Address	1100 Bank Street, 1 st Floor
City, State, Zip	Kinston, NC 28503	City, State, Zip	Richmond, VA 23219
DGS/DPS/VITA Contract #		Contact Person/ Phone #	
Vendor Contact/Phone #	Rosemary Blizzard / 252-521-0327	Date Needed	
Vendor E-mail Contact	rosemary.blizzard@rcvresources.org		

ACCOUNT	FUND	COST CODE	ITEM NUMBER	DESCRIPTION	QTY	UNIT OF MEASURE	UNIT COST	TOTAL
				USB flash drives containing RCTab tabulation software	5	Each	\$150.00	\$750.00
				“Support Services” - including training, technical support, consulting, and voter education materials and guidance - that will enable ELECT to assist Virginia localities in using RCTab when conducting ranked choice voting elections.	N/A	Each		NOT TO EXCEED \$2,500.00
GRAND TOTAL SHALL NOT EXCEED:								

Justification: (Required)	The RCVRC's tabulation software will be used by ELECT to conduct ranked choice voting tabulation and determine election results.	Comments:	<p>Statement of Work (SOW):</p> <ol style="list-style-type: none"> 1. RCVRC shall provide support services through December 31, 2023. 2. RCVRC shall provide an invoice for Support Services performed; ELECT shall remit payment within 30 days of an invoice date. 3. RCVRC shall immediately report any incidents involving suspected security breaches or violations to ELECT. 4. ELECT shall provide the necessary information, staff, and resources to allow RCVRC to carry out its responsibilities. 5. ELECT shall ensure compliance with applicable state and federal law and policies related to the administration of elections.
----------------------------------	--	------------------	---

By my signature below, I certify that funding is available in accordance with the information above, in order to contract for these goods and/or services, and that procurement of the items listed, as a charge against the accounts indicated, is hereby authorized: **Any purchase that is for contractors must be approved by the Director of Operations and Commissioner.** Purchase of any IT equipment or services must be approved by IT. **Please allow enough time for signatures/procurement to meet your requested need by date.**

ELECT Manager Requesting Procurement Services				
Signature	Printed Name	Date	Title	Phone #

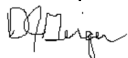
ELECT Chief Information Officer or Designee (IT purchases only)

Signature	Printed Name	Date	Title	Phone #
------------------	---------------------	-------------	--------------	----------------

ELECT Business Manager (For purchases over \$5,000 only)

Signature	Printed Name	Date	Title	Phone #
------------------	---------------------	-------------	--------------	----------------

ELECT Director of Operations

Signature	Printed Name	Date	Title	Phone #
	DJ Geiger	12/19/2022	Director of Operations	804-864-8904

ELECT Commissioner (Required for Contractors)

Signature	Printed Name	Date	Title	Phone #
------------------	---------------------	-------------	--------------	----------------

Freight shall be included as a line item (if not included in price of item).

Invoice to:

Department of Elections
 Fiscal Services
 1100 Bank Street, 1st Floor
 Richmond, Virginia 23219



PURCHASE ORDER

Ordered On, 12/20/2022 at 10:05:05

Created By: Melanie Gilmer

Created On: 12/20/2022 10:05:05

SUPPLIER

Election Administration Resource Center

Attn: Rosemary Blizzard

Address: Tax Address

209 Cashwell Drive

Goldsboro, North Carolina 27534

UNITED STATES

Phone: 2525210327

E-mail: rosemary.blizzard@rcvresources.org

SWAM:

ORDER NO. PO04174702

Amendment: Original

Version:1

Organization: Department of Elections

Requestor: Melanie Gilmer

Phone: 804-593-2273

Email: melanie.gilmer@elections.virginia.gov

eVA Req#: REQ682245

SHIP TO

Department of Elections

Address:The Department of Elections

A13202, 1100 Bank Street

1st Floor

Richmond, Virginia 23219 UNITED STATES

Phone:

Email:

BILL TO

Department of Elections

Address:The Department of Elections

A13205, 1100 Bank Street

First Floor

Richmond, Virginia 23219 UNITED STATES

Phone:

Email:

Status: Ordered

Log in to your eVA account to view additional information:

Attachments? Yes

Payment via Charge Cards: No

ITEM NO	SUP. PART #	REFERENCE AND DESCRIPTION	DELIVERY DATE	QTY	UNIT	UNIT PRICE	TOTAL
1		Details: USB flash drives containing RCTab Deliver To: John Cronin Comments : Ranked Choice Voting Resources Center Quote Attached	1/19/2023	5.00	each	150.00	750.00
2		Details: "Support Services" -including training, technical support, consulting, voter education materials and guidance - that will enable ELECT to assist Virginia localities in using RCTab when conducting ranked choice voting elections.		1.00	fixed rate	2,500.00	2,500.00



PURCHASE ORDER

		Not to exceed \$2500.00 RCVRC Quote attached Term Date: 12/19/2022 - 12/31/2023 Deliver To: John Cronin Comments : Ranked Choice Voting Resources Center Quote attached.					
--	--	--	--	--	--	--	--

Total Cost

3,250.00 USD



PURCHASE ORDER

Comment: John Cronin

PURCHASE ORDER TERMS AND CONDITIONS

This order is governed in all respects by the laws of the Commonwealth of Virginia, including the Virginia Public Procurement Act, the Commonwealth of Virginia Agency Procurement and Surplus Property Manual, and the Commonwealth of Virginia Vendors Manual copies of which are available at www.eVA.virginia.gov. The stated price(s) include shipping FOB destination unless otherwise stated in the body of the order. In addition, this order is subject to an eVA transaction fee in accordance with the eVA Fee Schedule a copy of which is available at <https://dgs.virginia.gov/procurement/policy-consulting--review/policy>. This fee will be invoiced to your company approximately 60 days after the order issue date specified above, by the Commonwealth of Virginia, Department of General Services. Any modification to these terms must be agreed to in writing by both parties prior to performance of this order. This order may be subject to federal oversight. The vendor, as applicable, will comply with 2 CFR 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) Part 317-326 (Procurement Standards) and Section 2 CFR 200.404 (Cost Reasonableness).



PURCHASE ORDER

Ordered On, 12/20/2022 at 10:05:05

Created By: Melanie Gilmer

Created On: 12/20/2022 10:05:05

SUPPLIER

Election Administration Resource Center

Attn: Rosemary Blizzard

Address: Tax Address

209 Cashwell Drive

Goldsboro, North Carolina 27534

UNITED STATES

Phone: 2525210327

E-mail: rosemary.blizzard@rcvresources.org

SWAM:

ORDER NO. PO04174702

Amendment: Original

Version:1

Organization: Department of Elections

Requestor: Melanie Gilmer

Phone: 804-593-2273

Email: melanie.gilmer@elections.virginia.gov

eVA Req#: REQ682245

SHIP TO

Department of Elections

Address:The Department of Elections

A13202, 1100 Bank Street

1st Floor

Richmond, Virginia 23219 UNITED STATES

Phone:

Email:

BILL TO

Department of Elections

Address:The Department of Elections

A13205, 1100 Bank Street

First Floor

Richmond, Virginia 23219 UNITED STATES

Phone:

Email:

Status: Ordered

Log in to your eVA account to view additional information:

Attachments? Yes

Payment via Charge Cards: No

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		Deliver To: John Cronin Comments : Ranked Choice Voting Resources Center Quote attached.					

Total Cost

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PURCHASE ORDER

Comment: John Cronin

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Fwd: RCVRC Quote

1 message

Cronin, John <john.cronin@elections.virginia.gov>

Thu, Dec 15, 2022 at 12:09 PM

To: Melanie Gilmer <melanie.gilmer@elections.virginia.gov>

Cc: Steven Koski <steve.koski@elections.virginia.gov>, Karen Hoyt-stewart <karen.hoyt-stewart@elections.virginia.gov>, "Lawless, Rachel" <rachel.lawless@elections.virginia.gov>, DJ Geiger <dj.geiger@elections.virginia.gov>, Kevin Hill <kevin.hill@elections.virginia.gov>

Hi all,

Just received the quote from the RCVRC, unedited, with their signature. Progress!

Melanie, are we good to proceed with entering in eVA?

----- Forwarded message -----

From: **Rosemary Blizzard** <rosemary.blizzard@rcvresources.org>

Date: Thu, Dec 15, 2022 at 11:11 AM

Subject: RCVRC Quote

To: Cronin, John <john.cronin@elections.virginia.gov>, Chris Hughes <chris.hughes@rcvresources.org>, Rene Rojas <rene.rojas@rcvresources.org>, Hoyt-stewart, Karen <karen.hoyt-stewart@elections.virginia.gov>

Hi John,

Attached is the signed version of the quote you sent earlier this week. Please let me know if you need anything further. We're excited about the upcoming year and working with your office to make the implementation of RCV in Virginia localities a success.

Rosemary

Rosemary F. Blizzard
Interim Executive Director
Director of Operations & Finance

Ranked Choice Voting Resource Center

A division of the Election Administration Resource Center

252-521-0327

rosemary.blizzard@rcvresources.org

www.rcvresources.org

Facebook: [Ranked Choice Voting Resource Center](#)

Twitter: [@rcvresources](#)

LinkedIn: [Ranked Choice Voting Resource Center](#)

Instagram: [@rcvresources](#)

[Amazon Smile Donation Program](#)

--

John

John W. Cronin, CAPM

EPMO Project Manager

Virginia Department of Elections

Office: (804) 864-8908

Mobile: (804) 351-7525

Email: john.cronin@elections.virginia.gov

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RCVRC_Quote.docx.pdf

262K

DEPARTMENT OF ELECTIONS INTERNAL PURCHASE REQUEST

Vendor Name	Ranked Choice Voting Resource Center (RCVRC)	Delivery (Division/Unit)	Department of Elections
Address	PO Box 5176	Delivery Street Address	1100 Bank Street, 1 st Floor
City, State, Zip	Kinston, NC 28503	City, State, Zip	Richmond, VA 23219
DGS/DPS/VITA Contract #		Contact Person/ Phone #	
Vendor Contact/Phone #	Rosemary Blizzard / 252-521-0327	Date Needed	
Vendor E-mail Contact	rosemary.blizzard@rcvresources.org		

ACCOUNT	FUND	COST CODE	ITEM NUMBER	DESCRIPTION	QTY	UNIT OF MEASURE	UNIT COST	TOTAL
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				“Support Services” - including training, technical support, consulting, and voter education materials and guidance - that will enable ELECT to assist Virginia localities in using RCTab when conducting ranked choice voting elections.	N/A	Each		NOT TO EXCEED \$2,500.00
GRAND TOTAL SHALL NOT EXCEED:								

Justification: (Required)	The RCVRC's tabulation software will be used by ELECT to conduct ranked choice voting tabulation and determine election results.	Comments:	<p>Statement of Work (SOW):</p> <ol style="list-style-type: none"> 1. RCVRC shall provide support services through December 31, 2023. 2. RCVRC shall provide an invoice for Support Services performed; ELECT shall remit payment within 30 days of an invoice date. 3. RCVRC shall immediately report any incidents involving suspected security breaches or violations to ELECT. 4. ELECT shall provide the necessary information, staff, and resources to allow RCVRC to carry out its responsibilities. 5. ELECT shall ensure compliance with applicable state and federal law and policies related to the administration of elections.
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By my signature below, I certify that funding is available in accordance with the information above, in order to contract for these goods and/or services, and that procurement of the items listed, as a charge against the accounts indicated, is hereby authorized: **Any purchase that is for contractors must be approved by the Director of Operations and Commissioner.** Purchase of any IT equipment or services must be approved by IT. **Please allow enough time for signatures/procurement to meet your requested need by date.**

ELECT Manager Requesting Procurement Services				
Signature	Printed Name	Date	Title	Phone #


ELECT Chief Information Officer or Designee (IT purchases only)

Signature **Printed Name** **Date** **Title** **Phone #**

ELECT Business Manager (For purchases over \$5,000 only)

Signature **Printed Name** **Date** **Title** **Phone #**

ELECT Director of Operations



Signature DJ Geiger
Printed Name 12/19/2022
Date Director of Operations
Title 804-864-8904
Phone #

ELECT Commissioner (Required for Contractors)

Signature **Printed Name** **Date** **Title** **Phone #**

Freight shall be included as a line item (if not included in price of item).

Invoice to:

Department of Elections
Fiscal Services
1100 Bank Street, 1st Floor
Richmond, Virginia 23219



PURCHASE ORDER

Ordered On, 12/20/2022 at 10:05:05

Created By: Melanie Gilmer

Created On: 12/20/2022 10:05:05

SUPPLIER

Election Administration Resource Center

Attn: Rosemary Blizzard

Address: Tax Address

209 Cashwell Drive

Goldsboro, North Carolina 27534

UNITED STATES

Phone: 2525210327

E-mail: rosemary.blizzard@rcvresources.org

SWAM:

ORDER NO. PO04174702

Amendment: Original

Version:1

Organization: Department of Elections

Requestor: Melanie Gilmer

Phone: 804-593-2273

Email: melanie.gilmer@elections.virginia.gov

eVA Req#: REQ682245

SHIP TO

Department of Elections

Address:The Department of Elections

A13202, 1100 Bank Street

1st Floor

Richmond, Virginia 23219 UNITED STATES

Phone:

Email:

BILL TO

Department of Elections

Address:The Department of Elections

A13205, 1100 Bank Street

First Floor

Richmond, Virginia 23219 UNITED STATES

Phone:

Email:

Status: Ordered

Log in to your eVA account to view additional information:

Attachments? Yes

Payment via Charge Cards: No

ITEM NO	SUP. PART #	REFERENCE AND DESCRIPTION	DELIVERY DATE	QTY	UNIT	UNIT PRICE	TOTAL
1		Details: USB flash drives containing RCTab Deliver To: John Cronin Comments : Ranked Choice Voting Resources Center Quote Attached	1/19/2023	5.00	each	150.00	750.00
2		Details: "Support Services" -including training, technical support, consulting, voter education materials and guidance - that will enable ELECT to assist Virginia localities in using RCTab when conducting ranked choice voting elections.		1.00	fixed rate	2,500.00	2,500.00



PURCHASE ORDER

		Not to exceed \$2500.00 RCVRC Quote attached Term Date: 12/19/2022 - 12/31/2023					
		Deliver To: John Cronin Comments : Ranked Choice Voting Resources Center Quote attached.					

Total Cost

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PURCHASE ORDER

Comment: John Cronin

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Created By: Melanie Gilmer

Created On: 12/20/2022 10:05:05

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Attn: Rosemary Blizzard

Address: Tax Address

209 Cashwell Drive

Goldsboro, North Carolina 27534

UNITED STATES

Phone: 2525210327

E-mail: rosemary.blizzard@rcvresources.org

SWAM:

ORDER NO. PO04174702

Amendment: Original

Version:1

Organization: Department of Elections

Requestor: Melanie Gilmer

Phone: 804-593-2273

Email: melanie.gilmer@elections.virginia.gov

eVA Req#: REQ682245

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Richmond, Virginia 23219 UNITED STATES

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Phone:

Email:

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PURCHASE ORDER

Comment: John Cronin

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DRAFT QUOTE

[DATE]

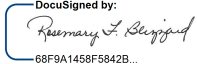
Ranked Choice Voting Resources Center (RCVRC)PO Box 5176
Kinston, NC 28503**Bill To:**Virginia Department of Elections (ELECT)
Washington Building, First Floor
1100 Bank Street
Richmond, VA 23219

Item	Item Number	Description	Need By	Quantity	Unit	Unit Price	Total
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4. ELECT shall provide the necessary information, staff, and resources to allow RCVRC to carry out its responsibilities.
5. ELECT shall ensure compliance with applicable state and federal law and policies related to the administration of elections.

Ranked Choice Voting Resource Center:

DocuSigned by:

Signed: _____
Printed Name: Rosemary Blizzard
Title: Interim Executive Director
Date: 12/15/2022

Virginia Department of Elections:

Signed: _____
Printed Name:
Title:
Date:

Fwd: RCVRC Quote

1 message

Cronin, John <john.cronin@elections.virginia.gov>

Thu, Dec 15, 2022 at 12:09 PM

To: Melanie Gilmer <melanie.gilmer@elections.virginia.gov>

Cc: Steven Koski <steve.koski@elections.virginia.gov>, Karen Hoyt-stewart <karen.hoyt-stewart@elections.virginia.gov>, "Lawless, Rachel" <rachel.lawless@elections.virginia.gov>, DJ Geiger <dj.geiger@elections.virginia.gov>, Kevin Hill <kevin.hill@elections.virginia.gov>

Hi all,

Just received the quote from the RCVRC, unedited, with their signature. Progress!

Melanie, are we good to proceed with entering in eVA?

----- Forwarded message -----

From: **Rosemary Blizzard** <rosemary.blizzard@rcvresources.org>

Date: Thu, Dec 15, 2022 at 11:11 AM

Subject: RCVRC Quote

To: Cronin, John <john.cronin@elections.virginia.gov>, Chris Hughes <chris.hughes@rcvresources.org>, Rene Rojas <rene.rojas@rcvresources.org>, Hoyt-stewart, Karen <karen.hoyt-stewart@elections.virginia.gov>

Hi John,

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Rosemary

Rosemary F. Blizzard
Interim Executive Director
Director of Operations & Finance

Ranked Choice Voting Resource Center

A division of the Election Administration Resource Center

252-521-0327

rosemary.blizzard@rcvresources.org

www.rcvresources.org

Facebook: [Ranked Choice Voting Resource Center](#)

Twitter: [@rcvresources](#)

LinkedIn: [Ranked Choice Voting Resource Center](#)

Instagram: [@rcvresources](#)

[Amazon Smile Donation Program](#)

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John

John W. Cronin, CAPM

EPMO Project Manager

Virginia Department of Elections


Office: (804) 864-8908

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 RCVRC_Quote.docx.pdf
262K



PURCHASE ORDER

Ordered On, 01/12/2023 at 16:24:38
Created By: Melanie Gilmer
Created On: 1/12/2023 16:24:38

SUPPLIER

Kelly Vance LLC
Attn: Kelly Vance
Address: Kelly Vance LLC
2208 Park Ave
Richmond, Virginia 23220-2715
UNITED STATES
Phone: 804-683-0111
E-mail: kelly@vanceagency.com
SWAM: Small Business; Women Owned Business;
Micro Business;

ORDER NO. P004190503

Amendment: Original
Version:1
Organization: Department of Elections
Requestor: Melanie Gilmer
Phone: 804-593-2273
Email: melanie.gilmer@elections.virginia.gov
eVA Req#: REQ698533

SHIP TO

Department of Elections
Address:The Department of Elections
A13202, 1100 Bank Street
1st Floor
Richmond, Virginia 23219 UNITED STATES
Delivery Contact:
Phone:
Email:

BILL TO

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Phone:
Email:

Status: Ordered

ITEM NO	SUP. PART #	REFERENCE AND DESCRIPTION	DELIVERY DATE	QTY	UNIT	UNIT PRICE	TOTAL
1		<p>Create a ranked choice "election-in-a-box" to support selected localities as they communicate to voters what to expect during the next election.</p> <p>1) Presentation deck 2) Communications toolkit</p> <p><small>Details: Create a ranked choice "election-in-a-box" to support selected localities as they communicate to voters what to expect during the next election.</small></p> <p>1) Presentation deck 2) Communications toolkit 3) Online training module 4) Public-facing polling location materials 5) Press release 6) Web page</p> <p><small>Budget Out of pocket/production costs: Explainer Videos \$65,000</small></p>	2/11/2023	1.00	fixed rate	115,000.00	115,000.00



PURCHASE ORDER

		Training Module \$30,000 Other (Translations, Accessibility, etc.)\$20,000 Total \$115,000					
2	Fees	Agency Fee \$130,000 Details: Agency Fee \$130,000 Comments : Kelly Vance LLC proposal attached.		1.00	fixed rate	130,000.00	130,000.00

Total Cost

245,000.00 USD



PURCHASE ORDER

Comment: Voter Education for Ranked Choice Voting Localities

Andrea Gaines

PURCHASE ORDER TERMS AND CONDITIONS

This order is governed in all respects by the laws of the Commonwealth of Virginia, including the Virginia Public Procurement Act, the Commonwealth of Virginia Agency Procurement and Surplus Property Manual, and the Commonwealth of Virginia Vendors Manual copies of which are available at www.eVA.virginia.gov. The stated price(s) include shipping FOB destination unless otherwise stated in the body of the order. In addition, this order is subject to an eVA transaction fee in accordance with the eVA Fee Schedule a copy of which is available at <https://dgs.virginia.gov/procurement/policy-consulting--review/policy>. This fee will be invoiced to your company approximately 60 days after the order issue date specified above, by the Commonwealth of Virginia, Department of General Services. Any modification to these terms must be agreed to in writing by both parties prior to performance of this order. This order may be subject to federal oversight. The vendor, as applicable, will comply with 2 CFR 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) Part 317-326 (Procurement Standards) and Section 2 CFR 200.404 (Cost Reasonableness).



Purchase Requisition

Workflow

Peard

<< Back to Catalog

Reset Allocations

Withdraw Requisition

Other Actions -

- Data has been saved
- The activity/Generate Rules has been automatically validated
- Register for the January 18th Buyer User Group. Click here: Registration Link**
- The activity/Requester Approval has been automatically validated
- Validated successfully
- State offices and eVA Customer Care will be closed Monday, January 16th and will reopen Tuesday, January 17th at 8:00AM.

Kelly Vance

Header

Name	ELECT/MFG/Kelly Vance LLC/Voter Education for Ranked Choice V...	Organization ⓘ	A132-SBE
Type	Purchase	PO Category	VR1 - Technology - Routine
Requester	Gilmer Melanie	Reference Number	
Procurement Transaction Type	Professional Services	Header Field 1	Header Field 2
Status	In progress		

Site map | Legal mentions



Voter Education for Ranked Choice Voting Localities

PROPOSAL

12.15.2022

Summary:

ELECT is required to provide voter education materials for localities who adopt ranked choice voting. These materials must be available 60 days before the election. For the June 2023 election, April 1st is the date materials need to be available to the public.

Goal:

Create a ranked choice "election-in-a-box" to support selected localities as they communicate to voters what to expect during the next election.

Targets:

Ranked Choice Voting will be introduced to Arlington in June 2023 with more localities (Charlottesville, etc.) to follow, either in June 2023 or in November 2023.

Strategy:

Our team will work with ELECT to produce a training module and supporting communications materials to help bring registrars, election officials, and volunteers in impacted localities up to speed about ranked choice voting. These materials will be packaged and delivered to these stakeholders *at least 60 days ahead of the next election.*

Our first step will be to survey ELECT registrars, election officials, and volunteers in impacted localities to help us determine which education tools would be most useful. We recommend conducting the survey first in January and again in June to evaluate the usefulness of the materials and training.

Insights from the post-election survey in June may inform additions and/or revisions to talking points, toolkit, and signage to be developed at least 60 days in advance of the November election.

Ranked Choice Voting Election-in-a-Box includes:

1) Presentation deck

We will design a presentation deck that ELECT can use to inform lawmakers and 3rd party organizations about ranked choice voting in Virginia.



2) Communications toolkit

We will develop a communications toolkit that includes talking points, FAQ, social media shareables, and explainer videos that ELECT can distribute to registrars and partners.

3) Online training module

We will coordinate with ELECT to produce an online training module designed to inform election officials and volunteers about ranked choice voting and its impact on the election process.

4) Public-facing polling location materials

We will develop print-ready art files for public-facing materials that impacted localities can print and use onsite at polling locations to alert and educate voters about the new process for casting a ballot (e.g., exterior signage, table signage, volunteer visual aids, in-booth ballot marking instruction guide).

5) Press release

ELECT will announce its voter education efforts in early spring, to alert media about ranked choice and call attention to forthcoming public education efforts. We can help ELECT by drafting the release, but it's important that ELECT handle distribution.

6) Web page

ELECT will create a web page specifically for ranked choice voting. If needed, we will provide some direction.

Timing & Tactics

Project would need to commence on or before Jan. 2, 2022 to complete the deliverables as outlined in the proposed launch timeline below.

January

- Education tools survey ELECT to registrars, election officials, and volunteers

March

- Education presentation deck for lawmakers and 3rd party organizations
- Talking points for registrars
- Internal communications toolkit for registrars and ELECT partners—FAQ, social media shareables, explainer videos



SIDDALL
COMMUNICATIONS, LLC

April

- Training module for registrars, election officials, and volunteers
- Print-ready art files for public-facing polling location materials—exterior signage, table signage, volunteer visual aids, and in-booth ballot marking instruction guide
- Press release (ELECT)
- Web page (ELECT)

June

- Education tools survey to ELECT registrars, election officials, and volunteers

July-Aug

- Additional shareables and/or changes to talking points, communications toolkit, or signage for the November election—this does not include any changes to the video(s) or training module

Metrics

- Survey evaluation
- Training module participation and feedback

Budget

Out of pocket/production costs		\$115,000
Explainer Videos	\$65,000	
Training Module	\$30,000	
Other (Translations, Accessibility, etc.)	\$20,000	

Out of pocket costs are billed as actual, pass through costs with no markup. We will submit estimates for client approval before incurring any costs.

Agency Fee		\$130,000
TOTAL		\$245,000



SIDDALL
COMMUNICATIONS, LLC



Gilmer, Melanie <melanie.gilmer@elections.virginia.gov>

PURCHASE ORDER REQUEST - Rank Choice Voting SOW

1 message

Gaines, Andrea <andrea.gaines@elections.virginia.gov>
To: Melanie Gilmer <melanie.gilmer@elections.virginia.gov>

Wed, Jan 4, 2023 at 9:13 AM

Hello Melanie -

Please see the attached scope of work for the requested purchase order. Let me know if you need any additional information. We are trying to get our project started as soon as possible.

Thank you,
Andrea

 **ELECT Ranked Choice Voting Updated CORRECTED 12.16.2022 (1).pdf**
152K



Gilmer, Melanie <melanie.gilmer@elections.virginia.gov>

Fwd: Rank choice voting plan

1 message

Gaines, Andrea <andrea.gaines@elections.virginia.gov>

Tue, Jan 3, 2023 at 2:46 PM

To: "Beals, Susan" <susan.beals@elections.virginia.gov>

Cc: Kevin Hill <kevin.hill@elections.virginia.gov>, Melanie Gilmer <melanie.gilmer@elections.virginia.gov>

Susan - Please see below. Can we move forward with the purchase order? We have to do this in order for the team to get started.

Thanks!

Dre

----- Forwarded message -----

From: **Kelly Vance** <kelly@vanceagency.com>

Date: Tue, Jan 3, 2023 at 2:42 PM

Subject: Re: Rank choice voting plan

To: Gaines, Andrea <andrea.gaines@elections.virginia.gov>

Cc: Dionne Kumpe <dkumpe@siddall.com>

Hey Andrea,

Happy New Year! Looking forward to our meeting this afternoon. Now that the plan has been approved, is there anything else that you need us to provide so that a new purchase order can be put in place?

Thank you!

Kelly

Kelly Vance

(804) 683-0111

www.vanceagency.com



On Tue, Dec 20, 2022 at 8:00 AM Gaines, Andrea <andrea.gaines@elections.virginia.gov> wrote:

Kelly and Dionne

I just wanted to let you know that your plan is approved ; we can move forward with the rank choice voting education plan.

Thanks,
Andrea

VA-ELECT-23-1124-C-000208

Andrea Gaines
External Affairs Manager
Virginia Department of Elections
1100 Bank St., 1st Floor, Richmond, VA 23219
Cell: (804) 263-5752
Email: Andrea.Gaines@elections.virginia.gov
Website: Vote.Virginia.gov|Follow us @VaELECT

Disclaimer: This message, including any attachments, may summarize laws, regulations and policies of the Virginia Department of Elections or the Commonwealth of Virginia. Furthermore, this message and any responses sent to this email address may be subject to public disclosure under FOIA. For more information, please call the Virginia Department of Elections at 1-800-552-9745 or visit <https://www.elections.virginia.gov/e-mail-disclaimer/index.html>.

Re: PURCHASE ORDER REQUEST - Rank Choice Voting SOW

1 message

Hill, Kevin <kevin.hill@elections.virginia.gov>
To: "Gilmer, Melanie" <melanie.gilmer@elections.virginia.gov>

Mon, Jan 9, 2023 at 2:36 PM

Approved

Kevin A. Hill/Business Manager

Virginia Department of Elections

Kevin.Hill@elections.virginia.gov

Washington Building | 1100 Bank Street, Richmond, VA 23219

(804)864-8950

Disclaimer: This message, including any attachments, may summarize laws, regulations and policies of the Virginia Department of Elections or the Commonwealth of Virginia. Furthermore, this message and any responses sent to this email address may be subject to public disclosure under FOIA. For more information, please call the Virginia Department of Elections at 1-800-552-9745 or visit <http://elections.virginia.gov/index.php/email-disclaimer>.

On Mon, Jan 9, 2023 at 2:25 PM Gilmer, Melanie <melanie.gilmer@elections.virginia.gov> wrote:
Kevin,

I spoke with Jasmine & the Siddall RFP has not been completed yet, however we are approved to enter under Kelly Vance. Please see the Quote attached and if ok to enter?

Thank you,
Melanie Gilmer
Procurement Officer
Department of Elections
Melanie.Gilmer@elections.virginia.gov
(804) 593-2273

Disclaimer: This message, including any attachments, may summarize laws, regulations and policies of the Virginia Department of Elections or the Commonwealth of Virginia. Furthermore, this message and any responses sent to this email address may be subject to public disclosure under FOIA. For more information, please call the Virginia Department of Elections at 1-800-552-9745 or visit [https://www.elections.virginia.gov/e-mail-\(804\)593-2273disclaimer/index.html](https://www.elections.virginia.gov/e-mail-(804)593-2273disclaimer/index.html).

----- Forwarded message -----

From: **Gaines, Andrea** <andrea.gaines@elections.virginia.gov>
Date: Wed, Jan 4, 2023 at 9:14 AM
Subject: PURCHASE ORDER REQUEST - Rank Choice Voting SOW
To: Melanie Gilmer <melanie.gilmer@elections.virginia.gov>

Hello Melanie -

Please see the attached scope of work for the requested purchase order. Let me know if you need any additional information. We are trying to get our project started as soon as possible.

Thank you,
Andrea

 AMERICAN
OVERSIGHT

Exemption Statement

The Department of Elections is utilizing the exemption from purchasing and procurement requirements as provided in § 24.2-602 of the Code of Virginia “Exemption for ballots and election materials from certain purchasing and procurement requirements” for materials and services essential to the conduct of elections. At this point, all of our procurement actions necessitate a much faster timeline than normal procurement policies provide in order to ensure the proper conduct of the upcoming election. The Department of Elections will take all actions available to ensure we are obtaining the best value available when utilizing taxpayer funds.

Fwd: Chat with Susan Beals "Melanie - I approved the EVA email I got for VA..."

1 message

Melanie Gilmer <melanie.gilmer@elections.virginia.gov>
To: Melanie Gilmer <melanie.gilmer@elections.virginia.gov>

Thu, Jan 12, 2023 at 11:59 AM

Forwarded chat with [Susan Beals](#)



Susan Beals

Melanie - I approved the EVA email I got for VANCE. Please let me know if you need anything else from me. Thanks!

Open message

From: [Nichols, David \(ELECT\)](#)
To: [Election Administration \(ELECT\)](#)
Cc: [Beals, Susan \(ELECT\)](#)
Subject: Fwd: HD 84
Date: Friday, March 3, 2023 7:57:54 AM

ERS folks, it seems we have another potential issue from the RPVA. Please handle this in the same manner as the previous one.

-dave

Sent from my T-Mobile 5G Device
Get [Outlook for Android](#)

From: Chris Marston <chris@virginia.gop>
Sent: Thursday, March 2, 2023 5:07:10 PM
To: Nichols, David (ELECT) <David.Nichols@elections.virginia.gov>
Subject: HD 84

Dave,

The same issue I contacted you about on SD 17 is likely to occur in HD 84.

Thanks,
Chris

From: David.Nichols@elections.virginia.gov
 To: Chris.Martinez@elections.virginia.gov
 Subject: Fwd: Simple Question: Which ELECTION source is supposed to be "authoritative"?
 Date: Tuesday, January 3, 2023 12:24 PM
 Attachments: [Screenshot of ELECTION results](#)

We should probably discuss this before we respond. May want to get some IT folks involved.
 -Dave

Dave Nichols (he/him)
 Election Services Manager
 Virginia Department of Elections
 1100 Bank of America
 4th Floor
 4400 Westpark Drive
 Fairfax, VA 22031
 800.694.6922 (TDD)
 703.444.2418 (Voice)
dave.nichols@elections.virginia.gov | Follow us @VoteVA

Department of Elections (ELECTIONS)
 Mission: To provide the Virginia Department of Elections with accurate, timely, and secure information and data to support the administration of the Commonwealth's Virginia elections. To ensure the integrity and security of the election process. To provide the Virginia Department of Elections with accurate, timely, and secure information and data to support the administration of the Commonwealth's Virginia elections.

----- Forwarded message -----
 From: **Chris Martinez** <Chris.Martinez@elections.virginia.gov>
 Date: Tue, Jan 3, 2023 at 10:58 AM
 Subject: Fwd: Simple Question: Which ELECTION data source is supposed to be "authoritative"?
 To: Nichols, David <dave.nichols@elections.virginia.gov>

Dave,
 Here's the latest from Jon Larson. He's concerned that the data retrieved from the JSON links and the CSV downloads are different.
 Can you ask the IT folks to take a look?

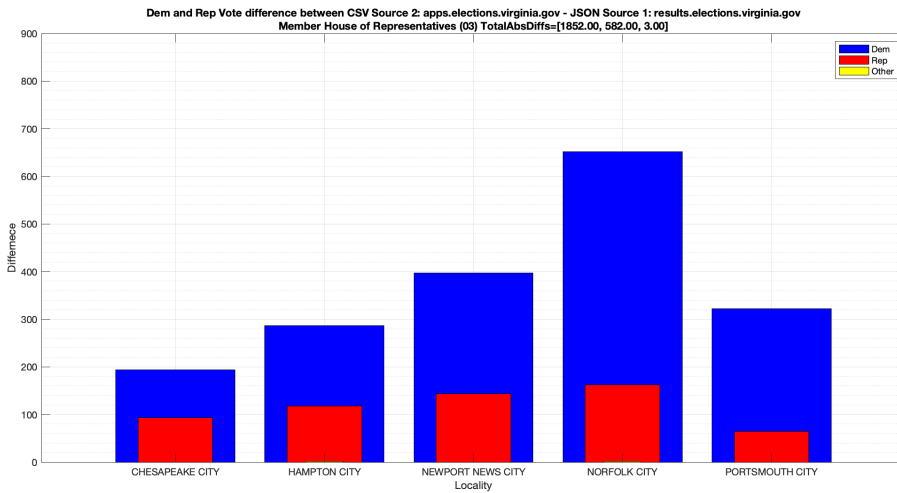
Thanks,
 Chris

----- Forwarded message -----
 From: **Chris Martinez** <Chris.Martinez@elections.virginia.gov>
 Date: Tue, Jan 3, 2023 at 10:41 AM
 Subject: Fwd: Simple Question: Which ELECTION data source is supposed to be "authoritative"?
 To: Chris Martinez <Chris.Martinez@elections.virginia.gov>

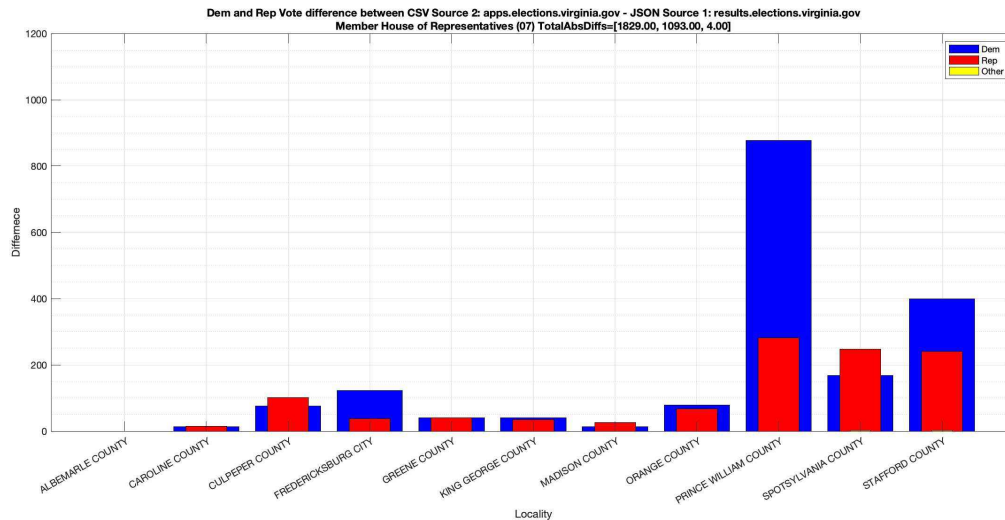
----- Forwarded message -----
 From: **JE** <je@elections.virginia.gov>
 Date: Mon, Jan 2, 2023 at 3:30 AM
 Subject: Simple Question: Which ELECTION data source is supposed to be "authoritative"?
 To: Christine Brite <christinebrite@elections.virginia.gov>, Elizabeth Block <elizabethblock@elections.virginia.gov>, Venky Madreddi <venky.madreddi@elections.virginia.gov>, TravelingDJ <travelingdj@elections.virginia.gov>, Dave <dave.nichols@elections.virginia.gov>, Erin Marie Joyce (EPEC) <erinmariej@elections.virginia.gov>, Ishbi <ishbi@elections.virginia.gov>, cy5053 <cy5053@elections.virginia.gov>, David Scott <david.scott@elections.virginia.gov>, Ken Lubbe <ken.lubbe@elections.virginia.gov>, Richard H Naigle <richardhnaigle@gmail.com>, Steven Oberlander <steven.oberlander@gmail.com>, Clara Belle Wheeler <clara.belle.wheeler@elections.virginia.gov>, Lynn Taylor <lynn.taylor@elections.virginia.gov>, Chris Martinez <Chris.Martinez@elections.virginia.gov>

ELECTION has both JSON and CSV files available that report the election results for 2022 on their website. The difference between the two datasets is that the JSON results parse out the CAP returns back to their home precincts (as required by new law) and the CSV results keep the CAP data in their own virtual precincts. One should be able to sum all the data for a given race or locality in the CSV files, and the corresponding data in the JSON files and have them agree. Yes? Since we are summing all of the data for a particular race, or for a particular locality, it logically shouldn't matter that the data in one set is split by precincts and the data in the other contains splits by CAP. Which of these datasets is supposed to be authoritative? I ask because they do not agree.

For example, in the "Member House of Representatives" race for District 03, the CSV data reports 1852 more democratic votes and 582 more republican votes than the corresponding JSON data files.



Likewise for "Member House of Representatives" in District 07, the CSV data reports 1829 more democratic votes and 1093 more republican votes than the corresponding JSON data files.



So which data source am I supposed to use as the authoritative source?

Note: The data above was downloaded from ELECTION servers on 2022-12-27 for the JSON data, and 2023-12-24 for the CSV data.

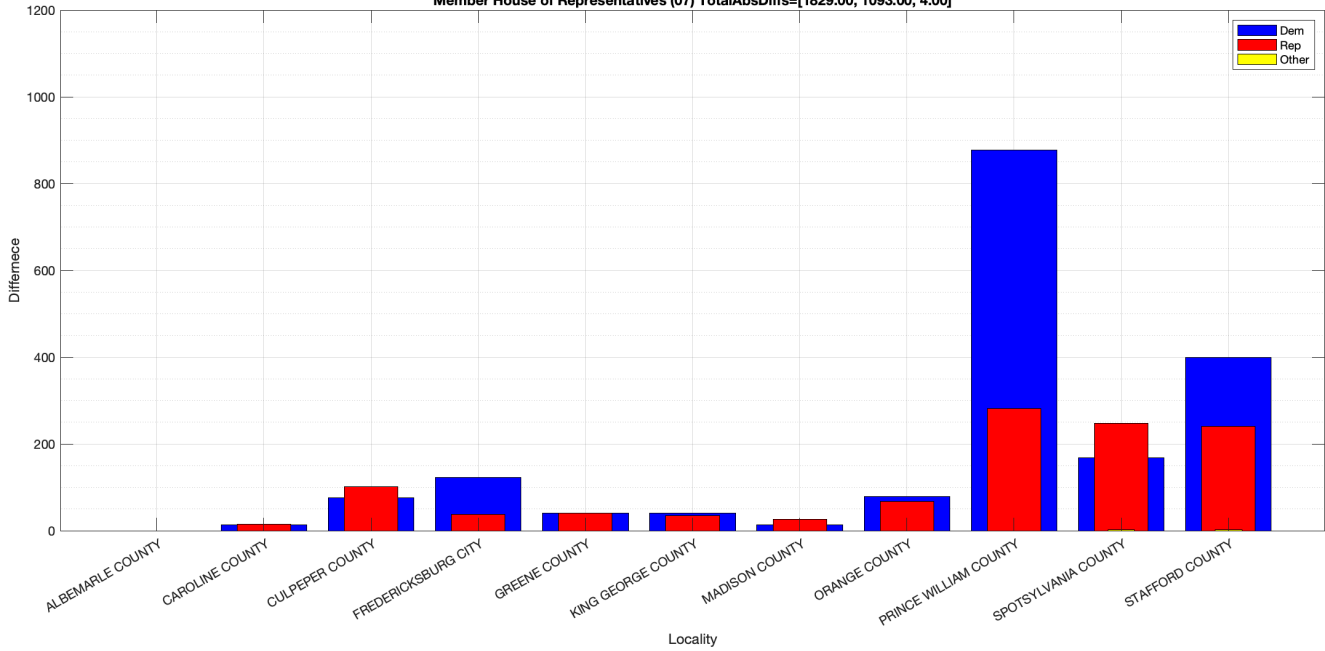
CSV Data Link: <https://apps.elections.virginia.gov/CSV/ELECTION/>

JSON Data Link: <https://results.elections.virginia.gov/elections/2022/2022/01/MemberHouse03/MemberHouse03Statistics/index.html>

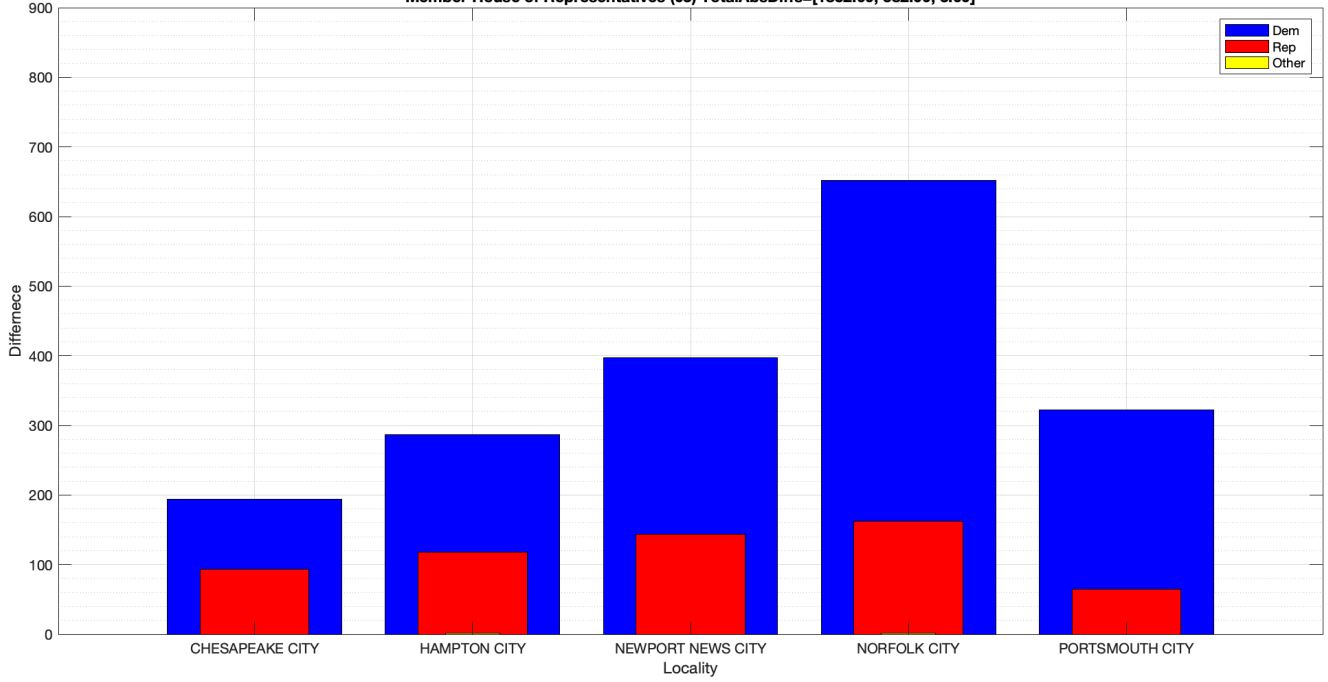
I did this analysis for each of the Member of House of Reps races in each district as well as Statewide by party for all races. For EPEC team members, all of this data and graphics are available on the EPEC file share: EPEC/Results2022_CSV_JSON_diff

Jon

Dem and Rep Vote difference between CSV Source 2: apps.elections.virginia.gov - JSON Source 1: results.elections.virginia.gov
 Member House of Representatives (07) TotalAbsDiffs=[1829.00, 1093.00, 4.00]



Dem and Rep Vote difference between CSV Source 2: apps.elections.virginia.gov - JSON Source 1: results.elections.virginia.gov
Member House of Representatives (03) TotalAbsDiffs=[1852.00, 582.00, 3.00]



DEPARTMENT OF ELECTIONS INTERNAL PURCHASE REQUEST

Vendor Name	Ranked Choice Voting Resource Center (RCVRC)	Delivery (Division/Unit)	Department of Elections
Address	PO Box 5176	Delivery Street Address	1100 Bank Street, 1 st Floor
City, State, Zip	Kinston, NC 28503	City, State, Zip	Richmond, VA 23219
DGS/DPS/VITA Contract #		Contact Person/ Phone #	
Vendor Contact/Phone #	Rosemary Blizzard / 252-521-0327	Date Needed	
Vendor E-mail Contact	rosemary.blizzard@rcvresources.org		

ACCOUNT	FUND	COST CODE	ITEM NUMBER	DESCRIPTION	QTY	UNIT OF MEASURE	UNIT COST	TOTAL
				USB flash drives containing RCTab tabulation software	5	Each	\$150.00	\$750.00
				“Support Services” - including training, technical support, consulting, and voter education materials and guidance - that will enable ELECT to assist Virginia localities in using RCTab when conducting ranked choice voting elections.	N/A	Each		NOT TO EXCEED \$2,500.00
GRAND TOTAL SHALL NOT EXCEED:								

Justification: (Required)	The RCVRC's tabulation software will be used by ELECT to conduct ranked choice voting tabulation and determine election results.	Comments:	<p>Statement of Work (SOW):</p> <ol style="list-style-type: none"> 1. RCVRC shall provide support services through December 31, 2023. 2. RCVRC shall provide an invoice for Support Services performed; ELECT shall remit payment within 30 days of an invoice date. 3. RCVRC shall immediately report any incidents involving suspected security breaches or violations to ELECT. 4. ELECT shall provide the necessary information, staff, and resources to allow RCVRC to carry out its responsibilities. 5. ELECT shall ensure compliance with applicable state and federal law and policies related to the administration of elections.
----------------------------------	--	------------------	---

By my signature below, I certify that funding is available in accordance with the information above, in order to contract for these goods and/or services, and that procurement of the items listed, as a charge against the accounts indicated, is hereby authorized: **Any purchase that is for contractors must be approved by the Director of Operations and Commissioner.** Purchase of any IT equipment or services must be approved by IT. **Please allow enough time for signatures/procurement to meet your requested need by date.**

ELECT Manager Requesting Procurement Services				
Signature	Printed Name	Date	Title	Phone #


ELECT Chief Information Officer or Designee (IT purchases only)

Signature **Printed Name** **Date** **Title** **Phone #**

ELECT Business Manager (For purchases over \$5,000 only)

Signature **Printed Name** **Date** **Title** **Phone #**

ELECT Director of Operations



Signature DJ Geiger
Printed Name 12/19/2022
Date Director of Operations
Title 804-864-8904
Phone #

ELECT Commissioner (Required for Contractors)

Signature **Printed Name** **Date** **Title** **Phone #**

Freight shall be included as a line item (if not included in price of item).

Invoice to:

Department of Elections
Fiscal Services
1100 Bank Street, 1st Floor
Richmond, Virginia 23219

From: [Ken Nunnenkamp](#)
To: [Beals, Susan \(ELECT\)](#)
Cc: [Anderson, Richard L.](#); [Kristi Way](#); lgoodman@wiley.law
Subject: Letter from RPV Chairman
Date: Tuesday, March 7, 2023 7:37:46 PM
Attachments: [RPV Letter to SBE Mar 2023.pdf](#)

Commissioner Beals,

Please find attached to this email a letter from Chairman Rich Anderson of the Republican Party of Virginia concerning methods of nomination for Senate District 17 and House District 84.

Thank you,

Ken Nunnenkamp
Executive Director, RPV



Republican Party of Virginia

www.virginia.gop

March 7, 2023

Susan Beals, Commissioner
Department of Elections
1100 Bank St Fl 1
Richmond VA 23219

VIA Email

Re: Republican Party of Virginia Nominations in Senate District 17 and House District 84

Dear Commissioner Beals:

I write regarding the determination of the method of nominating Republican candidates for Senate District 17 and House District 84.

As you know, Va. Code § 24.2-509 vests the right to determine the method by which a party nominates its candidates in the “duly constituted authorities of the political party for the district...” The Republican Party of Virginia establishes Legislative District Committees as the Party’s authorities for these districts. Section 24.2-516 directs the district chairmen of political parties to notify the State Board of Elections whether or not a direct primary has been adopted by the duly constituted district committee as the method. The chairmen have a ministerial duty, not a discretionary authority, to provide this notice. The decision to adopt a method is vested in the duly constituted and recognized Legislative District Committee, not its chairman.

The duly constituted Committees for Senate District 17 and House District 84 did **not** adopt a direct primary as the method of nomination for these offices. Any notice to the contrary you might have received from the Chairmen of these Committees is inaccurate and should be disregarded.

I appreciate your assistance in ensuring that the rights of the duly constituted authorities of the Republican Party of Virginia and its subordinate committees are respected. Should you have any questions or concerns, please contact me.

Sincerely,

Rich Anderson
Chairman

The Richard D. Obenshain Center • 115 East Grace Street • Richmond, Virginia 23219 • 804-780-0111

PAID FOR AND AUTHORIZED BY THE REPUBLICAN PARTY OF VIRGINIA. CONTRIBUTIONS ARE NOT TAX DEDUCTIBLE.

VA-ELECT-23-1124-C-000220

From: Mac Warner
To: Beals, Susan (ELECT)
Subject: Phone #
Date: Wednesday, May 17, 2023 1:53:21 PM

Susan, first congratulations on your departure from Eric.

I've got another situation I'd like to run by you when you have a moment. Would you send me your phone number, or give me a call?

Thanks,

Mac Warner
West Virginia Secretary of State



Sent from my iPhone



PURCHASE ORDER

Ordered On, 12/20/2022 at 10:05:05

Created By: Melanie Gilmer

Created On: 12/20/2022 10:05:05

SUPPLIER

Election Administration Resource Center

Attn: Rosemary Blizzard

Address: Tax Address

209 Cashwell Drive

Goldsboro, North Carolina 27534

UNITED STATES

Phone: 2525210327

E-mail: rosemary.blizzard@rcvresources.org

SWAM:

ORDER NO. PO04174702

Amendment: Original

Version:1

Organization: Department of Elections

Requestor: Melanie Gilmer

Phone: 804-593-2273

Email: melanie.gilmer@elections.virginia.gov

eVA Req#: REQ682245

SHIP TO

Department of Elections

Address:The Department of Elections

A13202, 1100 Bank Street

1st Floor

Richmond, Virginia 23219 UNITED STATES

Phone:

Email:

BILL TO

Department of Elections

Address:The Department of Elections

A13205, 1100 Bank Street

First Floor

Richmond, Virginia 23219 UNITED STATES

Phone:

Email:

Status: Ordered

Log in to your eVA account to view additional information:

Attachments? Yes

Payment via Charge Cards: No

ITEM NO	SUP. PART #	REFERENCE AND DESCRIPTION	DELIVERY DATE	QTY	UNIT	UNIT PRICE	TOTAL
1		Details: USB flash drives containing RCTab Deliver To: John Cronin Comments : Ranked Choice Voting Resources Center Quote Attached	1/19/2023	5.00	each	150.00	750.00
2		Details: "Support Services" -including training, technical support, consulting, voter education materials and guidance - that will enable ELECT to assist Virginia localities in using RCTab when conducting ranked choice voting elections.		1.00	fixed rate	2,500.00	2,500.00



PURCHASE ORDER

		Not to exceed \$2500.00 RCVRC Quote attached Term Date: 12/19/2022 - 12/31/2023					
		Deliver To: John Cronin Comments : Ranked Choice Voting Resources Center Quote attached.					

Total Cost

3,250.00 USD



PURCHASE ORDER

Comment: John Cronin

PURCHASE ORDER TERMS AND CONDITIONS

This order is governed in all respects by the laws of the Commonwealth of Virginia, including the Virginia Public Procurement Act, the Commonwealth of Virginia Agency Procurement and Surplus Property Manual, and the Commonwealth of Virginia Vendors Manual copies of which are available at www.eVA.virginia.gov. The stated price(s) include shipping FOB destination unless otherwise stated in the body of the order. In addition, this order is subject to an eVA transaction fee in accordance with the eVA Fee Schedule a copy of which is available at <https://dgs.virginia.gov/procurement/policy-consulting--review/policy>. This fee will be invoiced to your company approximately 60 days after the order issue date specified above, by the Commonwealth of Virginia, Department of General Services. Any modification to these terms must be agreed to in writing by both parties prior to performance of this order. This order may be subject to federal oversight. The vendor, as applicable, will comply with 2 CFR 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) Part 317-326 (Procurement Standards) and Section 2 CFR 200.404 (Cost Reasonableness).

DRAFT QUOTE

[DATE]

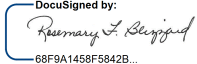
**Ranked Choice Voting Resources Center
(RCVRC)**PO Box 5176
Kinston, NC 28503**Bill To:**Virginia Department of Elections (ELECT)
Washington Building, First Floor
1100 Bank Street
Richmond, VA 23219

Item	Item Number	Description	Need By	Quantity	Unit	Unit Price	Total
1		USB flash drives containing RCTab		5	each	\$150.00	\$750.00
2		“Support Services” - including training, technical support, consulting, and voter education materials and guidance - that will enable ELECT to assist Virginia localities in using RCTab when conducting ranked choice voting elections.		N/A	each		NOT TO EXCEED \$2,500.00

Statement of Work (SOW):

1. RCVRC shall provide support services through December 31, 2023.
2. RCVRC shall provide an invoice for Support Services performed; ELECT shall remit payment within 30 days of an invoice date.
3. RCVRC shall immediately report any incidents involving suspected security breaches or violations to ELECT.
4. ELECT shall provide the necessary information, staff, and resources to allow RCVRC to carry out its responsibilities.
5. ELECT shall ensure compliance with applicable state and federal law and policies related to the administration of elections.

Ranked Choice Voting Resource Center:

DocuSigned by:

Signed: _____
Printed Name: Rosemary Blizzard
Title: Interim Executive Director
Date: 12/15/2022

Virginia Department of Elections:

Signed: _____
Printed Name:
Title:
Date:

From: [Rich Anderson](#)
To: [Beals, Susan \(ELECT\)](#)
Cc: [RPV Vice Chair Kristi Way](#); [Lee Goodman](#); [Ken Nunnenkamp](#)
Subject: Re: Attached RPV Notification Regarding the 17th SD and 84th HD
Date: Thursday, March 9, 2023 4:55:18 PM
Attachments: [image002.png](#)
[image004.png](#)
[Exhibits A-F_merged\[1\].pdf](#)

Dear Commissioner Beals,

Attached are the exhibits that accompany my below-captioned correspondence.



RICHARD L. ANDERSON

31st Chairman, Virginia.GOP

Member, Virginia General Assembly (2010-2018)

Colonel, United States Air Force (1979-2009)



It's Time to Fight and Win Again!

(M) 703-282-9653, Rich@RichAnderson.com

Facebook: [@RPVChairRichAnderson](#)

Twitter: [@RichAndersonRPV](#)

From: Richard Anderson <Rich@RichAnderson.com>

Date: Thursday, March 9, 2023 at 4:40 PM

To: Susan Beals <susan.beals@elections.virginia.gov>

Cc: RPV Vice Chair Kristi Way <kristiway@gmail.com>, Lee Goodman <lgoodman@wiley.law>, Ken Nunnenkamp <ken@virginia.gop>

Subject: Attached RPV Notification Regarding the 17th SD and 84th HD

Dear Commissioner Beals,

Attached is my correspondence regarding the submissions by the 17th SD and 84th HD Legislative District Committees.



RICHARD L. ANDERSON

31st Chairman, Virginia.GOP

Member, Virginia General Assembly (2010-2018)

Colonel, United States Air Force (1979-2009)



AMERICAN
OVERSIGHT

VA-ELECT-23-1124-C-000226

It's Time to Fight and Win Again!

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Facebook: [@RPVChairRichAnderson](https://www.facebook.com/RPVChairRichAnderson)

Twitter: [@RichAndersonRPV](https://twitter.com/RichAndersonRPV)

REPUBLICAN PARTY OF
VIRGINIA

Plan of Organization



115 East Grace Street
Richmond, Virginia 23219
(804) 780-0111
<http://www.virginia.gop>
As amended December 3, 2021

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ADOPTED	February 12, 1972	March 8, 2008
AMENDED	March 23, 1972	November 7, 2009
	February 24, 1973	November 19, 2010
	April 26, 1975	February 16, 2013
	March 27, 1976	December 6, 2013
	June 29, 1979	March 22, 2014
	September 15, 1979	December 5, 2014
	September 27, 1980	June 27, 2015
RESTATED	June 1, 1985	December 11, 2015
AMENDED	June 14, 1986	January 30, 2016
	April 28, 1990	April 29, 2016
	July 28, 1990	December 14, 2018
	June 8, 1991	September 7, 2019
	May 30, 1992	December 6, 2019
	August 26, 1995	April 4, 2020
	December 5, 1998	April 18, 2020
	December 1, 2001	August 1, 2020
	June 28, 2002	August 15, 2020
	June 4, 2004	December 5, 2020
	October 2, 2004	February 23, 2021
	October 1, 2005	March 12, 2021
	December 2, 2006	August 14, 2021
	October 13, 2007	December 3, 2021

PREAMBLE

The Republican Party of Virginia is a free association organized for the purposes of promoting the principles and achieving the objectives of the Republican Party, electing duly nominated or designated Republican candidates to public office, and performing official actions within the Commonwealth of Virginia, consistent with these purposes.

ARTICLE I Participation in Party Actions

SECTION A. Qualifications

1. All legal and qualified voters 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 districts.
2. A voter who, subsequent to making a statement of intent, publicly supports a candidate in opposition to a Republican nominee shall not be qualified for participation in party actions as defined in Article I for a period of four (4) years.
3. Paragraphs 4 and 5 shall cease having any effect at such time as the Election Laws of the Commonwealth of Virginia shall provide for party registration, at which time only those registered as Republicans may be deemed to be in accord with the principles of the Republican Party, unless otherwise stipulated by the appropriate Official Committee.
4. In addition to the foregoing, to be in accord with the principles of the Republican Party, unless otherwise stipulated by the appropriate Official Committee, a person otherwise qualified hereunder shall not have participated in Virginia in the nomination process of a party other than the Republican Party with in the last five years.
5. A single exception to Paragraph 4 shall be approved for a voter that 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 the writing, to support the nominees of the Republican Party in the future. Any voter that 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 this paragraph thereafter. Within 30 days of receipt, the Official Committee shall provide a copy of this signed renunciation statement to the Republican Party of Virginia, to be maintained for a period of 5 years.
6. In order to be eligible for election as a Delegate or Alternate Delegate to any convention, an individual must be registered to vote no later than the pre-filing deadline established by the Official Committee or, if pre-filing is not a requirement, no later than the date of election as a Delegate. 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 the 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.

In order to be eligible for appointment or designation to an Official Committee, or any subcommittee that establishes or recommends rules governing any Official Committee, an individual must be a member of a unit committee or one of the organizations granted representation on the State Central Committee. This requirement shall not apply to the State Finance Chairman or to the members of the State Finance Committee, or its equivalent of any Official Committee.

Participation in the nomination of any candidate for public office may not be conditioned on the payment of a registration fee, except as provided for in Article VIII, Section A.1.e.

ARTICLE II

Definitions

1. "State Party" or "Party" or "RPV" means Republican Party of Virginia.
2. "State Party Plan" means Plan of Organization of the Republican Party of Virginia.
3. "State Central Committee" means State Central Committee of the Republican Party of Virginia.
4. "Election District" means the City, County, ward of a City, magisterial district of a County, precinct, or portions or combinations of such political subdivisions which comprise the area defined by law in which an election is to be held.
5. "Congressional District" means the Election District for a member of the House of Representatives of the United States Congress.
6. "District" means Congressional District unless otherwise designated.
7. "Legislative District" means the Election District for a member of the House of Delegates or the State Senate of the Virginia General Assembly.
8. "District Committee" means Republican Congressional District Committee for each Congressional District.
9. "Legislative District Committee" means Republican District Committee for each State Senatorial District and each House of Delegates District as the context may require.
10. "County Committee" means County Committee for the Republican Party for each county.
11. "City Committee" means City Committee for the Republican Party for each City.
12. "Unit" means County or City.
13. "Unit Committee" means County Committee or City Committee.
14. "Republican Party Voting Strength" means a uniform ratio of the votes cast in a political subdivision for the Republican candidates for Governor and President to the total votes cast in the entire Election District for the Republican candidates for Governor and President in the last preceding Gubernatorial and Presidential elections, as calculated according to Article VIII, Section F.
15. "Quadrennial State Convention" means the State Convention held in Presidential election years for the purposes of nominating electors-at-large to the Electoral College and electing delegates-at-large and alternates-at-large to the Quadrennial National Republican Convention.
16. "Quadrennial District Convention" means the District Convention held in Presidential election years for the purposes of nominating an elector to the Electoral College and electing Delegates and Alternates to the Quadrennial National Republican Convention.
17. "Biennial District Convention" means the District Convention held in Congressional election years and is the same as the Quadrennial District Convention in Presidential election years.

18. "Official Committees" are the State Central Committee, each District Committee, each Legislative District Committee, and each Unit Committee.
19. "Ex-Officio" means the person holding the office and shall not be construed to mean with or without vote.
20. "Mass Meeting" is as defined in *Robert's Rules of Order* subject to the provisions of the State Party Plan.
21. "Party Canvass" is a method of electing chairmen and members of Official Committees, delegates to Conventions, or Party nominees which shall include pre-filing candidacies, then secret balloting by Party members at convenient polling places and hours after proper notice. Any Party Canvass that includes more than one (1) Unit shall have no less than one (1) polling place in each Unit unless this requirement is waived by a unanimous vote of all of the voting members of the Committee.
22. "Convention" is as defined in *Robert's Rules of Order* subject to the provisions of the State Party Plan.
23. "Primary" is as defined in and subject to the Election Laws of the Commonwealth of Virginia, except to the extent that any provisions of such laws conflict with this Plan, infringe the right to freedom of association, or are otherwise invalid.
24. "*Robert's Rules of Order*" shall mean the then current edition of *Robert's Rules of Order, Newly Revised*.
25. "Military Member" shall mean any member of the Virginia National Guard, or the United States Armed Forces, Merchant Marine, or Coast Guard, who is currently serving on active duty or who expects to be on active duty at the time of a particular mass meeting or convention.
26. "Political Party" means a formal organization which nominates candidates for public office.
27. "Ranked choice voting" shall mean a system of election in which each voter ranks candidates in order of preference (first, second, third, etc.) and ballots are tabulated sequentially identifying the candidate with the least support, eliminating that candidate, and transferring those votes to the next-ranked candidate on each ballot, until there are only as many candidates left as seats available.
28. "Signed by" shall mean, for purposes of Article VII, Section C, and Article X, Section B, accompanied by one or more pages of original signatures in ink, or evidence of electronic signatures consistent with the Uniform Electronic Transactions Act, Code of Virginia, section 59.1-479 *et seq.*

With respect to this document, whenever the singular or plural number, or masculine or feminine or neutral gender, is used herein, it shall equally include the others as the context may require. Definitions not set forth above, to the extent found therein and where not otherwise inconsistent with Article VII, Section H and Article VIII, Section I.4 of the State Party Plan, shall be those set forth in *Robert's Rules of Order*.

ARTICLE III

State Central Committee

Section A. Membership

The membership of the State Central Committee shall consist of the following:

1. State Chairman
2. First Vice Chairman
3. Two (2) Vice Chairmen from the Eastern part of the State.
4. Two (2) Vice Chairmen for the Western part of the State.

5. Two (2) National Committee members.
6. President, ex officio, and two (2) elected representatives of the Virginia Federation of Republican Women.
7. President, ex officio, and two (2) elected representatives of the Young Republican Federation of Virginia.
8. President, ex officio, and two (2) elected representatives of the College Republican Federation of Virginia.
9. District Chairman of each District, ex officio.
10. Three members from each District.
11. One (1) additional member from each District that cast its plurality vote for the Republican Presidential nominee in the last preceding Presidential election.
12. One (1) additional member for each District represented by a Republican member of Congress.
13. Four (4) Republican members of the General Assembly, equally divided between each house.
14. State Treasurer and Finance Chairman.
14. State Secretary
15. Budget Director and General Counsel, but they shall not be entitled to vote.
17. All publicly elected present and former Republican statewide office-holders, ex officio, but they shall not be entitled to vote.

SECTION B. Election and Term

1. The State Chairman shall be elected by the Quadrennial State Convention for a term of four (4) years or until his successor is elected.
2. The Vice Chairmen shall be elected by the State Central Committee at the first meeting following the Quadrennial State Convention for a term of four (4) years or until their successors are elected. The Eastern portion of the State shall include the 1st, 2nd, 3rd, 4th, 8th, and 11th Congressional Districts, and the Western portion of the State shall include the 5th, 6th, 7th, 9th and 10th Congressional Districts.
3. The National Committee Members shall be nominated by the Quadrennial State Convention.
4. District Members.
 - a. The regular members representing a District shall be elected by the Quadrennial District Convention for a term of four (4) years or until their successors are elected.
 - b. The additional member for each District that cast its plurality vote for the Republican Presidential nominee in the last preceding Presidential election shall be elected by the District Committee at the first meeting following the Presidential election and shall serve concurrently with the Presidential term.
 - c. The additional member for each District represented by a Republican Member of Congress shall be elected by the District Committee at the first meeting following the Congressman's election and shall serve concurrently with the Congressman's term.
5. The members representing the General Assembly shall be elected by the Republican Members of the General Assembly at the beginning of each even year session of the General Assembly, for a term of two (2) years or until their successors are elected.

6. The State Secretary and State Treasurer shall be elected by the State Central Committee at the first meeting following the Quadrennial State Convention to serve at the pleasure of the Committee.
7. The State Finance Chairman, Budget Director, and General Counsel shall be appointed by the State Chairman to serve at the pleasure of the Chairman. The Budget Director and General Counsel shall serve in an acting capacity until confirmed by a majority vote of the State Central Committee. In the event of any vacancy in one of these offices, the State Chairman shall notify the members of the State Central Committee within seven (7) days.
8. A person shall occupy only one voting membership on the State Central Committee at any one time.

SECTION C. Vacancies

1. A vacancy in the office of State Chairman shall be filled by the State Central Committee until the next regular State Convention, which shall then elect a State Chairman to fill the remaining unexpired portion of the term of the vacating State Chairman.
2. A vacancy in the office of Vice Chairman, State Secretary or State Treasurer shall be filled by the State Central Committee.
3. A vacancy in the office of a National Committee member shall be filled by the State Central Committee until the next regular State Convention which shall then elect a successor National Committee member to fill the remaining unexpired portion of the vacating member's term.
4. Vacancies in the District memberships of the State Central Committee shall be filled by the applicable District Committee; however, any vacancy not so filled within ninety (90) days may be filled by the State Central Committee.
5. Vacancies shall be filled after notice of such intent, has been included in the call of the meeting at which the vacancy is to be filled.

SECTION D. Duties

1. State Central Committee
 - a. The State Central Committee shall formulate and provide for the execution of such policies, plans and measures as it may deem conducive to the best interest of the Party and in conformity with the State Party Plan.
 - b. It shall determine whether candidates for statewide public office shall be nominated by Convention, Party Canvass or Primary.
 - c. It shall call all regular and special State Conventions and make arrangements therefor, including the basis of representation, the time and the place.
 - d. It shall have general supervision of all statewide campaigns. Neither the State Party nor the State Central Committee, however, shall be responsible for the financing of, or any financial obligations resulting from, such campaign, except to the extent that any such obligations may be approved and assumed in writing, in advance, by the State Central Committee.
 - e. It shall prescribe such additional duties of the State officers and shall appoint special State Central subcommittees as it deems appropriate.
 - f. Whenever the State Central Committee shall determine that a District or a Legislative District Chairman has failed to function as such, then the State Chairman shall appoint a new Chairman to perform the duties provided in the State Party Plan until a successor is duly elected by the applicable Committee.
2. State Chairman
 - a. The State Chairman shall be Chairman of the State Central Committee and of its Executive Committee.

- b. See Article III, Section E, Paragraph 1, Executive Committee.
 - c. He shall issue calls for State Conventions and Party Canvasses, and shall preside until a temporary organization is effected.
 - d. He shall be responsible for sending a copy of the proposed annual budget to all members of the Committee no less than three weeks prior to the meeting at which it will be considered and adopted.
 - e. He shall convene the State Central Committee when the needs of the Party so demand, but in no event less than once during each four (4) month period and he shall preside at the meetings of the committee. He shall be responsible for sending written notice of the call for a State Central Committee meeting to all members of the Committee and to Unit Chairmen, which shall include the agenda for the meeting.
 - f. He shall issue, upon request, to Unit Chairmen and Unit Committeemen a commission signed by him and countersigned by the State Secretary, after notification of their elections as such.
 - g. He shall be responsible for the operation of State Headquarters, including hiring such personnel as he may deem necessary. He may appoint any personnel as may be required from time to time with such duties as he may prescribe. In no case shall the total salaries of the employed personnel exceed the total amount for the salaries as set out in the budget adopted by the State Central Committee.
 - h. He shall, acting in the name of the Party not less than ninety days prior to the end of the fiscal year, engage a firm of certified public accountants to perform an annual independent review of the Party's financial records and affairs as of the end of the fiscal year and to report the results of such review to the Executive Committee and to the State Central Committee.
3. **First Vice Chairman**
The First Vice Chairman's primary duty, until action is taken under the provisions of Article III, Section C, Paragraph 1, is to act as State Chairman when the office has been vacated by the State Chairman or during his disability.
 4. **Vice Chairmen**
The Vice Chairmen's primary duties shall be to give organizational assistance to the Official Committees in their respective portions of the State and to discharge such other duties as may be assigned by the State Chairman.
 5. **District Members**
It shall be the affirmative duty of the District Members of the State Central Committee to cooperate with the District Chairmen and District Committees in coordinating Party activities at every level of the State organization. Membership on the State Central Committee is not an honorary, but rather a working position and each member assumes an obligation to assist in building the Party at every level and particularly within his area.
 6. **State Secretary**
 - a. The State Secretary shall keep the minutes and records of State Central Committee and Executive Committee meetings, which shall be the property of the Committee, and he shall transmit a copy of the minutes of the preceding meeting, including attendance, to the Executive Director within thirty (30) days of the adjournment of each meeting. The Executive Director shall post the minutes on the RPV website so that they are available to Members of the State Central Committee and Unit Chairmen. A copy of the minutes of State Central Committee meetings shall also be included with the call for the next meeting.
 - b. He shall serve as the secretary of all State Conventions until a temporary organization is effected. He shall be the custodian of the record of the proceedings of each State Convention.

- c. He shall keep a roster of the names and addresses of all State Central Committee members and District, Legislative District and Unit Chairmen and shall perform such other duties as the State Central Committee prescribes.
7. **State Treasurer**
The State Treasurer shall be the custodian of Party funds.
 8. **Finance Chairman**
See Article III, Section E, Paragraph 2, Finance Committee.
 9. **Budget Director**
See Article III, Section E, Paragraph 3, Budget Committee.
 10. **General Counsel**
The General Counsel shall be a lawyer who shall advise the State Chairman and the State Central Committee on legal matters relating to Party business. He shall serve as Parliamentarian of all meetings of the State Central Committee.

SECTION E. Subcommittees

1. **Executive Committee**
 - a. There shall be an Executive Committee of the State Central Committee comprised of the State Chairman and all District Chairmen, plus the following, but they shall not be entitled to vote: The First Vice Chairman, National Committee members, President of the Virginia Federation of Republican Women, President of the Young Republican Federation of Virginia, President of the College Republican Federation of Virginia, State Treasurer, State Secretary, Finance Chairman, Budget Director, and one member of the State Senate and one member of the House of Delegates selected by the Republican members of the Virginia General Assembly who are currently serving on the State Central Committee.
 - b. The Executive Committee shall act for the State Central Committee when the latter is not in session and shall be subject to the direction of the State Central Committee.
 - c. Meetings of the Executive Committee shall be called at the pleasure of the Chairman or one-third of the voting members, and shall be held not less than once every three months.
2. **Finance Committee**
 - a. There shall be a State Finance Committee comprised of the State Finance Committee Chairman, appointed by the State Chairman and one (1) member from each District, who shall be appointed by the District Chairman. The State Chairman is authorized to appoint additional members to the State Finance Committee.
 - b. The Finance Committee shall be responsible for fund raising activities of the Party which shall be developed in coordination with the Budget Committee. The State Chairman or the Finance Chairman shall provide the State Central Committee with regular updates on the activities of the Finance Committee.
 - c. The State Finance Chairman may appoint other officers of the Finance Committee.
3. **Budget Committee**
 - a. There shall be a Budget Committee comprised of the Budget Director, who shall be the Chairman, Executive Director of the State Party, Finance Chairman and State Treasurer; and three (3) persons to be appointed by the State Chairman, who shall be experienced in business and financial matters, and who shall serve in an acting capacity until confirmed by a majority vote of the State Central Committee.

- b. The Budget Committee under the direction of the State Chairman shall prepare an annual budget for approval of the State Central Committee and shall establish controls to assure compliance with the budget as adopted.
 - c. The annual budget shall include a provision for such funds as shall be required to comply with the requirements of Article III, Section D.2.g.
4. **Audit Committee**
- a. There shall be an Audit Committee comprised of not less than five persons, at least three of whom shall be experienced in business and financial matters to be appointed by the State Chairman, and who shall serve in an acting capacity until confirmed by a majority vote of the State Central Committee.
 - b. The Audit Committee shall be responsible for the establishment and supervision of the implementation of accounting and financial systems, procedures and policies and other internal financial controls. It shall also, in cooperation with the Chairman, select a firm to conduct the annual independent review of the Party's financial records and supervise the conduct of this review.

SECTION F. Financial Transactions

- 1. Any written or verbal contract or other transaction between (i) the Party and (ii) the Chairman, one or more members of the State Central Committee, and/or the Executive Director (hereinafter "Responsible Person"), or any corporation, partnership, firm or association in which a Responsible Person or a family member of that Responsible Person has a material financial interest, is void unless:
 - a. The material facts as to the transaction and as to the Responsible Person's interest are fully disclosed or known to the State Central Committee, or to the Executive Committee acting in its stead pursuant to Article III, Section E.1.b, prior to the time that such contract or transaction is approved, and
 - b. The State Central Committee, or the Executive Committee acting in its stead pursuant to Article III, Section E.1.b, approves the contract or transaction in good faith by an affirmative majority vote (without counting the Responsible Person) at a meeting at which there is a quorum present (without counting the Responsible Person).
- 2. The term "material financial interest" shall mean a financial interest of any kind which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect a Responsible Person's or family member's judgment with respect to transactions in which the Party is involved. The term "family member" shall mean a spouse, parent, spouse of a parent, child, spouse of a child, brother, sister, or spouse of a brother or sister.
- 3. Neither the State Chairman nor any corporation, partnership, firm or association in which the Chairman or a family member of the Chairman has more than a ten percent (10%) financial interest, may enter into a written or verbal contract or transaction to provide goods or services to the Party.
- 4. Neither the State Chairman nor any member of the State Headquarters employed personnel may receive direct compensation of any kind from a vendor that is seeking a contract with the Party to provide goods or services or that has provided goods or services to the Party within the previous twelve months. This prohibition also shall extend to any family member of the State Chairman or of the Executive Director.
- 5. No RPV funds may be lent for any purpose nor may funds be borrowed on its behalf for any period exceeding 90 days in any amount exceeding \$25,000, except as authorized by a vote of the Executive Committee or State Central Committee. The itemized purpose for which the funds will be used must be specified in an email or physical document.

ARTICLE IV
District Committees

SECTION A. Memberships

The membership of each District Committee shall consist of the following:

1. District Chairman
2. Unit Chairman, ex officio, of each Unit wholly or partially within the District, subject to the provisions of Article VI, Sections E and H.
3. District Representative of the Virginia Federation of Republican Women, ex officio.
4. Young Republican Federation District Committeeman, ex officio.
5. College Republican Federation District Committeeman, ex officio.
6. District members of the State Central Committee, ex officio.
7. Vice Chairmen, a Secretary and a Treasurer may be elected by the District Committee. They may be elected members of the District Committee, but they shall not otherwise be entitled to vote solely by virtue of holding any of such offices.

SECTION B. Election and Term

1. The District Chairman shall be elected by the Biennial District Convention for a term of two (2) years or until his successor is elected.
2. The Vice Chairman, Secretary and Treasurer shall be elected by the voting members of the District Committee for a term of two (2) years at the first meeting following the Biennial District Convention.

SECTION C. Vacancies

1. A vacancy in the office of District Chairman shall be filled by the District Committee for the remaining unexpired portion of the term.
2. Vacancies in the offices of Vice Chairmen, Secretary and Treasurer shall be filled by the District Committee.
3. Vacancies shall be filled after notice of such intent has been included in the call of the meeting.

SECTION D. Duties

1. District Committee
 - a. The District Committee shall determine whether candidates for District public office shall be nominated by Convention, Party Canvass or Primary.
 - b. It shall call all regular and special District Conventions and make arrangements therefor, including the basis of representation, the time and the place.
 - c. It shall have general supervision over all District Campaigns and shall cooperate with the State Central Committee in conducting statewide campaigns.
 - d. It shall assist in raising funds within the District for National and State causes and otherwise assist the State Central Committee in other Party endeavors wherever practical.
 - e. Whenever the District Committee shall determine that a Unit Committee, or its Chairman, has failed to function as such, the District Committee shall appoint a new Committee, or a new Chairman, as the case may be. A Committee thus created shall perform their duties provided in the State Party Plan until their successors are elected at a Mass Meeting or Convention called for that purpose.
2. District Chairman
 - a. The District Chairman shall be Chairman of the District Committee.

- b. He shall issue calls for District Conventions and Party Canvasses, and shall preside until a temporary organization is effected. See Article VIII, Section A.
- c. He shall convene the District Committee when the needs of the Party so demand, but in no event less than once during each calendar quarter, with no more than four (4) 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.
- d. He shall be responsible for the operation of the District Headquarters, hiring such personnel as he shall deem necessary and for which funds are budgeted and shall be accountable therefor to the District Committee.
- e. He shall be responsible for providing a prescribed time and place, which shall be supervised by the District Chairman, or a designated representative, for filing such declaration of candidacy and petitions as may be required by state law of a candidate in any primary election.

ARTICLE V

Legislative District Committee

SECTION A. Membership

- 1. The membership of each Legislative District Committee shall consist of the Unit Chairman of each Unit wholly or partially in the Legislative District, subject to the provisions of Article VI, Section E.
- 2. Each Unit Chairman's vote within the Committee shall be weighted in proportion to the Republican Party Voting Strength of his Unit within the Legislative District.

SECTION B. Election and Term

In the month of December in each year preceding a general election for members of the House of Delegates and/or State Senate, the Legislative District Committee shall meet and elect a Legislative District Chairman. The Chairman of a State Senate District shall serve for four (4) years, and the Chairman of a House of Delegates District shall serve for two (2) years, or until their respective successors are elected. He may be one of the Unit Chairmen, but shall not otherwise be entitled to vote solely by virtue of holding said office.

SECTION C. Vacancies

A vacancy in the office of Legislative District Chairman shall be filled by the Legislative District Committee for the remaining unexpired portion of the term.

SECTION D. Duties

- 1. Legislative District Committee
 - a. The Legislative District Committee shall determine whether candidates for Legislative District public office shall be nominated by Mass Meeting, Party Canvass, Convention or Primary, where permitted to do so under Virginia Law.
 - b. It shall call all regular and special Mass Meetings, Party Canvasses and Conventions and make arrangements therefor, including the time and the place and, if a Convention, the basis of representation.
- 2. Legislative District Chairman
 - a. The Legislative District Chairman shall be the Chairman of the Legislative District Committee.
 - b. He shall issue Calls for Legislative District Mass Meetings, Party Canvasses, or Conventions and shall preside until a temporary organization is effected. See Article VIII, Section A.

- c. He shall convene the Legislative District Committee when required and shall preside the meeting 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.
- d. He shall be responsible for providing a prescribed time and place, which shall be supervised by the Legislative District Chairman, or a designated representative, for filing such declaration of candidacy and petitions as may be required by state law of a candidate in any primary election.

ARTICLE VI

County and City Committee

SECTION A. Membership

The membership of each County and City Committee shall consist of the following:

1. Unit Chairman
2. Precinct Members - the number from each Precinct shall be determined by the Unit Committee on the basis of Republican candidates' votes in a recent past election or elections, but not less than one (1) member from each Precinct.
3. At-Large Members - additional At-Large Memberships may be created which shall not exceed in number 30 percent of the members of the Committee.
4. Elected Public Officials - All publicly elected Republican officials shall be additional members of the Committee, if the Unit Committee's Bylaws so provide. They shall not be classified as At-Large Members.
5. Vice Chairmen, a Secretary and a Treasurer may be elected by the Unit Committee. They may be elected members of the Unit Committee, but they shall not otherwise be entitled to vote solely by virtue of holding any such offices.
6. Associate Members – Unit Committees may have Associate Members if the Committee's Bylaws so provide. An Associate Member shall meet all of the requirements for Members of the Committee except for the attendance requirements of Article VII, Section D. Associate Members shall have all privileges of other Members except they shall not be entitled to a vote. Associate Members shall not count toward any limits on Precinct or At-Large Memberships nor shall they be counted when establishing a quorum.

SECTION B. Election and Term

1. The Chairman and other members of the Committee shall be elected by the 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. The Vice Chairmen, Secretary and Treasurer shall be elected by such procedure and for such terms as shall be fixed by the Unit Party Plan, should there be one, and otherwise as shall be determined by the Unit Committee.

SECTION C. Vacancies

1. A vacancy in the office of Unit Chairman shall be filled by the Unit Committee for the remaining unexpired portion of the term.
2. Vacancies in the office of Vice Chairman, Secretary and Treasurer shall be filled by the Unit Committee.
3. Any vacancies among other elected members of the Committee shall be filled by the Unit Committee for the remaining unexpired portion of the term.

4. Vacancies shall be filled after notice of such intent has been included in the call of the meeting.

SECTION D. Duties

1. Unit Committee

- a. The Unit Committee shall determine whether candidates for local and constitutional public offices shall be nominated by Mass Meeting, Party Canvass, Convention, or Primary and whether Unit Chairman and Committee members shall be elected by Mass Meeting, Party Canvass, Convention, or Primary.
- b. It shall call all regular and all special Mass Meetings, Party Canvasses, Conventions and make all arrangements therefor and, if a Convention, determine the basis of representation. Authority to make such arrangements (other than the date, time and whether there shall be, and the requirements for, any pre-filing) may, at the discretion of the Unit Committee, be delegated to the Unit Chairman.
- c. It shall cooperate with the State Central Committee, its District Committee, and the Legislative District Committees within its boundaries in conducting all elections and fund raising activities.

2. Unit Chairman

- a. The Unit Chairman shall be the Chairman of the Unit Committee.
- b. He shall issue calls for Unit Mass Meetings, Party Canvasses, or Conventions and shall preside until a temporary organization is effected. See Article VIII, Section A. In the case of a Mass Meeting for a Magisterial, City Council or other local Election District in which the Unit Chairman is not a registered voter, he shall designate a representative, who is a registered voter in that Magisterial District, to preside until a temporary organization is effected.
- c. He shall convene the Unit Committee when required, but in no event less than once during each calendar quarter, with no more than four (4) 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.
- d. He shall be responsible for providing a prescribed time and place, which shall be supervised by the Unit Chairman, or a designated representative, for filing such declaration of candidacy and petitions as may be required by state law of a candidate in any primary election.

SECTION E. Divided Units

Whenever a Unit is divided between two (2) or more Congressional or Legislative Districts the Chairman of such Unit Committee shall serve as the Unit representative on the Congressional or Legislative District Committee encompassing his residence. Such Unit Chairman shall designate a person residing in that part of the unit 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.

SECTION F. Combined Units

The Party organization of one or more cities and an adjoining county may be combined whenever the respective committees each vote to combine into one organization. Thereafter, such city or cities and county shall be considered as one Unit for all purposes except in nominations for elective offices which serve solely a city or the county. A combined organization may be dissolved by a Mass Meeting of either the city or the county, provided notice of such proposal is included in the Call of the Mass Meeting.

SECTION G. Multi-Jurisdictional Constitutional Offices

In December prior to any year in which a Constitutional Office that covers more than one jurisdiction is to be filled, the unit chairmen of the affected jurisdictions, by call of the unit chairman representing a plurality of the weighted vote of the combined jurisdictions, shall meet to determine the method of nomination for that office. Decisions shall be made on the

basis of the weighted vote of each chairman. In the event the chairmen shall decide to nominate a candidate for a Constitutional Office by convention, it shall remain the responsibility of each unit committee to determine the method of electing delegates thereto.

SECTION H. Unit Chairmen Who Serve as Congressional District State Central Representatives

Whenever a Unit Chairman shall be elected to serve as a Congressional District Chairman or Congressional District State Central Representative (as provided in Article II, Section A. 10, 11, or 12), the Unit Chairman shall serve and vote on the Congressional District Committee only as a State Central Representative. In his capacity as a Unit Chairman he shall designate a person residing in that part of the unit located in the same Congressional District to serve at the pleasure of the Unit Chairman as the Unit's representative on the Congressional District committee with the authority and vote of a Unit Chairman. This provision shall apply whether the Unit Chairman shall have been elected to serve as a State Central Representative either prior to or subsequent to his election as Unit Chairman.

**ARTICLE VII
Official Committees - General**

SECTION A. Proxies

A member of an Official Committee or the Executive Committee of the State Central Committee may be represented in meeting by a proxy, subject to the following conditions:

1. Except as provided in Article V, Section A(2) hereof, no individual may cast more than one vote at any meeting.
2. The proxy holder must be a member of the Republican Party from the same Election District or organization represented by the absent member of that committee.
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 PRESENTS, That I, [NAME] of [AREA REPRESENTED], do hereby constitute and appoint [NAME OF PROXY] my true and lawful attorney, to vote as my proxy (with full power of substitution)* at a meeting of the Republican [State Central, District, County, etc.] Committee on the _____ day of [MONTH], [YEAR], or at any adjourned meeting thereof and for me and 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 [MONTH], [YEAR].

WITNESS: _____ (Seal)

_____ (Seal)"

(*) Inclusion of the power of substitution is discretionary with the member. Its omission shall preclude substitution.

SECTION B. Notice and Quorum

1. Except as provided in subsection B.3. of this Article, meetings of Official Committees or the Executive Committee shall be held upon written notice, in the case of the State Central Committee, of not less than three weeks and otherwise, of not less than one week on the call of the Chairman, or on the call of one-third of the voting members, which call shall include the agenda for the meeting. Electronic Mail shall be deemed written notice for the purpose of this subsection, unless otherwise specified in the by-laws. However, the Official Committee must provide an alternative form of delivery for any member who does not have regular access to electronic mail.

2. Unless otherwise provided by a District's or Unit's Plan or Bylaws, a majority of the voting members of a Committee shall constitute a quorum for the transaction of business. In the case of a Legislative District Committee, the weighted vote of the voting members shall be used in determining whether a majority exists for a quorum. Likewise, a meeting of a Legislative District Committee may be called by one-third of the members' weighted vote or on call of the Chairman.
3. Meetings called for the purpose of (1) determining the method of nomination and associated details for a Republican candidate for a Special Election where there is less than (30) days available in which to nominate a candidate or (2) filling vacancies with Section F of this article, shall require at least twenty-four (24) hour notice, either written or verbal.

SECTION C. Removal

Any Chairman, except the State Chairman, or any other member of an Official Committee may be removed from office by the vote of two-thirds (2/3) of the other members of the 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 the Committee; and allowing him thirty (30) days within which to appear and defend himself. A copy of the original signatures or evidence of the electronic signatures may be furnished in lieu of the original signatures. The State Chairman may be removed by a two-thirds (2/3) vote of a State Convention or by the three-fourths (3/4) vote of the State Central Committee, the action of said Convention or Committee being subject to the foregoing as to notice and opportunity for defense.

A member of an Official Committee is held to a higher standard of support for nominees of the Republican Party than an individual who merely participates in a mass meeting, party canvass, convention or primary. Therefore, a member of an Official Committee is deemed to have resigned his Committee position if he (a) makes a reportable contribution to and/or (b) knowingly allows his name to be publicly used by and/or (c) makes a written or other public statement supporting the election of a candidate in opposition to a Republican nominee in a Virginia General or Special Election, and/or (d) becomes a member or an officer of or makes a reportable contribution to any other political party. A majority of the elected officers of an official committee are charged with recognizing when this provision is in effect. For members of multiple official committees, such recognition by a given official committee applies to all subordinate official committees. Such member may be re-instated by a majority vote of the other members of the Committee.

For the purposes of this section, "allows" shall mean that a member has either (i) affirmatively given permission for his name to be publicly used, or (ii) refused to publicly disavow the use of his name upon receiving notification by an official committee chairman that it is being used.

SECTION D. Absences

A member of an Official Committee other than an ex-officio member automatically loses his committee position if he is absent three (3) consecutive meetings without representation by a person holding a proxy; provided, however, that a State Central Committee member automatically loses and is deemed to have resigned his Committee position if he fails to attend in person at least fifty (50) percent of the regular meetings in any calendar year. A vacancy created by such resignation shall be filled in accordance with the State Party Plan. In the case of an ex-officio member with voting privileges, those voting privileges shall be suspended if he is absent three (3) consecutive meetings. Voting privileges for an ex-officio member that has been suspended may be restored by a two-thirds (2/3) vote of the other members of the committee.

SECTION E. Nominations by Committee

Whenever an Election District 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 Official Committee of that Election District is authorized to nominate such candidate or candidates by two-thirds (2/3) vote of those present in a 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.

SECTION F. 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 applicable Official Committee is authorized to fill such vacancy in formal meeting by majority vote after due notice of such intent has been included in the call of the meeting. Such a meeting shall require at least twenty-four (24) hours notice, either written or verbal.

SECTION G. Public Meetings

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

SECTION H. Rules

All Official Committee meetings shall, to the extent applicable, be governed by and conducted in accordance with, giving precedence as listed to, the following: the State Party Plan; District or Unit Plan or Bylaws; and otherwise in accordance with the then current edition of *Robert's Rules of Order*.

SECTION I. Endorsement of Candidates

An Official committee shall not endorse, nor contribute to from its funds, any candidate who is running for a Republican nomination for public office unless that candidate is unopposed for that nomination. Nothing in this Section shall be construed to prevent an Official Committee from endorsing a candidate running for public office where there will be no Republican nominee, nor to prevent a member or officer of an Official Committee, as an individual, from endorsing a candidate in a contested nomination.

SECTION J. Ethical Conduct

1. Voting members of official committees shall exercise their best efforts to conduct the business of the Party in good faith, with reasonable care, skill, and diligence. They shall hold as confidential all party information, documents, and communications clearly designated as confidential or for limited dissemination or use by adopted policy of the committee. They shall refrain from participating in unethical activity, diminishing the dignity and credibility of the the Party.
2. Members of the State Central Committee and District Committees shall promptly disclose in writing any known potential or actual conflicts of interest to the official committees on which they serve. All written disclosures shall be posted on the website.
3. Members of the State Central Committee and District Committees shall recuse themselves from the consideration of any question in which a conflict of interest exists due to compensation by an elected official or a candidate. Compensation includes payment to a member, a member's immediate family, or a business concern in which the member or member's immediate family is a director, officer, member, stockholder, shareholder, partner, manager, or trustee. Elected official or candidate includes the office of an elected official and any campaign committee or political action committee established, maintained or controlled by an elected official or a candidate for elective office in Virginia. Members may not be represented by a proxy for purposes of voting on a question from which they recuse themselves.

SECTION K. Electronic Meetings

1. Official Committees may hold electronic meetings during emergencies.
2. For purposes of this section, an emergency occurs whenever a government entity declares an emergency or orders facilities closed in the jurisdiction of the official committee, such as an alert by the National Weather Service, a decision to close schools due to weather, an emergency declaration due to a natural disaster or public health issue.
3. A meeting called as an in-person meeting prior to the emergency may be changed to an electronic meeting by notice sent to the members as soon as practicable prior to the meeting.
4. Electronic meetings shall be conducted in accordance with rules adopted by the Official Committee or rules adopted by the State Central Committee. Such rules may not include an in-person meeting at which some members attend by electronic means.

ARTICLE VIII

Mass Meetings, Party Canvasses, Conventions and Primaries

SECTION A. Call Requirements

1. All calls for State, District and Legislative District Conventions, shall be issued by the appropriate Chairman to the included Unit Chairman not less than thirty (30) days, except those calls for special elections, prior to the Convention date and published in their entirety on the website of the Republican Party of Virginia. Each call shall include:
 - a. The qualifications for membership in the Republican Party of Virginia as stated in Article I.
 - b. The time, place and purposes to the Convention.
 - c. The basis of representation to the Convention.
 - d. The number of Delegate votes to which all participating Election Districts are entitled.
 - e. The amount of the registration fee, if any. If one of the stated purposes of the Convention is to nominate persons for any public office, then the registration fee shall not exceed \$25 in the case of a Unit, District or Legislative District Convention and shall not exceed \$45 in the case of a State Convention.
 - f. If one of the stated purposes is to nominate persons for public office, then the declaration requirements for Military Members as per Article VIII, Section H, para 7, subsection a and Military Delegation Participation requirements as per Article VIII, Section H, para 7.¹
2. All calls for Mass Meetings or Party Canvasses, or for Unit Conventions, shall be published in their entirety on the web site of the Republican Party of Virginia (RPV) and on such unit and district web sites as may be available and appropriate not less than seven (7) days nor more than sixty (60) days, except those calls for special elections, prior to the Mass Meeting or Party Canvass. Calls published in any presidential election year shall be published *at least* fifteen (15) days in advance. Except in the case of a special election, no call shall be published earlier than January 1 of the year in which the Mass Meeting, Party Canvass or Convention will take place.

Each call shall include:

- a. The qualifications for membership in the Republican Party of Virginia as stated in Article I.
 - b. The time, place and purposes of the Mass Meeting or Party Canvass.
 - c. In the event a purpose is to elect Delegates to a Convention, the time, place, purpose of, and the basis of representation to the Convention.
 - d. If the purpose of the Mass Meeting or Party Canvass is solely to elect persons to Party office, then the amount of the registration fee, if any. However, if one of the stated purposes of the Mass Meeting or Party Canvass is to nominate persons for any public office, then there shall be no registration fee required. However, the call may publish a request for voluntary payment of a registration fee.
 - e. The declaration requirements for Military Members as per Article VIII, Section H, para 7, subsection a and Military Delegation Participation requirements as per Article VIII, Section H, para 7.²
3. In order to be a requirement for any election or nomination for public office by a Mass Meeting, Party Canvass, or Convention, pre-filing shall be approved by the appropriate Official Committee and the pre-filing requirement included in the call. The call, including the pre-filing requirement, must then be

¹ This provision is impacted by amendments made to the sections to which it refers.

² This provision is impacted by amendments made to the sections to which it refers.

published at least seven (7) days prior to the pre-filing deadline. This publication requirement shall take precedence over the publication requirement of Article VIII, Section A.2. Each person desiring to pre-file must file a statement prior to the deadline for pre-filing. The Official Committee or its Chairman, if authorized, may prescribe the use of a particular filing form for the required statement, in which case the official pre-filing form must be included with the call published on the RPV website. The Official Committee may, at its option, establish a filing fee for candidates for nomination for public office, as long as such fee does not exceed twice the primary filing fee for that office. Filing fees for any office are non-refundable.

4. A copy of the call shall be sent by e-mail to each member of the issuing committee who has an e-mail address on file with the committee and to the respective District Chairmen, in compliance with all the time requirements in Paragraphs 1,2 and 3 above.
5. It is the responsibility of the applicable Chairman to use the most effective means available, including news media, to adequately publicize Mass Meetings, Party Canvasses, or Conventions with the purpose of encouraging maximum citizen involvement. This publicity shall include the method of Delegate selection.
6. In the event that a published call for any Mass Meeting, Party Canvass or Convention shall differ in any respect from the call authorized by the Official Committee, the requirements of the published call, unless contested prior to adjournment or conclusion, shall upon adjournment or conclusion of the Mass Meeting, Party Canvass, or Convention be conclusive and not thereafter subject to contest. Participation in a Mass Meeting, Party Canvass, or Convention shall not prejudice the rights of any person signing a petition protesting the validity of such Mass Meeting, Party Canvass, or Convention.
7. A Mass Meeting or Convention may dispense with the reading of the call.
8. The State Central Committee shall adopt, and from time to time amend, recommended call forms, including all required provisions and identifying optional provisions. Recommended call forms shall be appended to the Party Plan but shall not be a part of the Plan.
9. If the number of persons pre-filing as candidates for election or nomination by a Mass Meeting, Party Canvass or Convention does not exceed the number to be elected or nominated for a particular office, then the prefiled candidate or candidates may be declared elected or nominated by the Republican Party, if provided for in the call. If the number of persons pre-filing as candidates for election or nomination for all offices to be decided upon by any Mass Meeting, Party Canvass or Convention does not exceed the number to be elected or nominated, then the candidates may be declared elected or nominated by the Republican Party and the Mass Meeting, Party Canvass or Convention may be cancelled if provided for in the call.
10. If the number of persons seeking election as a member of a unit committee or as a delegate to a unit, district or state convention does not exceed the total number allowed by the State Party Plan, all candidates for such office who meet the requirements of Article I of the State Party Plan and, where required, any pre-filing requirements, shall be deemed elected.

A unit Chairman shall document the reason(s) for determining that an individual, who is seeking election as a member of the unit committee or as a convention delegate, has been disqualified for the reason that the individual does not meet the Qualifications for Participation as stated in Article I and/or the unit's pre-filing requirements, if any, and shall provide such documentation with the certification of delegates required in Article VIII, Section H.

Additionally, an individual's election may be challenged by any member and may be excluded by a two-thirds (2/3) vote.

11. Once a call has been published, the method of nomination may not be changed.

SECTION B. State Conventions

A State Convention, which may be the Quadrennial State Convention, Party Canvass or Primary shall be held in each year in which there is to be an election for Governor or United States Senator for nominating candidates for the applicable offices, and for other proper purposes.

SECTION C. District Conventions

A District Convention, which may be the Quadrennial or Biennial District Convention, Party Canvass or Primary shall be held in each year in which there is to be an election for Congressman for nominating a candidate and for other proper purposes.

SECTION D. Legislative Convention

A Legislative District Mass Meeting, Party Canvass, Convention, or Primary shall be held in each year in which there is to be an election for members of the General Assembly from the Legislative District for nominating a candidate(s) and for other proper purposes.

SECTION E. Unit Conventions

A Unit Mass Meeting, Party Canvass, Convention, or Primary shall be held in each year in which there is to be an election for local or constitutional offices for nominating candidates for the applicable offices, and for other proper purposes.

SECTION F. Unit Representation

Representation in all State and District Conventions shall be by Units based upon the Republican Party Voting Strength, but each unit shall be entitled to at least one delegate vote. In all proceedings for nominations for statewide office, the relevant Unit shall be entitled to one (1) delegate vote for each 250 votes. In all proceedings at the District level, the relevant Unit shall be entitled to one (1) delegate vote for each 100 to 500 votes. In all proceedings at the local and Legislative District level, the relevant political subdivision shall be entitled to one (1) delegate vote for each 25 to 500 votes. The exact number shall be decided by the appropriate Official Committee and included in the call.

SECTION G. Uniform Ratio

Representation in Legislative District and Unit Conventions shall be by either Units, Wards, Magisterial Districts, Precincts, or the like, but each such political subdivision shall be entitled to at least one delegate vote. In all such proceedings, the political subdivision shall be entitled to one (1) delegate vote for each 25 to 500 votes as defined in Article II, Section 14; the exact number shall be decided by the Official Committee and included in the call.

SECTION H. Delegates

1. Certification

- a. Delegates and alternates to a Convention shall be certified to that Convention by the permanent Chairman, and Secretary of the Mass Meeting, or Convention which selected them, or by the Chairman of the Official Committee which conducted the Mass Meeting, Convention or Party Canvass to select the delegates and alternates. The certifications shall be delivered to the Chairman of the Official Committee which called the Convention prior to the convening of the Convention. Except in the case of the State Central Committee, a copy of the certification shall also be delivered to the secretary of the official committee. Such Chairman shall be responsible for the preparation of a roll of all such certifications which roll shall thereafter govern the procedures of the Convention, unless and until changed by the Convention.
- b. In the case of a State Convention a copy of unit certifications shall also be delivered to its District Chairman.
- c. In the case of a District Convention, said certifications must be delivered to the appropriate District Chairman and Secretary seven (7) days prior to the convening of said Convention. In the case of a State Convention, said certifications must be postmarked sixteen (16) days prior to the convening of the Convention or delivered in person fourteen (14) days prior to the convening of said Convention. After the filing deadline of the certifications, no change may be made except a certified alternate may be made a delegate. A copy of the published official call of the Convention, Mass Meeting, or Party Canvass called for the purpose of selecting delegates and alternates to convention must accompany the certification with the date of the publication included.

- d. A delegate or alternate who is not certified in accordance with the above requirements shall be seated only by a majority vote of the Credentials Committee, or in the event of the failure of the Credentials Committee to seat, by a vote of the Convention.
 - e. The foregoing provisions notwithstanding, members of the Military Delegation (as specified in Section 7 below) shall be certified by the Chairman of the Official Committee that called the Convention, pursuant to the procedures set forth in the Official Call and in compliance with Paragraph 7 of this Section H.³
2. A delegation to a Convention may not have more than five (5) delegates and five (5) alternates per delegate vote. No delegate may have less than 0.20 votes.
 3. The certification of delegates may state how the delegates shall vote whether by those present voting full vote, or non-full vote, and if an how an allocation of votes is fractionalized. A delegation shall vote full vote unless otherwise designated by the electing body.
 - a. Full vote means the delegates present and voting at the Convention may cast the full vote of the delegation with proportionate weight given to majority and minority vote. Example: If a County has ten votes to a Convention but only six delegates are present at the Convention and four desire to support one candidate and two desire to support another candidate, the four delegates would cast 6.67 votes for their candidate and the two delegates would cast 3.33 votes for their candidate.
 - b. Non-full vote shall mean that each delegate will only be entitled to the vote to which he is certified. Example: If a County has ten votes to a Convention and elects fifty delegates non-full vote, each delegate present at the Convention would have 0.20 vote.
 - c. The vote of a delegation shall be reported to the nearest hundredth. Example: If a 37-vote delegation has 85 delegates present with 22 voting for A and 63 voting for B, A's vote would be $22/85 \times 37 = 9.58$; B's vote would be $63/85 \times 37 = 27.42$.
 4. No delegation shall vote under a unit rule at any Convention; nor shall any delegation be instructed on any vote at any convention, except as set forth in Paragraph 7 of this Section H.
 5. The delegates present in a given delegation shall designate which alternate shall vote in the place of an absent delegate, except where the body electing the delegates has determined that another method of alternate selection shall be used.
 6. Any Military Member who is otherwise qualified under Article I to participate in Republican Party actions and who complies with the procedures to become a delegate to any Convention as set forth in the Official Call of the Convention, Mass Meeting, or Party Canvass called for the purpose of selecting delegates and alternates to that Convention (other than a national Republican Convention), and who produces valid military identification or other proof of active-duty status shall be certified as a delegate and shall not be required to be elected as a delegate. The number of delegates certified in this manner shall count toward each unit's maximum allowable number of convention delegates.
 7. Military Members who are certified as delegates pursuant to paragraph 6 that are unable to attend the convention in person due to obligations of their official military orders, shall have their votes cast within their unit delegation according to candidate preference ballots. Candidate preference ballots shall list the Military Member's rank order preference among candidates (i.e., first choice, second choice, third choice, etc.). Their votes shall be cast for the highest ranked choice candidate who remains eligible to receive a vote in a particular round of voting. Candidate preference ballots shall be made available by the Official Committee calling the convention no less than twenty (20)

³ This provision is no longer operative due to amendments to the section to which it refers.

days prior to the convention and returned to the Chairman of the Official Committee that called the convention not less than three (3) days prior to the convention.

8. A list of delegates and alternates elected to represent a Unit shall be provided, once available, by the chairman of the Unit Committee to each duly filed candidate for public or party offices to be filled at the convention, upon request of the candidate or candidate's designee. Lists of delegates shall be available within (a) 14 days of their election, if 250 or fewer delegates are elected, or (b) within 21 days if more than 250 delegates have been elected. Lists shall be provided in an equitable manner to all requesting candidates, and shall include all contact information provided by the delegates at the time of prefilings or election.

SECTION I. State Convention Committees

The State Central Committee shall establish committees for each State Convention. The State Chairman shall appoint the Chairman and one member of each committee. The Congressional District Chairmen shall additionally appoint one member to each committee. Appointments are not subject to approval by the State Convention.

SECTION J. Rules

1. The Official Committee shall prepare the rules and order of business for the conduct of a Convention in advance thereof. Said rules and order of business shall then be submitted to the Committee on Rules of such Convention for its consideration and report to the Convention.
2. The Official Committee shall prepare the rules for the conduct of a Party Canvass subject to the provisions of the State Party Plan.
3. The State Central Committee recommends that the documents related to these proceedings should conform as closely as possible to the model rules in Appendix B.
4. All Mass Meetings, Party Canvasses, Conventions, and Primaries shall, to the extent applicable, be governed by and conducted in accordance with, giving precedence as listed to, the following: the State Party Plan; District or Unit Plan or By-Laws; rules adopted by a designated Rules Committee; and otherwise in accordance with *Robert's Rules of Order*.

SECTION K. Primaries

When an Official Committee has declared for a Primary for nominating candidates for public offices, the State Central Committee shall establish the necessary rules and regulations for the conduct of such Primaries and assist in every practical manner.

SECTION L. National Convention Delegates

Procedures concerning Conventions at which delegates and alternates to National Conventions are elected shall comply with the applicable Rules of the National Republican Party.

SECTION M. Public Meetings

Every Mass Meeting, Party Canvass, or Convention shall be held in a building appropriate for public use and shall be open to the public. If after a call for a Mass Meeting, Party Canvass, or Convention, it shall be determined that the size of the building designated in the call shall be inadequate relative to the anticipated attendance or the building shall be unavailable, the location may be changed by the Chairman issuing the call to a more adequate, but equally accessible, building provided that written notice of the new location be posted at the location originally selected for the meeting, and further provided that those attending are allowed sufficient time to be present at the alternate location and to participate in the Mass Meeting, Party Canvass, or Convention.

SECTION N. Special Elections

Special Mass Meetings, Party Canvasses, and Conventions shall be held to nominate candidates in special elections and for other proper purposes.

SECTION O. Divided Units

1. No member of a Unit Mass Meeting, Party Canvass, or Convention shall vote for delegates to a Convention of a District of which he is not a resident.

2. When a Mass Meeting or Convention has divided in order to choose delegates to different Election District Conventions, each resulting division may, by majority vote, elected to adopt its own rules and it shall otherwise be conducted in accordance with Article VIII, Section I.4 of the State Party Plan.

SECTION P. Ranked Choice Voting

If and only if an official committee includes in a call the use of ranked choice voting, then the Mass Meeting, Party Canvass, or Convention must use ranked choice voting.

ARTICLE IX Change in Boundaries

In the event the boundaries of a Unit are changed between the time of the last preceding Gubernatorial or Presidential elections and the time set for a State or District Convention, the Republican Party voting strength shall be transferred between the Units affected on the basis of the percentage or registered voters by Precincts which have been transferred.

In the event the boundaries of a Congressional District, Legislative District, Ward, Magisterial District or Precinct are changed, then a method equal or similar to that aforementioned shall be used for determining the Republican votes transferred between the affected political subdivisions and therefor the revised Delegate allotments of Committee memberships. Boundaries of congressional districts, legislative districts, wards, magisterial districts and precincts shall be determined in accordance with applicable local, state and federal law.

In the event that the boundaries of a congressional district change after March 15 in the year of a Quadrennial District Convention, calls for such conventions issued prior to March 15 shall remain valid for all purposes except the nomination of a candidate for the House of Representatives. Delegates and alternates elected at such conventions shall be the district delegates and alternate delegates to the Republican National Convention, the new boundaries of the congressional districts notwithstanding.

ARTICLE X Rulings and Appeals

SECTION A. Rulings

1. Any Chairman of an Official Committee or twenty (20) percent of the members of an Official Committee may request a ruling or interpretation of the State Party Plan from the General Counsel. The General Counsel's determination shall be binding unless and until overturned upon appeal, either to the Executive Committee or directly to the State Central Committee. Any original appeal must be made within thirty (30) days of the date that the ruling is posted on the RPV website.
2. The State Chairman shall convene the Executive Committee within fourteen (14) days, either in person or by telephone for purposes of considering an appeal.
3. A decision of the Executive Committee may be further appealed to the State Central Committee, the decision of which shall be binding in accordance with Article X, Section C.
4. All rulings and interpretations by the General Counsel, and the final determination on any appeal thereto, shall be posted on the website and be provided by electronic mail to each member of the State Central Committee and to each Unit Chairman.

SECTION B. Contests

1. Each Unit Committee shall decide all controversies and contests arising within its jurisdiction. A Unit Committee's decision may be appealed by any Party member, as defined in Article I, adversely affected to the appropriate District Committee. In the case of a split Unit, if the controversy or contest specifically relates to the operations or affairs of a particular Congressional or Legislative District, an appeal shall be taken to that particular Congressional or Legislative District Committee; if not, an appeal shall be taken to the District Committee of the District wherein

the person appealing resides.

2. Each Legislative District Committee shall decide all controversies and contests arising within its jurisdiction. A Legislative District Committee's decision may be appealed by any Party member, as defined in Article I, adversely affected to the appropriate Congressional District Committee. In the case of a legislative district that is located in more than one congressional district, the appropriate Congressional District Committee shall be the District wherein the person appealing resides.
3. Each District Committee shall decide all controversies and contests arising within its jurisdiction. It shall also hear and decide all timely appeals taken from units and legislative districts within the District. A District Committee's decision may be appealed by any Party member adversely affected to the State Central Committee.
4. All Contests and Appeals, under sub-sections 1, 2 and 3 of this section must be made in writing within thirty (30) days after the decision appealed from and the appeal must be accompanied by a petition signed by at least twenty-five (25) Party members, as defined in Article I, (except as provided below) of the respective Unit, Legislative District or Congressional District affected. When an appeal involves a mass meeting, party canvass or convention, then for purposes of this paragraph the term "Party members" shall mean mass meeting participants in the case of a mass meeting; canvass voters in the case of a party canvass; or delegates in the case of a convention. If fewer than one hundred twenty-five (125) persons voted in such mass meeting, party canvass or convention, then the petition shall be signed by at least twenty percent (20%) of the voters at such mass meeting, party canvass or convention. A subsequent appeal by the same party does not require an additional petition (*e.g.*, if a petition accompanies and appeal to a Unit Committee, an appeal of the Unit Committee's decision made by the same party does not require a second petition).
5. All Contests and Appeals under sub-sections 1, 2 and 3 of this section, except for an appeal to the State Central Committee, shall be heard and a decision rendered by the committee to which the appeal was made within twenty-one (21) days of receipt of the appeal. If no decision has been rendered in writing at the end of twenty-one (21) days, the appeal or contest may be made directly to the next level of appeal as if an adverse decision had been rendered. A timely appeal made to the State Central Committee will be heard at the next regular meeting of the Committee unless the Chairman or 1/3 of the members call for a special meeting.
6. If the Contest or Appeal arises from an action during a Mass Meeting, Party Canvass or Convention held less than twenty-one (21) days prior to the deadline for the official committee chairman to certify a nominee, a contest or appeal may be made directly to the appropriate Congressional District Committee.

SECTION C. Finality

The State Central Committee shall make the final decision, upon timely appeal, on all Party controversies and contests in any Election District of the State, rulings of the General Counsel and on all other matters affecting the efficiency of the Party organization or the success of the Party.

ARTICLE XI Amendments

The State Party Plan may be amended by any State Convention by three-fourths (3/4) roll call vote after notice of such intent and general text of such amendment has been made in writing to each Unit Chairman and Member of the State Central Committee, postmarked not later than 45 days prior to the start of the convention; or by the State Central Committee by three-fourths (3/4) of its members present, but not less than a majority of the total members, after notice of such intent and general text of such amendment has been included in the call of the meeting.

APPENDIX A

These Recommended Call Forms are not part of the Plan, but are provided as models pursuant to Article VIII, Section A, paragraph 8.

Model Calls for Mass Meetings, Party Canvasses and Conventions

- 1. Model Calls for Conventions: State, District, Legislative**
- 2. Model Calls for Mass Meetings: Legislative and Unit**
- 3. Model Calls for Party Canvasses: Legislative and Unit**

Model Calls for Conventions

STATE

OFFICIAL CALL
State Convention
of the Republican Party of Virginia
[DATE] at [TIME] Local Time
[LOCATION]

As Chairman of the Republican Party of Virginia and pursuant to the Plan of Organization and as recommended and directed by the State Central Committee, I, [NAME], do hereby issue this Call for a State Convention of the Republican Party of Virginia to be held at the [LOCATION], or its alternate site, starting at [TIME] local time on [DATE] for the following purposes:

[USE ALL THAT APPLY]

- a) Electing [NUMBER] delegates and [NUMBER] alternate delegates at large to the Republican National Convention to be held at the [LOCATION], or its alternate site beginning on [DATE];
- b) Nominating two (2) Electors At Large to be voted for in the presidential election on [DATE];
- c) Electing a State Chairman;
- d) Nominating a National Committeeman and National Committeewoman;
- e) Nominating a Republican candidate for the office of [OFFICE];

and for the transaction of such other business as may properly come before the convention; [USE IN PRESIDENTIAL YEARS] and I further direct the Republican Congressional District Chairmen to issue a call for Congressional District Conventions for the purpose of electing three (3) delegates and three (3) alternate delegates per congressional district for a total of [NUMBER] delegates and [NUMBER] alternate delegates to the Republican National Convention to be held at the [LOCATION], or its alternate site beginning on [DATE]; nominating one (1) Elector per congressional district to be voted for in the presidential election of [DATE]; electing a District Chairman; electing three (3) members to the State Central Committee per congressional district; and for the transaction of such other business as may properly come before the District Convention; and I further direct the Republican Congressional District Chairmen to issue the call for each district convention to the chairman of each unit within the district not less than thirty (30) days prior to such conventions, and further, to publish such call in a newspaper of general circulation in the district at least fifteen (15) days prior to the date of such convention as required by the rules adopted by the previous Republican National Convention; and I further direct the Executive Director of the Republican Party of Virginia to publish this call in a daily newspaper of general circulation in the state at least ninety (90) days prior to the date of the state convention as required by the rules adopted by the previous Republican National Convention.

Qualifications for Participation

All legal and qualified voters 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 districts.

Composition of Convention

The State Convention shall be composed of delegates and alternate delegates of the respective units they represent, and a military delegation. Representation shall be based on a percentage of the total number of Republican votes cast in each county and city in the last gubernatorial and presidential election combined. Each unit is allowed one (1) Delegate Vote for each two hundred fifty (250) Republican votes cast or major portion

thereof. Each unit shall be entitled to at least one (1) Delegate Vote. The delegates and alternates shall be elected in county and city mass meetings, party canvasses or conventions that shall be called for this purpose in conformity with the Plan of Organization of the Republican Party of Virginia by each unit committee.

Military delegates will be selected in conformity with the Plan of Organization of the Republican Party of Virginia. Any members of the Virginia National Guard, the United States Armed Forces, Merchant Marine, or Coast Guard, who are unable to participate in the election of delegates from their unit due their military orders, may be represented through the Military Delegation. To be so represented, they must declare by e-mail to the State Chairman [E-MAIL ADDRESS] no later than [DEADLINE] that they intend to support the Party's nominees in the ensuing election and that their orders preclude them from participating in person. The State Chairman will provide declarants with candidate preference ballots that will be cast on their behalf at the convention.

Certification of Delegates

The delegates present in a given delegation shall designate which alternate delegates shall vote in the place of an absent delegate except where the electing body electing the delegates has determined another method of alternate delegate selection. The said delegates and alternate delegates to the State Convention so elected shall be certified in writing with their respective names and addresses including zip codes over the signatures of the permanent chairman and permanent secretary of the unit mass meeting or convention, or of the unit chairman of the unit committee which may have conducted a party canvass to select the delegates and alternate delegates.

ALL CERTIFICATIONS, REGARDLESS OF THE DATE OF LOCAL MASS MEETING, PARTY CANVASS OR CONVENTION must be postmarked not later than sixteen (16) days [DEADLINE] prior to the convention or delivered in person fourteen (14) days [DEADLINE] prior to the convening of said convention. After the filing deadline of the certification, no change may be made except a certified alternate delegate may be made a delegate. A copy of the published call of the convention, mass meeting or party canvass called for the purpose of selecting delegates and alternate delegates to said convention, must accompany the certification with the date of publication included. Certification should be mailed or delivered as follows:

Original – [State Chairman and mailing address]

Second Copy – The respective district chairman

Third Copy – For the unit's records

A delegate or alternate delegate is not certified until his name, address and phone number has been provided on the certification.

[ATTACH LIST OF UNITS AND RESPECTIVE VOTING STRENGTHS]

Paid for and authorized by the Republican Party of Virginia, Inc.

DISTRICT

OFFICIAL CALL
District Convention
of the [NUMBER] Congressional District
of the Republican Party of Virginia
[DATE] at [TIME] Local Time
[LOCATION]

As Chairman of the [NUMBER] Congressional District of the Republican Party of Virginia and pursuant to the Plan of Organization and as recommended and directed by the District Committee, I, [NAME], do hereby issue this Call for a District Convention to be held at the [LOCATION], or its alternate site, starting at [TIME] local time on [DATE] for the following purposes:

[USE ALL THAT APPLY]

- a) Electing [NUMBER] delegates and [NUMBER] alternate delegates to the Republican National Convention to be held at the [LOCATION], or its alternate site beginning on [DATE];
- b) Nominating one (1) Elector to be voted for in the presidential election on [DATE];
- c) Electing a District Chairman of the Republican Party;
- d) Electing three (3) members of the State Central Committee;
- e) Nominating a Republican candidate for the office of U.S. House of Representatives;

and for the transaction of such other business as may properly come before the convention.

Qualifications for Participation

All legal and qualified voters of the [NUMBER] Congressional District 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 districts.

Composition of Convention

The District Convention shall be composed of delegates and alternate delegates of the respective units they represent, and a Military Delegation. Representation shall be based on a percentage of the total number of Republican votes cast in each county and city in the last gubernatorial and presidential election combined. Each unit is allowed one (1) Delegate Vote for each [*one hundred (100) to five hundred; District Committee chooses exact number*] Republican votes cast or major portion thereof. Each unit shall be entitled to at least one (1) Delegate Vote. The delegates and alternates shall be elected in county and city mass meetings, party canvasses or conventions that shall be called for this purpose in conformity with the Plan of Organization of the Republican Party of Virginia by each unit committee.

Military delegates will be selected in conformity with the Plan of Organization of the Republican Party of Virginia. Any members of the Virginia National Guard, the United States Armed Forces, Merchant Marine, or Coast Guard, who are unable to participate in the election of delegates from their unit due their military orders, may be represented through the Military Delegation. To be so represented, they must declare by e-mail to the District Chairman [E-MAIL ADDRESS] no later than [DEADLINE] that they intend to support the Party's nominees in the ensuing election and that their orders preclude them from participating in person. The District Chairman will provide declarants with candidate preference ballots that will be cast on their behalf at the convention.

Certification of Delegates

The delegates present in a given delegation shall designate which alternate delegates shall vote in the place of an absent delegate except where the electing body electing the delegates has determined another method of alternate delegate selection. The said delegates and alternate delegates to the District Convention so elected shall be certified in writing with their respective names and addresses including zip codes over the signatures of the permanent chairman and permanent secretary of the unit mass meeting or convention, or of the unit chairman of the unit committee which may have conducted a party canvass to select the delegates and alternate delegates.

ALL CERTIFICATIONS, REGARDLESS OF THE DATE OF LOCAL MASS MEETING, PARTY CANVASS OR CONVENTION must be postmarked not later than seven (7) days prior to the convening of said convention [DEADLINE]. After the filing deadline of the certification, no change may be made except a certified alternate delegate may be made a delegate. A copy of the published call of the convention, mass meeting or party canvass called for the purpose of selecting delegates and alternate delegates to said convention, must accompany the certification with the date of publication included. Certification should be mailed or delivered as follows:

Original – [District Chairman and mailing address]

Second Copy – [District Secretary and mailing address]

Third Copy – For the unit's records

A delegate or alternate delegate is not certified until his name, address and phone number has been provided on the certification.

[ATTACH LIST OF UNITS AND RESPECTIVE VOTING STRENGTHS]

Paid for and authorized by the [FULL NAME OF DISTRICT COMMITTEE].

LEGISLATIVE

OFFICIAL CALL Legislative District Convention of the [NUMBER][HOUSE OR SENATE] District of the Republican Party of Virginia

As Chairman of the [NUMBER][HOUSE OR SENATE] District Committee of the Republican Party, and pursuant to the Plan of Organization and as recommended and directed by the Committee, I, [NAME], do hereby issue this call for a Legislative District Convention to be held at [LOCATION], starting at [TIME] local time on [DATE] for the purposes of nominating a Republican candidate for the office of [DELEGATE OR SENATOR] to be voted for in the [GENERAL OR SPECIAL] election on [DATE], and for the transaction of such other business as may properly come before the convention.

Qualifications for Participation

All legal and qualified voters of the [NUMBER][HOUSE OR SENATE] District 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 districts.

Composition of Convention

The Convention shall be composed of delegates and alternate delegates of the respective units [*see note*] they represent, and a Military Delegation. Representation shall be based on a percentage of the total number of Republican votes cast in each county and city [*see note*] in the last gubernatorial and presidential election combined. Each unit [*see note*] is allowed one (1) Delegate Vote for each [*twenty-five (25) to five hundred (500); Legislative District Committee to choose exact number*] Republican votes cast or major portion thereof. Each unit [*see note*] shall be entitled to at least one (1) Delegate Vote. The delegates and alternates shall be elected in county and city mass meetings, party canvasses or conventions that shall be called for this purpose in conformity with the Plan of Organization of the Republican Party of Virginia by each unit committee.

[*NOTE: legislative districts entirely within one unit should substitute precincts, wards, or magisterial districts, as applicable, in place of "unit" above*]

Military delegates will be selected in conformity with the Plan of Organization of the Republican Party of Virginia. Any members of the Virginia National Guard, the United States Armed Forces, Merchant Marine, or Coast Guard, who are unable to participate in the election of delegates from their unit due their military orders, may be represented through the Military Delegation. To be so represented, they must declare by e-mail to the Legislative District Chairman [E-MAIL ADDRESS] no later than [DEADLINE] that they intend to support the Party's nominees in the ensuing election and that their orders preclude them from participating in person. The Legislative District Chairman will provide declarants with candidate preference ballots that will be cast on their behalf at the convention.

Certification of Delegates

The delegates present in a given delegation shall designate which alternate delegates shall vote in the place of an absent delegate except where the electing body electing the delegates has determined another method of alternate delegate selection. The said delegates and alternate delegates to the Convention so elected shall be

certified in writing with their respective names and addresses including zip codes over the signatures of the permanent chairman and permanent secretary of the unit mass meeting or convention, or of the unit chairman of the unit committee which may have conducted a party canvass to select the delegates and alternate delegates.

All certifications must be delivered prior to the convening of said convention. After the filing deadline of the certifications, no change may be made except a certified alternate delegate may be made a delegate. A copy of the published call of the convention, mass meeting or party canvass called for the purpose of selecting delegates and alternate delegates to said convention, must accompany the certification with the date of publication included. Certification should be mailed or delivered as follows:

- Original – [Legislative District Chairman and mailing/delivery addresses]
- Second Copy – [Legislative District Secretary and mailing/delivery addresses]
- Third Copy – For the unit's records

A delegate or alternate delegate is not certified until his name, address and phone number has been provided on the certification.

[ATTACH LIST OF UNITS AND RESPECTIVE VOTING STRENGTHS]

Paid for and authorized by the [FULL NAME OF LEGISLATIVE DISTRICT COMMITTEE].

Model Calls for Mass Meetings

LEGISLATIVE

OFFICIAL CALL

Legislative District Mass Meeting
of the [NUMBER][HOUSE OR SENATE]
District of the Republican Party of Virginia

As Chairman of the [NUMBER][HOUSE OR SENATE] District Committee of the Republican Party, and pursuant to the Plan of Organization and as recommended and directed by the Committee, I, [NAME], do hereby issue this call for a Legislative District Mass Meeting to be held at [LOCATION], starting at [TIME] local time on [DATE] for the purposes of: (a) nominating a Republican candidate for the office of [DELEGATE OR SENATOR] to be voted for in the [GENERAL OR SPECIAL] election on [DATE]; and (b) for the transaction of such other business as may properly come before the mass meeting.

Qualifications for Participation

All legal and qualified voters of the [NUMBER][HOUSE OR SENATE] District 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 districts.

Filing Requirements (OPTIONAL)

Candidates for the election or nomination at said mass meeting shall file a written statement by mail or in person, to [NAME AND MAILING/DELIVERY ADDRESSES OF PERSON(S) DESIGNATED TO RECEIVE FILINGS], which must be received not later than [TIME AND DATE]. [*Note: if a filing form is used, information on where to obtain the form must be included in the call.*]

Registration Fee

There will be no registration fee to participate in this mass meeting.

[*ALTERNATE: A voluntary registration fee of [AMOUNT] is requested of each voter in this mass meeting.*]

[*NOTE: a voluntary fee may be requested, but not required, when the mass meeting involves the nomination of any publicly elected official.*]

Paid for and authorized by the [FULL NAME OF LEGISLATIVE DISTRICT COMMITTEE].

UNIT

OFFICIAL CALL
Mass Meeting
of [NAME OF UNIT]
of the Republican Party of Virginia

As Chairman of the [UNIT] Committee of the Republican Party, and pursuant to the Plan of Organization and as recommended and directed by the Committee, I, [NAME], do hereby issue this call for a Mass Meeting to be held at [LOCATION], starting at [TIME] local time on [DATE] for the following purposes:

[USE ALL THAT APPLY]

- a) Nominating a Republican candidate for the office of [OFFICE] to be voted for in the [GENERAL OR SPECIAL] election on [DATE];
- b) Electing a Unit Chairman;
- c) Electing members of the Unit Committee as follows: [LIST PRECINCT NAME AND NUMBER OF MEMBERS, RESPECTIVELY, AND NUMBER OF AT-LARGE MEMBERS];
- d) Electing up to [NUMBER] Delegates and an equal number of Alternates to the [STATE, DISTRICT, ETC.] Convention, to be held on [DATE] at [LOCATION], beginning at [TIME] for the purposes of [LIST PURPOSES]. Each unit is entitled to one (1) Delegate Vote per [NUMBER] Republican votes for Governor and President at their last election, so that [UNIT] is entitled to [NUMBER] Delegate Votes; and for the transaction of such other business as may properly come before the mass meeting.

Qualifications for Participation

All legal and qualified voters of [UNIT] 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 districts.

Filing Requirements (OPTIONAL)

Candidates for the election or nomination at said mass meeting shall file a written statement by mail or in person, to [NAME AND MAILING/DELIVERY ADDRESSES OF PERSON(S) DESIGNATED TO RECEIVE FILINGS], which must be received not later than [TIME AND DATE]. *[Note: if a filing form is used, information on where to obtain the form must be included in the call.]*

Registration Fee

There will be [NO or AMOUNT] registration fee to participate in this mass meeting.
[NOTE: a voluntary fee may be requested, but not required, if the mass meeting involves the nomination of any publicly elected official. If voluntary, state so above.]

Paid for and authorized by the [FULL NAME OF UNIT COMMITTEE].

Model Calls for Party Canvasses: Legislative and Unit

LEGISLATIVE

OFFICIAL CALL

Legislative District Party Canvass
of the [NUMBER][HOUSE OR SENATE]
District of the Republican Party of Virginia

As Chairman of the [NUMBER][HOUSE OR SENATE] District Committee of the Republican Party, and pursuant to the Plan of Organization and as recommended and directed by the Committee, I, [NAME], do hereby issue this call for a Legislative District Party Canvass to be held at [LOCATION(S)], from [TIMES] local time on [DATE] for the purposes of: (a) nominating a Republican candidate for the office of [DELEGATE OR SENATOR] to be voted for in the [GENERAL OR SPECIAL] election on [DATE].

Qualifications for Participation

All legal and qualified voters of the [NUMBER][HOUSE OR SENATE] District 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 districts.

Filing Requirements

Candidates for the Republican nomination at said canvass shall file a written statement by mail or in person, to [NAME AND MAILING/DELIVERY ADDRESSES OF PERSON(S) DESIGNATED TO RECEIVE FILINGS], which must be received not later than [TIME AND DATE]. If only one candidate properly files, then said candidate shall be declared the Republican nominee and no canvass will be held.

[Note: if a filing form is used, information on where to obtain the form must be included in the call.]

Registration Fee

There will be no registration fee to participate in this canvass.

[ALTERNATE: A voluntary registration fee of [AMOUNT] is requested of each voter in this canvass.]

[NOTE: a voluntary fee may be requested, but not required, when the canvass involves the nomination of any publicly elected official.]

Paid for and authorized by the [FULL NAME OF LEGISLATIVE DISTRICT COMMITTEE].

UNIT

OFFICIAL CALL Party Canvass of [NAME OF UNIT] of the Republican Party of Virginia

As Chairman of the [UNIT] Committee of the Republican Party, and pursuant to the Plan of Organization and as recommended and directed by the Committee, I, [NAME], do hereby issue this call for a Party Canvass to be held at [LOCATION(S)], from [TIMES] local time on [DATE] for the following purposes:

- a) Nominating a Republican candidate for the office of [OFFICE] to be voted for in the [GENERAL OR SPECIAL] election on [DATE];
- b) Electing a Unit Chairman;
- c) Electing members of the Unit Committee as follows: [LIST PRECINCT NAME AND NUMBER OF MEMBERS, RESPECTIVELY, AND NUMBER OF AT-LARGE MEMBERS];
- d) Electing up to [NUMBER] Delegates and an equal number of Alternates to the [STATE, DISTRICT, ETC.] Convention, to be held on [DATE] at [LOCATION], beginning at [TIME] for the purposes of [LIST PURPOSES]. Each unit is entitled to one (1) Delegate Vote per [NUMBER] Republican votes for Governor and President at their last election, so that [UNIT] is entitled to [NUMBER] Delegate Votes.

Qualifications for Participation

All legal and qualified voters of [UNIT] 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 districts.

Filing Requirements

Candidates for the nomination or election at said canvass shall file a written statement by mail or in person, to [NAME AND MAILING/DELIVERY ADDRESSES OF PERSON(S) DESIGNATED TO RECEIVE FILINGS], which must be received not later than [TIME AND DATE]. If not more than the number of persons to be elected shall file for each office, then such properly filed persons shall be declared nominated or elected as the case may be, and no canvass will be held for such purpose. *[Note: if a filing form is used, information on where to obtain the form must be included in the call.]*

Registration Fee

There will be [NO or AMOUNT] registration fee to participate in this canvass. *[NOTE: a voluntary fee may be requested, but not required, if the canvass involves the nomination of any publicly elected official. If voluntary, state so above.]*

Paid for and authorized by the [FULL NAME OF UNIT COMMITTEE].

Model Rules for Mass Meetings and Party Canvasses

These Recommended Rules are not part of the Plan, but are provided as models pursuant to Article VIII, Section A, paragraph 8.

- 1. Model Rules for a Mass Meeting**
- 2. Model Rules for a Party Canvass**

Model Rules for a Mass Meeting

1. This mass meeting shall, to the extent applicable, be governed by and conducted in accordance with the following (giving precedence as listed): the State Party Plan, District or Unit Plan or By-Laws, these rules, and otherwise in accordance with Robert's Rules of Order, Newly Revised 10th Edition).
2. Any person may attend the mass meeting, but only eligible voters duly registered by the Credentials Committee may have the floor unless specially recognized by the Chair. Only eligible voters duly registered by the Credentials Committee may vote. No proxies are allowed at any time.
3. All voters shall meet the requirements as specified in the Call of the Mass Meeting.
4. The Credentials Committee shall report on the proper credentials of each voter and decide any question that may arise concerning eligibility to participate.
5. No one will be allowed on the Mass Meeting floor without proper credentials displayed.
6. A roll call shall be taken at the request of one-fifth (1/5) of the total Mass Meeting votes as certified by the Credentials Committee.
7. Elections shall require a majority of the total Mass Meeting vote as certified by the Credentials Committee. There shall be no cumulative voting.
8. No voter may change his or her vote after it has been collected or recorded by the unit chairman or a teller appointed by the unit chairman.
9. (Optional) Upon adoption of these rules, the temporary officials of the Mass Meeting shall be made permanent.
10. No resolution may be presented from the floor unless first submitted in writing to the Resolutions Committee for consideration. Each resolution shall be considered separately in the order contained in the committee report.
11. The order of business shall be as set forth below, provided, however, that upon majority vote of the Mass Meeting, an item may be omitted or added. The Chairman of the Mass Meeting may interrupt the order as he or she may deem appropriate.
 - A) Reading of the Call by the Party Secretary.
 - B) Election of Temporary Chairman
 - C) Election of Temporary Secretary
 - D) Appointment of Temporary Parliamentarian, Timekeeper and Sergeant-at-Arms.
 - E) Appointment of Temporary Committees.
 - F) Meetings of Committees.
 - G) Credentials Committee Report.
 - H) Rules Committee Report.
 - I) Final Report of the Credentials Committee.
 - J) [if Rule 9 above is not adopted] Election of Permanent Chairman and Permanent Secretary.
 - K) [if Rule 9 above is not adopted] Appointment of Permanent Officials.
 - L) [if applicable] Nominations of candidates for public office [specify].
 - M) [if applicable] Election of persons to party offices [specify].
 - N) Resolutions Committee Report.
 - O) Other Business.
 - P) Adjournment.

Model Rules for a Party Canvass

The [NAME] Committee of the Republican Party of Virginia, pursuant to the Plan of Organization of the Republican Party of Virginia, hereby adopts these Rules for the conduct of this Party Canvass.

1. The Republican Party Canvass shall be held at [LOCATION(S)] on [DATE], from [TIMES]. The purpose of the Canvass shall be [LIST PURPOSES].
2. This party canvass shall, to the extent applicable, be governed by and conducted in accordance with the following (giving precedence as listed): the State Party Plan, District or Unit Plan or By-Laws, these rules, and otherwise in accordance with Robert's Rules of Order, Newly Revised (10th Edition).
3. Only eligible voters duly registered by the Credentials Committee may vote. No proxies are allowed at any time.
4. All voters shall meet the requirements as specified in the Call of the Party Canvass.
5. The [NAME APPOINTING AUTHORITY] shall appoint a Credentials Committee of not more than [NUMBER] persons, to register those persons who offer to vote and to count the ballots once the polls are closed. The members of the Credentials Committee shall remain inside the room in which voting is conducted during the period in which voting takes place and until the ballots are counted.
6. The Credentials Committee shall decide any question that may arise concerning the qualifications of a candidate or eligibility to vote.
7. No one will be allowed in the voting area without proper authorization. Candidates shall not loiter or campaign in the room in which voting will take place.
8. No resolutions may be introduced.
9. The Credentials Committee shall prepare ballots listing the names of all qualified candidates for contested nominations or elections, who have properly filed as required in the Call of the Party Canvass.
10. As soon as the polls are closed, the Credentials Committee shall immediately proceed to ascertain the vote given at the Canvass and shall continue without adjournment until they declare the results of the canvass. Only the members of the Credentials Committee and two representatives of each candidate, if any, shall be permitted to remain in the room once the polls have closed and until the ballots are counted. Ballots shall then be placed in a sealed envelope and preserved and secured by the Credentials Committee for at least thirty (30) days in the event of any challenge to the results.
11. Candidates shall be elected on the basis of plurality of votes received. If two or more persons have an equal number of votes and a higher number than any other person, the [NAME] Committee shall proceed publicly to determine by lot which of the persons shall be declared elected, after those persons have been notified and are allowed an opportunity to be present.
12. The [NAME] Committee shall preserve order inside and outside the polling place(s). No person shall hinder, intimidate, or interfere with any qualified voter so as to prevent the voter from casting a secret ballot. The [NAME] Committee may order a person violating this Rule to cease such action and, if such action continues, may remove such person from the polling place.

17th Senate District of Virginia Legislative District Committee

Date: December 27, 2022

Time: 6:00 PM

Location: Applebee's Restaurant, 1396 Armory Dr, Franklin, VA

Committees Represented:

Suffolk, Isle of Wight, Franklin City, Emporia, Southampton, Dinwiddie, Greensville, Brunswick, Portsmouth

Committees Not Represented:

Chesapeake

Quorum Present

Call To Order: 6:07 PM by Dawn Jones, Interim Chairman

- 1) Election of New Chairman for the 17th Senate LDC
 - a.) Motion in committee to nominate Dawn Jones, Suffolk as Chairman of 17th Senate LDC
Nomination Seconded by Bill Yoakum, Isle of Wight
Vote Called for by Committee: 2 Yes and 4 No
 - b.) Motion made to nominate Lee Tally, Portsmouth as Chairman of 17th Senate LDC.
Nomination Seconded by Walt Brown, Franklin City / Southampton
Weighted Vote Called for by Committee: 4 Yes and 2 No
 - c.) Other nominations called for. No other nominations made. Nominations closed.
 - d.) Weighted Vote Decision: Dawn Jones, Suffolk Elected as 2023 17th Senate LDC Chairman with 64% of the weighted vote.
- 2) Election of New Secretary for the 17th Senate LDC
 - a) Motion in committee to nominate Bill Yoakum, Isle of Wight as Secretary of 17th Senate LDC
Nomination Seconded by Walt Brown, Lee Tally
Weighted Vote Called for by Committee: 6 Yes and 0 No
 - b) Other nominations called for. No other nominations made. Nominations closed.
 - c) Weighted Vote Decision: Bill Yoakum, Elected as 2023 17th Senate LDC Secretary
- 3) Decision on Method of Candidate Nomination for 17th Senate District of Virginia
 - a) Method's of Nomination covered by Chairman Jones
 - 1) Primary
 - 2) Convention
 - 3) Canvass
 - 4) Firehouse Primary

- 3) Continued-
 - b) Motion made in Committee to select Canvass as method of Nomination
Nomination Seconded by Committee
Weighted Vote Called for by Committee: 4 Yes and 2 No
 - c) Motion Made in Committee to select Convention as method of Nomination
Nomination Seconded by Committee
Weighted Vote Called for by Committee: 4 Yes and 2 No
 - d) Motion Made in Committee to select Primary as method of Nomination
Nomination Seconded by Committee
Weighted Vote Called for by Committee: 4 Yes and 2 No
 - e) Other motions called for. No other motions made. Motions closed.
 - f) Weighted Vote Decision: Convention chosen as method of candidate nomination for the 17th Senate District of Virginia
- 4) Floor open for discussion
 - a) Walt Brown asked for clarification on weighted vote. Chairman Jones explained the process of weighted votes as prescribed by Virginia statute.
 - b) Walt Brown raised questions about location for holding convention and made reference to possible site of Cheroenhaka Indian Tribal location. No motions or decisions were made by the committee.
 - c) Discussion was had concerning filing fees, amounts and requirements between Lee Tally and Walt Brown. No motions or decisions were made by the committee.
 - d) Discussion was had concerning prospective time frame for Convention to be held for the 17th Senate District of Virginia, General Consensus was that May and June would be the most likely time frame choice.
- 5) New Business
 - a) Call for any new business made by Chairman Jones
 - b) No New business presented by committee.
 - c) Discussion of New Business Closed by Chairman Jones.
- 6) Call to Adjourn Meeting
 - a) Motion to Adjourn Made by Chairman Jones
 - b) Motion to Adjourn Seconded by Secretary Yoakum
 - c) Vote Adjourn: 6 Yes and 0 No

End of Meeting Time: 6:21 PM, December 27, 2023

The meeting held on Feb. 25, 2023 beginning at 2 PM at RBVB HQ.

Call to order at 2:05

Attendance: Dennis Free, Rob Stubbs, Thomas Turner, Belinda Dexter, Bill Yoakum, Dawn Jones, Bill Colburn, Nicholas Proffitt, Teresa Preston, Elizabeth Lankford, Bruce Johnson, Kristina Forbes, Bruce Myers, Bill Curtis, Sam Sellard, John Post (Proxy)

Guests: See sign in sheet

Kristi Way, 1st Vice Chairman for RPV

Agenda:

1. Opening Prayer – Bill Colburn
2. Pledge of Allegiance – Bruce Myers
3. Reading of the Republican Creed – Sam Sellard
4. Proxy Report committee- by Nicholas Proffitt, Elizabeth Lankford, and Bill Colburn

Conner Merk appoint John Post, Yusuf Tejada appoint Thomas Turner, Walt Brown appoint Teresa Preston. The three proxies were approved.

All 15 members of the committee in person or by proxy.

The Chairman request no video recording.

Dawn Jones made a motion to allow recording of the meeting. This motion failed when it did not receive a second from the committee.

Report to the Committee by Chairman Free in Consideration of Committee concerning Art IV, Section D, Paragraph 1 (e) of the Party Plan in Reference to the Suffolk Committee of the Republican Party.

Dawn Jones explained they wanted to do a draft to censored Speaker Todd Gilbert, house speaker: They made a draft not a censor and presented a letter to the committee.

Chairman Free responded that the vote to censure and draft articles did constitute a censure according to RPV legal counsel Chris Marston.

Bill Yokum said that he had a great deal of trouble getting the Suffolk Unit to setting up the conventions as voted on at the December meeting of the 17 Senate LDC and the 84 House LDC.

Bruce Myer Parliamentarian to the 2nd Congressional District reported that a censure is only for members in good standing of your unit.

Chairman Free reported that the censure was out of order because the Speaker was not a member of the Suffolk Unit, there is no underlying misconduct on the part of the speaker and the unit has falsely accused the Speaker of the House of misconduct.

Chairman Free reported that this is not the first time this unit has acted outside of the party plan. In 2021 the unit voted not to support the Youngkin Ticket. At that time the unit chairman was given a warning of their conduct by 3rd DC Micki Miller.

Dawn Jones said: To get additional information. We did give support and feels gave support.

Turner: At that meeting of your unit they voted 20 to 5 not to support the ticket.

The motion to declare that the Suffolk Unit has failed to function was made by Rob Stubbs of Northampton County. The motion was seconded by John Post.

Vote of the 2nd Congressional District to declare the Suffolk Unit Failed to Function.

Position	Name	Unit/Org./SCC	Vote
Chairman 2 nd District	Dennis Free	Chairman SCC	Yes
State Central Committee	Nicholas Proffitt	Member SCC	Yes
State Central Committee	Bill Curtis	Member SCC	Yes
State Central Committee	Elizabeth Lankford	Member SCC	Yes
Chesapeake Republican Party	Kristina Forbes	Art. VI, Sect H Appointment	Yes
Accomack Republican Party	Sam Sellard	Chairman	Yes
Southampton/Franklin Rep. Party	Teresa Brown	Proxy for Chairman Brown	Yes
Isle of Wight Republican Party	Billy Yokam	Chairman	Yes
Suffolk Republican Party	Dawn Jones	Chairman	No
Northampton Republican Party	Rob Stubbs	Chairman	Yes
Virginia Beach Republican Party	Bruce Johnson	Art. VI, Sect H Appointment	Yes
State Central Committee	Bill Colburn	Congressional Appointment	Yes
VA Federation of College Republicans	John Post	Proxy for Connor Merk	Yes
VA Federation of Young Republicans	Thomas Turner	Proxy for Yusuf Tejada	Yes
VA Federation of Republican Women	Belinda Dexter		Yes

The motion to declare that the Suffolk Unit has failed to function passed by a vote of 14 to 1.

Chairman Free then proposed to appoint the following persons as official members of the Suffolk Republican Party with instruction to reconstitute the party. The proposal was for Steve Trent to be Chairman with Thomas Turner, Erin Rice and Debbie Kliche as members. Motion to adopt the proposal was made by Bill Colburn, seconded by John Post. The motion passed by voice vote with no dissenting votes and one abstaining (Turner).

Following the vote Dawn Jones was advised by Chairman Free that she was no longer the chair and needed to turn over all records, property and bank records to the newly appointed chairman Steve Trent. She replied that she would be appealing this action.

Motion to adjourn was then made by Nicholas Proffitt and seconded by Rob Stubbs. Everyone voted in favor of this motion.

Meeting was adjourned at 3:01 PM

These minutes have not yet been approved.



Chairman Dennis Free
REPUBLICAN PARTY OF VIRGINIA
2nd Congressional District
2348 Huckleberry Trail
Virginia Beach, VA 23456

Legislative District Committee Members
17th Senatorial District of Virginia

March 1, 2023

RE: Information Concerning new Legislative District Committeeman from Suffolk.

Dear Committee Members

On February 25, 2023 the 2nd District Committee met in Virginia Beach. At that meeting by at 13 to 1 vote the committee declared that the Suffolk City Committee has failed to function. We then appointed a new chairman, Mr. Steve Trent, who was directed to begin the process to reassembling the committee.

Chairman Trent has full authority to act as the Suffolk Chairman until relieved.¹ There is no provision in the party plan for a stay of a decision pending appeal.² The decision of the 2nd Congressional District is in full force and remains so until overturned upon appeal.^{3 4}

As the new chairman, and in accordance with the party plan Mr. Trent assumes the duties as the 17th Senatorial Legislative District Committeeman from Suffolk.⁵

Unless properly relieved by this committee or other proper authority Mr. Dawn Jones remains the Chairwoman of the legislative district of the 17th Senatorial District of Virginia.

Thank you for your prompt attention to this matter.

Sincerely,

Dennis E. Free

¹ Republican Party of Virginia, Plan of Organization, Article IV, District Committees, Section D, Para 1, e.

² A letter from General Counsel Patrick M. McSweeney to Chairman Nathan Boyer of the Bedford County Committee & Chairman Daniel Bradshaw of the Prince Edward County Committee

³ Republican Party of Virginia, Plan of Organization, Article X, Rulings and Appeals, Section A, Para 1

⁴ A letter from General Counsel Patrick M. McSweeney to Chairman Nathan Boyer of the Bedford County Committee & Chairman Daniel Bradshaw of the Prince Edward County Committee

⁵ Republican Party of Virginia, Plan of Organization, Article V, Legislative District Committee, Section A, Para 1.

84th House of Delegates District of Virginia Legislative District Committee

Date: December 29, 2022

Time: 6:00 PM

Location: 51 East Windsor Blvd., Windsor, VA

Committees Represented:

Suffolk – Miller Cary, Isle of Wight- Volpe Boykin, Franklin City-Cherie Gatten

Permitted Guests in Attendance:

Mason Gwaltney, Campaign Manager for Mike Dillender Campaign

Bill Yoakum, Chairman of the Isle of Wight Republican Party

Committees Not Represented:

Chesapeake

Quorum Present

Call To Order: 6:11 PM by Miller Cary, Interim Chairman

- 1) Election of New Chairman for the 84th House of Delegates District LDC
 - a.) Motion in committee to nominate Miller Cary, Suffolk as Chairman of 84th House of Delegates District LDC
Nomination Seconded by Volpe Boykin, Isle of Wight
Vote Called for by Committee: 3 Yes and 0 No

 - b.) Other nominations called for. No other nominations made. Nominations closed.

- 2) Election of New Secretary for the 84th House of Delegates District LDC
 - a) Motion in committee to nominate Bill Yoakum, Isle of Wight as Secretary of 84th House of Delegates District LDC
Nomination Seconded by Volpe Boykin
Vote Called for by Committee: 3 Yes and 0 No

 - b) Other nominations called for. No other nominations made. Nominations closed.

 - c) Vote Decision: Bill Yoakum, Elected as 2023 84th House of Delegates District LDC Secretary

- 3) Decision on Method of Candidate Nomination for 84th House of Delegates District of Virginia
 - a) Method's of Nomination covered by Chairman Cary
 - 1) Primary
 - 2) Convention
 - 3) Party Canvass
 - 4) Mass Meeting

- 3) Continued-
 - b) Motion Made in Committee to select Convention as method of Nomination
Nomination Seconded by Committee
Weighted Vote Called for by Committee: 3 Yes and 0 No
 - c) Other motions called for. No other motions made. Motions closed.
 - d) Vote Decision: Convention chosen as method of candidate nomination for the 84th House of Delegates District of Virginia
- 4) Floor open for discussion
 - a) Cherie Gatten asked for clarification on convention process and her future role in organizing the convention. Chairman Cary explained that there were no further steps for her to take at this time. The next need for action will be after the official call for the convention is presented. At that time a meeting to vote and approve the call would be taken.
- 5) New Business
 - a) Call for any new business made by Chairman Cary
 - b) No New business presented by committee.
 - c) Discussion of New Business Closed by Chairman Cary.
- 6) Call to Adjourn Meeting
 - a) Motion to Adjourn Made by Chairman Cary
 - b) Motion to Adjourn Seconded by Volpe Boykin
 - c) Vote Adjourn: 3 Yes and 0 No

End of Meeting Time: 6:40 PM, December 29, 2023

Unofficial Copy of Resolution presented on March 8

I move to resolve that, pursuant to Article X, Section B.2., to resolve that the purported meeting of the Legislative District Committee on March 2 was not of the duly constituted Legislative District Committee for HD 84 because the meeting excluded the properly seated Chair of the Suffolk Republican Committee from voting, the meeting recorded the votes of one or more non-voting members in place of the properly seated Chair of the Suffolk Republican Committee, and the vote to change the nomination method to a primary was taken without a quorum of the duly seated and weighted votes of the Committee, and further to resolve that the notification sent to the Virginia Department of Elections was not by a duly constituted committee, it was without validity under Republican Party Rules, and was null and void, and further resolved that the clear direction of this duly constituted Legislative District Committee given by vote taken on December 29th is valid and in effect. Wherefore, this Legislative District Committee approves the Call for the Convention to nominate a candidate in the 84th House District.





From: [FOIA \(ELECT\)](#)
To: [Chris Marston](#); [FOIA \(ELECT\)](#)
Cc: [Coles, Ashley \(ELECT\)](#)
Bcc: [Beals, Susan \(ELECT\)](#)
Subject: RE: ELECT Guidance Copy Request - 24.2-103
Date: Thursday, February 16, 2023 11:17:56 AM

Good morning, Chris Marston,

Thank you for your request. Due to the significant file size of the requested records you will receive separate emails with the subject line "VITA's Large File Transfer Application C Marston". This ensures we can provide you with all your responsive records at once. Additionally, our response to each individual request is attached. Please note, you may receive multiple emails from VITA.

Thank you for contacting the Virginia Department of Elections.

From: Chris Marston <chris@virginia.gop>
Sent: Monday, February 13, 2023 5:58 PM
To: Beals, Susan (ELECT) <Susan.Beals@elections.virginia.gov>; FOIA (ELECT) <FOIA@elections.virginia.gov>; Nichols, David (ELECT) <David.Nichols@elections.virginia.gov>
Subject: ELECT Guidance Copy Request - 24.2-103

Dear Commissioner Beals,

Attached please find a request from the Republican Party of Virginia pursuant to 24.2-103 for copies of guidance from the Board and the Department issued to local electoral boards and general registrars.

As you know, this is not a FOIA request, but a request under the special authority granted to political parties under 24.2-103. I understand that it may be most convenient to process it through the Department's FOIA Coordinator, so I have copied her on this message.

Thank you for your attention to this request.

Sincerely,
Chris Marston
General Counsel

From: [FOIA \(ELECT\)](#)
To: [Chris Marston](#)
Cc: [Coles, Ashley \(ELECT\)](#)
Bcc: [Beals, Susan \(ELECT\)](#)
Subject: RE: FOIA - Results of Survey of Locality Satellite Locations and Drop Boxes
Date: Thursday, September 14, 2023 4:04:00 PM
Attachments: [REDACTED]

Good afternoon,

Thank you for your request. Attached are the responsive records.

Thank you for contacting the Virginia Department of Elections.

From: SBE - INFO, rr (ELECT) <INFO@elections.virginia.gov>
Sent: Thursday, September 14, 2023 2:17 PM
To: FOIA@ELECTIONS.VIRGINIA
Cc: Detrani, Terri (ELECT) <Terri.Detrani@elections.virginia.gov>
Subject: FW: FOIA - Results of Survey of Locality Satellite Locations and Drop Boxes

Forwarding this to you for further assistance.

From: Chris Marston <chris@virginia.gop>
Sent: Thursday, September 14, 2023 11:32 AM
To: SBE - INFO, rr (ELECT) <INFO@elections.virginia.gov>
Cc: Beals, Susan (ELECT) <Susan.Beals@elections.virginia.gov>
Subject: FOIA - Results of Survey of Locality Satellite Locations and Drop Boxes

Pursuant to FOIA, I request the results of the "Locality Use of Satellite Locations and Drop Boxes survey" that was announced in an Official ELECT Advisory sent on September 7, 2023, with a deadline of Tuesday, September 12.

I would appreciate receiving the results in an electronic format.

I am a citizen of Virginia and can be contacted by reply e-mail or c/o Republican Party of Virginia, 115 E Grace St, Richmond VA 23219.

From: [Beals, Susan \(ELECT\)](#)
To: [Flory, Ellen \(ELECT\)](#)
Subject: Re: HD 84
Date: Friday, March 3, 2023 4:57:17 PM

Thank you!

Susan Beals
Commissioner
Virginia Department of Elections

From: Flory, Ellen (ELECT) <Ellen.Flory@elections.virginia.gov>
Sent: Friday, March 3, 2023 4:56:40 PM
To: Beals, Susan (ELECT) <Susan.Beals@elections.virginia.gov>
Subject: Re: HD 84

HD - 15

S - 10

Ellen Flory

Elections and Registration Services Specialist
Virginia Department of Elections
(804) 864-8923
Ellen.Flory@Elections.Virginia.gov

<https://www.elections.virginia.gov/>

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From: Beals, Susan (ELECT) <Susan.Beals@elections.virginia.gov>
Sent: Friday, March 3, 2023 4:41 PM
To: Flory, Ellen (ELECT) <Ellen.Flory@elections.virginia.gov>
Subject: Re: HD 84

Can you please call me at [REDACTED]?

Susan Beals
Commissioner
Virginia Department of Elections

From: Election Administration (ELECT) <ea@elections.virginia.gov>
Sent: Friday, March 3, 2023 3:59:59 PM
To: Nichols, David (ELECT) <David.Nichols@elections.virginia.gov>
Cc: Beals, Susan (ELECT) <Susan.Beals@elections.virginia.gov>
Subject: Re: HD 84

Rep House 84 was already processed. Do you want me to delete it from the election?

Elections Administration
Virginia Department of Elections
EA@elections.virginia.gov
Washington Building | 1100 Bank Street, 1st Floor, Richmond, VA 23219
(804) 864-8901
Fax: (804) 225-3706

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From: Nichols, David (ELECT) <David.Nichols@elections.virginia.gov>
Sent: Friday, March 3, 2023 12:57 PM
To: Election Administration (ELECT) <ea@elections.virginia.gov>
Cc: Beals, Susan (ELECT) <Susan.Beals@elections.virginia.gov>
Subject: Fwd: HD 84

ERS folks, it seems we have another potential issue from the RPVA. Please handle this in the same manner as the previous one.

-dave

Sent from my T-Mobile 5G Device
Get [Outlook for Android](#)

From: Chris Marston <chris@virginia.gop>
Sent: Thursday, March 2, 2023 5:07:10 PM
To: Nichols, David (ELECT) <David.Nichols@elections.virginia.gov>
Subject: HD 84

Dave,

The same issue I contacted you about on SD 17 is likely to occur in HD 84.

Thanks,
Chris

From: [Nichols, David \(ELECT\)](#)
To: [Election Administration \(ELECT\)](#)
Cc: [Beals, Susan \(ELECT\)](#)
Subject: RE: HD 84
Date: Monday, March 6, 2023 8:55:24 AM

I'll let Susan weigh in as the final say, but I do think we should process this one like the previous. If that means we have to back the election out of VERIS, so be it.

-dave

Dave Nichols (he/him)

Election Services Manager
Virginia Department of Elections
1100 Bank St 1st Floor
Richmond, VA 23219
804.864.8952 (office)
304.444.3418 (mobile)
elections.virginia.gov | Follow us @vaElect

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From: Election Administration (ELECT) <ea@elections.virginia.gov>
Sent: Friday, March 3, 2023 4:00 PM
To: Nichols, David (ELECT) <David.Nichols@elections.virginia.gov>
Cc: Beals, Susan (ELECT) <Susan.Beals@elections.virginia.gov>
Subject: Re: HD 84

Rep House 84 was already processed. Do you want me to delete it from the election?

Elections Administration

Virginia Department of Elections

EA@elections.virginia.gov

Washington Building | 1100 Bank Street, 1st Floor, Richmond, VA 23219

(804) 864-8901

Fax: (804) 225-3706

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From: Nichols, David (ELECT) <David.Nichols@elections.virginia.gov>
Sent: Friday, March 3, 2023 12:57 PM
To: Election Administration (ELECT) <ea@elections.virginia.gov>
Cc: Beals, Susan (ELECT) <Susan.Beals@elections.virginia.gov>
Subject: Fwd: HD 84

ERS folks, it seems we have another potential issue from the RPVA. Please handle this in the same manner as the previous one.

-dave

Sent from my T-Mobile 5G Device
Get [Outlook for Android](#)

From: Chris Marston <chris@virginia.gop>
Sent: Thursday, March 2, 2023 5:07:10 PM
To: Nichols, David (ELECT) <David.Nichols@elections.virginia.gov>
Subject: HD 84

Dave,

The same issue I contacted you about on SD 17 is likely to occur in HD 84.

Thanks,
Chris

From: [Election Administration \(ELECT\)](#)
To: [Nichols, David \(ELECT\)](#); [Beals, Susan \(ELECT\)](#)
Subject: Re: Nomination process
Date: Thursday, March 2, 2023 12:26:55 PM

I talked to Susan earlier, thanks!

Elections Administration
Virginia Department of Elections
EA@elections.virginia.gov
Washington Building | 1100 Bank Street, 1st Floor, Richmond, VA 23219
(804) 864-8901
Fax: (804) 225-3706

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From: Nichols, David (ELECT) <David.Nichols@elections.virginia.gov>
Sent: Thursday, March 2, 2023 4:36 PM
To: Election Administration (ELECT) <ea@elections.virginia.gov>; Beals, Susan (ELECT) <Susan.Beals@elections.virginia.gov>
Subject: Re: Nomination process

I'll let Susan ultimately decide, but I would suggest something like this:

Dear Dawn Jones,
The Department of Elections has received this paperwork, however its acceptance and processing are on hold due to a reported dispute relating to the proper district chair. Please contact the Republican Party of Virginia.

Sent from my T-Mobile 5G Device
Get [Outlook for Android](#)

From: Election Administration (ELECT) <ea@elections.virginia.gov>
Sent: Thursday, March 2, 2023 10:50:28 AM
To: Nichols, David (ELECT) <David.Nichols@elections.virginia.gov>; Beals, Susan (ELECT) <Susan.Beals@elections.virginia.gov>
Subject: Fw: Nomination process

This is the one you told me to hold. This is the person that submitted the form. How would you like me to respond? If at all?

Elections Administration
Virginia Department of Elections
EA@elections.virginia.gov
Washington Building | 1100 Bank Street, 1st Floor, Richmond, VA 23219

(804) 864-8901
Fax: (804) 225-3706

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From: Dawn <SRP.Chair1@protonmail.com>
Sent: Thursday, March 2, 2023 3:22 PM
To: Election Administration (ELECT) <ea@elections.virginia.gov>
Subject: Nomination process

I am writing to confirm you received the method of Nomination for the 17th Senate District as a Primary.

Thank you
Dawn Jones
Chairman of the 17th Senate District Committee

Sent from Proton Mail for iOS

From: [Lawless, Rachel \(ELECT\)](#)
To: [Chris Marston](#)
Cc: [Beals, Susan \(ELECT\)](#)
Subject: Re: SB 1053 - Mandatory Electronic Filing
Date: Wednesday, February 8, 2023 10:15:21 AM

Hi Chris:

Thanks for sharing, I'm looping Susan in as well.

I appreciate you sending this along.

Rachel

From: Chris Marston <chris@virginia.gop>
Sent: Wednesday, February 8, 2023 10:07 AM
To: Lawless, Rachel (ELECT) <Rachel.Lawless@elections.virginia.gov>
Subject: Fwd: SB 1053 - Mandatory Electronic Filing

Rachel,

FYI. Sent the below to Del. Ransone today in hopes of killing off the paper copy requirement for SOOs using the mandatory electronic filing bill.

Thanks,
Chris

----- Forwarded message -----

From: **Chris Marston** <chris@virginia.gop>
Date: Wed, Feb 8, 2023 at 10:00 AM
Subject: SB 1053 - Mandatory Electronic Filing
To: Margaret Ransone <margaret@margaretransone.com>

Del. Ransone,

The Senate bill on mandatory electronic filing was referred to P&E today.

There's a clunky requirement that forces electronic filers to follow up their electronic filing of statements of organization with signed paper copies to both ELECT and their local registrar. It doesn't add anything to public disclosure. And, if SB 1053 is passed, GRs wouldn't even be required to make the filings available for public inspection, so there's really no point in them receiving copies.

Could you all add an amendment to SB 1053 to eliminate this requirement? The requirement is at 24.2-947.1(B). The bill already amends this section and it would just take a few more words stricken to accomplish this.

Here's what's in SB 1053:

B. Candidates for statewide office shall file the statement with the State Board. ~~Candidates for the General Assembly~~ *All other candidates* shall file the statement with the State Board and a copy of the statement with the general registrar of the locality of the candidate's residence. ~~Candidates for local or constitutional office shall file the statement with the general registrar and, if the statement indicates that the candidate committee will be filing electronically, a copy with the State Board.~~

I would just suggest striking out "and a copy of the statement with the general registrar of the locality of the candidate's residence" from what remains of the paragraph.

To be certain that ELECT doesn't continue to interpret the paragraph to require that a paper statement must follow the electronic filing, adding at the end of the paragraph, "Such statements will shall be filed electronically." couldn't hurt either.

I'm happy to ask another member of P&E to propose the amendment if that's easier. Or to do it in subcommittee if you're planning to refer the bill to a subcommittee.

Thanks,
Chris

From: [Lawless, Rachel \(ELECT\)](#)
To: [Beals, Susan \(ELECT\)](#); [Coles, Ashley \(ELECT\)](#); [Koski, Steven \(ELECT\)](#)
Subject: Re: Urgent request for Amendment to HB 1948
Date: Tuesday, March 21, 2023 9:23:14 AM

Yes.

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From: Beals, Susan (ELECT) <Susan.Beals@elections.virginia.gov>
Sent: Tuesday, March 21, 2023 9:20:49 AM
To: Coles, Ashley (ELECT) <Ashley.Coles@elections.virginia.gov>; Lawless, Rachel (ELECT) <Rachel.Lawless@elections.virginia.gov>; Koski, Steven (ELECT) <Steve.Koski@elections.virginia.gov>
Subject: RE: Urgent request for Amendment to HB 1948

Governor's office wants us to go ahead and draft an amendment. Can we meet today to discuss?
Rachel – can you set something up?

From: Coles, Ashley (ELECT) <Ashley.Coles@elections.virginia.gov>
Sent: Tuesday, March 21, 2023 8:53 AM
To: Lawless, Rachel (ELECT) <Rachel.Lawless@elections.virginia.gov>; Beals, Susan (ELECT) <Susan.Beals@elections.virginia.gov>; Koski, Steven (ELECT) <Steve.Koski@elections.virginia.gov>
Subject: Re: Urgent request for Amendment to HB 1948

Voter ID* is expressly listed. Sorry for the typo.

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From: Coles, Ashley (ELECT) <Ashley.Coles@elections.virginia.gov>
Sent: Tuesday, March 21, 2023 8:51:41 AM
To: Lawless, Rachel (ELECT) <Rachel.Lawless@elections.virginia.gov>; Beals, Susan (ELECT) <Susan.Beals@elections.virginia.gov>; Koski, Steven (ELECT) <Steve.Koski@elections.virginia.gov>
Subject: Re: Urgent request for Amendment to HB 1948

Hi everyone,

PII is expressly listed in the Administrative Code as not sensitive PII (1VAC20-20-20). Additionally, individuals are also required to provide their DOB as a result of this bill which we also provide on some client services lists. Therefore, we'd realistically have to remove both data points, not just voter ID, if we feel this information should now be restricted as a result of this bill. We'd also have to amend the above regulation.

With that said, I'm not sure this bill specifically creates a need to consider voter ID as sensitive PII. Requiring someone to provide their DOB and unique identifier is still more secure than the witness signature, and only specific entities are authorized to obtain that information on client services lists. Therefore, all of the elements needed to submit an absentee ballot are not widely available to the

public. If access to PII is a concern for leadership, DOB is already considered as sensitive PII. Therefore, if we removed that from client services lists (at least removing day and month) then no one would have access to the complete information required in this bill and voter ID in and of itself poses no additional risk.

Kindly,

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From: Lawless, Rachel (ELECT) <Rachel.Lawless@elections.virginia.gov>
Sent: Tuesday, March 21, 2023 7:58:54 AM
To: Beals, Susan (ELECT) <Susan.Beals@elections.virginia.gov>; Koski, Steven (ELECT) <Steve.Koski@elections.virginia.gov>; Coles, Ashley (ELECT) <Ashley.Coles@elections.virginia.gov>
Subject: RE: Urgent request for Amendment to HB 1948

If the Governor did want to provide an amendment, I would recommend giving voters the option of adding the last four of the social security number or witness signature. Senator Ebbin proposed a similar [bill](#) during the 2022 legislative session. I'm not sure he would want to go that route, however. The Department also wrote a report to the GA, published in 2021, that discusses this topic. They may review it [here](#). At some point, a driver's license number was also tossed around as another unique identifier but I'm not sure GR's have access to that information, it would require coordination with the DMV and a VERIS change as far as I know.

Given the use of the Voter ID in this capacity, should we now redact this from any voter list as it now functions as a sort of PII? This may be a question for Ashley.

If there is movement on this, we can let the ERS folks to hold on any new envelope design.

Rachel

From: Beals, Susan (ELECT) <Susan.Beals@elections.virginia.gov>
Sent: Monday, March 20, 2023 5:42 PM
To: Lawless, Rachel (ELECT) <Rachel.Lawless@elections.virginia.gov>; Koski, Steven (ELECT) <Steve.Koski@elections.virginia.gov>; Coles, Ashley (ELECT) <Ashley.Coles@elections.virginia.gov>
Subject: Fwd: Urgent request for Amendment to HB 1948

Just FYI

Susan Beals
Commissioner
Virginia Department of Elections

From: Chris Marston <chris@virginia.gop>
Sent: Monday, March 20, 2023 5:38:27 PM
To: Beals, Susan (ELECT) <Susan.Beals@elections.virginia.gov>
Subject: Fwd: Urgent request for Amendment to HB 1948

Wanted you to be aware of this correspondence sent by a Republican activist to the Governor.

Thanks
Chris

----- Forwarded message -----

From: <grigorianann@cox.net>
Date: Mon, Mar 20, 2023 at 3:38 PM
Subject: Urgent request for Amendment to HB 1948
To: <glenn.youngkin@governor.virginia.gov>
Cc: Amanda Batten <DelABatten@house.virginia.gov>, Chris Marston <chris@virginia.gop>

Dear Governor Youngkin,

I urgently request a Governor's amendment to clarify the language in HB 1948. As currently written, HB 1948 would allow the voter a choice of providing the last four of their social security number OR the unique identification number assigned by the Department of Elections (more commonly known as a voter ID) as material information to verify mail-in ballots. In the Senate committee this session, it was clearly discussed that this option should only apply to that small segment of the registered voters who have affirmed on their registration that they have never been assigned a social security number.

The unique registration numbers (Voter ID) assigned to registered voters is widely available with the purchase of voter registration lists. Without clarification, the text of the current legislation allows a choice for all voters to use their publicly available voter registration ID number instead of the last four of their Social Security Number on mail-in absentee ballot envelopes.

Rather than the voter ID substitution being limited in scope to the fewer than 400 Virginia voters who lack a social security number, the current text allows for widespread usage that would threaten the usefulness of material information provided for the validation of mail-in absentee ballots and compromise the integrity of mail-in ballots..

I urgently request your consideration of an amendment to add clarifying language to the effect of the below proposed in red:

§24.2-702.1. Federal write-in absentee ballots.

B . “...For purposes of this section, the unique identifier assigned to the voter in the voter registration system pursuant to subdivision A 1 of §24.2-404 shall be accepted in place of the last four digits of the voter's social security number **for those voters whose registration includes a statement of affirmation that they have never been issued a Social Security Number.**”

§24.2-706. Duty of general registrar on receipt of application; statement of voter.

C (2) “...For purposes of properly completing this statement, the unique identifier assigned to the voter in the voter registration system pursuant to subdivision A 1 of §24.2-404 shall be accepted in place of the last four digits of the voter's social security number **for those voters whose registration includes a statement of affirmation that they have never been issued a Social Security Number.**”

Thank you for your prompt time and attention to this most urgent matter.

Regards,

Ann Grigorian
Resident, Commonwealth of Virginia

Fwd: RCVRC Quote

1 message

Cronin, John <john.cronin@elections.virginia.gov>

Thu, Dec 15, 2022 at 12:09 PM

To: Melanie Gilmer <melanie.gilmer@elections.virginia.gov>

Cc: Steven Koski <steve.koski@elections.virginia.gov>, Karen Hoyt-stewart <karen.hoyt-stewart@elections.virginia.gov>, "Lawless, Rachel" <rachel.lawless@elections.virginia.gov>, DJ Geiger <dj.geiger@elections.virginia.gov>, Kevin Hill <kevin.hill@elections.virginia.gov>

Hi all,

Just received the quote from the RCVRC, unedited, with their signature. Progress!

Melanie, are we good to proceed with entering in eVA?

----- Forwarded message -----

From: **Rosemary Blizzard** <rosemary.blizzard@rcvresources.org>

Date: Thu, Dec 15, 2022 at 11:11 AM

Subject: RCVRC Quote

To: Cronin, John <john.cronin@elections.virginia.gov>, Chris Hughes <chris.hughes@rcvresources.org>, Rene Rojas <rene.rojas@rcvresources.org>, Hoyt-stewart, Karen <karen.hoyt-stewart@elections.virginia.gov>

Hi John,

Attached is the signed version of the quote you sent earlier this week. Please let me know if you need anything further. We're excited about the upcoming year and working with your office to make the implementation of RCV in Virginia localities a success.

Rosemary

Rosemary F. Blizzard
Interim Executive Director
Director of Operations & Finance

Ranked Choice Voting Resource Center

A division of the Election Administration Resource Center

252-521-0327

rosemary.blizzard@rcvresources.org

www.rcvresources.org

Facebook: [Ranked Choice Voting Resource Center](#)

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Instagram: [@rcvresources](#)

[Amazon Smile Donation Program](#)

--

John

John W. Cronin, CAPM

EPMO Project Manager

Virginia Department of Elections

Office: (804) 864-8908

Mobile: (804) 351-7525

Email: john.cronin@elections.virginia.gov

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RCVRC_Quote.docx.pdf

262K



www.virginia.gov

March 9, 2023

Hon. Susan Beals, Commissioner
Department of Elections
1100 Bank Street, Fl. 1
Richmond, VA 23219

VIA EMAIL

Re: Republican Party of Virginia Nominations in Senate District 17 and House District 84

Dear Commissioner Beals:

On March 7, I wrote to inform you that the Republican Party of Virginia does not recognize the validity of two notices concerning the June primary sent to your office by chairs from Senate District 17 and House District 84. RPV's position is that those notices were *ultra vires* and did not reflect the decisions of the "duly constituted authorities," as required by Va. Code § 24.2-509, of the Republican Party of Virginia. I am providing further details and documents to explain the Republican Party of Virginia's position.

By way of background, the Republican Party of Virginia is officially recognized by the Republican National Committee as the Republican party organization in Virginia. As such, the Republican Party of Virginia has authority over all other subordinate Republican committees in the Commonwealth. The organizational hierarchy is as follows:

1. Republican Party of Virginia – the state Republican party with governance authority for all Republican party committees and activities throughout the Commonwealth;
2. Congressional District Committees – regional Republican Party committees with oversight for Republican activities within their congressional districts;
3. Legislative District Committees – special Republican Party committees with oversight for Virginia Senate and Virginia House elections;
4. Unit (or Local) Committees – local committees with responsibility for Republican party activities at the local level.

All of these Republican Party organizations operate subject to the Republican Party of Virginia Plan of Organization ("Party Plan"), which operates effectively as the bylaws. The Party Plan sets forth the respective responsibilities and duties for all levels of committees as well as governance authority of each level of organization. See [Exhibit A \(Party Plan\)](#). The State

Central Committee of the Republican Party of Virginia is the ultimate arbiter of all controversies and disputes within the Republican Party or among the various subordinate committees. Of particular relevance to the current matter, I highlight for you the following provisions:

Article III, Sec. D.a.

“The State Central Committee [of the Republican Party of Virginia] shall formulate and provide for the execution of such policies, plans and measures as it may deem conducive to the best interest of the Party and in conformity with the State Party Plan.”

Article X, Sec. C.

“The State Central Committee [of the Republican Party of Virginia] shall make the **final decision**, upon timely appeal, on all Party controversies and contests in any Election District of the State, rules of the General Counsel, and on **all other matters affecting the efficiency of the Party organization or the success of the Party.**”

Article IV, Sec. D.1.e.

“Whenever the [Congressional] District Committee shall determine that a Unit [Local] Committee **or its Chairman**, has failed to function as such, the District Committee shall appoint a new Committee, **or a new Chairman**, as the case may be.”

Article X, Sec. B.3.

“Each [Congressional] District Committee shall decide all controversies and contests arising within its jurisdiction.... A [Congressional] District Committee’s decision may be appealed by any Party member adversely affected to the State Central Committee.”

Article V, Sec. A.1.

“The membership of each Legislative District Committee shall consist of the Unit [Local] Chairman of each Unit [locality] wholly or partially in the Legislative District.... Each Unit [Local] Chairman’s vote within the Committee shall be weighted in proportion to the Republican Party Voting Strength of his Unit [locality] within the Legislative [State Senate or State House] District.”

Pursuant to these provisions, the Republican Party of Virginia has determined that the notifications you received from the 17th Senate District and the 84th House District do not reflect decisions of “duly constituted authorities” of the Republican Party of Virginia or our subordinate Republican Legislative District Committees. The details follow.

17th Senate District

1. The 17th Senate District consists of 9 localities, so it is comprised of 9 Unit Chairs;
2. Of the 9 Units (localities), Suffolk, Isle of Wight, and Southampton/Franklin constitute 77% of the weighted vote;
3. In December 2022, the 17th Senate District Legislative District Committee (“17th Committee”) properly called a meeting to determine the Republican Party of Virginia’s nomination method for that Senate election in 2023;
4. On December 27, 2022, the 17th Committee met, achieved a quorum of members with proper voting authority, and decided to nominate a candidate by **convention method** in 2023 (see **Exhibit B (Minutes of Dec. 27 Mtg.)**);
5. About that time, internal party dysfunction that had been festering for years manifested within the Suffolk Republican Committee (“Suffolk Committee”);
6. In response to the dysfunction, on February 25, 2022, the 2nd Congressional District Committee convened to discuss the Suffolk Committee and questioned its then-Chair (See **Exhibit C (Minutes of Feb. 25 Mtg.)**);
7. On February 25, 2022, acting pursuant to its authority to govern Party affairs within the 2nd Congressional District under Article IV, Sec. D.1.e. and Article X, Sec. B.3. of the Party Plan, disbanded the Suffolk Republican Committee and, most relevant to the matter here, **removed the Chair of the Suffolk Committee** (“the Suffolk Committee”);
8. In her place, the 2nd Congressional District Committee appointed Mr. Steve Trent as the new Suffolk Committee Chair, also pursuant to Article IV, Sec. D.1.e.;
9. Pursuant to Article V, Sec. A.1. of the Party Plan, “the membership of each Legislative District Committee shall consist of the Unit Chairman of each Unit wholly or partially in the Legislative District,” so Mr. Trent became the Suffolk Committee’s representative on the 17th Committee (See **Exhibit D (Letter dated Mar. 1, 2023 from 2nd Congressional District Committee to 17th Committee)**);
10. In late February, the former Suffolk Committee Chair who, although removed by the 2nd Congressional District Committee on Feb. 25, continued to chair the 17th Committee by virtue of a prior election to that seat, but who no longer served as the Suffolk Committee Chair or voting representative on the 17th Committee, called a meeting of the 17th Committee for March 1, 2023;
11. The Call for that meeting failed to notify members of her intent to press for a change in nomination method at the March 1 meeting, in violation of Article VII, Sec. B.1. of the Party Plan;

12. Once convened on March 1, the 17th District Chair refused to recognize Mr. Trent, the newly appointed Chair of the Suffolk Committee, despite the fact that he had been appointed Unit Chair and therefore served as the representative of the Suffolk Committee to the 17th Committee;
13. The Chair of the Suffolk Committee possesses 34% of the Committee's weighted vote, so the refusal to recognize the rightful Suffolk Committee Chair **vitiating the proper constitution of the 17th Committee**;
14. The Chair improperly recognized herself as the Suffolk Committee's Unit Chair/representative, despite the fact that she had been removed by a higher authority within the Republican Party, and she voted the Suffolk Committee's weighted vote in place of the rightful Chair, Mr. Trent;
15. Upon observing the Chair's improper actions, certain members of the 17th Committee departed, constituting over 62% (Suffolk and Isle of Wight) of the weighted vote of the 17th Committee, leaving the meeting without a required 50% quorum as required by the Party Plan;
16. Nevertheless, the Chair, acting without a duly constituted Committee or quorum, continued to conduct business;
17. The Chair then voted the Suffolk Committee's weighted vote to **change the decision** of the duly constituted Committee on December 27 to nominate the Republican Party's candidate by convention method instead of the primary method;
18. Sometime after the March 1 meeting, the Chair, acting *ultra vires* without authority of a duly constituted and convened Committee, notified the Virginia Department of Elections that the 17th Committee had decided to nominate by primary method;
19. Because of the Chair's refusal to abide by the decision of the 2nd Congressional District Committee's removal and replacement, the March 1 meeting was not a meeting of the duly constituted 17th Committee and its actions were null and void *ab initio*;
20. Thereafter, on March 8, the 17th Committee met again by call of Mr. Trent, as Suffolk Committee Chair and other local chairs constituting 62% of the weighted vote, but again the Chair flouted the action taken by the 2nd Congressional District Committee;
21. At the March 8 meeting, the Chair again usurped Mr. Trent's vote as Suffolk Committee chair and she voted as the Suffolk Committee representative, voting its 34% weighted vote to approve minutes of the March 1 meeting, while ignoring votes cast by Mr. Trent as the Suffolk Committee Chair;
22. Also at the March 8 meeting, the Chair overruled valid points of order challenging her voting authority and approved a likewise improper vote to adjourn without the proper valid votes in an effort to block a vote by 77% of the weighted votes of rightful members

of the 17th Committee (Chairs of Suffolk, Isle of Wight, Southampton/Franklin) to disaffirm the actions taken on March 1 as invalid and void;

23. If the Chair believed that she was still the rightful Chair of the Suffolk Committee, and the rightful Suffolk Committee representative on the Legislative District Committee, then her only proper remedy under the Party Plan (Article X, Sec. B) was to appeal the 2nd Congressional District Committee's action replacing her with Mr. Trent, and have herself restored to the position of Suffolk Committee Chair by lawful procedure – but she declined to do that preferring instead to flout unilaterally the 2nd Congressional District Committee's action;
24. As a result of that procedural decision, as of March 1 and again on March 8, the Chair was **not** recognized by the Republican Party of Virginia as the Suffolk Committee Chair with voting authority on the 17th Senate District Legislative District Committee by proper operation of the Party Plan and its appellate procedures, and her votes at the March 1 and March 8 meetings were void as a matter of Party rule and law;
25. Therefore, the Committee was not “duly constituted” in accordance with the Party Plan at meetings held on March 1 or its votes prior to the obstructionist “adjournment” on March 8;
26. The purported decision to change the Republican Party of Virginia's nomination method from convention to primary was null and void; and
27. The Chair's notification to the Virginia Department of Elections was *ultra vires* and is null and void and does not reflect the position of the Republican Party of Virginia, of which the 17th Committee is a subordinate part.

84th House District

The facts arising in the 84th House District vary only slightly from the facts in the 17th Senate District, as follows:

1. The 84th House District Legislative District Committee (“84th Committee”) covers 3 localities, of which Suffolk is the predominate locality;
2. The Chair of the 84th Committee was a person designated to represent the Suffolk Republican Party by its then-chair (later removed), and the designee Chair voted for the Suffolk Committee by virtue of that designation;
3. Like the 17th District Committee, the 84th Committee properly called, achieved a quorum, and duly constituted itself at a meeting on December 29, 2022, where it decided by a proper vote to nominate a candidate by the **convention method** in 2023 (See Exhibit E, Minutes of Dec. 29 Mtg.);

4. On February 25, the 2nd Congressional District Committee removed the Suffolk Committee Chair and replaced her with Mr. Trent as the new Suffolk Committee Chair, and Mr. Trent thereby became the Suffolk Committee's voting representative on the 84th Committee pursuant to Article V, Sec. A.1. of the Party Plan;
5. In late February, apparently at the instruction of the then-Chair of the Suffolk Committee, the designee Chair of the 84th Committee issued a Call for a meeting of the 84th Committee to be held on February 28;
6. The Call did not identify a change in nomination method as a subject of the meeting in violation of the Party Plan;
7. The designee Chair later postponed the meeting to March 2, via email and without proper notice, in violation of the Party Plan;
8. Because the meeting was not properly called, only the designee Chair attended, and he was not authorized to vote for Mr. Trent or the Suffolk Committee, so there was no quorum of voting members;
9. Nevertheless the non-voting designee Chair conducted a meeting of one attendee (himself) and without any authorization he voted for the Suffolk Committee usurping Mr. Trent's voting authorization;
10. The Chair of the Suffolk Committee possesses 69% of the Committee's weighted vote, so the usurpation of Mr. Trent's vote and absence of a quorum **vitiating the proper constitution of the 84th Committee**;
11. The designee Chair improperly recognized himself as the Suffolk Committee's voting representative and voted the Suffolk Committee's weighted vote in place of the rightful Chair, Mr. Trent;
12. The designee Chair improperly voted to change the decision of the duly constituted 84th Committee on December 29 from convention to primary method;
13. Sometime after the March 2 meeting, the Chair, acting *ultra vires* without authority of a duly constituted and convened Committee, notified the Virginia Department of Elections that the duly constituted Committee had decided to nominate by primary method;
14. Because of the designee Chair's refusal to abide by the decision of the 2nd Congressional District Committee's removal and replacement, the March 2 decision was not a decision of the duly constituted 84th Committee and its actions were null and void *ab initio*;
15. Because Mr. Trent was the duly appointed Chair of the Suffolk Committee after February 25, and there was no appeal taken or State Central Committee decision overturning his appointment, Mr. Trent was the only proper representative permitted to vote for the Suffolk County Committee at the March 2 meeting of the 84th Committee;

16. Because Mr. Trent was not present and did not vote and because the designee Chair usurped Mr. Trent's voting authority, the 84th Committee was not duly constituted in accordance with the Party Plan at the meeting held on March 2;
17. Furthermore, there was no valid 50% quorum in violation of the Party Plan;
18. The purported decision to change the Party's nomination method from convention to primary was null and void;
19. The Chair's notification to the Virginia Department of Elections was *ultra vires* and is null and void;
20. The Chairman of the Republican Party of Virginia countermanded the Chair's notice to the Virginia Department of Elections because it is not the decision of a duly constituted Legislative District Committee or Chair acting within lawful authority;
21. Subsequently, on March 8, the 84th Committee met again pursuant to a proper call issued by Mr. Trent and other voting members, and the designee Chair did not attend;
22. At that meeting on March 8, the duly constituted 84th Committee, with Mr. Trent voting as Suffolk Committee Chair, disaffirmed the actions taken at the March 2 meeting and affirmed the decision of December 29 to nominate by convention and approved a Call for the convention. See [Exhibit F \(Resolution of Mar. 8 Mtg.\)](#).

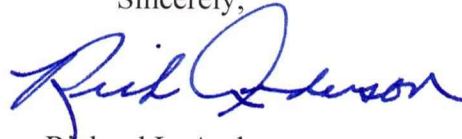
* * *

In light of these facts, the Republican Party of Virginia does not recognize the notices you received from the 17th Senate District or the 84th House District to be valid or to reflect the decisions of the "duly constituted authorities" of the Republican Party of Virginia.

We understand how frustrating our internal party problem must be for you during this hectic period. We take our responsibilities to nominate candidates and comply with Virginia election laws seriously and share your frustration at the conduct of our own subordinate officials. We are working diligently to correct matters by providing this detailed information to assist you in fulfilling your responsibility to determine the legality of the notices you received. We hope this information assists you and the Board to conclude, as the Republican Party of Virginia has, that the notices you received are not from "duly constituted authorities" within the Republican Party of Virginia as required by law.

Please contact me if you have any additional questions or need additional information.

Sincerely,



Richard L. Anderson
Chairman

Attachments:

- A. Republican Party of Virginia State Party Plan
- B. Minutes, Dec. 27, 2022, 17th Committee
- C. Minutes, Feb. 25, 2023, 2nd Congressional District Committee
- D. Letter, Mar. 1, 2023, from 2nd Congressional District Committee
- E. Minutes, Dec. 29, 2022, 84th Committee
- F. Resolution, Mar. 8, 2023, 84th Committee



Republican Party of Virginia

www.virginia.gop

March 7, 2023

Susan Beals, Commissioner
Department of Elections
1100 Bank St Fl 1
Richmond VA 23219

VIA Email

Re: Republican Party of Virginia Nominations in Senate District 17 and House District 84

Dear Commissioner Beals:

I write regarding the determination of the method of nominating Republican candidates for Senate District 17 and House District 84.

As you know, Va. Code § 24.2-509 vests the right to determine the method by which a party nominates its candidates in the “duly constituted authorities of the political party for the district...” The Republican Party of Virginia establishes Legislative District Committees as the Party’s authorities for these districts. Section 24.2-516 directs the district chairmen of political parties to notify the State Board of Elections whether or not a direct primary has been adopted by the duly constituted district committee as the method. The chairmen have a ministerial duty, not a discretionary authority, to provide this notice. The decision to adopt a method is vested in the duly constituted and recognized Legislative District Committee, not its chairman.

The duly constituted Committees for Senate District 17 and House District 84 did **not** adopt a direct primary as the method of nomination for these offices. Any notice to the contrary you might have received from the Chairmen of these Committees is inaccurate and should be disregarded.

I appreciate your assistance in ensuring that the rights of the duly constituted authorities of the Republican Party of Virginia and its subordinate committees are respected. Should you have any questions or concerns, please contact me.

Sincerely,

Rich Anderson
Chairman

The Richard D. Obenshain Center • 115 East Grace Street • Richmond, Virginia 23219 • 804-780-0111

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VA-ELECT-23-1124-C-000302

From: [Nichols, David \(ELECT\)](#)
To: [Chris Marston](#); [Shyam Raman](#)
Cc: [Beals, Susan \(ELECT\)](#); [Geiger, Di \(ELECT\)](#); [Saunders, Paul \(ELECT\)](#)
Subject: SOEIs for Incumbent General Assembly Candidates for 2023
Date: Thursday, January 5, 2023 11:23:21 AM

Chris and Shyam,

Chris asked the following question of ELECT in relation to candidate filings and redistricting:

How does the Department intend to treat " a candidate for reelection to the same office who has met the requirement of annually filing a statement" for purposes of the exemption from the filing requirement?

ELECT has looked into this and provides the answer below. We will be adding a note to the candidate bulletin. Please feel free to communicate this to any of your candidates.

Any General Assembly incumbent who is running in 2023 for a seat in the same chamber in which they already hold a seat does not need to fill out a separate SOEI with the new district number. So if a member of the House of Delegates is running for a seat in the House of Delegates, the candidate does not need to fill out a new SOEI with the new district number on it. ELECT will accept the candidate's filing with the Ethics Council under the language of Va. Code § 24.2-502. If a candidate is currently a member of the House of Delegates and chooses to run for the Senate of Virginia, a new SOEI will be required as it always is.

If you have questions or need further clarification, please don't hesitate to contact me.

-dave

Dave Nichols (he/him)

Election Services Manager
Virginia Department of Elections
1100 Bank St 1st Floor
Richmond, VA 23219
804.864.8952 (office)
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elections.virginia.gov | Follow us @vaElect



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PURCHASE ORDER

Ordered On, 01/12/2023 at 16:24:38
 Created By: Melanie Gilmer
 Created On: 1/12/2023 16:24:38

SUPPLIER

Kelly Vance LLC
Attn: Kelly Vance
Address: Kelly Vance LLC
 2208 Park Ave
 Richmond, Virginia 23220-2715
 UNITED STATES
Phone: 804-683-0111
E-mail: kelly@vanceagency.com
SWAM: Small Business; Women Owned Business;
 Micro Business;

ORDER NO. P004190503

Amendment: Original
Version: 1
Organization: Department of Elections
Requestor: Melanie Gilmer
Phone: 804-593-2273
Email: melanie.gilmer@elections.virginia.gov
eVA Req#: REQ698533

SHIP TO

Department of Elections
Address: The Department of Elections
 A13202, 1100 Bank Street
 1st Floor
 Richmond, Virginia 23219 UNITED STATES
Delivery Contact:
Phone:
Email:

BILL TO

Department of Elections
Address: The Department of Elections
 A13205, 1100 Bank Street
 First Floor
 Richmond, Virginia 23219 UNITED STATES
Phone:
Email:

Status: Ordered

ITEM NO	SUP. PART #	REFERENCE AND DESCRIPTION	DELIVERY DATE	QTY	UNIT	UNIT PRICE	TOTAL
1		Create a ranked choice "election-in-a-box" to support selected localities as they communicate to voters what to expect during the next election. 1) Presentation deck 2) Communications toolkit <small>Details: Create a ranked choice "election-in-a-box" to support selected localities as they communicate to voters what to expect during the next election.</small> 1) Presentation deck 2) Communications toolkit 3) Online training module 4) Public-facing polling location materials 5) Press release 6) Web page Budget Out of pocket/production costs: Explainer Videos \$65,000	2/11/2023	1.00	fixed rate	115,000.00	115,000.00



PURCHASE ORDER

		Training Module \$30,000 Other (Translations, Accessibility, etc.)\$20,000 Total \$115,000					
2	Fees	Agency Fee \$130,000 Details: Agency Fee \$130,000 Comments : Kelly Vance LLC proposal attached.		1.00	fixed rate	130,000.00	130,000.00

Total Cost

245,000.00 USD



PURCHASE ORDER

Comment: Voter Education for Ranked Choice Voting Localities

Andrea Gaines

PURCHASE ORDER TERMS AND CONDITIONS

This order is governed in all respects by the laws of the Commonwealth of Virginia, including the Virginia Public Procurement Act, the Commonwealth of Virginia Agency Procurement and Surplus Property Manual, and the Commonwealth of Virginia Vendors Manual copies of which are available at www.eVA.virginia.gov. The stated price(s) include shipping FOB destination unless otherwise stated in the body of the order. In addition, this order is subject to an eVA transaction fee in accordance with the eVA Fee Schedule a copy of which is available at <https://dgs.virginia.gov/procurement/policy-consulting--review/policy>. This fee will be invoiced to your company approximately 60 days after the order issue date specified above, by the Commonwealth of Virginia, Department of General Services. Any modification to these terms must be agreed to in writing by both parties prior to performance of this order. This order may be subject to federal oversight. The vendor, as applicable, will comply with 2 CFR 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) Part 317-326 (Procurement Standards) and Section 2 CFR 200.404 (Cost Reasonableness).

Requisition: REQ698533 - ELECT/MI

Report Center

e LLC/Voter Education for Ranked Ch...

Search

Purchase Requisition

Workflow

Peard

- Data has been saved
- The activity/Generate Rules has been automatically validated
- Register for the January 18th Buyer User Group. Click here: Registration Link**
- The activity/Requester Approval has been automatically validated
- Validated successfully
- State offices and eVA Customer Care will be closed Monday, January 16th and will reopen Tuesday, January 17th at 8:00AM.

Kelly Vance

<< Back to Catalog

Reset Allocations

Withdraw Requisition

Other Actions -

Header

Name	ELECT/MFG/Kelly Vance LLC/Voter Education for Ranked Choice V...	Organization ⓘ
Type	Purchase	A132-SBE
Requester	Gilmer Melanie	PO Category
Procurement Transaction Type	Professional Services	VR1 - Technology - Routine
Header Field 1		Reference Number
Status	In progress	Header Field 2

Site map | Legal mentions



Voter Education for Ranked Choice Voting Localities

PROPOSAL

12.15.2022

Summary:

ELECT is required to provide voter education materials for localities who adopt ranked choice voting. These materials must be available 60 days before the election. For the June 2023 election, April 1st is the date materials need to be available to the public.

Goal:

Create a ranked choice "election-in-a-box" to support selected localities as they communicate to voters what to expect during the next election.

Targets:

Ranked Choice Voting will be introduced to Arlington in June 2023 with more localities (Charlottesville, etc.) to follow, either in June 2023 or in November 2023.

Strategy:

Our team will work with ELECT to produce a training module and supporting communications materials to help bring registrars, election officials, and volunteers in impacted localities up to speed about ranked choice voting. These materials will be packaged and delivered to these stakeholders *at least 60 days ahead of the next election.*

Our first step will be to survey ELECT registrars, election officials, and volunteers in impacted localities to help us determine which education tools would be most useful. We recommend conducting the survey first in January and again in June to evaluate the usefulness of the materials and training.

Insights from the post-election survey in June may inform additions and/or revisions to talking points, toolkit, and signage to be developed at least 60 days in advance of the November election.

Ranked Choice Voting Election-in-a-Box includes:

1) Presentation deck

We will design a presentation deck that ELECT can use to inform lawmakers and 3rd party organizations about ranked choice voting in Virginia.



2) Communications toolkit

We will develop a communications toolkit that includes talking points, FAQ, social media shareables, and explainer videos that ELECT can distribute to registrars and partners.

3) Online training module

We will coordinate with ELECT to produce an online training module designed to inform election officials and volunteers about ranked choice voting and its impact on the election process.

4) Public-facing polling location materials

We will develop print-ready art files for public-facing materials that impacted localities can print and use onsite at polling locations to alert and educate voters about the new process for casting a ballot (e.g., exterior signage, table signage, volunteer visual aids, in-booth ballot marking instruction guide).

5) Press release

ELECT will announce its voter education efforts in early spring, to alert media about ranked choice and call attention to forthcoming public education efforts. We can help ELECT by drafting the release, but it's important that ELECT handle distribution.

6) Web page

ELECT will create a web page specifically for ranked choice voting. If needed, we will provide some direction.

Timing & Tactics

Project would need to commence on or before Jan. 2, 2022 to complete the deliverables as outlined in the proposed launch timeline below.

January

- Education tools survey ELECT to registrars, election officials, and volunteers

March

- Education presentation deck for lawmakers and 3rd party organizations
- Talking points for registrars
- Internal communications toolkit for registrars and ELECT partners—FAQ, social media shareables, explainer videos



April

- Training module for registrars, election officials, and volunteers
- Print-ready art files for public-facing polling location materials—exterior signage, table signage, volunteer visual aids, and in-booth ballot marking instruction guide
- Press release (ELECT)
- Web page (ELECT)

June

- Education tools survey to ELECT registrars, election officials, and volunteers

July-Aug

- Additional shareables and/or changes to talking points, communications toolkit, or signage for the November election—this does not include any changes to the video(s) or training module

Metrics

- Survey evaluation
- Training module participation and feedback

Budget

Out of pocket/production costs		\$115,000
Explainer Videos	\$65,000	
Training Module	\$30,000	
Other (Translations, Accessibility, etc.)	\$20,000	

Out of pocket costs are billed as actual, pass through costs with no markup. We will submit estimates for client approval before incurring any costs.

Agency Fee		\$130,000
TOTAL		\$245,000



SIDDALL
COMMUNICATIONS, LLC



Gilmer, Melanie <melanie.gilmer@elections.virginia.gov>

PURCHASE ORDER REQUEST - Rank Choice Voting SOW

1 message

Gaines, Andrea <andrea.gaines@elections.virginia.gov>
To: Melanie Gilmer <melanie.gilmer@elections.virginia.gov>

Wed, Jan 4, 2023 at 9:13 AM

Hello Melanie -

Please see the attached scope of work for the requested purchase order. Let me know if you need any additional information. We are trying to get our project started as soon as possible.

Thank you,
Andrea

 **ELECT Ranked Choice Voting Updated CORRECTED 12.16.2022 (1).pdf**
152K



Gilmer, Melanie <melanie.gilmer@elections.virginia.gov>

Fwd: Rank choice voting plan

1 message

Gaines, Andrea <andrea.gaines@elections.virginia.gov> Tue, Jan 3, 2023 at 2:46 PM
 To: "Beals, Susan" <susan.beals@elections.virginia.gov>
 Cc: Kevin Hill <kevin.hill@elections.virginia.gov>, Melanie Gilmer <melanie.gilmer@elections.virginia.gov>

Susan - Please see below. Can we move forward with the purchase order? We have to do this in order for the team to get started.

Thanks!

Dre

----- Forwarded message -----

From: **Kelly Vance** <kelly@vanceagency.com>
 Date: Tue, Jan 3, 2023 at 2:42 PM
 Subject: Re: Rank choice voting plan
 To: Gaines, Andrea <andrea.gaines@elections.virginia.gov>
 Cc: Dionne Kumpe <dkumpe@siddall.com>

Hey Andrea,
 Happy New Year! Looking forward to our meeting this afternoon. Now that the plan has been approved, is there anything else that you need us to provide so that a new purchase order can be put in place?

Thank you!
 Kelly
 Kelly Vance
 (804) 683-0111
www.vanceagency.com



On Tue, Dec 20, 2022 at 8:00 AM Gaines, Andrea <andrea.gaines@elections.virginia.gov> wrote:
 Kelly and Dionne

I just wanted to let you know that your plan is approved ; we can move forward with the rank choice voting education plan.

Thanks,
 Andrea
 ...

Andrea Gaines
External Affairs Manager
Virginia Department of Elections
1100 Bank St., 1st Floor, Richmond, VA 23219
Cell: (804) 263-5752
Email: Andrea.Gaines@elections.virginia.gov
Website: Vote.Virginia.gov|Follow us @VaELECT|

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Re: PURCHASE ORDER REQUEST - Rank Choice Voting SOW

1 message

Hill, Kevin <kevin.hill@elections.virginia.gov>
To: "Gilmer, Melanie" <melanie.gilmer@elections.virginia.gov>

Mon, Jan 9, 2023 at 2:36 PM

Approved

Kevin A. Hill/Business Manager

Virginia Department of Elections

Kevin.Hill@elections.virginia.gov

Washington Building | 1100 Bank Street, Richmond, VA 23219

(804)864-8950

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On Mon, Jan 9, 2023 at 2:25 PM Gilmer, Melanie <melanie.gilmer@elections.virginia.gov> wrote:
Kevin,

I spoke with Jasmine & the Siddall RFP has not been completed yet, however we are approved to enter under Kelly Vance. Please see the Quote attached and if ok to enter?

Thank you,
Melanie Gilmer
Procurement Officer
Department of Elections
Melanie.Gilmer@elections.virginia.gov
(804) 593-2273

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----- Forwarded message -----

From: **Gaines, Andrea** <andrea.gaines@elections.virginia.gov>
Date: Wed, Jan 4, 2023 at 9:14 AM
Subject: PURCHASE ORDER REQUEST - Rank Choice Voting SOW
To: Melanie Gilmer <melanie.gilmer@elections.virginia.gov>

Hello Melanie -

Please see the attached scope of work for the requested purchase order. Let me know if you need any additional information. We are trying to get our project started as soon as possible.

Thank you,
Andrea

AMERICAN
OVERSIGHT

Exemption Statement

The Department of Elections is utilizing the exemption from purchasing and procurement requirements as provided in § 24.2-602 of the Code of Virginia “Exemption for ballots and election materials from certain purchasing and procurement requirements” for materials and services essential to the conduct of elections. At this point, all of our procurement actions necessitate a much faster timeline than normal procurement policies provide in order to ensure the proper conduct of the upcoming election. The Department of Elections will take all actions available to ensure we are obtaining the best value available when utilizing taxpayer funds.

Fwd: Chat with Susan Beals "Melanie - I approved the EVA email I got for VA..."

1 message

Melanie Gilmer <melanie.gilmer@elections.virginia.gov>
To: Melanie Gilmer <melanie.gilmer@elections.virginia.gov>

Thu, Jan 12, 2023 at 11:59 AM

Forwarded chat with [Susan Beals](#)



Susan Beals

Melanie - I approved the EVA email I got for VANCE. Please let me know if you need anything else from me. Thanks!

Open message