

Bylaws
Republican Party of Portsmouth, Virginia

Qualifications for Participation in Party Actions

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 Portsmouth in its mass meetings Party canvasses conventions or Primaries. (Amendment adopted by the City Committee July 1995)
2. A person who has made application for registration and meets all other requirements of Section A but whose name does not appear on the local registration books solely because of the books having been closed in connection with a local election will nevertheless be deemed a legal and qualified voter upon proof of residency in the city of Portsmouth. (Amended adopted by the city committee July 1995)
3. The qualifications for such membership shall be published in all official calls for mass meetings and conventions.

Section B: Powers and Duties

All powers and duties of the Republican Party of Portsmouth and the City Committee are derived from the Plan of Organization of the Republican Party of Virginia herein after referred to as the STATE PARTY PLAN. No action of the City Committee or these bylaws shall conflict with the State Party Plan or amendments thereto. (Amendment adopted by the city committee July 1995)

ARTICLE II

Definitions

“State Party” “Party” means Republican Party of Virginia.

“State Party Plan” means plan of organization of the Republican Party of Virginia.

“Election District” means the city, county, or 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.

“City Committee” means city committee for the Republican Party of Portsmouth.

“Ex-officio” means the person holding the office and shall not be construed to mean with or without vote.

“Mass Meeting” is as defined in the current edition of Robert’s Rules of Order subject to the provisions of the State Party Plan.

“Party Canvass” is a method of electing chairmen and members of official committees, delegate to conventions or party nominees which shall include prefilings candidacies then secret balloting by party members at convenient polling places and hours after proper notice.

“Convention” is as defined in the then current edition of Robert’s Rules of order subject to the provision of the State Party Plan. “Primary” is as defined in and subject to the election laws of the Commonwealth of Virginia.

The fiscal year shall be from April 1st to March 31st.

11. Definitions not set forth above shall be those set forth in the State Party Plan and then the current edition of Robert’s Rules of Order. (Amendment adopted by the city committee July 1995)

ARTICLE III City Committee

Section A: There shall be a city committee of the Republican Party of Portsmouth, hereinafter referred to as the City Committee.

Section B: The purpose of the City Committee shall be to promote the principles of the Republican Party, to encourage, nominate and elect Republican candidates for public office and to inform and assist elected Republican officials.

Section C: Membership

The membership of the City Committee shall consist of the following:

The Unit Chairman: who shall be an additional member of the City Committee. He shall not be counted as a precinct or an at large member.

The Treasurer: who shall be an at-large member of the City Committee.

At Large Members: All members of the City Committee shall be elected At-Large and each shall be a qualified voter of the City of Portsmouth, unless otherwise provided herein, with the exception of active duty military personnel.

All publicly elected Republican officials: Representing any portion of the City of Portsmouth. Ex-officio, shall be additional members of the Committee. They shall not be classified as precinct or as at-large members.

The immediate past chairman shall be an additional member of the City Committee. Additional officers of the City Committee shall be the Vice Chairman and Secretary.

Committee Emeritus age 65 or older with 10 years of service and a member in good standing.
(Amendments adopted by the City Committee July 1995)

Section D: Notice, Quorum, Removal, and Proxy

Meetings of the City Committee shall be held upon written or electronic notice of not less than one week on the call of the chairman or his designee; or on the call of one-third of the members, which shall include the agenda for the meeting.

Twenty five percent of the voting members of the City Committee shall constitute a quorum for the transaction of business. (Motion adopted by the City Committee to change quorum- 1997)

An elected member of the City Committee may, upon proper motion and a majority vote of the City Committee, lose his committee membership if he is absent from three consecutive official meetings or fails to attend at least 50% of the meetings in an elected year.

The City chairman or any committeeman may be removed from office by the vote of two-thirds of the members. Such an individual shall be given thirty days within which to appear and defend himself.

An elected member of the City Committee shall automatically lose his membership by failing to pay annual dues by the prescribed time, after being provided reasonable notice of said failure.

Committee members may be represented in official meetings by proxy subject to the following conditions:

a. b. c.

No individual may cast more than one vote at any meeting, which he attends;
The proxy holder must be a member of the Republican Party in the City of Portsmouth;

All proxies shall be in writing and shall be signed by the maker of the proxy and shall be substantially in the form prescribed by the City Committee.

Section E: Election and Term

1. The Chairman, the Treasurer and other members of the Committee shall be elected by the convention, mass meeting, Party canvas or

primary called for the purpose of electing delegates to the Biennial District Convention for a term of two years or until their successors are elected.

If no Treasurer is elected by the mass meeting, the Party Canvas convention or Primary, the Treasurer shall be elected by the City Committee.

The Vice-Chairman and Secretary shall be elected by the City Committee at the first regularly scheduled City Committee meeting following the election of the City Committee Chairman and committeemen. They must be elected members of the City Committee. Their terms shall expire with the term of the other members of the City Committee.

(Amendments adopted by the City Committee July 1995)

Section F: Vacancies

1. A vacancy in the office of Unit Chairman shall be filled by the City Committee for the remaining unexpired portion of the term.
2. Vacancies in the offices of Vice-Chairman, Secretary or Treasurer shall be filled by the City Committee.

Vacancies in at-large committeemen shall be filed by the City Committee.

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

Whenever candidates, electors, delegates, or alternates have been duly elected by a convention or mass meeting and a vacancy occurs, the City Committee is authorized to fill such vacancy in formal meeting by a majority vote after due notice of such intent has been included in the call of the meeting.

ARTICLE IV Executive Committee (9/24/84 meeting of City Committee adopted a Motion to Amend bylaws re: Executive Committee – see back of original sheet)

Section A: There is an Executive Committee comprised of the following members:

The Chairman

The Vice-Chairman

The Secretary

The Treasurer

Three committeemen elected by the City Committee to become at-large members.

The immediate past Chairman, if he or she is a qualified member of the City Committee, (when the immediate past chair is unable to fill this position the position will be filled by a City Committee member till such time that there is an immediate past Chairman to fill the position). (passed by City Committee April 2000)

The District Chairman when said Chairman resides in Portsmouth.

A representative from the Young Republicans. (added by amendment adopted by City Committee 1996)

A duly designated representative of the Virginia Federation of Republican Women, or an affiliate organization, who is otherwise qualified to be a member of the City Committee.

Section B: The Executive Committee shall meet upon call of the City Chairman for the purpose of developing policy, programs and other necessary tasks.

Section C: A meeting of the Executive Committee may be called at any time by the City Committee Chairman or four other Executive Committee members who are also members of the City Committee. A quorum shall consist of a majority of the members.

ARTICLE V Standing Committees of the City Committee

Section A: There may be the following Standing Committees appointed by the City Committee Chairman to serve the City Committee:

1. Finance Committee, said Committee to include the Treasurer.
2. Public Affairs Committee
3. Candidate Recruitment Committee
4. Precinct Organization Committee
5. Any other Committee the Executive Committee deems appropriate

Section B: The Vice-Chairman shall be given notice of all Committee meetings.

Section C: Each Committee shall elect its own Chair.

Section D: The terms of members of the Standing Committees shall run concurrently with that of the City Committee Chairman. The members shall serve at the pleasure of the City Committee Chairman.

Section E: The City Chairman may appoint any other select Committee he or she sees fit in order to properly carry out the City Committee's business.

ARTICLE VI Duties of the City Committee, the Chairman, officers, and certain Standing Committees

Section A:

Section B:

1. City Committee

The City Committee shall determine whether candidates for local and constitutional offices shall be nominated by mass meeting, Party Canvas, Convention or Primary and whether City Chairman and Committee members shall be elected by mass meeting, Party Canvas, Convention or Primary, unless provided otherwise in the State Party Plan or Virginia law.

The City Committee shall direct the City Chairman to call all mass meetings, Party Canvasses and Conventions, as it deems necessary and make arrangements therefore including the time and place and, if Convention, the basis of representation.

The City Committee shall decide all controversies and contests within its jurisdiction with the right of appeal to the District Committee. Appeals shall be taken to the District Committee within thirty days after the decision appealed from, by petition signed by at least twenty-five qualified Republican voters of Portsmouth.

When a mass meeting or convention fails to nominate a candidate for office, the City Committee is authorized to nominate such candidate by three-quarters of those members present in formal meeting, after due notice of the meeting to all members. The nomination of the Committee shall have the same force and effect as if the person had been nominated by the meeting or Convention.

The City Committee shall cooperate with the State Central Committee, its District Committee and the legislative District Committee within its boundaries in conducting all elections and fund raising activities.

City Chairman

The City Chairman shall be the Chairman of the City Committee.

He shall issue calls for city mass meetings, Party Canvasses, or Conventions and preside until a temporary organization is effected. See ARTICLE VIII, Section A, of the Party Plan for details.

He shall convene the City Committee when the needs of the party so demand, but in no event less than once during each three month period and shall preside at the meeting of the Committee. He or his designee 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.

He, with the approval of the City Committee, shall appoint committeemen to the Standing Committees and any special Committees when needed.

He shall preside over all regular City Committee Meetings. In the event the City Chairman is unable to preside over a given regular City Committee Meeting, the vice-Chairman shall preside over said meeting. In the event the City Chairman and Vice-Chairman are both unable to preside over a given regular City Committee Meeting, the City Chairman shall designate a qualified member of the Executive Committee to preside over said meeting.

Section C: Vice-Chairman

1. 2.

The Vice-Chairman shall serve in the absence of the Chairman.

The Vice-Chairman shall function both as the Precinct Coordinator for Portsmouth and Chairman of the Precinct Organization Committee.

3.

Section D: Secretary

The Vice-Chairman shall take attendance at all regular City Committee Meetings, as directed by the Executive Committee.

The Secretary shall take the minutes and maintain the records of the City Committee meetings, and maintain the roster and attendance record of committeemen.

The Secretary shall keep and maintain official documents related to his or her duties as Secretary.

The Secretary shall call a City Committee meeting upon the petition of one third of the committeemen and upon the Chairman's death, resignation or inability to act within thirty days of such occurrence for the purpose of electing a new Chairman.

This section is in no way to be construed to inhibit the ability of one third of the membership to call a City Committee meeting directly themselves according to the provisions of the State Party Plan.

The Vice-Chairman shall assume the responsibility to determine, and maintain as prescribed by the By-laws the City Committee membership. Records shall be kept showing authorized and actual members by the several categories. He shall advise the Chairman of committee vacancies prior to the consideration and election of a new member.

Section E: Treasurer

The Treasurer shall serve as Custodian of City Committee funds, which shall include the collection, receiving, safekeeping, disbursing, and recording of such funds.

The Treasurer shall keep the Chairman informed of the committeemen who have failed to pay dues as prescribed by the By-Laws. The Treasurer shall remain in office until his successor is elected.

Section F: Finance Committee

The Finance Committee may formulate plans to raise funds for the operation of the City Committee; for the conduct of general election campaigns falling under the jurisdiction of the City Committee and to coordinate fundraising efforts with the District Committee and State Central Committee.

The Finance Committee may in June of each year submit a Proposed Annual Operating Budget to the City Committee. The Finance Committee may audit the Treasurer's records annually and prior to the election of a Treasurer.

Section G: Public Affairs Committee

The Public Affairs Committee may keep the City Committee briefed on important public affairs which may call for a political response or other action by the City Committee.

Public "position" statements issued to the press may be approved by the Executive Committee of the City Committee.

The Public Affairs Committee may prepare plans of action designed to enhance the image of the Republican Party in Portsmouth and during the periods of active campaigning shall assist those various persons connected with the City, District, State, or National candidates to determine those issues most vital.

Section H: Parliamentarian-The City Chairman may in his or her sole discretion appoint a Parliamentarian to serve as an advisor on parliamentary procedure at all regular City Committee Meetings.

ARTICLE VII Miscellaneous Section A: Fiscal Matters

The City Chairman is authorized to expend up to \$300 or 25% of the total available City Committee funds, whichever is less, without approval of the City Committee on City Committee business.

The Executive Committee is authorized to expend up to \$500 without the approval of the City Committee.

All expenditures in excess of \$500 shall be approved by a majority vote of the City Committee. The City Chairman is authorized to make any expenditures in accordance with any annual budget approved by the City Committee.

Section B: The State Party Plan, the City Committee, By-Laws, and then Robert's Rules of Order Newly Revised (1970), in that order, shall preside over the proceedings of all meetings.

Section C: Annual dues are due and payable 45 days after election of a member to the city committee and renewal dues (mid term) to be paid during the month of April.

(Amendment revised and approved by the City Committee Mary 17, 2011)

Those elected after December 1st of each year shall pay upon election one half dues for that membership year.

ARTICLE VIII Adoption and Amendments

These By-Laws are hereby adopted and may be amended by the City Committee upon two thirds vote of the voting members present and notice of intent to adopt and amend shall be included in the call of the meeting.

ARTICLE IX Effective Date

These By-Laws to be known as the By-Laws of the Republican Party of the City of Portsmouth, Virginia, shall become effective immediately following adoption.

ARTICLE I Section A:

Qualifications for Participation in Party Actions

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 Portsmouth in its mass meetings Party canvasses conventions or Primaries. (Amendment adopted by the City Committee July 1995)

2. A person who has made application for registration and meets all other requirements of Section A but whose name does not appear on the local registration books solely because of the books having been closed in connection with a local election will nevertheless be deemed a legal and qualified voter upon proof of residency in the city of Portsmouth. (Amended adopted by the city committee July 1995)

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The Unit Chairman: who shall be an additional member of the City Committee. He shall not be counted as a precinct or an at large member.

The Treasurer: who shall be an at-large member of the City Committee.

At Large Members: All members of the City Committee shall be elected At-Large and each shall be a qualified voter of the City of Portsmouth, unless otherwise provided herein, with the exception of active duty military personnel.

All publicly elected Republican officials: Representing any portion of the City of Portsmouth. Ex-officio, shall be additional members of the Committee. They shall not be classified as precinct or as at-large members.

The immediate past chairman shall be an additional member of the City Committee. Additional officers of the City Committee shall be the Vice Chairman and Secretary.

Committee Emeritus age 65 or older with 10 years of service and a member in good standing. (Amendments adopted by the City Committee July 1995)

Section D: Notice, Quorum, Removal, and Proxy

Meetings of the City Committee shall be held upon written or electronic notice of not less than one week on the call of the chairman or his designee; or on the call of one-third of the members, which shall include the agenda for the meeting.

Twenty five percent of the voting members of the City Committee shall constitute a quorum for the transaction of business. (Motion adopted by the City Committee to change quorum- 1997)

An elected member of the City Committee may, upon proper motion and a majority vote of the City Committee, lose his committee membership if he is absent from three consecutive official meetings or fails to attend at least 50% of the meetings in an elected year.

The City chairman or any committeeman may be removed from office by the vote of two-thirds of the members. Such an individual shall be given thirty days within which to appear and defend himself.

An elected member of the City Committee shall automatically lose his membership by failing to pay annual dues by the prescribed time, after being provided reasonable notice of said failure.

Committee members may be represented in official meetings by proxy subject to the following conditions:

a. b. c.

No individual may cast more than one vote at any meeting, which he attends;
The proxy holder must be a member of the Republican Party in the City of Portsmouth;

All proxies shall be in writing and shall be signed by the maker of the proxy and shall be substantially in the form prescribed by the City Committee.

Section E: Election and Term

1. The Chairman, the Treasurer and other members of the Committee shall be elected by the convention, mass meeting, Party canvas or

primary called for the purpose of electing delegates to the Biennial District Convention for a term of two years or until their successors are elected.

If no Treasurer is elected by the mass meeting, the Party Canvas convention or Primary, the Treasurer shall be elected by the City Committee.

The Vice-Chairman and Secretary shall be elected by the City Committee at the first regularly scheduled City Committee meeting following the election of the City Committee Chairman and committeemen. They must be elected members of the City Committee. Their terms shall expire with the term of the other members of the City Committee.

(Amendments adopted by the City Committee July 1995)

Section F: Vacancies

1. A vacancy in the office of Unit Chairman shall be filled by the City Committee for the remaining unexpired portion of the term.

2. Vacancies in the offices of Vice-Chairman, Secretary or Treasurer shall be filled by the City Committee.

Vacancies in at-large committeemen shall be filled by the City Committee.
Vacancies shall be filled after notice of such intent has been included in the call of the meeting.

Whenever candidates, electors, delegates, or alternates have been duly elected by a convention or mass meeting and a vacancy occurs, the City Committee is authorized to fill such vacancy in formal meeting by a majority vote after due notice of such intent has been included in the call of the meeting.

ARTICLE IV Executive Committee (9/24/84 meeting of City Committee adopted a Motion to Amend bylaws re: Executive Committee – see back of original sheet)

Section A: There is an Executive Committee comprised of the following members:

The Chairman

The Vice-Chairman

The Secretary

The Treasurer

Three committeemen elected by the City Committee to become at-large members.

The immediate past Chairman, if he or she is a qualified member of the City Committee, (when the immediate past chair is unable to fill this position the position will be filled by a City Committee member till such time that there is an immediate past Chairman to fill the position). (passed by City Committee April 2000)

The District Chairman when said Chairman resides in Portsmouth.

A representative from the Young Republicans. (added by amendment adopted by City Committee 1996)

A duly designated representative of the Virginia Federation of Republican Women, or an affiliate organization, who is otherwise qualified to be a member of the City Committee.

Section B: The Executive Committee shall meet upon call of the City Chairman for the purpose of developing policy, programs and other necessary tasks.

Section C: A meeting of the Executive Committee may be called at any time by the City Committee Chairman or four other Executive Committee members who are also members of the City Committee. A quorum shall consist of a majority of the members.

ARTICLE V Standing Committees of the City Committee

Section A: There may be the following Standing Committees appointed by the City Committee Chairman to serve the City Committee:

1. Finance Committee, said Committee to include the Treasurer.
2. Public Affairs Committee
3. Candidate Recruitment Committee
4. Precinct Organization Committee

5. Any other Committee the Executive Committee deems appropriate

Section B: The Vice-Chairman shall be given notice of all Committee meetings.

Section C: Each Committee shall elect its own Chair.

Section D: The terms of members of the Standing Committees shall run concurrently with that of the City Committee Chairman. The members shall serve at the pleasure of the City Committee Chairman.

Section E: The City Chairman may appoint any other select Committee he or she sees fit in order to properly carry out the City Committee's business.

ARTICLE VI Duties of the City Committee, the Chairman, officers, and certain Standing Committees

City Committee

The City Committee shall determine whether candidates for local and constitutional offices shall be nominated by mass meeting, Party Canvas, Convention or Primary and whether City Chairman and Committee members shall be elected by mass meeting, Party Canvas, Convention or Primary, unless provided otherwise in the State Party Plan or Virginia law.

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The City Committee shall cooperate with the State Central Committee, its District Committee and the legislative District Committee within its boundaries in conducting all elections and fund raising activities.

City Chairman

The City Chairman shall be the Chairman of the City Committee.

He shall issue calls for city mass meetings, Party Canvasses, or Conventions and preside until a temporary organization is effected. See ARTICLE VIII, Section A, of the Party Plan for details.

He shall convene the City Committee when the needs of the party so demand, but in no event less than once during each three month period and shall preside at the meeting of the Committee. He or his designee 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.

He, with the approval of the City Committee, shall appoint committeemen to the Standing Committees and any special Committees when needed.

He shall preside over all regular City Committee Meetings. In the event the City Chairman is unable to preside over a given regular City Committee Meeting, the vice-Chairman shall preside over said meeting. In the event the City Chairman and Vice-Chairman are both unable to preside over a given regular City Committee Meeting, the City Chairman shall designate a qualified member of the Executive Committee to preside over said meeting.

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All expenditures in excess of \$500 shall be approved by a majority vote of the City Committee. The City Chairman is authorized to make any expenditures in accordance with any annual budget approved by the City Committee.

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(Amendment revised and approved by the City Committee May 17, 2011)

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ARTICLE IX Effective Date

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Adopted: May 17, 2011 Bryan K. Meals

City Chairman

Portsmouth Republican Party