

**Pulaski County Republican Committee
Unit Chair Pre-File Form**

This completed form must be delivered in electronic format by email to info@pulaskicountygop.org, no later than 5:00pm ET on Friday, 16 March 2018. No paper forms will be accepted by the committee; however, a scanned image of a printed form is acceptable if the candidate is unable to complete the form using a standard PDF software utility on a computer or smartphone.

I, _____ (full legal name) do hereby declare my candidacy to seek the office of Unit Chair of the Pulaski County Republican Committee at the mass meeting to be held on Thursday, 22 March 2018, at 7:00PM ET in the General District Courtroom at the Pulaski County Courthouse (or an alternate site, depending on weather and/or availability). I certify that I am a registered voter of Pulaski County, and my current registered voting address, phone number, and email address are as follows:

Street Address: _____

City, State and Zip: _____

Phone: _____

E-mail Address: _____

Please READ CAREFULLY and initial EACH of the following statements and SIGN and DATE below:

_____ (initial) I declare that I am in accord with the principles of the Republican Party and plan to support the nominees of the Republican Party in each general and/or special election held during my two-year term as Unit Chair.

_____ (initial) I agree that I have read and understand the attached "Role of Unit Chair" document and agree to perform all the duties described therein to the best of my ability.

_____ (initial) I have not participated in the nominating process of another party, or publicly supported a candidate in opposition to a Republican nominee, in the last five years.

_____ (initial) I agree that if I am the successful candidate for Unit Chair I will hold an election for the remaining officers of the unit Executive Committee at the next unit meeting.

I do hereby certify that all the information provided by me on this statement is true and accurate to the best of my knowledge.

Signature: _____ Date: _____

ROLE OF UNIT CHAIR

(Excerpt from RPV Unit Chair Guide available at <http://www.rpv.org>)

The Unit Chair's primary role is to organize people at the local precinct level to accomplish the mission of the Republican Party. The Unit Chair provides leadership to expand the understanding of Republican principles and how those principles will better affect people's lives.

The Unit Chair must:

- Organize the committee to carry out its functions;
- Coordinate with other unit chairs to conduct the affairs of the Party at the congressional and legislative district level as a member of those committees;
- Fulfill the duties imposed by state law in certifying the Party's nominees for public office;
- Communicate and coordinate with public officials, candidates and staff at all levels of the Party and the government to see that the work of the Party is done effectively.

Person by person, group by group, block by block, precinct by precinct, we explain our principles and expand our voter base to accomplish our goal of better government. The unit chair, along with their leadership team, ensures we not only contact and motivate those people who agree with our principles but to engage those who don't yet realize that they too agree with our principles.

Good management principles would require that the unit chair be organized, plan ahead, communicate well, and know how to motivate volunteers. After all, the Republican Party is a voluntary association of like-minded individuals. Where differences do exist, however, the unit chair should be able to resolve differences amicably and encourage constructive action.

A. Responsibilities

Three distinct duties set forth in the State Party Plan, election laws, and good management principles.

Unit Meetings

- The chair calls for meetings of the committee and presides at its meetings. It is the chair's responsibility alone to issue a written notice with an agenda at least seven days prior to each committee meeting.
- The chair, acting at the direction of the unit committee, issues the "call" for each mass meeting, canvass and convention. Note that the Unit Committee makes the determination of how nominations and other elections are to take place; the chair's role is ministerial in carrying out the committee's wishes and therefore, the chair must not act unilaterally for the committee.

Mass Meetings

- When the unit holds a mass meeting or convention, the unit chair calls the meeting to order and conducts the election of the officers of the mass meeting or convention. This may include the election of the unit chair to be chair of the mass meeting or convention. The mass meeting or convention is a distinct entity, separate and apart from the unit committee, and as such it may elect its own chair and secretary. Keep in mind that the chair of the mass meeting or convention may be a different person from the chair of the unit committee.

- The role of the chair of the mass meeting or convention is simply to preside for the duration of that particular meeting. He or she has no power or authority (other than, to make certifications) following the mass meeting or convention. In contrast, the unit chair has on-going responsibilities and serves a two-year term.

B. Additional Committee Memberships

Under the State Party Plan, a unit chair automatically becomes a member of his or her Congressional, State Senate and House of Delegates legislative district committees. These positions require additional coordination, attendance at meetings and possibly administrative responsibilities.

C. Candidate Certification and Elections

Candidate Certification

Under both the State Party Plan and Virginia law, the unit chair performs certain functions relating to the nomination of candidates.

- Where a primary has been designated, the unit chair must receive a receipt that the candidate paid the Primary Filing Fee, the Filing Petitions, and a Declaration of Candidacy from candidates for the Republican primary. The unit chair also certifies to the Department of Elections the names of candidates who properly file for the Republican primary.
- When the Party nominates by a method other than a primary, the unit chair certifies to the Department of Elections the name of the Party's nominee.

Election Day Operations

Virginia law specifies that poll watchers must be designated in writing by a party chair, normally a unit chair, in order for the election officials to admit them to the polling place.

The General Registrar may call upon the Unit Chair on Election Day to help resolve problems at polling locations, especially when there is a Republican Primary being conducted. The General Registrar is also an excellent source of information and assistance. In some cases the Registrar may remain available late to help with voter registration issues during your Mass Meeting or a Party Canvass.

Electoral Board

The unit chair makes recommendations to the Circuit Court for appointment to the city or county electoral board. Each electoral board member serves a three-year term. The Party with the second most votes for Governor in the last election will have one electoral board member while the Governor's Party will have two members. The Electoral Board Chair and the Secretary must be from different Parties. Virginia Code (§ 24.2-106) requires the Unit Chair to provide to the Circuit Court at least three names as the Party's nominee to serve on the local electoral board by January 15 of each year depending on the term expiration of the current board members. This is an advisory recommendation only, as the judge is free to make the appointment as he or she sees fit. The recommendation is a function of the unit chair only, and the consent of the unit committee is not required.

It is a good idea to maintain a working relationship with the city or county Electoral Board and Registrar. The unit chair should be invited to observe the testing and sealing of the voting equipment prior to each election.

Attendance at Electoral Board meetings and participation in post-election canvasses is an excellent way to keep abreast of actions that may impact the Party and foster a good working relationship.

Endorsements

The State Party Plan does not prohibit the chair from taking sides in a nomination or a dispute. However, to be an effective leader, the unit chair should strive to be impartial in most instances and able to work with all factions.

Voter Lists

A unit chair may purchase from the Department of Elections a list of registered voters within their unit. However, most chairs purchase this list from the RPV, because the Party's list has certain added information, such as phone numbers and voting history.