



## 2020 Ninth Congressional District Republican Convention

June 20, 2020 – Wytheville, Virginia

### **Unit Chair Convention Certification Instructions**

January 19, 2020 – **REVISED #2: May 26, 2020**

Dear Unit Chairs,

Pursuant to the Call of the 2020 Ninth Congressional District Republican Convention, each unit must certify the delegates and alternate delegates elected by the unit to the District Convention. **THIS COMPLETED CERTIFICATION MUST BE RECEIVED BY 11:59PM ON JULY 4, 2020. POSTMARKS DO NOT GOVERN.**

The two methods provided for certification in the call are outlined below.

#### **Method 1 (Electronic---HIGHLY PREFERRED)**

- 1) Visit <http://convention.va9gop.org> and download the following forms:
  - i. Unit Certification Form (PDF or Word formats available)
  - ii. Unit Certification Roster (Excel format)These forms will also be emailed to all District Committee members on January 19, 2020.
- 2) Complete ALL the required information on both documents.
- 3) Attach the completed documents to an email and send to [2020convention@va9gop.org](mailto:2020convention@va9gop.org)  
Please make sure that your Unit Certification Roster is sent in Excel format (.xls or .xlsx file extension)
- 4) The District Chairman and District Secretary will receive your submission. An acknowledgement of receipt will be provided within 24 hours. No further certification action is required.
- 5) Voluntary delegate/alternate delegate registration fees collected by the unit should be sent as directed on page 2 of this letter.

#### **Method 2 (Mail or Personal Delivery)**

- 1) Visit <http://convention.va9gop.org> and download the following forms:
  - i. Unit Certification Form (PDF or Word formats available)
  - ii. Unit Certification Roster (Excel format)These forms will also be emailed to all District Committee members on January 19, 2020.

- 2) Complete ALL the required information on both documents.
- 3) Make three identical copies of all information to be submitted. Mail or deliver the certification copies as follows:
  - a. Copy 1-District Chairman: Adam Tolbert, 776 Allison Gap Road, Saltville, VA 24370
  - b. Copy 2-District Secretary: Tyler Lester, 192 Marcus Way, Unit #4, Abingdon, VA 24210
  - c. Copy 3-Keep a copy for the unit's permanent records
- 4) If possible, it is requested that an electronic copy of the Unit Certification Roster (Excel format) also be emailed to **2020convention@va9gop.org** to expedite the data entry process for the convention.
- 5) The District Chairman and District Secretary will receive your submission. An acknowledgement of receipt will be provided via email within 24 hours of receipt if an email address for the unit is available.
- 6) Voluntary delegate/alternate delegate registration fees collected by the unit should be sent as directed below.

**REMINDER: REGARDLESS OF THE METHOD SELECTED EACH COMPLETED CERTIFICATION MUST BE RECEIVED BY 11:59PM ON JULY 4, 2020. POSTMARKS DO NOT GOVERN.**

#### **Voluntary Registration Fees Received by Units**

Units should forward any voluntary registration fees received from delegates and alternate delegates to the Ninth Congressional District as soon as possible after the mass meeting, canvass, or unit convention.

Please send checks, along with a copy of the unit certification roster indicating the names of the delegates or alternate delegates remitting the voluntary registration fee, to:

Adam Tolbert  
Chairman, Ninth Congressional District Republican Committee  
776 Allison Gap Road  
Saltville, VA 24370

While voluntary registration fees will be accepted at the Convention, it is imperative that we have sufficient funding ahead of time to make arrangements for the Convention.

#### **Convention Delegate List Access**

A new requirement in the RPV Party Plan (Article VIII, Section H, para 8) adopted in Fall 2019 by the State Central Committee states as follows with regards to delegate lists:

*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.*

Therefore, you should ensure your list of delegates is prepared and available to candidates within 14 – 21 days (as applicable) after the election of delegates/alternates to the convention.

### **Questions?**

Should you have any questions on this process, please don't hesitate to contact me at [atolbert@va9gop.org](mailto:atolbert@va9gop.org) or by phone at 276-496-5246. I appreciate all that you do for our Republican Party!

Sincerely,

*Adam L. Tolbert*

Chairman

Ninth Congressional District Republican Committee