

Rules for a Revised 5th District Convention

Single Location

Any place that states "Unit Chair" includes a designated person appointed by the Unit Chair if the Chair cannot fulfill the duties or needs assistants in doing the duty.

1. This Convention shall, to the extent applicable, be governed by and conducted in accordance with, in their order of precedence, the RPV State Party Plan, 5th Congressional District By-Laws, these Rules, and otherwise in accordance with Robert's Rules of Order, Newly Revised (11th Edition.)
2. Social distancing guidelines of six feet shall be encouraged. Only eligible Delegates duly registered by the Credentials Committee may vote. No proxies may vote at any time. No absentee ballots will be accepted.
3. Convention officials will wear masks (or face shields) and disposable gloves for the duration of the convention. Delegates are encouraged to wear masks and gloves.
4. Convention officials shall not wear any type of advertisement for any candidate running for office during the convention process. This includes but is not limited to, caps, shirts and buttons. Trump, RPV, and Unit shirts and caps are acceptable.
5. Due to the Coronavirus, and guidelines from the Virginia Department of Health, campaigns are strongly advised not to transport their delegates to the convention by bus, van or other form of mass transit. Delegates are encouraged to travel alone, with family members, or with caregivers.
6. Distribution of literature and other campaign material to delegates at the convention shall be strictly prohibited. Any communication by candidates, their campaigns, or other interested parties to delegates of the convention should be transmitted by electronic or digital means.
7. Campaign signs will be permitted at the convention site. Signs must be posted in designated areas only. No sign shall be posted before 6:00 AM the day of the convention. Each campaign is required to remove it's signs by 7:30 PM of the convention day.
8. Ceremonies, speeches, demonstrations and other activities that do not constitute or directly facilitate voting by delegates are prohibited.
9. All Delegates and Alternates shall meet the requirements as specified in the Call of the Convention including the requirement of photo identification (see footnote) as a prerequisite to vote. The Credentials Committee shall decide any questions that may arise concerning eligibility to participate.
10. Each Unit Chair and/or designee shall be responsible for providing a ballot to each delegate of his/her locality.

11. Reasonable efforts shall be made to make contact with certified delegates with relative information including Rules, Date, Location, Time and etc.
12. The unassembled convention shall open at 8:00 AM and the District Chairman shall appoint the following committees and their governing members in accordance with a vote by the District Committee prior to the convention: Credentials, Rules, Nominations, and Tellers. Voting will not begin before 8:30AM and will end at 7:00PM.
13. The polling place (*Tree of Life Ministries 2812 Greenview Drive, Lynchburg, VA 24502*) will be open from 8:30 AM until 7:00 PM.
14. Certified delegates from Zone 3 including Brunswick, Buckingham, Charlotte, Cumberland, Halifax, Lunenburg, Mecklenburg and Prince Edward are encouraged to vote from 8:30AM until 11:30AM.
15. Certified delegates from Zone 1 including Albemarle, Charlottesville, Fauquier, Fluvanna, Greene, Nelson, Madison and Rappahannock are encouraged to vote from 12:00 noon until 3:00 PM.
16. Certified delegates from Zone 2 including Appomattox, Bedford, Campbell, Danville, Franklin, Henry and Pittsylvania are encouraged to vote between 3:30 PM until 6:30 PM.
17. Each unit shall have assigned lines of voting. The certified delegates accepted by the Credentials Committee and the 5th District Committee prior to the convention will vote in unit lines.
18. There will be at least one designated voting line for delegates whose schedule does not allow them to vote during the designated time for their unit. This voting line will be open from 8:30AM until 7:00PM. The voting line will be manned by the Credentials Committee.
19. The unit's raw vote will be totaled to calculate each candidate's vote total in the balloting. The formula for each unit is as follows: (candidate's votes/total votes) X unit's weighted vote) rounded to two (2) decimal places.
20. Delegates may vote for up to three (3) State Central Committee Candidates. Voting for more than three (3) Candidates will void the ballot category. Upon counting of the ballots for State Central Committee, the top three (3) candidates for State Central Committee with the most votes shall be duly elected.
21. Delegates may vote for up to six (6) National Delegates/Alternate Candidates. Voting for more than six (6) candidates will void the ballot category. Upon counting of the ballots for National Delegate/Alternate, the top three (3) candidates for National Delegate/Alternates shall be declared duly elected by the Convention as Delegates. The Candidates for National Delegate/Alternate in the 4th, 5th, and 6th balloting positions shall be declared Alternates. Alternate Delegates will rise to the position of Delegate based on the plurality of votes should a duly elected delegate withdraw from the position.
22. Delegates shall vote for only one (1) Congressional Candidate, one (1) Elector and one (1) District Chair. Voting for more than one (1) Congressional Candidate, Elector or District Chair will void that particular ballot category. Upon counting of the ballots for Congressional

Nominee, Elector and District Chair, should at any time a candidate receives at least 50.01% of the vote, that Candidate shall be declared duly elected by the Convention's Delegates.

23. The two (2) Congressional Candidates can have up to two (2) people assigned to observe the voting at each voting line.
24. In the event delegates carpool from different units the driver will vote in his/her unit line. Any other delegates will vote with the credentials line. **This is not encouraged.**
25. Unit Chairs and volunteers who are certified delegates may vote at the beginning of the time slot for their unit.
26. The polling location will be set up in the following manner:

Step one: (as delegates enter polling location, no campaigning will be allowed at or after this step)

- a. Delegate(s) must show picture identification (see footnote). In order to verify each delegate's identity, the delegate may press his or her ID against the inside of his or her car window, for convention officials to view from the outside.
- b. Their names will be checked against the certified Delegate roster and marked as present.
- c. Delegates shall be instructed to stay in their vehicles for the duration of their voting experience.
- d. Each verified delegate will be given one ballot by the Unit Chair or designee.
- e. After receiving ballots, the delegate will move forward to

Step two: (designated waiting/parking area)

- a. Delegate will fill in his/her ballot
- b. Ballots must not be folded or damaged. Damaged ballots may be rejected by voting machines.
- c. If a ballot is spoiled for any reason, the Delegate will be given a replacement ballot, Spoiled Ballots will be kept in an enveloped marked "SPOILED BALLOTS". Spoiled ballots will be marked with a large "V".
- d. After the ballot is completed, the delegate will drive on to

Step three: (Chairman and campaign observers)

- a. Delegate name will again be checked and marked against the certified Delegate roster.
- b. Delegates will place each ballot in a container presented to them by the Chairman. Containers will be inspected and verified by at least two (2) members of the Tellers Committee that the container is empty before sealing.
- c. The Chairman will personally transport all ballots to a predetermined secure location.
- d. When Delegates have submitted their ballots, they shall leave the meeting.

27. Except for the designated voting line as stated in Rule #17, only the Unit Chair and/or designee can collect completed ballots. The Unit Chair will mark the name of each voter off the certified delegate spreadsheet as he/she submits his/her ballot.
28. As soon as Delegates cast their votes, they will leave the voting area. Only one ballot shall be given to each delegate. If a delegate leaves the voting area with the ballot, then that ballot shall be void and no other ballot will be given to that delegate.
29. At any time upon request, voter spreadsheets will be made available to Candidate's Observers to verify what the Chair is reporting and for the purpose of calling delegates to remind them to vote. Observers shall not obstruct the flow or process of work with delegates.
30. The Unit Chair shall not contact delegates for the purpose of getting out the vote during the voting period.
31. If a Unit has alternate delegates, those delegates can vote at any time during the allotted time for the Unit. The Unit Chair shall mark the ballot envelope with a large "A" and note the time that person voted. If the Unit Chair finds that the full count of Delegates has not voted at the end of the Convention, the Alternate Delegate ballots will be added on a first come first counted bases.
32. The Chair shall place all ballots in the sealed container.
33. As soon as the polls are closed and the last voter has cast his/her ballot, the Chair will take the sealed container of ballots to the central tabulation point at Tree of Life. Candidate Observers are encouraged to accompany the Chair to this location.
34. The Chair of the Tellers Committee shall give any necessary instructions to Chairs as they deliver the ballots.
35. The Unit Chair will present the ballots and the spreadsheets used to check off Delegates to the tabulation personnel.
36. The Chair and Observers from each Unit shall leave the tabulations area as soon as the ballots have been counted and the number verified with the spreadsheet. After the number of ballots have been counted and matched to the number on the spread sheet, The Unit Chair and The Teller Chair will sign a document verifying the count.
37. The list of delegates who voted in the designated unit line and the list of delegates who voted in the line managed by the Credentials Committee, will be combined at the end of the day. To ensure no duplication and that the combined numbers of the delegates voting from any unit match the actual ballots presented to the Tellers, The Rules Committee, Unit Chairs and Candidate Observers will review these ballots after the polls close.
38. Members of the Tellers Committee shall not at any time release or publish any results. Anyone entering the Tellers Room shall sign a statement that they will not release or publish any results. Anyone inside the tabulating area, including vote counters and observers, shall not access any electronic devices while the polls are open, including cell phones. Failure to obey this will result in immediate removal from the tabulating area with

no further access, and the campaign will not have the privilege of appointing another observer.

39. Each candidate may have one (1) designated observer in the Tellers Room for the duration of the tabulation period.
40. When all ballots have been counted and the weighted votes have been tabulated, the Chair of the Tellers Committee shall contact Melvin Adams, Chairman and Aaron Moyer, Secretary with the vote count and the certified election results.
41. Melvin Adams, Chairman, will personally contact every candidate for each race and inform them who has won the race.
42. The vote count shall be given if requested by the candidate for the office, and then only to that candidate and only for the election in which the candidate was a contestant.
43. Aaron Moyer, Secretary, will contact all Unit Chairs by email and inform them of the winners. Unit shall be given both raw and weighted votes for the unit and totals in both raw and weighted votes. This will be done by the use of a spread sheet that lists each Unit (County or City) and the raw and weighted votes for each candidate and the office that candidate is running for. The Unit Chairs and all candidates will have this information within 48 hours after the Convention closes. A winners list shall be posted on the 5th District Webpage within 24 hours of the election. <http://5thDistrictVA.gop>.
44. District Secretary will store and keep all ballots for a period of not less than 1 year.

Footnote for Rule 9 and Rule 26-Step one a - b. An officer of election shall ask the voter for his full name and current residence address and the voter may give such information orally or in writing. The officer of election shall repeat, in a voice audible to party and candidate representatives present, the full name and address provided by the voter. The officer shall ask the voter to present any one of the following forms of identification: his valid Virginia driver's license, his valid United States passport, or any other photo identification issued by the Commonwealth, one of its political subdivisions, or the United States; any valid student identification card containing a photograph of the voter and issued by any institution of higher education located in the Commonwealth or any private school located in the Commonwealth; or any valid employee identification card containing a photograph of the voter and issued by an employer of the voter in the ordinary course of the employer's business.