

**MANASSAS REPUBLICAN PARTY
PARTY PLAN (BY-LAWS)**

ARTICLE I

Name

The name of this organization shall be the City of Manassas Republican Party.

ARTICLE II

Purpose

The purpose of this organization is to promote the principles and achieve the objectives of the Republican Party consistent with the Preamble of the Republican Party of Virginia Party Plan,

ARTICLE III

Qualifications for Participation in Party Actions

The qualifications for participating in the actions of the City of Manassas Republican Party shall be in accordance with Article I of the State Party Plan and include being a resident of the City of Manassas.

ARTICLE IV

Definitions

- A. "Party" means the City of Manassas Republican Party.
- B. "State Party Plan" means the Plan of Organization, Republican Party of Virginia as amended August 16, 2025.
- C. "Jurisdiction" means the geographic area comprising the political subdivision of the City of Manassas, Virginia.
- D. "City" means the City of Manassas, Virginia.
- E. "Unit" means the City of Manassas Republican Party.
- F. "Committee" means the City of Manassas Republican Party.
- G. "Chairman" means Chairman of the City of Manassas Republican Committee.
- H. "Vice Chairman" means the Vice Chairman of the City of Manassas Republican Committee.

- I. "Secretary" means the Secretary of the City of Manassas Republican Committee.
- J. "Treasurer" means the Treasurer of the City of Manassas Republican Committee.
- K. "Qualifications" means the qualifications for participation in Party actions, which is set forth in Article III hereof.
- L. "Delegate" means a person who is elected to represent the jurisdiction at the Biennial District Convention or any other similar meeting required by the State Party Plan.
- M. "Biennial District Convention" means the Convention held in Congressional election years for the Congressional District of which the jurisdiction is a part.
- N. "Voting Address" means the address shown on the official voter registration rolls maintained by the Registrar of voters in the City of Manassas.
- O. "Official City Committee Meeting" means a City Committee meeting convened in accordance with all Call notification requirements.
- P. "City Committee Property" includes but is not limited to all combinations, equipment, facilities, keys, locks, login credentials, information, items, mailboxes, or property, owned by, controlled by or operated on behalf of the City Committee.
- Q. Additional terms are defined in Article II of the State Party Plan.

ARTICLE V
The City Committee

There shall be a permanent committee known as the City of Manassas Republican Committee hereafter referred to as the City Committee or the Committee.

Section 1.
Membership

A. Voting Members

The voting members of the Committee shall be those members in compliance with Article V, Section 1., Subsection C., and Article V, Section 2., Subsection B. hereof and all publicly elected Republican Officials residing in the jurisdiction.

B. Non-voting members

All publicly elected Republican Officials serving the City of Manassas but who are not residents of the city shall not be entitled to vote in the affairs of the City Committee and

shall not be counted in determining the number required for a quorum or whether a quorum is present.

C. Biennial Elections

1. The City Committee will approve a Call and the associated pre-filing documents for convening a Biennial Mass Meeting or Party Canvass for the purpose of electing or reelecting the Chairman, Delegates to the Biennial District Convention or any other similar meeting required by the State Party Plan and members of the City Committee in accordance with the State Party Plan.
2. All citizens of the United States who are registered voters of the City of Manassas shall be eligible to attend, participate and vote during such event subject to the qualifications of Article I of the State Party Plan, plus pledging to adhere to these By-Laws (Party Plan) and the current version of Robert's Rules of Order Newly Revised;
3. If a Biennial Mass Meeting is chosen, the existing Committee Chairman shall convene the Biennial Mass Meeting and preside while the attendees select a temporary chairman and secretary to manage the event. The temporary chairman will preside over the event according to the Official Call while the attendees vote to elect a new permanent Chairman.
4. The Committee shall make appointments for administering the Biennial Party Canvass or Mass Meeting. Such appointments might include but are not limited to a credentials sub-committee, a rules sub-committee plus tellers for distributing, collecting, counting and recording ballots. The appointments shall include an odd number of three or more persons and shall not include either the existing Chairman or any candidates for Chairman.
5. If the number of candidates who file for all offices to be elected at the Canvass (described in Article V, Section 1, Subsection C. 1, hereof) does not exceed the maximum number that can be elected, then all duly filed candidates shall be deemed elected and the Canvass will be cancelled.

D. Terms

The newly elected or reelected Chairman, Committee Members, and Delegates shall take office upon their election for a term of two (2) years or until the next regular Biennial Election when their successors are elected.

E. Delegates

The number of delegates allocated is determined on the basis of "Republican Party Voting Strength" in accordance with Article VI, Section A.3. and Article VIII of the State Party Plan. The attendees at the Biennial Party Canvass or Mass Meeting shall elect the delegates. Each delegate must be willing and able to attend all required meetings at their own expense. The numerical apportionment of such delegate representation shall be stated in the Call for the meeting at which such delegates will be elected.

F. Officer Elections

The officers of the Committee shall be elected at the first Official City Committee Meeting following the election of the Chairman in accordance with Article V, Section 4. hereof.

G. Vacancies

Vacancies on the Committee shall be filled by the majority vote of the Committee, and this purpose shall be included in the Call of the meeting at which such vacancies will be filled.

H. Removal

Any officer or member of the Committee may be removed from membership by a vote of two-thirds of the voting members of the Committee present at a meeting called for such purpose, provided that such officer or member is furnished with written notice that removal will be sought. Such notice shall include the cause for removal including but not limited to a violation of law or ethics or actions contrary to these By-Laws and be signed by no less than one-third of the other members of the Committee and shall be issued in time to allow thirty (30) days to elapse before the meeting at which the vote to remove will be taken.

Section 2.
Authority and Responsibility

A. The Committee

1. General. The City Committee shall have general authority over all Party activities in the jurisdiction and shall decide all controversies and contests concerning Party matters in and for the jurisdiction.
2. Public Office, Mass Meetings and Party Canvasses. The City Committee shall determine the method of nominating candidates for City public office in compliance with all official requirements and shall issue Calls for all mass meetings and party canvasses in the jurisdiction.
3. State and Congressional District Assessments. The Committee shall be responsible for meeting duly assessed shares of respective State and Congressional District operating budgets. The Committee shall be informed by its Treasurer of any assessment to the Committee at the next regular meeting.

B. Individual Members

1. General. It shall be among the duties of each member of the Committee to cooperate with the several officers of the Committee in the execution of his or her respective duties and to implement the goals of the Party by direct participation in its programs and activities.

2. Attendance and Meetings. It shall be the responsibility of each member of the City Committee to attend all Official City Committee Meetings and, to the best of his or her ability, be informed about all relevant Party matters. Should any member of the Committee be physically absent from three (3) consecutive meetings of the Committee, they shall not be counted in determining the number required for a quorum or whether a quorum is present beginning with such third absence, and cannot vote until such time as they are in attendance at two consecutive meetings and otherwise qualified under this plan.
3. Financial Contributions. Each member of the Committee except those less than 30 years of age shall contribute \$60.00 dues to the Committee as a condition of being a voting member of the Committee. Those under 30 years of age will contribute \$30 as a condition of being a voting member of the Committee. The dues contribution shall apply until the next Committee Biennial Mass Meeting or Party Canvass. The dues contribution is due and payable immediately and is not refundable. Committee Members shall not be considered voting members nor shall they be counted in determining the number required for a quorum or whether a quorum is present until such contribution is made.
4. Code of Conduct. Each member of the Committee shall be subject to the Code of Conduct in Appendix A hereof.

Section 3.
Meetings

A. Frequency.

There shall be a meeting of the City Committee called at least once each calendar quarter.

B. Call and Quorum.

1. Meetings of the Committee shall be called by the Chairman or on the call of one-third of the voting members thereof or a majority of the Executive Committee defined in Article V, Section 5., Subsection A.1. hereof.
2. Notices of such meetings shall be sent to members via electronic mail not less than ten (10) days prior to the meeting. An alternative form of delivery shall be provided for any member who does not have regular access to electronic mail.
3. Twenty percent (20%) of the voting members of the Committee shall constitute a quorum. Proxies shall not be counted in determining the number required for a quorum or whether a quorum is present.

C. Public Meetings.

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

D. Parliamentary Order.

The Chairman shall normally preside at all Committee meetings. The Vice Chairman shall preside at Committee meetings in the Chairman's absence and the Secretary or someone appointed by the Chairman shall preside at Committee meetings in the absence of both the Chairman and Vice Chairman. The latest version of ROBERT'S RULES OF ORDER, NEWLY REVISED shall prevail in questions of parliamentary procedure not otherwise covered in the State Party Plan.

E. Proxies.

Voting Members of the Committee may be represented in Official City Committee Meetings by proxies provided: (a) no individual may cast more than one (1) proxy vote per ballot at any meeting, (b) the proxy holder meets the qualifications of Article III hereof, (c) no proxy is valid after the first ballot for the election of any candidate or motion; and (d) the written proxy must read as follows and must be signed and dated by both the maker and the witness then hand delivered to the Secretary of said meeting.

I....., a voting member of the City of Manassas Republican Committee, do hereby appoint to vote as my proxy at a meeting of the City of Manassas Republican Committee on the day of 20..... or at any adjourned meeting thereof, and for me and in my name, place and stead to vote upon any question that may properly come before such meeting, with all the power I should possess if personally present, hereby revoking all previous proxies.

signed: date:

witnessed: date:

Section 4.
Officers

A. Chairman

1. Election. The Chairman shall be elected according to Article V, Section 1. hereof at the party canvass or mass meeting called for the purpose of selecting delegates to the Biennial District Convention.
2. Authority and Responsibility.
 - a. The Chairman shall have general authority and responsibility for implementing the activities of the Party specified by the Committee as described in Article V, Section 2.A.1 hereof. Such authority shall include delegating all duties not otherwise provided for in this plan. The Chairman shall be responsible for the general execution and implementation of the programs and policies of the Committee.

- b. The Chairman shall preside over Official City Committee Meetings, Party Canvasses and Mass Meetings until a temporary chairman of the Biennial Mass Meeting or Biennial Party Canvass is elected. The Chairman shall represent the jurisdiction on the Congressional District Committee, the Legislative District Committee, and the State Senatorial District Committee and any other similar meeting required by the State Party Plan.
- c. The Chairman shall convene the Committee at least once each quarter, be responsible for sending written notice of Calls with the agenda for Committee meetings to all members thereof, and maintain along with the Committee Secretary, accurate and current voter lists for use by the Committee and by the Republican nominees for jurisdiction public offices.
- d. The Chairman shall have the authority to create additional committees other than those listed below as needed and shall be an ex-officio member of all committees except any nominating committee or disciplinary committee.
- e. The Chairman shall sign all checks for the City Committee along with the Committee Treasurer unless the Chairman is not available in which case the Committee Vice Chairman or Secretary can sign checks with the City Committee Treasurer.

B. Vice Chairman

1. Election. The Vice Chairman shall be elected by a majority of the voting members present or represented according to Article V, Section 3.E. hereof at the first Official City Committee meeting following the election of the Chairman.
2. Term. The Vice Chairman shall take office upon his or her election and shall hold office for a term of two (2) years or until the next regular Biennial Election when a successor is elected.
3. Authority and Responsibility. The Vice Chairman shall preside at meetings in the absence of the Chairman, shall serve as a temporary Chairman in the absence of the Chairman, and shall be responsible for other duties as might be needed to assist the Chairman.

C. Secretary

1. Election. The Secretary shall be elected and serve as described in Article V, Sections 4.B.1. and 4.B.2. hereof.
2. Authority and Responsibility. The Secretary shall record and keep the minutes of all meetings of the Committee, the Executive Committee and other such meetings as may be requested by the Chairman in such form as to be available for inspection upon reasonable notice by members of the Committee. The Secretary shall maintain the roll of Committee members and keep it current to reflect resignations, removals, voting member eligibility, and election of new members. The Secretary is responsible for conducting roll call votes and the issuing of ballots or voting member cards when needed at Official City Committee Meetings. The Secretary may appoint an Assistant Secretary to help with the

above duties and might be authorized by the Executive Committee in each specific incidence to sign checks in the absence of the Treasurer.

D. Treasurer

1. Election. The Treasurer shall be elected and serve as described in Article V, Sections 4.B.1. and 4.B.2. hereof.
2. Authority and Responsibility. The Treasurer shall be custodian of all the funds of the Committee and is empowered to open a bank account in the name of the Committee to make deposits to and draw checks upon with the authorization of the Executive Committee. The Treasurer shall be responsible for reports on the income and expenditures of funds in the treasury at all meetings of the Committee and Executive Committee. The Treasurer shall present the financial records for audit in March of each odd-numbered year and at the end of the term of office by a Committee of three (3) members of the Committee appointed by the Chairman. The Treasurer shall also be responsible for implementing Article V, Section 2.A.3 hereof.

E. Volunteer and Membership Recruitment Committee Chairman

1. Election. The Volunteer and Membership Recruitment Committee Chairman shall be elected and serve as described in Article V, Sections 4.B.1. and 4.B.2. hereof.
2. Responsibilities of the Membership Committee Chairman. The Membership Chairman shall appoint members to this committee as/if needed and is responsible for developing programs designed to increase the number of people actively engaged in electing Republican candidates in the jurisdiction. This shall include recruiting new members for the Committee, finding volunteers to help on Election Day, and promoting the Republican Party across the jurisdiction.

F. Parliamentarian

1. Election. The Parliamentarian shall be elected and serve as described in Article V, Sections 4.B.1. and 4.B.2. hereof.
2. The Parliamentarian shall assist or advise the presiding officer in the conduct of meetings in matters associated with Roberts Rules of Order and in the drafting and interpretation of the Manassas Republican Party - Party Plan (By-Laws). The Parliamentarian shall be a member in good standing of the National Association of Parliamentarians before elected.

G. Chairmen of the Communications/Social Media, Fundraising and Events, Campaign Operations, and Precinct Operations Committees

1. The Communications/Social Media, Fundraising and Events, Campaign Operations, and Precinct Operations Committee Chairmen shall be elected by the

City Committee and serve as described in Article V, Sections 4.B.1. and 4.B.2. hereof.

2. The Chairmen of these committees shall appoint members to their committee as/if needed.

H. Vacancies.

In the event of resignation or removal during the term of office of any officer of the Committee, the vacancy shall be filled for the remainder of the term by majority vote at an election held in the next regular meeting of the Committee, and this purpose shall be stated in the Call of the meeting. When there is a vacancy in the office of either the Secretary or the Treasurer, the Chairman shall have the authority to make a temporary appointment with the approval of the Executive Committee to fill the vacancy until the required election occurs.

Section 5. Subcommittees

A. Executive Committee.

There shall be a permanent subcommittee know as the Executive Committee.

1. Membership. The Executive Committee shall consist of:
 - a. the Chairman;
 - b. the Vice Chairman;
 - c. the Fundraising and Events Chairman;
 - d. the Secretary;
 - e. the Treasurer;
 - f. the Communications/Social Media Chairman;
 - g. the Volunteer and Membership Recruitment Chairman;
 - h. the Campaign Operations Chairman;
 - i. the Parliamentarian;
 - j. the three members of the District 10 State Central Committee may serve as Ex-Officio members of the Executive Committee ;
2. Authority and Responsibility.
 - a. The Executive Committee shall have the authority to implement the policies of the Committee, approve the expenditure of funds in the treasury of the Committee, and its duties shall include preparing agendas for meetings of the Committee and discharging such other tasks as may be delegated to it by the City Committee.
 - b. Executive Committee members shall have access to and assume responsibility for all City Committee property as defined in Article IV hereof upon election and shall provide same to his/her successor as soon as possible at the conclusion of his/her term.

3. Meetings.

- a. Call and Quorum. The Executive Committee shall meet at the Call of the Chairman or at the written Call of three (3) members of the Executive Committee on five (5) days notice prior hereto in either case. A waiver of notice must be signed by at least five (5) members of the Executive Committee if notice of the meetings does not conform to these requirements. Members of the Executive Committee present in person or electronically shall constitute a quorum.
- b. Parliamentary Order. The Chairman, or in his absence the Vice Chairman, shall preside at meetings. The latest version of ROBERTS RULES OF ORDER, NEWLY REVISED shall prevail in questions of parliamentary procedure not otherwise covered in this plan or in the State Party Plan. The Parliamentarian should be consulted for parliamentary guidance.
- c. Proxies. Members of the Executive Committee may be represented at official meetings by proxies in accordance with Article V, Section 3.E. hereof.

B. Fundraising and Events Committee

There shall be a permanent subcommittee known as the City Fundraising and Events Committee.

1. Membership. The Fundraising and Events Committee shall consist of:
 - a. the Fundraising and Events Committee Chairman;
 - b. the City Committee Treasurer;
 - c. the City Committee Chairman;
 - d. two (2) members of the City Committee, who shall be appointed by and serve at the pleasure of the City Chairman; and
 - e. other members appointed by and serving at the pleasure of the Fundraising and Events Chairman who shall be in charge of special projects and shall serve as non-voting members.
2. Authority and Responsibility. The Fundraising and Events Committee shall coordinate Party fund-raising activities in the jurisdiction, collect and receive funds raised for transmitting to the treasurer and otherwise cooperate with, strengthen and support the Party organization.
3. Meetings.
 - a. Call and quorum. The Fundraising and Events Committee shall meet at the Call of the Fundraising and Events Chairman or the City Committee Chairman. A majority of voting members shall constitute a quorum.
 - b. Parliamentary Order. The Fundraising and Events Chairman, or in his absence the Party Chairman, shall preside at meetings. The latest version of ROBERTS RULES OF ORDER, NEWLY REVISED shall prevail in questions of parliamentary procedure not otherwise covered in this Plan or in the State Party Plan. The Parliamentarian should be consulted for parliamentary guidance.

4. Funds. No funds shall be contributed to any candidates competing for the Republican Party's nomination for any public office or to any candidate competing for a Party Office. No funds shall be contributed to any candidate competing for any public office who is not running as a nominee or endorsee of the Republican Party and who is not a candidate for election in the City of Manassas.

Section 6.
Precinct Captains

The responsibility of each Precinct Captain shall be to coordinate all activities in his or her precinct in cooperation with the City Chairman and the City Committee.

ARTICLE VI
Mass Meetings, Party Canvasses and
Means of Nominating and Electing

Section 1.
Requirements

A. Calls

Calls for mass meetings or party canvasses shall be published in a newspaper of general circulation (if one is readily available in the jurisdiction), plus the City Committee website, newsletter (if any), and email list of members in the jurisdiction no less than ten (10) days prior to the Biennial Mass Meeting or Party Canvass. Calls shall include, but are not limited to: (a) the purpose; (b) the qualifications; (c) the time and place; (d) the numerical apportionment of Delegates (if applicable) and the basis thereof; (e) any registration fee; and (f) any additional relevant requirements.

B. Pre-filing

If the pre-filing of candidates is a requirement, the notice of the pre-filing requirements must be published with the Call before these elections will take place to allow time for such pre-filing.

C. Citizen Involvement

It is the responsibility of the Unit Chairman to use the most effective means, including news media, to publicize these events with the purpose of encouraging maximum citizen involvement.

Section 2.
Conduct

Unless otherwise provided for in this Plan (these By-Laws), the conduct of mass meetings or party canvasses and the delegates thereto is governed by the State Party Plan and the latest version of Roberts Rules of Order Newly Revised.

Section 3.
Vacancies

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

ARTICLE VII
Continuous Provisions

Section 1.
Amendments

This Plan may be amended by a two-thirds vote of the voting members present at a meeting of the Committee provided that the text of the proposed amendment is included in the Call of the meeting.

Any Committee Member may propose an amendment and may have it included in the Call of the Meeting.

This Plan and any amendments to it must be in accord with the State Party Plan.

Section 2.
Severability of Provisions

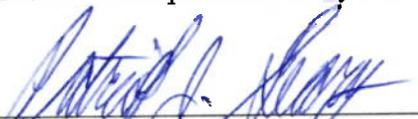
If any clause, sentence, paragraph or part of this Plan shall for any reason, be found invalid, such findings shall not affect, impair or invalidate the remainder of this Plan but shall be confined in its operation to the clause, sentence, paragraph or part directly involved in the controversy in which such findings shall have been made.

Section 3.
Effective Date

This document was officially adopted by the City of Manassas Republican Party on January 21, 2026.



George Ellis, Chairman



Patrick J. Geary, Parliamentarian

Appendix A

Code of Conduct

Membership in the City of Manassas Republican Committee (hereto referred to as the "Committee") is a privilege that comes with an expectation of civil conduct. Meetings and events will follow the below Code of Conduct and be held in a manner that respects all individuals, void of harassing behavior. Any individuals who violate this Code will first be asked to leave and then escorted from the premises by the Committee Sergeant at Arms, another person designated by the Committee Chairman or the police.

Committee members are expected to treat each other with respect. This includes following the parliamentary rules that govern our meetings, such as speaking only when recognized by the Chair. (These rules can be found in our Committee By-Laws and in Roberts Rules of Order Newly Revised). This allows us to conduct our business in an orderly fashion and allows every member to have a voice and be heard. Public discussion and debate is welcome and encouraged as long as general rules of decorum are observed.

Prohibited Conduct:

Certain conduct is prohibited and may subject the individual involved to disciplinary action, up to and including loss of membership and banning access to official committee meetings, and events. The following are some examples of conduct that will not be permitted. Questions regarding this policy should be directed to the Committee Chairman.

- a) Attending an official meeting or event under the influence of drugs or alcohol
- b) Use of profane or abusive language
- c) Falsifying a membership application
- d) Violence or threats of violence.
- e) Verbal, personal attacks or otherwise defaming a fellow committee member over social media or other means
- f) Representing yourself as an official spokesperson for the Committee or Party in the media unless specifically authorized by the Committee Chairman
- g) Breach of confidential information discussed in closed, non-public settings
- h) Disrupting an official committee meeting or event
- i) Distributing the Committee membership list to anyone other than Committee members or using the list for activities other than to elect Republican nominees and endorsees.

The Manassas Republican Committee exists to recruit, elect and support Republican candidates and elected officials. Campaigns, candidates and elections are our focus and we welcome any and all who share this goal. Extraneous policy debates are important and there are many venues for those. But the role of the City of Manassas Republican Committee, as a part of the Republican Party of Virginia is to elect and support Republicans. All who share this mission, align with the values of the Republican Party of Virginia and abide by our Code of Conduct and State Party Plan are invited and welcome to participate in our events, seek membership and join alongside us as we pursue these goals.