

31st House Legislative District Republican Committee

Rules for Party Canvass

The 31st House Legislative District Republican Committee of the Republican Party of Virginia, pursuant to the Plan of Organization of the Republican Party of Virginia, hereby adopts these Rules for the conduct of Party Canvass to be held on Friday, May 5, 2023 from 2:00pm until 7:00pm.

1 – General

- A. The Party Canvass shall be held at the location, or their alternate site, as identified in the call to party canvass as issued on April 6, 2023. The purpose of the Canvass shall be to nominate a Republican Candidate for Member of the House of Delegates of Virginia from the 31st District to be voted upon in the General Election to be held Tuesday, November 7, 2023.
- B. This party canvass shall, to the extent applicable, be governed by and conducted in accordance with the following (giving precedence as listed): the State Party Plan, these rules, and otherwise in accordance with Robert’s Rules of Order, Newly Revised.
- C. The canvass location shall be supervised by a Head Teller. The Head Teller will be the district chairman or his or her authorized designee. The Head Teller is responsible for designating tellers to assist in carrying out the canvass and their roles for the canvass location.
- D. The canvass location shall have at least three tellers, including the Head Teller or their authorized designee, always serving and present at the polling location during the times the canvass is being conducted or ballots are being counted.
- E. All Head Tellers must participate in training provided by the Rules Committee and training participation is highly advised for all persons who will serve as tellers. Training information will be distributed to the Head Teller for their participation and distribution to other teller volunteers.
- F. Only tellers may check in voters, distribute ballots, collect ballots, or tally votes. Tellers tallying votes will work in pairs. Tellers may appoint volunteers to assist in directing traffic and enforcing rules at polling locations. The Head Teller is ultimately responsible for ensuring the canvass location is properly staffed with personnel and efficiently operated.
- G. No one will be allowed in the voting area without proper authorization. During the times the polls are open and while ballots are being counted, no person may (i) loiter or

congregate within 40 feet of any entrance of any polling location; (ii) within such distance give, tender, or exhibit any ballot, ticket, or other campaign material to any person or solicit or in any manner attempt to influence any person in casting his vote; or (iii) hinder or delay a qualified voter in entering or leaving a polling location. The Head Tellers or their authorized designees have discretion to modify the 40-foot line to accommodate the layout of the building or parking area or to address safety concerns at their polling locations.

- H. No resolutions may be introduced for consideration in the party canvass.
- I. The Legislative District Chairman shall immediately and without delay be notified by the Head Teller of any issues that affect voter access to a canvass location, cause the canvass location to not open on time, cause the removal of the canvass location to an alternate site, or present any other issue that is likely to impair the efficient and orderly operation of the canvass location.
- J. The Legislative District Committee and the committees appointed by the Legislative District Chairman shall be permitted to meet by virtual or electronic means before, during, or after the canvass to address matters related to the canvass.

2 – Credentials

- A. The Legislative District Chairman shall appoint a Credentials Committee of at least three (3) persons to decide any question that may arise concerning the qualifications of a voter or eligibility to participate.
- B. The Credentials Committee shall devise procedures to hear challenges, evaluate appeals, or requests for rulings on a voter's eligibility to vote and shall report the Committee's decision to the Head Teller.
- C. The Credentials Committee shall publish procedures for tellers to use at the canvass location to check-in voters and to initially attempt to resolve any concerns related to a voter not being listed on the pollbook or eligibility to participate issues and under what circumstances such voter can be added to the pollbook and/or be permitted to vote.

- D. Only eligible voters duly registered by the tellers or authorized by the Committee may vote. No proxies or absentees are allowed.
- E. All voters shall meet the requirements as specified in the Call of the Party Canvass.
- F. In order to receive a ballot all voters must present a form of photo identification appearing on the list of acceptable forms of photo identification published by the Credentials Committee. The address listed on such photo identification shall not be required to match any address listed in the pollbook as the purpose of the photo identification is to verify identity.
- G. All voters must sign a statement that he/she is qualified to participate, is in accord with the principles of the Republican Party and intends, at the time of this writing, to support the nominees of the Republican Party in the ensuing special election.
- H. If a voter is not listed on the poll book, or if a voter cannot be determined to be qualified for participation, and the matter cannot be resolved by the tellers at the canvass location, the Head Teller shall inform the voter of the specific reason and of the ability to appeal the determination to the Credentials Committee. The Head Teller will provide the voter deemed ineligible contact information for the Credentials Committee.
- I. The Credentials Committee shall ultimately decide, upon request, any question that may arise concerning the qualifications and eligibility of a voter to vote that cannot be resolved at the canvass location.

3 – Nominations & Ballot Form

- A. The Nominations Committee, which shall consist of three (3) members appointed by the Legislative District Chairman, shall examine the candidate filings received by the filing deadline and prepare a report listing all qualified candidates for contested nominations or elections, who have properly filed as required in the Call of the Party Canvass.
- B. The names of the candidates shall appear on the ballots used at the canvass in alphabetical order by last name.
- C. The Nominations Committee shall provide the approved name style for each candidate to be listed on the ballot and shall use the standards promulgated by the Virginia State Board of Elections entitled “How Candidate Names May Appear on the Ballot” in making such determinations.

4 – Voting

- A. Procedures for voting and tallying votes shall be uniform at the polling location.
- B. The Rules Committee shall approve and issue procedures for voting and tallying votes.
- C. Voters may vote for not more than one (1) candidate on their issued ballot. Blanks, abstentions, write-ins, overvotes, and votes cast for persons not placed in nomination before the canvass shall be excluded in calculating the results.
- D. No person shall hinder, intimidate, or interfere with any qualified voter so as to prevent the voter from casting a secret ballot. The tellers may order a person violating this Rule to cease such action and, if such action continues, may with the concurrence of the Head Teller, remove such person from the polling location or premises.
- E. Any person in line at 7:00pm shall be permitted to offer to vote. If a line exists at 7:00pm, the tellers shall send a teller or volunteer to the end of the line to indicate the last voter who shall be permitted to vote before the canvass location is closed. The Head Teller shall immediately notify the Legislative District Chairman if this situation exists.
- F. As soon as the polls are closed, the tellers at the polling location shall immediately proceed to ascertain the vote given at the canvass location and shall continue without adjournment until the Head Teller reports the results of the canvass for the polling location to the Legislative District Chairman using the instructions provided for reporting the results to the central tallying location. Only the tellers and appointed observers, if any, shall be permitted to remain in the room or at the polling location once the polls have closed while the ballots are counted and the results are being reported. No teller or observer shall communicate to any person outside the polling location, through electronic means or otherwise, any counting results from a canvass location until the Head Teller has reported the results to the Legislative District Chairman and declared the results for the canvass location.
- G. Following the conclusion of the party canvass and ascertainment of results, voted and unused ballots, poll books, and all forms and statements completed by the tellers and voters shall then be placed in a sealed envelope or container and preserved and secured

by the Head Teller for the polling location for at least thirty (30) days in the event of any challenge to the results.

6 – Observers at Canvass Location

- A. Candidate Designated Observers: Each candidate appearing on the ballot shall be permitted to appoint one (1) observer for each polling location and the central tallying location. Such appointed observer may not be a candidate listed on the ballot or a designated teller. Such observers must present a signed authorization statement (which may be a photocopy) to the Head Teller for a polling location, or the Legislative District Chairman, as appropriate, designating the individual as an observer for that location immediately upon arrival. Such observers may also view any training sessions for tellers conducted by the Rules Committee. A candidate may have multiple observers who alternate shifts or times, but in no event shall a candidate have more than one observer.

- B. Legislative District Chairman Observers: The Legislative District Chairman shall be permitted to appoint observers, who are not candidates, for each polling location and the central tallying location. Such observers must present a signed authorization statement (which may be a photocopy) to the Head Teller for a polling location immediately upon arrival. Such observers may also view any training sessions for tellers conducted by the Rules Committee.