

Executive Committee Chair Vacancy Appointment Form

Under W. Va. Code 3-1-9(g), if a vacancy on an executive committee is not filled within the sixty days after the vacancy occurs, the chair of the appropriate executive committee, as provided in W. Va. Code 3-1-9(f), shall fill the vacancy. The chair shall then submit an updated committee list to the Secretary of State within ten days of the appointment. If an updated list is not provided in ten days, the appointment is not valid.

If the chair of a county executive committee fails to fill a vacancy in a congressional district, state senatorial district or delegate district executive committee, and the failure to fill such vacancy prohibits the committee from conducting official business, the chair of the party's state executive committee shall fill such vacancy.

Updated rosters may be submitted to the Secretary of State by U.S. Mail or email to:

**State Capitol Building
Charleston, WV 25305**

OR

Elections@wvsos.com

The undersigned Chair of the _____ Executive Committee hereby certifies and appoints the following person(s) as a member of this Executive Committee to fill the existing vacancy which the Committee failed to fill within the required sixty-day period:

1. Name _____ Circle One: Female or Male
Address _____ Telephone _____
City _____ State _____ Zip _____
County _____ District _____
Employer _____ Term _____

2. Name _____ Circle One: Female or Male
Address _____ Telephone _____
City _____ State _____ Zip _____
County _____ District _____
Employer _____ Term _____

**Additional copies of this page may be submitted if more than two appointments are made, but only one updated roster is necessary. Incomplete rosters will not be valid.*

Signature of Chair

Date

**COMPLETE AND RETURN THIS PAGE WITH AN UPDATED ROSTER
SEE NEXT PAGE FOR MORE DETAILS**

Roster Submission Requirements

To simplify the appointment and reporting process, executive committees may obtain, edit and resubmit the most recent roster that is available on the Secretary of State's website at sos.wv.gov under the Elections tab. Alternatively, executive committees can create a roster in any format, so long as the statutorily required information is provided.

Under W. Va. Code 3-1-9(g), executive committee membership rosters shall include at least the member's name, full address, employer, telephone number and term information. The Secretary of State's Office also requests additional information for clerical purposes as shown in the example below*.

ROSTER FOR THE _____ EXECUTIVE COMMITTEE

MEMBER INFORMATION:

DATE SUBMITTED: _____

Full Name: ANNA BROWN
Gender: FEMALE
District: 17TH SENATORIAL
County: KANAWHA
Address: 111 MOUNTAIN VIEW ROAD
Phone: 304-555-5555
Employer: BLUE BIRD BANK
Elected or
Appointed: APPOINTED
Date of Election
or Appointment: July 5, 2018

Full Name: STEVEN PRICE
Gender: MALE
District: 17TH SENATORIAL
County: KANAWHA
Address: 456 DEER PARK
Phone: 304-777-7777
Employer: THE PARK FAMILY RESTAURANT
Elected or
Appointed: ELECTED
Date of Election
or Appointment: May 8, 2018

**Please note that a complete roster with ALL executive committee members must be submitted. This document is merely an example of the format and does not represent a full roster.*