

State of West Virginia
Appointment by Executive Committee Chair
To Fill Vacancy on the General Election Ballot

To: Secretary of State *(for ALL Legislative, judicial and multi-county offices)*
County Clerk *(for single-county office)*

Date: _____

I hereby certify that the _____ Executive Committee, in a duly called meeting held at _____ on the _____ day of _____, _____, the committee was unable to make an appointment because *(check one)* _____ a quorum was not present or _____ the committee did not agree to make an appointment. Therefore, as chairman of the committee, I hereby nominate the following person to fill the vacancy in nomination of the _____ Party for the office of _____ in the _____ district *(if any)* to be placed on the general election ballot:

Name of candidate _____
Residence Address _____
City _____ State _____ Zip _____

As chairman and secretary of the above committee, we hereby certify this appointment to fill the present vacancy on the ballot, which occurred on _____ *(give date if other than failure to file)* and was caused by _____ *(give reason, e.g., disqualification)*.

Signature of Chairman

Phone

Address

City / State / Zip

Important: Filing must be received by the proper officer by deadline, and accompanied by the candidate's certificate of announcement and filing fee.

If a vacancy occurs no later than 84 days before the General Election due to any of the reasons listed below, the political party's executive committee may appoint a candidate to appear on the General Election ballot no later than 78 days before the election. If the committee does not act, the chairperson may appoint a candidate no later than 2 days following the executive committee deadline.

- Automatic disqualification of a candidate for failure to file campaign finance statements;
- Disqualification of a candidate by the State Election Commission;
- Incapacity of a candidate;
- Except as otherwise provided in W. Va. Code § 3-10-1 et seq., a vacancy occurs in a partisan office (excluding party executive committee) creating an unexpired term.

If a certified nominee for a partisan office passes away after the Primary and on or before the 25th day before the General Election, the party executive committee may appoint a replacement to appear on the ballot. The replacement must be certified to the proper filing officer by 21 days after the date of death, or 22 days before the general election, whichever date occurs first. If the committee does not act, the chairperson may appoint a candidate no later than 2 days following the executive committee deadline.