

Delegate Selection Caucus Procedures Guide

The Democratic Party of Virginia

INTRODUCTION

Virginia is a Primary and Caucus/Convention state, meaning that delegates and alternates to the National Convention are chosen through a series of steps. How those delegates and alternates are allotted to candidates is based on the March 6th Primary results.

Please keep in mind that there are two kinds of delegates: **state** delegates (elected at the local caucus, then proceed to the district and state conventions) and **national** delegates (elected at either the district or state conventions to go to the national convention). Here are the four main steps:

- County and city caucuses elect state convention delegates held on either **April 16th beginning at 12:00 noon or April 18th beginning at 7:30 p.m.** (**Note: *there is no flexibility in this*** – you must hold your caucus on one of these two dates at the specified time). In some jurisdictions, the first step caucuses can be held at the precinct level to be followed by a city or county convention that elects the actual state convention delegates. Counties and cities holding unassembled caucuses are encouraged to allow early voting (in-person absentee) at a location on Thursday, April 14th, beginning at 7:00 pm.
- Congressional district conventions held on May 7th, May 14th, or, May 21st (this is the first place where people can file to be national delegates and where the state delegates will elect national delegates). **NOTE – *you don't have to be a state delegate to file for national delegate***; and,
- State Convention held on June 18th in Richmond (the second and last place for people to file to be national delegates).
- The final step is for the Virginia delegation to attend the National Convention held on July 25th – 28th in Philadelphia, Pennsylvania (national delegates that were elected at either the district or state conventions and automatic delegates).

County and city caucuses select a total of 2,000 state delegates and 500 alternates to the congressional district and state conventions. These state delegates and alternates are apportioned using the allocation formula described in the *Delegate Selection Plan*. How they are apportioned was calculated for you by Brenner Tobe, Information Technology Director (see Appendix D for the numbers). **There are NO National Convention Delegates chosen at county and city caucuses.**

After the county and city caucuses are completed, congressional district conventions are held in May. A total of 62 National Delegates and 6 Alternates are chosen based on the apportionment formula described in the *Delegate Selection Plan*. *Note – apportionment relates to how many delegates a jurisdiction gets; allocation relates to how many delegates a candidate gets.*

Additional National Convention Delegates are elected at the State Convention by the state delegates including: 5 DNC Members, 12 Pledged Party Leaders and Elected Officials (PLEOs), and 21 At-Large Delegates and 2 At-Large Alternates. In addition, the Virginia State Convention will elect 2 Democratic Electors.

This document has been prepared specifically to assist both new and experienced chairs through the process in this federal year. You will find information on caucuses and conventions including sample materials. If you have questions about the process, please contact your Congressional District Chair or check the Party website at <http://vademocrats.org/your-party/2016-delegate-selection-plan/>.

GOVERNING DOCUMENTS

The delegate selection process is governed by:

- the [Charter and Bylaws of the Democratic Party of the United States](#);
- the [DNC Delegate Selection Rules for the 2016 Democratic National Convention](#);
- the [DNC Call for the 2016 Democratic National Convention](#);
- the [Regulations of the Rules and Bylaws Committee for the 2016 Democratic National Convention](#);
- the [Virginia Democratic Party Plan](#);
- the [Virginia election laws](#);
- the [Virginia Delegate Selection and Affirmative Action Plan](#); and
- the [Virginia Call to Convention for the 2016 State Convention](#).

All of these documents have either been sent to you already or are available on the [state party website](#); **Everything you need is contained in this training document, but you are encouraged to review the additional materials available at the State Party website include The Virginia Delegate Selection Process: Questions and Answers**, the *Delegate Selection Plan* (which you should already have received), and the Call to Convention contained in this package. If you have not yet received your copy of the *Delegate Selection Plan*, please view it [online](#). As you go through the process, you will find that the *Delegate Selection Plan* is your primary reference document. It provides every detail of the procedure for the selection of a total of 109 delegates and 8 alternates from Virginia to the 2016 Democratic National Convention. Specifically, it provides the methods for the selection of national delegates and alternates in each of four categories (District Level, Party Leader and Elected Officials, At-Large, and Unpledged Automatic), including guidelines, procedural safeguards and Affirmative Action, which have been incorporated into the selection process. Also, the Call to Convention is a good summary document of the entire Delegate Selection Plan.

FIRST STEPS

County and city committees must begin the process by making some decisions. **We have included samples of forms, ads, and rules in the Appendices.** If you have questions, please ask. We'd rather you call us fifty times between now and your caucus than have you go through a challenge to your processes.

The first decisions you need to make include:

1. **Selection of the date.** Saturday, April 16th at 12:00 p.m. or Monday, April 18th at 7:30 p.m. These are the only dates and corresponding times to choose from; you cannot pick a different time or date and ask for a waiver. These are set.
2. **Selection of the site.** ADA accessible and centrally located.
Selection of the type of caucus (assembled/mass meeting or unassembled/firehouse primary). Notification of date/site/type of caucus should be sent to the DPVA by February 12th. (If you are holding an unassembled caucus, please include the time the caucus will end.)
3. **Absentee in person voting.** Committees holding an unassembled caucuses are encouraged to allow absentee in person (or early) voting to take place at one location on Thursday, April 14th.
4. **Adoption of Call to Caucus.** As described in more detail below, the city or county committee should adopt a call to caucus that sets forth the purpose, date, site and type of caucus and procedures for the caucus. See Party Plan Articles 14 and 18. A sample Call to Caucus is set forth in Appendix C.
 - **Local committees may allow slates of delegate/alternate candidates to appear on the ballot, but the procedure for filing and voting on slates must be provided in the call, as set out in Party Plan Section 14.5.**
 - **Caucuses may be canceled if only the correct number – or fewer – of delegates and alternates file. See Party Plan Sec. 14.6. The procedures for cancellation of the caucus should be set out in the Call.**

5. **Preparation of appropriate notice (ad in the paper or other media).** New rules for notice requirements are in effect. You may fulfill the notice requirement by using channels of communication typically used by the committee, and which shall provide the widest possible dissemination within its jurisdiction. Committees are required to post this notification on either their own committee web site, congressional district web site, or the DPVA web site and provide a press release to all relevant newspapers of general circulation. You should inform DPVA of the type of notice used. If you choose to run an ad, you must advertise in a newspaper of general circulation in the county or city, at least seven (7) days but not more than two (2) weeks, prior to the date of the caucus. There also are mandatory pre-filing deadlines 7 days before the date of the caucus and notice of these filing deadlines must also be provided 7 to 14 days prior to the deadline.

For any ad, you must run it as a "Paid Political Advertisement" (section 9.1 of the Party Plan).

Preparation of Filing Form. For this year's caucuses, the filing deadline is set for 7 days before your caucus date. The Call to Convention has a sample, and it is also listed separately in Appendix B.

6. **Preparation of caucus rules, including:**
- For an assembled caucus, the time at which you will open the doors for check-in;
 - For an unassembled caucus, the length of the period for casting ballots;
 - The method of determining alternates (either separately elected or those receiving the most votes after the delegates);
 - The amount (up to \$10.00) of the voluntary administrative fee to be collected by the local committee. **The Congressional District Convention can charge \$5, combined with the state convention fee of \$10, to not exceed \$25 total for all three.**

Caucus Rules must be prepared and available to any interested Democrat **at least one week before** the caucus. If you hold an assembled caucus, the caucus will adopt the rules; if you hold an unassembled caucus, your current committee must meet to adopt the rules prior to the date of your caucus.

You and your committee should have already made the logistical decisions and notified the State Party (steps #1-4). If you have not yet done so, you need to do so immediately. **The deadline for notifying the State Party of date/site/type of caucus is February 12, 2016.** We have included a Caucus Report Form (see Appendix B) for you to fill out detailing the information we need at the State Party in case you have not already sent it in. If you already sent the information in, you do not need to fill out the form and resend it.

Once you have made these decisions, it is time to begin making preparations. It is never too early to start planning. If you wait until the last minute, you will find yourself rushed and more likely to miss important details. Once you've completed the decision-making process, you can draft your Call to Caucus, prepare your advertisement, plan a media strategy, and prepare rules. Complete as much as you can ahead of time.

STATE CONVENTION DELEGATE ALLOCATION

This year, the allocations will be determined by the March 1 primary. Thus, as set forth in the State Convention Delegate Allocation, you will know how many delegates and alternates will be elected from each locality pledged to each presidential candidate. Persons wishing to serve as delegates or alternates will then file for their preferred candidate. At the caucus, voters will pick a candidate and vote for delegates and alternates only for that candidate.

Some districts may also nominate candidates for the U.S. House of Representatives. The same district and state convention delegates will also vote at the district convention for Congressional candidates. Delegate/alternate candidates may state a preference for Congress or file as uncommitted.

GENERAL CAUCUS CONSIDERATIONS

As you plan your caucus, you should consider the following:

- Is your county or city split between (or among) Congressional Districts? If so, then you will need to hold separate caucuses for each District. They may be held simultaneously and at the same location, but if you are holding

assembled caucuses, you will probably need a room or area for each CD, and if you are holding unassembled caucuses, you will need separate tables and ballot boxes for each CD.

- Do you want an Observers' area for people who want to watch but not participate? If so, it should be separated from the actual caucus area so that when voting occurs, only caucus participants are actually voting.
- Do you want a Press area? If you are going to have cameras there, you may have some special needs (electrical outlets) that must be met. Make sure that any cords are taped to the floor so that participants don't trip. The press area should also be separate from the actual caucus area.
- Do you want to prohibit campaign material inside the caucus? You may also restrict distribution of such material to the registration area only. Any restrictions should be noted in the rules for the caucus.
- You will need an official clock by which time is kept. Make sure that it is visible and cannot be tampered with.
- You will need to keep your check-in area separate from the area in which the caucus is actually held. You may be able to achieve this by having a buffer of empty space, but, especially for assembled caucuses, we highly recommend that you find a location that has an entry area that you can use for check-in and a separate room in which you can hold your caucus. For unassembled caucuses, you just need to keep your ballot boxes separate from your check-in, perhaps on two different sets of tables separated by several feet of empty space.
- Is the location you are considering set up so that you can limit access to the caucus meeting room? You will probably want to have one or two entrances to the check-in area but only one entrance to the room in which the caucus is actually held.
- As for all Democratic Party functions, the caucus location should be accessible for persons with disabilities, in compliance with guidance set forth under the Americans with Disabilities Act.

THE CAUCUS

While this might seem like a daunting process, it is relatively simple. We have prepared this document to help you meet your responsibilities. Should you have questions, contact the State Party or your CD Chair. Both are available to help. Refer back often to the 'First Steps' listed above.

One note of caution, if you follow the guidelines we've laid out for you here you should have no problems. If however, you somehow get something wrong, the *worst* thing that can happen is that your delegates and alternates will be challenged. Under this worst case scenario, you may have to hold a new caucus – with new advertisements, new prefiling, etc. Do not let this scare you into inaction.

City and county caucuses may occur only on the two dates allowed, April 16th at 12:00 p.m. or April 18th at 7:30 p.m. The list of state delegates elected at your local caucus must be sent to DPVA electronically by email (preferably Excel spreadsheet) ***as soon as possible!*** *The state delegates must receive information about State Convention housing and other key deadlines, soon after the caucuses.*

A. THE CALL TO CAUCUS

The first task of the local committee is the drafting of the Call to Caucus. As per Section 14.2 of the *Party Plan*, any committee issuing a Call to a Caucus:

- Must specify the time, place, and purpose of the caucus;
- May restrict the caucus to the purpose stated in the call;
- Shall make all caucus arrangements;
- Shall ensure that the caucus is held in accordance with the *Party Plan*.

Each caucus must be governed by a Call to Caucus that must include:

- The time, place and purpose of the caucus;
- Specification of assembled or unassembled caucus;
- Prefiling requirements, including fees, if any;
- The basis of allocation of votes;
- Notice requirements;
- A description of caucus committees, if any;
- A statement about affirmative action;
- Specification of the method of distribution of the call;
- Candidate filing fees and deadlines.

The Call to Caucus is drafted, adopted, and distributed by the city or county committee.

B. ASSEMBLED V. UNASSEMBLED CAUCUSES

There are **two types of caucuses**: **assembled** (sometimes called a mass meeting) and **unassembled** (sometimes called a firehouse primary). Each has merits and the type of caucus you choose is largely a matter of local preference and tradition.

The Assembled Caucus is highly structured. There is a definite starting time. Doors are locked and no one is admitted after the caucus begins. Those who leave during the caucus may not be allowed to return. Persons standing in line at the time the caucus is to begin are usually allowed to participate. We have attached sample rules for an Assembled Caucus that you may use as a guide.

The Unassembled Caucus is much looser in its operation. Voting takes place over a period of time and people are allowed to come in, vote, and leave. This type of caucus usually runs for several hours.

C. THE DETAILS

1. Notice Requirements

Every Democratic caucus or convention must be publicized at least seven (7) days prior to the date of such selection. Where a caucus/convention process is used and the initial notice provides information as to the time and place of the convention, a second notice is not required. Committees must post this notification using channels of communication typically used by the committee, and which shall provide the widest possible dissemination within its jurisdiction. Committees are required to post this notification on either their own committee web site or the DPVA web site and provide a press release to all relevant newspapers of general circulation. See Section 9.1 of the Party Plan for the specific requirements.

2. Fees

No fee of any kind may be charged to attend and vote at a caucus. Note: you can have voluntary fees for delegates, but no fee can be charged to attend and vote at the caucus, period.

3. Delegate and Alternate Prefiling

Candidates for delegate and alternate are required to **prefile** their candidacy. The deadlines for prefilling are:

- April 9th at 5:00 p.m. for caucuses held on April 16th, and
- April 11th at 5:00 p.m. for caucuses held on April 18th.

It is important that you make it easy for people to prefile. You may wish to have more than one location at which forms will be accepted. Typically, the chair and one or more of the officers or precinct captains are set up to accept prefilling forms. However, it is imperative that you adhere to the 5:00 p.m. deadline, and the address where they will be received should be in your Call (and advertisement). Do not accept forms that come in after the deadline. Postmarks are not acceptable. These forms must be in the hands of an official of the committee (for the purposes of the filing) no later than 5:00 p.m.

Once the deadline has passed, the chair should collect the forms from the various sites, along with any fees that have been paid. Your next task is to count the number who have prefilled by candidate and congressional district, complete the **Prefiling Totals Report Form** (included in Appendix B) and forward it to your CD chair and the State Party. **This step is absolutely critical.** We will be fielding calls from the press and need this information as soon as possible after the 5:00 p.m. deadline in order to respond to their questions. You may either email the forms to the party kees@vademocrats.org or call the numbers in to 804-644-1966. Fill out one form for each Congressional District in your county or city.

Once you have emailed or faxed in your totals, you should **prepare a master list** of those who have filed. This master list should be made available for inspection to anyone who wants to view it. You do not need to supply copies of the list. In fact, you need only collate the forms into piles by candidate if you so desire. Anyone wishing to view your list or the forms may do so, but they must do so with you present. They may also copy any information they want, but cannot write on or otherwise defile the forms themselves. Do not let anyone access the prefilling forms without you in the room. **You are responsible for maintaining the integrity of the filing process.** You may decide to set up a specific time and place (e.g., between 7 and 9 p.m. at your house) for viewing the forms or list. If you do this, notify the campaigns so that they can plan to have someone there and be sure to make yourself available. Don't set up a schedule and then not honor it.

4. Delegate and Alternate Prefiling Fees

Each person who prefiles is asked to pay a prefilling fee, called a **voluntary administrative fee**. The DVPA requests \$10.00 for the State Convention, your Congressional District can request up to \$5.00 for its convention, and your local committee may request up to \$10.00. The total maximum fee is then \$25.00 for all three meetings.

In the past, some committees may have required anyone not paying the fee to sign a waiver statement. This is no longer the case. **You cannot keep anyone from filing due to failure to pay the voluntary fee.** They do not have to sign a waiver in order to exercise their right not to pay the fee. They cannot be required to make a statement of any kind in order to exercise their right not to pay the fee.

Please note however, that these filing fees are the way that you pay for your caucus, the congressional districts pay for their conventions, and the State Party pays for the State Convention. We ask that you do whatever you can to encourage the payment of these voluntary fees. Your local committee may want to hold some kind of event (e.g., a house party or breakfast) and earmark the proceeds to make up the difference in filing fees.

5. Caucus Participation

Participants in a caucus are required to sign a Caucus Declaration Form (sample included in Appendix B of this document) certifying that the participant:

- is a Democrat;
- is a registered voter within the jurisdiction for which the caucus is held;
- believes in the principles of the Democratic Party; and
- does not intend to support any candidate who is opposed to a Democratic nominee in the next ensuing election.

This is a required statement and must be signed by every caucus participant.

6. Voting

Participants in the caucus, after they have registered and signed the caucus declaration form, will then vote for delegate candidates who support a particular presidential candidate. In an assembled caucus, the participants supporting the different presidential candidates will meet separately and elect the state convention delegates and alternates. In an unassembled caucus, the participants will declare a preference and ask for a ballot listing delegate/alternate candidates for a specific presidential candidate and then vote only on the ballot for that presidential candidate.

Slate Voting

As per Section 14.5 of the Party Plan and Section VI (K) of the *Delegate Selection Plan*, local committees must allow groups or individuals to form slates of delegate/alternate candidates. Moreover, committees may allow voting by slate. To be listed on the ballot, a slate must be filed by the prefilling deadline. This means that each individual on the slate must have prefiled by the deadline **and** the person forming the slate must provide the person receiving the prefilling (you or your designee) with a list of individuals on the slate. Slates may also be formed and presented at the caucus, however, they will not be printed on the ballot. Instead, caucus participants who choose to vote a slate formed or presented at the caucus must write in the slate at the bottom of the ballot, if the call to caucus and caucus rules permit.

7. Delegate and Alternate Certification

Within five days of electing your delegates and alternates, you must forward to the State Party a certified list of your delegates and alternates. This list should include their names, addresses, candidate preference (no one can have an uncommitted status for President; every participant must be pledged to a Presidential candidate) telephone numbers, e-mail addresses, and fax numbers. *Note – they can be uncommitted for Congress.*

Your certification should also include a check, payable to the Democratic Party of Virginia, for the State Party's share of any filing fees you have collected. The same information should be forwarded to the proper Congressional District chair(s) along with the CD portion of the filing fees. See the certification information in the next paragraph. If you would rather use a different form, please feel free to do so.

Electronic Format

If at all possible, please send us the list in electronic form, but please include a statement similar to the one at the bottom of this paragraph. Whatever way you send your list, you must include a signed certification statement. We strongly encourage you to provide us with information in electronic format. If you are currently a subscriber to the DPVA's on-line VAN Voter File, you can use VAN to mark caucus participants as well as delegates, alternates, and those who have prefiled. Otherwise, please send us an e-mail (brenner@vademocrats.org) with the list in Excel format. Be sure to include full name, mailing address, phone numbers, email, filing preferences, locality, and precinct. And make sure that you keep a copy of whatever you send to the State Party. If you have any questions, please do not hesitate to e-mail or call our Information Technology Director, Brenner Tobe, x.233 or email him at Brenner@vademocrats.org.

Here is a suggested list of 'column headings' for a table in which to create your master list to send:

Name	Mailing Address	Email	Phone	Del/Alt	Locality	Precinct	Candidate Preference
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Also, please include this language at the bottom of the file, or in the email:

I, _____, Chair of _____
Democratic Committee, certify that these individuals have been duly elected as indicated.

Signature _____ Date _____

8. Canceling a Caucus

You may be able to cancel your caucus provided the number of people who prefile by your deadline pledged to each presidential candidate is equal or less than the number of delegates allocated to that candidate within your city or county. If you are electing your alternates on a separate ballot, this requirement applies to alternates, too. If you are electing alternates as the next highest vote getters, then you can elect only delegates and alternates must be elected by the delegation to fill all the alternate vacancies at a separate time. Thus, if you are anticipating canceling the caucus, you should require separate filing for delegate and alternate positions and if no more than the maximum number file for each, you may cancel the caucus. **Notice that the caucus may be canceled under such circumstances must be mentioned in your Call to Caucus, your rules and your ad.**

Example 1: Virginia City has been allocated ten (10) delegates and five (5) alternates. The local committee has decided on an April 18th assembled caucus and to elect alternates separately, therefore, there will be a delegated ballot and an alternate ballot. At 5:00 p.m. on April 11th, the prefilling forms are collected by the chair and counted. Ten (10) people have filed to be delegates and three (3) have filed to be alternates. ***The caucus may be canceled.***

Example 2: Virginia City has been allocated ten (10) delegates and five (5) alternates. The local committee has decided on an April 16th assembled caucus and to elect alternates separately, therefore, there will be a delegate ballot and an alternate ballot. At 5:00 p.m. on April 9th, the prefilling forms are collected by the chair and counted. 12 people have filed to be delegates and three (3) have filed to be alternates. ***The caucus may not be canceled.***

Example 3: Virginia City has been allocated ten (10) delegates and five (5) alternates. The local committee has decided on an April 18th assembled caucus and to elect alternates as the next highest vote getters. At 5:00 p.m. on April 11th, the prefilling forms are collected by the chair and counted. Eight (8) people have filed. ***The caucus may be canceled.***

Example 4: Virginia City has been allocated ten (10) delegates and five (5) alternates. The local committee has decided on an April 18th assembled caucus and to elect alternates as the next highest vote getters. At 5:00 p.m. on April 11th, the prefilling forms are collected by the chair and counted. Twelve (12) people have filed. ***The caucus may not be canceled.***

If you find that you may cancel your caucus and you decide to do so (you need not do so), you should:

- Issue a press release as soon as possible (if you need help with this, contact Emily Bolton, Communications Director, emily@vademocrats.org);
- Notify those who have filed to be delegates or alternates and your local committee that the caucus has been cancelled and that those who have filed are declared elected.
- On the day the caucus was scheduled to occur, plan on posting signs and having someone at the site to explain to people that the caucus was cancelled and why.

APPENDIX A

Caucus Information for Beginners – A Breakdown of Every Step

CONDUCTING A CAUCUS

This section will take you step-by-step through the conduct of both an assembled and unassembled caucus. Your CD chairs will be available to help you deal with problems. Please read this section carefully and ask questions, and you should have no problems.

Some of the things we will recommend in this document may seem silly or unnecessary (e.g., label your official clock). However, if you follow these procedures, no matter how silly or unnecessary they seem your chances of having problems are greatly diminished.

Prepare

If you have already begun planning your caucus, keep up the good work! If you have not, you need to get started now. Here are some hints:

- Get yourself a good calendar and enter in the appropriate dates from the calendars we've provided.
- Get your caucus site lined up as soon as you've chosen a date.
- Using the calendar provided, figure out when you will have to run your advertisement(s). Remember both the pre-filing deadline and the caucus must be advertised, although they may be run in a single ad.
- Find out how much the ad will cost and check newspaper deadlines. If you have caucuses on the same day as your neighboring jurisdictions, you may combine your ads and split the cost. Just make sure all relevant information for both/all jurisdictions appears in the ad, and the committee that actually writes the check for the ad is listed in the tag line as such: "Authorized by the x, y, z Democratic Committees and Paid for by (the committee that paid)."
- Start lining up your volunteers:
 - You will need a Credentials Committee to check people in and verify that caucus attendees are registered voters.
 - You will also need a small Rules Committee to help you draft the rules for the caucus.
 - You will need a Sergeant at Arms, who may wish to form a committee, to provide security. You may not think you need security, but you do! At an assembled caucus, you will want to have someone lock the doors, deal with people who have been locked out because they are late, and limit access to the caucus floor. At an unassembled caucus you will need security for your ballot boxes.
 - Finally, it is a good idea to have a Parliamentarian at your assembled caucuses. If problems arise, you have someone to help you through the process.

Preparations

There are a number of things that must be done prior to the start of your caucus. The following sections describe these various steps.

1. Form a Credentials Committee

Your Credentials Committee should be composed of either an equal number of representatives of each candidate (or as near to equal as practical) or a group of neutral (have declared no allegiance to a candidate) individuals. These individuals will have to be at the caucus early to set up and will be responsible for verifying that each caucus attendee is a registered voter and signs the Caucus Declaration form.

Your Credentials Committee will decide how the check-in is accomplished. You may either distribute forms only to those who you have verified are registered voters, or you may distribute the forms and verify registration when the forms are handed in. It is up to the committee to decide the method easiest for them.

The Credentials Committee will also be responsible for reporting the total number of eligible participants and the number declared for each Presidential candidate and Uncommitted. These numbers are extremely important – they are the official counts of caucus participants.

2. Form a Rules Committee

The Rules Committee should also be composed of either an equal number of representatives of each candidate or a group of neutral individuals. Don't load the Rules Committee with people supporting one candidate, ignoring the

supporters of another candidate. The Committee should prepare draft rules for the caucus (samples have been included in Appendix C) that will be made available in advance of the caucus (*April 9th* for caucuses held on *April 16th* and *April 11th* for caucuses held on *April 18th*) and will be voted on at the caucus.

Your rules should cover not only the standard (time, place, and location) information but should answer questions like:

- Will you permit campaigning inside the caucus (you need not do so)?
- Will you have a minimum distance that campaigns must stay outside?
- Will you have a press area or will your caucus be closed to the press?
- Will you have an observer area or will your caucus be closed to observers?
- How will your alternates be elected (either separately or next highest vote getters)?
- How will you decide a tie (draw straws, coin flip, or some other method)?
- What will be the official clock?

3. Appoint Officers of the Caucus

If your county or city is covered by more than one congressional district, you will need more than one person to conduct the caucuses. In addition, you may also opt to have precinct or magisterial district caucuses, in which case you will also need officers of the caucus in each precinct or magisterial district.

The county or city chair should appoint temporary chairs of the caucuses. If there is to be a single county or city caucus, it is proper for the local chair to serve as temporary chair of the caucus and to appoint a temporary secretary. If there are CD, district, or precinct caucuses, the chair should appoint a temporary chair and a temporary secretary for each caucus.

Provide your temporary chairs with copies of this package. You should probably have a meeting prior to the day of the caucus to make sure each of your chairs is comfortable with their role and responsibilities on the day of the caucus. While someone else may conduct the caucus, **the chair of the local committee retains the ultimate responsibility for final certification of delegates and alternates, for ensuring that totals are called in, for collecting pre-filing forms, ensuring that the ballots are properly prepared.** While you may delegate some of these things to the temporary chair(s) you are nevertheless responsible for ensuring that these temporary chairs perform their assigned functions properly.

4. Publicizing the Caucus

As this is a presidential year, it is an excellent opportunity to involve new people in your process. The advertisement(s) you run satisfy the technical requirements of the Party Plan. However, consider taking a more broad-based approach to publicizing your caucus. Talk to ministers about posting notices on church bulletin boards, go to meetings of local organizations (e.g., women's groups, conservation organizations, veterans groups, etc.) and pass out notices of the caucus. Use your Young Democrats to get their friends and fellow students involved.

You may want to get creative and hold a barbecue after the Saturday caucus or a pot luck dinner before the Monday evening caucus. Use your imagination. Do whatever you can to use this process to bring new people in to your committee and to grassroots politics.

5. Verifying Voter's Registration

Your Credentials Committee will be tasked with verifying the registration of each caucus participant. This is a requirement – you must ensure that only registered voters participate in the caucus. You have some options; however, all of them call for having the registrar staff the main registrar's office during your caucus. Make arrangements well in advance, however, if you have problems, contact the State Party immediately (Party staff will be available on both dates to provide any assistance needed). And, make sure there is a public pay phone at your caucus site or have someone bring a cellular phone to the caucus.

Here are your options for an assembled caucus:

- Use only the registrar. Once your sign in period has expired, the Credentials Committee will have to compile forms in alphabetical order, call the registrar's office, and go through the forms one at a time. For small jurisdictions, even with a healthy number of participants, this should not take too long. Larger jurisdictions should consider one of the other options.

- Use your computerized registered voter file. Put someone on the Credentials Committee who has a laptop computer. Purchase DPVA's on-line VAN Voter File. As people sign in, look them up using the VAN search capabilities. Those you don't find, put aside, and at the end of the sign in period, call your registrar and verify the registration for those few people who were not in the current list. *Note that there will always be the chance that registered voters, especially newly registered voters, do not appear on your list.*

In an unassembled caucus, you must verify each participant before they complete a ballot and place it in a ballot box. Your options therefore should not include using only the registrar. You may:

- Use your computerized registered voter file. Put someone on the Credentials Committee who has a laptop computer. Purchase DPVA's on-line VAN Voter File. As people sign in, look them up using the VAN search capabilities. Those you don't find, put aside, and at the end of the sign in period, call your registrar and verify the registration for those few people who were not in the current list. *Note that there will always be the chance that registered voters, especially newly registered voters, do not appear on your list.*

6. Prepare Your Ballots

Once your pre-filing deadline has passed, you may prepare your ballots. Do this as soon as you are able – you will have to get them reproduced and, probably, cut and that takes time.

Ballots should conform to the following requirements:

- There should be one ballot for each presidential candidate for which you have delegate candidates filed.
- List the candidates for delegates in alphabetical order. If you are using separate ballots for your alternates, list them alphabetically as well.
- To the right of each name, list the candidate filing preferences for each person running. List the candidate preference: President. **There can be no uncommitted delegates for the presidential state and national delegate process.**

Example 1:

Sue Doe files to be an Obama delegate; she will be listed on the Obama" ballot.

- The ballot must be marked "Official Ballot".
 - It should be printed on some kind of colored paper (for example: pink, blue, or green, anything but white).
- We've included sample ballots in Appendix C for your reference.

7. Gather Materials

You will need several items at your caucuses:

- Outdoor Signs. Clearly mark the entrance to the caucus. If you are in a building with parking separated from the entrance, post signs with arrows pointing the way to the entrance.
- Tables and chairs. Depending on the size of your jurisdiction and the number of people you expect to attend, you will need some number of tables and chairs for check-in. We recommend that even the smallest jurisdiction should have two tables: one used to distribute the forms, the second to collect them. You may also need tables that can be used by your caucus attendees as they are filling out their forms. These tables don't need a full set of chairs, but some chairs should be provided for people who need them. Make sure that you have plenty of writing room for the attendees.
- Pens. You should bring plenty of pens for people to use when they check in. Do not accept anything written in pencil.
- Clipboards. If you have them, bring them. If you run out of table space, you can always send someone off with a clipboard to fill out his or her form.
- Inside Signs. Clearly mark the check-in area, the caucus area, the observer and press areas. You may also want to split the check-in area (e.g., A-L and M-Z or by precinct); if so, clearly mark your tables.

- Calculator. Unless you are very good with arithmetic, you should bring a calculator (make sure it has fresh batteries).
- Name tags. Use this as an opportunity for folks to get to know each other. Color code them so that those who can vote have one color, observers and press get another color.
- Blank poster board. Use this to make any signs you may not have thought of ahead of time.
- Magic Markers. Use these for the name tags and for additional signs you find you need when you get to the caucus site.
- Change. If the Credentials Committee is using a pay phone to call the registrar's office, you'll need change. *Or have someone bring a cell phone.*
- Clock. If your caucus site does not have a clock that you can call the "official clock" you will need to bring one along. Set the time to a standard (e.g., call the local time or weather number); don't just use your watch.
- Caucus Declaration Forms. You may either purchase these from the State party or reproduce them yourself. Either way, you will need these forms to be filled out by each person intending to vote in the caucus.
- Ballots. Sort and bundle these by presidential preference before your caucus.
- Copies of the Rules. Have plenty of copies available.
- List of the registered voters on computer, as discussed above

Put all of this stuff (except the tables and chairs of course) in a big cardboard box and place it in your car the night before your caucus. Don't rush around an hour before the doors open trying to assemble everything you need. You will invariably forget something!

The Day of the Caucus

Set-up

You, your Credentials Committee, and the Sergeant at Arms (and his or her security crew) should get to the caucus site at least one half-hour before you have scheduled the doors to open. If you have more than one congressional district, make sure that both/all rooms are clearly marked and that you have separate check-in areas. Keep the congressional districts separate. And make sure that your official clock is visible and marked as the official clock.

Your Credentials Committee will be busy with checking people in. The Sergeant at Arms will be busy maintaining order. You will probably want a few extra volunteers to greet people and to direct them to the proper line.

Make sure that the "officials" of the caucus (the greeters, Credentials Committee, security, the chairs and secretaries) are identifiable. Give them each a specific color nametag (different from those used by the caucus attendees). Alternatively, you could affix stars or fluorescent dots to their nametags or give them bands. It really doesn't matter how you identify them, just make sure you do.

Check In

Check in will get hectic. Here are some tips on how to organize the chaos.

- Open the doors precisely at the time you've stated in your advertisement.
- Close the doors precisely at the time you've stated in your advertisement.
- Open and close the doors by the official clock.
- Have greeters, directing people to the appropriate CD table and directing those who don't know their CD to a separate table. This separate table should be staffed by people who know your locality and, possible, by the person with printed list.
- In an assembled caucus, if you decide to have name tags available for caucus participants, do not clutter up the check-in area with nametags. You'll have enough confusion without adding the name tag peelings to the mess. Set up a small table inside each caucus meeting room and have people fill them out when they go in to the caucus. Don't forget to have something to hold the trash!
- Do a walk through with your volunteers before you open the doors. Make sure that the traffic flows and that you've done everything you can to eliminate bottlenecks.
- Make sure you provide a place for people to fill out their forms. They should pick up their caucus declaration forms and fill them out away from the check-in table.

If you decide to permit the press and/or observers, you will also need to provide a separate “guest” check-in. Guest credentials may be in the form of nametags; they need not be anything fancy, provided they clearly identify the individual as a guest rather than a participant.

Caucus Declaration forms must be used for registration. Each participant must fill out one of these forms.

For an ASSEMBLED Caucus, here is a summary of the flow of check-in:

- Attendee walks in the door, is greeted and told to go to the proper CD/precinct/district table.
- Attendee picks up caucus declaration form and a copy of the rules from CD/precinct/district table and goes to separate area to fill out the form.
- Once the form is completed, the Attendee goes to the Check-in table for his or her CD/precinct/district and turns in the form in exchange for a credential.
- Attendee shows the credential as he or she enters the caucus meeting room.

No one should be admitted to the caucus meeting room without a credential. Your security staff should check these.

It is critical that declaration forms be carefully collected and held for later presentation to the chair of the caucus. The forms constitute the roll of the caucus and will determine the number of ballots that can be cast legally.

For an UNASSEMBLED caucus, here is a summary of the flow of check-in:

- Attendee walks in the door, is greeted and told to go to the proper CD/precinct/district table.
- Attendee picks up caucus declaration form and a copy of the rules from CD/precinct/district table and goes to separate area to fill out the form.
- Once the form is completed, the Attendee goes to the Check-in table for his or her CD/precinct/district and turns in the form in exchange for a ballot after verification of registration is completed.
- Attendee votes, places the ballot in the appropriate box and leaves.

Conducting an Assembled Caucus

At the appointed time (12:00 noon on April 16th or 7:30 p.m. on April 18th) announce that the doors to the building are being closed. Only those persons standing in line to register will be permitted to do so. No one else should be permitted to enter the building. Once everyone has finished checking in and has presented the appropriate credentials, it’s time to start the meeting.

Your caucus should proceed as follows:

- **Call to Order.** The temporary chair calls the meeting to order, introduces himself or herself as the temporary chair, recognizes the temporary secretary, and announces that the meeting is being held for the sole purpose of electing delegates to the state/district convention (unless the two-step process is used, as mentioned before under “The Convention” above). Announce the number of delegates and alternates to be elected by the meeting.
- **Election of the Permanent Chair.** Open the floor for nominations which may be voice (no second is required). Conduct a voice vote if only one candidate is nominated, a show of hands if there is a contest. This is usually an exercise that results in the election of the temporary chair as the permanent chair. The elected chair assumes his or her duties immediately.
- **Permanent Secretary.** This position may be appointed by the permanent chair or elected using the procedure outlines for the election of the permanent chair.
- **Credentials Report.** The chair of the Credentials Committee OR the permanent secretary should report to the meeting the number of registered participants in the meeting. This number is determined by counting the number of valid (i.e., attendee has been verified to be a registered voter in the CD/county or city/district/precinct) caucus declaration forms. The total number of votes cast in each recorded vote, including balloting, can never exceed this number.

- **Adoption of the Rules.** The Rules Committee will have prepared the Rules well in advance of the caucus and you should have a sufficient number of copies so that each attendee receives a copy. The rules are adopted and/or amended on a voice vote.
- **Candidate Caucuses.** Based on the caucus declaration forms, determine how many candidates for president are represented in the room. Designate an area of the room to each candidate (e.g., Obama in the south corner, Clinton in the north corner) and tell your attendees to move to their areas. If you only have one candidate represented, you need not move.
 - Each caucus should select a spokesperson that will report the number in the caucus.
 - Each caucus should select one or two people to serve on the tellers committee (which will distribute ballots, collect executed ballots, and count the ballots).
- **Allocating Delegates. The State Party will provide the ‘splits’ for your total number of delegates.** The total number is listed in Appendix A of the *Delegate Selection* Plan or Appendix D of this document. The State Party will give you, based on the local results of the March 1st Primary, how many delegates and alternates are allotted to each candidate. (A presidential candidate had to have received at least 15% of the vote in the city or county to get any delegates; if you are in a split locality, the candidates had to have received 15% in each CD portion of the county.)
- **Conducting the Election of Delegates and Alternates.** With the tellers committee, count out the number of ballots for each candidate. Place the remaining blank ballots in an envelope and put them away somewhere.
 - Only distribute the ballots that have been counted out. The Tellers Committee should pass out the ballots, exchanging a ballot for a credential.
 - Instruct the attendees to vote only for their allocated number of delegates. Ballots with more than the number allocated must be voided while those with fewer than that allocated should be accepted.
 - The Tellers Committee should collect and count the ballots and provide the chair with the results.
 - Elect your alternates based on the method chosen by your local committee.
- **Announce the Results.** Read off the list of those elected as delegates and alternates.
- **Adjourn.** There being no other business, the chair should declare the caucus adjourned.

Conducting an Unassembled Caucus

At the appointed time (12:00 noon on April 16th or 7:30 p.m. on April 18th) open the doors to your caucus. The unassembled caucus is entirely lacking in the structure found in the assembled caucus. There is no call to order and no election of the permanent chair. People come in, check in, fill out the Caucus Declaration Form, exchange it for a ballot, vote and leave.

You still need rules (especially for things like breaking a tie); however, they are not nearly as complex as those are for an assembled caucus.

The work really begins after everyone has voted and the caucus has closed. Close your doors promptly at the closing time you’ve specified and use the official clock for timekeeping.

In an unassembled caucus, each participant votes for no more than the total number of Delegates and Alternates apportioned to the precinct/district/county or city in which they are voting. Ballots should be placed in the ballot box for the appropriate presidential candidate.

The chair should supervise the counting of the ballots but should appoint a representative from each presidential candidate to serve on the Tellers Committee. *Even though a candidate may have dropped out since the Primary in February, if they received enough of the votes (15% minimum locality-wide), then they will have state delegates.*

You may augment this committee as you deem necessary to count the ballots in a reasonable length of time.

Again, the State Party will send a list, based on the Primary vote percentages, of the number of delegates and alternates each presidential candidate shall receive. The highest vote getters on each presidential ballot shall be elected delegates. Alternates may be the next highest vote getters, or are elected separately as determined by the county or city committee.

It is imperative that you provide a method for breaking ties in your rules for an unassembled caucus. Because each attendee is voting for a maximum number of delegate candidates, the chances of having multiple people tie for the same delegate spot are much greater than they are in the case of the assembled caucus. We strongly recommend that rather than using a coin toss; you draw straws to break ties.

APPENDIX B

Sample Forms



Delegate or Alternate Prefiling Form
(to be filled out and submitted by the prefilng deadline)

Democratic Party of Virginia

I, the undersigned, certify that I am a Democrat, am a registered voter in _____, subscribe to the principles of the Democratic Party, do not intend to support any candidate who is opposed to a Democratic Nominee in the next ensuing election, and will not participate in the nominating process of any other political party.

Please Print:

Name _____

Address _____

City _____ Zip Code _____

Phone (H) _____ (C) _____ E-mail _____

Congressional District _____ County or City _____ Precinct / Ward _____

Filing For: Delegate / Alternate (Circle One)

Presidential Candidate Preference _____
(Candidate Name)

U.S. House Candidate Preference _____
(Candidate Name, Uncommitted, or No Candidate)

Fees: State \$10.00 + District \$____ + Local \$____ = Total \$____

Congressional District, county and city committees may request voluntary administrative fees for each delegate and alternate candidate to the Congressional District Convention. The total may not to exceed \$25.00. No person shall be denied the right to participate in the delegate selection process due to nonpayment of the voluntary administrative fee.

County and city committees must submit the certified list of delegates and alternates to the appropriate Congressional District committee.

If elected a delegate or alternate to my Congressional District and State Conventions, I understand that, having expressed the above candidate preferences, I will in all good conscience vote in that candidate's caucus on the first ballot at both Conventions.

Signature _____ Date _____

Paid for by the (Your committee name), (insert website).



THE DEMOCRATIC PARTY OF VIRGINIA

CAUCUS DECLARATION FORM 2016

(to be filled out at the caucus or at absentee voting)

As stated in Paragraph III.A.3.e of the Virginia Delegate Selection Plan:

“Any person attending a caucus, before participating in the caucus, shall sign a standardized declaration form approved by the State Party stating that he or she: is a Democrat; does not intend to support any candidate who is opposed to a Democratic nominee in the next ensuing election; is not a member of any other political party; has not participated and will not participate in the nominating process of any other Party for the 2016 Presidential election; and is a registered voter in the jurisdiction in which the caucus is held”

I, the undersigned, having read the above provisions, hereby state that I am a Democrat, that I do not intend to support any candidate who is opposed to a Democratic nominee in the next ensuing election, that I am not a member of any other political Party, have not participated and will not participate in the nominating process of any other Party for the 2016 Presidential election, and I am a registered voter in the precinct, city, or county listed below.

PLEASE PRINT:

NAME _____

RESIDENCE ADDRESS _____

CITY _____ ZIP _____

MAILING ADDRESS (if different) _____

CITY _____ ZIP _____

Phone (H) _____ (C) _____ E-mail _____

Congressional District _____ County or City _____ Precinct / Ward _____

Presidential Preference _____
(Candidate Name)

SIGNATURE _____ DATE _____

Paid for by the (Your committee name), (insert website).



City and County Democratic Committee

Prefiling TOTALS Report Form

The purpose of this form is to report back to the State Party after 5:00 p.m. on your prefiling deadline of either April 16th or April 18th the **total number of people who filed to be nominated as a state delegate or alternate**. The number of delegates and alternate slots available is set, as listed in the back of the *Delegate Selection Plan*. But you could have x number of people file for that set number of slots, and we need to know how many filed in total.

If you have a locality that is 'split' with more than one congressional district, please fill out one form for each Congressional District.

Congressional District: _____

County or City: _____

Person Reporting: _____

Reporter's Phone, e-mail: _____

Number Prefiled (candidate name): Delegates: _____ Alternates: _____

Number Prefiled (candidate name): Delegates: _____ Alternates: _____

Number Prefiled (candidate name): Delegates: _____ Alternates: _____

Total Presidential Filings: Delegates: _____ Alternates: _____

Note: You may email this form to the State Party at georgina@vademocrats.org or call in the results to your CD chair or the State Party.

The State Party phone number is (804) 644-1966.

Paid for by the (Your committee name), (insert website).



County or City Democratic Committee

Caucus Report Form

*If you have already emailed this information to the DPVA Political Department,
you do not need to fill out this form.*

County or City: _____

Person submitting the info: _____

Phone or e-mail: _____

Type of Caucus: Assembled Unassembled (circle one)

County or City Convention: Yes No (circle one) *(most will be 'no')*

Date and Time of Caucus: April 16, 2016 at 12:00 noon April 18, 2016 at 7:30 p.m. (circle one)

If Unassembled, closing time: _____

Location of Caucus: _____

Method of determining alternates: (circle one)

Selected separately Next highest vote-getters

Name of **Person who will be reporting results** after the caucus or convention:

Phone/email for that person for results reporter:

County or City voluntary administrative fee: \$ _____

Please either email to the DPVA by February 12, 2016 at kees@vademocrats.org

Paid for by the (Your committee name), (insert website).

APPENDIX C

Sample Rules, Sample Ads, and Other Useful Information

Sample Rules for an Assembled Caucus

1. All times shall be read from the official clock.
2. The doors of the caucus room will open and the certification process will begin at 6:30 p.m.
3. The doors to the caucus meeting room will be closed promptly at 7:30 p.m. Persons standing in line to complete a certification form at the time the doors close will be allowed to complete their forms and participate in the caucus.
4. Every person who participates in the caucus must complete a certification form and sign a statement that says they are a registered voter, a Democrat, that they do not intend to support a candidate opposed to the Democratic nominee in the next ensuing election, is not a member of any other political party, and has not participated and will not participate in the nominating process of any other Party for the 2012 Presidential election.
5. The caucus will be called to order by the temporary chair. The chair of the local committee or his/her designee shall act as the temporary chair.
6. The first order of business shall be the election of a permanent chair.
7. The permanent chair shall appoint (or members elect) the permanent caucus secretary.
8. The Credentials Committee shall make its report of the total number of caucus participants and the numbers filed for each Presidential candidate and uncommitted.
9. The chair shall thereupon offer a report on Temporary Rules. Upon a motion for adoption, the Temporary Rules may be amended from the floor (but must comply with the Call to Convention), put to a vote, and adopted.
10. Caucuses shall be conducted in accordance with the *Delegate Selection Plan* of the Democratic Party of Virginia, the *Party Plan* and the *Call to Convention* issued by the Central Committee of the Democratic Party of Virginia.
11. Those attending the caucus shall divide by Presidential candidate preference.
12. The permanent chair shall appoint a tellers committee consisting of one person from each Presidential candidate preference. If only one presidential candidate is viable, the chair shall appoint a tellers committee consisting of one person from each represented U.S. House candidate (if applicable).
13. Immediately prior to the distribution of ballots, the permanent chair shall ask if there are any slates to be recognized. Only those slates properly prefiled as a slate of delegates on or before the deadline will be recognized as such. First name, middle initial, and last name of each of those properly prefiled shall be listed on the caucus ballot in alphabetical order. They must also be numbered. A slate may be presented on the ballot and designate as "Slate A," "Slate B," etc. It is prohibited to give any preferential treatment to any slate and none will be listed as the "official slate."
14. Ballots will be distributed only to those persons who can produce a proper credential.
15. Caucus participants will be instructed to separate into specific Presidential candidate groups for voting.
16. Caucus participants will be instructed by the chair as to the maximum number of delegate and/or alternate candidates for whom they may vote. Those wishing to vote for a slate only may mark the slate in the appropriate space provided. Ballots showing votes of more delegates than is allowed will be declared invalid. If a slate is offered which does not contain the maximum number of delegates, a participant may vote for the slate simply by marking in the appropriated space and then mark the names of the other candidates listed in alphabetical order so long as the maximum number is not exceeded. Slates may also include alternates.
17. Caucus participants may vote for individual delegate candidates by placing an "X" beside the appropriate name. They may vote for a slate by placing an "X" on the slate space provided on the ballot.
18. Alternates elected shall be those persons receiving the next highest number of votes from the delegates, unless they have prefiled on a slate to be an alternate.
19. The tellers committee shall collect and count the ballots.

-
20. Upon collection of the ballots, the caucus meeting shall stand in recess until the tellers committee has reported its count to the chair. The teller committee shall report directly to the chair, who will announce the vote.
 21. Upon the announcement of the results and the collection of all documentation, the caucus will adjourn.
 22. The official ballot will be yellow and be marked with the word "official" at the top. The names of all delegate candidates will be listed in alphabetical order and numbered. To the right of each delegate candidate's name and in parentheses will be their prefilled preferences for President, and U.S. House candidates (where applicable). Space will be provided at the bottom portion of the ballot for any prefilled slate of delegates and alternates.
 23. Tie votes will be decided by the flip of a coin.

Adopted: _____ (date)

Signed: _____ (Chair)

Paid for by the (Your committee name), (insert website).

Sample Rules for an Unassembled Caucus

1. All times shall be read from the official clock located above the check-in area.
2. The doors of the caucus room will open and the certification process will begin at 12:00 noon on Saturday, April 16, 2016.
3. The doors to the caucus meeting room will be closed promptly at 4:00 p.m. Persons standing in line to complete a Caucus Participation Form at the time the doors close will be allowed to complete their forms and participate in the caucus.
4. Every person who participates in the caucus must complete a Caucus Participation Form and sign a statement that says they are a registered voter, a Democrat, that that says that he or she is a Democrat, is a registered voter of the District, believes in the principles of the Democratic Party, and that he or she does not intend to support a candidate opposed to the Democratic nominee in the next ensuing election.
5. The chair of the county Democratic committee shall act as the permanent chair of the caucus.
6. The recording secretary of the county Democratic committee shall act as the permanent secretary of the caucus.
7. Caucuses shall be conducted in accordance with the Virginia Democratic *Party Plan* and the Call to Caucus.
8. The permanent chair shall appoint a tellers committee.
9. Only those slates properly filed as a slate of delegates on or before the deadline will be recognized as such and included on the ballot.
10. Ballots will be prepared listing the first name, middle initial, and last name of each candidate properly filed in alphabetical order. Each name will be numbered. Slates will appear at the bottom of the ballot and designated as "Slate A," "Slate B," etc. It is prohibited to give any preferential treatment to any slate and none will be listed as the "official slate."
11. Caucus participants will declare a presidential preference and be given a ballot for that candidate.
12. Caucus participants will be instructed when they are given a ballot as to the maximum number of candidates for whom they may vote. Those wishing to vote for a slate only may mark the slate in the appropriate space provided. Ballots showing votes of more candidates than are allowed will be declared invalid. If a slate is offered which does not contain the maximum number of candidates, a participant may vote for the slate simply by marking in the appropriate space and then marking the names of other candidates listed in alphabetical order so long as the maximum number is not violated.
13. Caucus participants may vote for individual candidates by placing an "X" beside the appropriate name. They may vote for a slate by placing an "X" on the slate space provided on the ballot.
14. The tellers committee shall count the ballots.
15. There shall be no campaigning inside the caucus room or check in area.
16. There will be no Press or Observers permitted in the room in which balloting takes place.
17. Tie votes will be decided by the flip of a coin.

Adopted: _____ (date)

Signed: _____ (Chair)

Paid for by the (Your committee name), (insert website).

Democratic Call to Caucus

(for an assembled caucus; modify for an unassembled)

(Name) Democratic Committee

Whereas, it is the duty of the Everywhere Democratic Committee to issue the Call to Caucus for the purpose of electing 15 delegates and 7 alternates to the 12th Congressional District Democratic Convention and the Virginia Democratic State Convention.

Now therefore be it resolved that the **(Name)** Democratic Committee hereby issues the Call to Caucus to convene an assembled caucus at 12:00 noon, Saturday, April 16, 2016 at the Everywhere Middle School, Everywhere, Virginia for the sole purpose of electing 15 delegates and 7 alternates to the 12th Congressional District Convention and the Virginia Democratic State Convention, and the following provisions shall govern the convention, to wit:

1. Prefiling: Those wishing their names to be placed on the ballot at the Caucus shall prefile their candidacy by 5:00 p.m. April 9, 2016, with the **(Name)** Democratic Committee Chair or his/her designee.
2. Voluntary Administrative Fee: There shall be a voluntary administrative fee of twenty-five dollars (\$25.00) for each person filing for delegate, payable to the **(Name)** Democratic Committee. Payment of this fee is completely voluntary. No statement is required in order to waive payment.
3. Notice Requirements: The Everywhere Democratic Committee shall cause to be published the time, date, and location of the Caucus at least 7 days prior to the Caucus, but not more than 2 weeks before the Caucus. All notices shall be published (pick one or more: Everywhere Democratic Committee web site, congressional district web site, or the DPVA web site) and a press release will be provided to all relevant newspapers of general circulation.
4. Conduct the Caucus: The doors to the Caucus will be opened at 11:00 a.m. Check-in will occur between 11:00 a.m. and 12:00 noon. The doors to the caucus will be closed at 12:00 noon and no further persons will be permitted to enter. Those in line at noon will be permitted to complete the check-in process and will be permitted to participate.

The Chair of the **(Name)** Committee or his/her designee, shall be the Temporary Chair of the Caucus and shall appoint a Temporary Secretary and such other Temporary Officers of the Caucus as is deemed appropriate. Until the adoption of the Rules, the order of the Caucus shall be determined by the Chair of the Caucus, subject to the approval of the Caucus participants, Robert's Rules of Order, and the *Virginia Democratic Party Plan*.

5. Affirmative Action: It shall be the duty of each local precinct Democratic chair and the members of each local Democratic Committee to take all feasible steps to encourage broad participation in the delegate selection process. Discrimination on the basis of race, sex, age, color, national origin, religion, ethnic identity or economic status in the delegate selection process is prohibited. The **(Name)** Democratic Committee shall make every effort to ensure that the **(Name)** delegation is half-male and half-female.
6. Call Distribution: It shall be the duty of the **(Name)** Democratic Committee Chair to distribute a copy of the Call to Caucus.

It shall further be the duty of the **(Name)** Democratic Committee Chair to cause this Call to Caucus to be publicized through the news media of Everywhere as is feasible.

Adopted: _____

(DATE)

Signed: _____

(SIGNATURE OF CHAIR)

Paid for by the (Your committee name), (insert website).

SAMPLE ADVERTISEMENT – UNASSEMBLED CAUCUS

PAID POLITICAL ADVERTISEMENT

**NOTICE OF JEFFERSON COUNTY
DEMOCRATIC CAUCUS**

The Jefferson County Democratic Committees hereby announces that it will hold an unassembled caucus between noon and 4:00 p.m. on April 16, 2016 in the third floor courtroom of the Jefferson County Courthouse for the purpose of electing 15 delegates and 7 alternates to the 12th Congressional District Democratic Convention and the 2016 Virginia Democratic State Convention.

Any person wishing to seek election as a delegate or alternate must file with Steven C. Sampson, Chair of the Jefferson County Democratic Committee, 2233 Park St., Jefferson, VA 24444 no later than 5:00 p.m., Monday, April 9, 2016. A voluntary administrative fee of \$10.00 (which may be waived) will be charged at the time of filing for those wishing to be elected delegates or alternates, a \$5.00 for the 12th Congressional District Convention, and a \$10 fee for the 2012 Virginia Democratic State Convention.

There is no charge for those wishing to attend and vote at the caucus.

Any person attending the caucus, before participating in that caucus, shall sign a standardized Caucus Participation Form stating that he or she is a Democrat, does not intend to support any candidate who is opposed to a democratic nominee in the ensuing general election, believes in the principles of the Democratic Party, and is a registered voter in such precinct or county or city. Caucus Participation Forms must be filled out at the caucus prior to voting. The caucus will conclude promptly at 4:00 p.m. at which time the doors will be closed and no person may complete a form or vote after that time with the exception of those persons in line at 4:00 p.m.

If only one person files for each delegate or alternate position, the caucus will be cancelled. In this event the Chair will publicly announce the cancellation, proclaim the individuals properly filed as the duly nominated delegates and alternates, and so advise those individuals.

For further information, please contact Steve Samson, Jefferson County Democratic Committee at 382-5555.

Paid for by the Jefferson County Democratic Committee, (insert website).

PAID POLITICAL ADVERTISEMENT
**NOTICE OF JEFFERSON COUNTY
DEMOCRATIC CAUCUS**

The Jefferson County Democratic Committees hereby announces that it will hold an assembled caucus beginning at 7:30 p.m., on April 18, 2016 in the third floor courtroom of the Jefferson County Courthouse for the purpose of electing 15 delegates and 7 alternates to the 12th Congressional District Democratic Convention and the 2016 Virginia Democratic State Convention.

Any person wishing to seek election as a delegate or alternate must file with Steven C. Sampson, Chair of the Jefferson County Democratic Committee, 2233 Park St., Jefferson, VA 24444 no later than 5:00 p.m., Monday, April 11, 2016. A voluntary administrative fee of \$10.00 (which may be waived) will be charged at the time of filing for those wishing to be elected members of the committee, a \$5.00 for the 12th Congressional District Convention, and a \$10 fee for the 2016 Virginia Democratic State Convention.

There is no charge for those wishing to attend and vote at the caucus.

Doors to the caucus will open at 6:30 p.m. for check-in. Any person attending the caucus, before participating in that caucus, shall sign a standardized Caucus Participation Form stating that he or she is a Democrat, does not intend to support any candidate who is opposed to a democratic nominee in the ensuing general election, believes in the principles of the Democratic Party, and is a registered voter in such precinct or county or city. Caucus Participation Forms must be filled out at the caucus prior to participating in the caucus. At 7:30 p.m. the doors to the caucus will be closed and no person may complete a form and participate in the caucus after that time with the exception of those persons in line at noon.

If only one person files for each delegate or alternate position, the caucus will be cancelled. In this event the Chair will publicly announce the cancellation, proclaim the individuals properly filed as the duly nominated delegates and alternates, and so advise those individuals.

For further information, please contact Steve Sampson, Jefferson County Democratic Committee at 382-5555.

Paid for by the Jefferson County Democratic Committee, (insert website).

BASIC PARLIAMENTARY PROCEDURE

	To do this:	You say:	Need second?	Precedence	Can Amend?	Debate allowed?	Decision by
Main Business	Introduce new business	"I move that..."	Yes [1]	13	Yes	Yes	Majority
	Change a motion [2]	"I move that the motion be amended by..."	Yes	11	Yes [2]	Yes	Majority
	Make a nomination	"I nominate ..."	No	--	No	Yes	Majority
	Amend Constitution or Bylaws	"I move to amend the Constitution/Bylaws by..."	Yes	13	Yes	Yes	Consult the document
Delaying or Blocking Action	Postpone indefinitely	"I move that we postpone this question indefinitely."	Yes	12	No	Yes	Majority
	Refer to a committee	"I move that we refer this to the committee on..."	Yes	10	Yes [3]	Yes	Majority
	Postpone to a definite time	"I move that this matter be postponed until ..."	Yes	9	Yes	Yes	Majority
	Lay on the table [4]	"I move that this matter be laid on the table."	Yes	6	No	No	Majority
	Recess the meeting	"I move to recess until..."	Yes	2	Yes	No	Majority
	Ajourn the meeting	"I move that we adjourn."	Yes	1	No	No	Majority
Speeding Up Business	Limit debate	"I move that discussion be limited to ..."	Yes	8	Yes	No	2/3 majority
	Close debate and vote [5]	"I move to close debate."	Yes	7	No	No	2/3 majority
	Take up a matter ahead of schedule	"I move that we suspend the rules and consider..."	Yes	Main motion	No	No	2/3 majority
Inquiries, etc.	Call attention to a nuisance or emergency, reply to an affront	"Point of privilege"	No	3	No	No	The chair
	Object to improper procedure	"Point of order"	No	4	No	No	The chair
	Ask about a procedure	"Point of information"	No	5	No	No	The chair
	Count vote just taken	"Division"	No	--	No	No	Majority [6]
Misc. Motions	Reverse a ruling by the chair	"I appeal the decision of the chair."	Yes	--	No	Yes	Majority
	Reconsider a matter already voted on	"I move that we reconsider our action on..." [7]	Yes	Main motion	No	Yes [7]	Majority
	Consider a matter that was previously tabled	"I move that we take from the table ..."	Yes	Main motion	No	Yes	Majority
	Withdraw a motion	"I request permission to withdraw my motion."	No	--	No	No	Majority [8]

Notes:

[1] A motion made by a committee of at least two members does not need a second.

[2] An amendment to an amendment cannot be further amended. Note: there is no such thing as a "friendly amendment." Any amendment to a motion must be offered as a motion to amend.

[3] The motion to refer can be amended regarding which committee, or instructions to the committee.

[4] Instead of "lay on the table," it is usually better to move to postpone, either indefinitely, or to a definite time.

[5] To move "the previous question" means exactly the same as to move "to close debate."

[6] Typically, a call for division (counted vote) is simply granted on request. But if there is an objection, the majority decides.

[7] Reconsideration may only be moved by someone who voted with the prevailing side, and is debateable if the original motion was debateable.

[8] Usually, the maker of a motion is allowed to withdraw it, but if anyone objects, there must be a vote on whether to allow the withdrawal.

OFFICIAL CREDENTIAL

Name: _____

Address: _____

PRESIDENTIAL PREFERENCE
(circle one)

(Candidate Name 1)
(Candidate Name 2)
(Candidate Name 3)

Other: _____

Credentials Committee Initials: _____

**Exchange for a ballot of the same
Presidential Preference**

OFFICIAL CREDENTIAL

Name: _____

Address: _____

PRESIDENTIAL PREFERENCE
(circle one)

(Candidate Name 1)
(Candidate Name 2)
(Candidate Name 3)

Other: _____

Credentials Committee Initials: _____

**Exchange for a ballot of the same
Presidential Preference**

SUGGESTED AGENDA FOR AN ASSEMBLED CAUCUS (MASS MEETING)

_____am/pm Time should be adjusted for those cities' and counties' choice (12:00 noon or 7:30 pm)
Doors to meeting room should be closed after a five (5) minute warning.

- Prior to the caucus, the nominating committee will have appointed a temporary chair, temporary secretary, and a credentials committee.
1. Call to order by Temporary Chair.
 2. An explanation of the purpose of the caucus and a statement that no other business other than that which was in the notice of the caucus can come up. This may be done by the Temporary Chair.
 3. The election of a permanent chair:
 - "Do I hear nominations for a permanent chair of the caucus?" (No second needed)
 - "Are there further nominations?"
 - "Do I hear a motion to close nominations?"
 - "Is there a second?"
 - "All in favor of closing nominations say 'aye'. Opposed say 'no'."
 - "Nominations for chair are now closed."
 - If there is more than one (1) nomination, you may allow for very brief (no more than two (2) minutes) speeches. Then say:
 - "Those in favor of candidate A raise your hands (tellers will count); those in favor of candidate B will raise your hands."
 - If there is only one (1) nomination, say:
 - "Those in favor of _____ as the permanent caucus chair raise your hand. Those opposed raise your hand. _____ has been elected permanent chair. I'll turn the meeting over to her/him."
 4. The permanent chair appoints a permanent secretary.
 5. "We'll now hear the report of the credentials committee."
 - If there is a question about the credential of any participant, say:
 - "You have heard the question concerning the right of _____ to participate in this caucus. _____, do you wish to say anything in your own defense?"
 - "You have heard the discussion. Those who feel that Mr./Ms. _____ should be seated, raise your hand; those who oppose, do likewise. (Tellers count each.)
 - "The assembly has voted to seat/not seat Mr./Ms. _____. All in favor of the credentials report say 'aye'; those opposed say 'no'."
 6. The chair shall read or have a secretary read the temporary rules.
 - "Is there a motion to adopt the rules as read? Is there a second? Is there a discussion?"

If an amendment is proposed, stop and discuss the motion to amend and vote only on the motion to amend which takes a majority to pass. Then say:

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- “Is there further discussion on the motion to adopt the rules *as amended* (if the amendment passed)?” If no further amendments are offered or if no amendments at all were offered, say: “Those in favor of the rules say ‘aye’; those opposed say ‘no’. The motion is carried and the rules are adopted.”
7. Slates: This depends upon the adopted rule in #6 on the slates. Although no slate may be recognized as the “official slate”, some caucuses recognize slates prefiling prior to a set deadline so that a participant may simply mark “A” slate or “B” slate on the ballot and not mark each person’s name individually. On the other hand, some caucuses do not require prefiling of slates and require each participant to mark on the ballot each name for whom he/she wishes to vote.
- In any event the chair should call attention to whatever rule has been adopted on slates at this time and should read aloud each slate.
8. Distribution of ballots: A ballot will be given to each participant in exchange for his/her signed copy of the certification form which should be distributed and filled out before entering the caucus room.
9. Announce the maximum number of delegates or candidates for whom they may vote by placing an “X: by the appropriate name. If the slate rule is adopted in #6, they may state this on the ballot. In the event a slate does not contain the maximum number for whom one may vote, he/she may mark an “X” by the additional number of votes to which he/she is entitled.
10. Announce the names of the tellers and the private space in which they are to count the ballots. (This space should be a nearby room in same building, or in a corner of the room sequestered from other caucus participants.)
11. Following the collection of the ballots, say:
- “The caucus is recessed until the ballots are counted. At that time, I will announce the results and adjourn the caucus. The caucus is now in recess.”
12. After the counting of the ballots, the chair returns to the meeting room (usually empty by this time and announces the results of the election and says: “This caucus is adjourned.”

ADDENDUM: AN APPEAL OR CHALLENGE OF THE CHAIR DURING A CAUCUS

At any time during a caucus or mass meeting, should the ruling of the chair be challenged over the election of a chair, adoption of the rules, etc., say:

- “Do you wish to move to appeal/challenge the ruling of the chair?”

If he/she responds ‘yes’ then say:

“Is there a second?” As chair you do not relinquish the chair, but explain immediately why you ruled as you did. Then say:

“Is there further discussion of the motion to appeal the chair’s ruling?”

“Those who feel that the chair ruled correctly, raise your hand.”

“Those who feel that the chair ruled incorrectly, raise your hand.”

It takes a majority for passage.

“The majority feels that the chair ruled correctly; thus we’ll move on to the next item on the agenda.”

Or,

“The majority feels that the chair ruled incorrectly; thus the ruling of the chair is reversed on that item. We’ll move to the next item on the agenda.”

APPENDIX D

The Numbers

National Convention Delegates and Alternates

Type	Delegates	Alternates	Date of Selection	Selecting Body
				Filing Requirements and Deadlines
District-Level Delegates and Alternates	62	6	<i>May 7, 14 or 21, 2016</i>	Selecting Body: District Convention
				Must be a Democrat and registered voter in the district. Must file a statement of candidacy and pledge of support to presidential candidate with State Party and Congressional District Chair at least 15 days before the District Convention.
Unpledged PLEO Delegates*	14	n/a	n/a	Automatic by virtue of respective public or Party office as provided in Rule 9.A. of the 2016 Delegate Selection Rules.
Pledged PLEOs	12	**	June 18, 2016	Selecting Body: State Convention
				Must be a Democrat and registered voter. Must file a statement of candidacy and pledge of support to presidential candidate with State Party by 5:00 p.m. May 25, 2016. Candidates may also file for At-Large Delegate or Alternate.
At-Large Delegates and Alternates	21	2	June 18, 2016	Selecting Body: State Convention
				Must be a Democrat and registered voter. Must file a statement of candidacy and pledge of support to presidential candidate with State Party by 5:00 p.m. May 25, 2016. Candidates may also file for Pledged PLEO.
TOTAL Delegates and Alternates	109	8		

2016 State Delegate Selection (*Party Plan section*
 15.1) (2000 Delegates / 500 Alternates)

Formula_A

CD	Locality Name	Delegates	Alternates	Total
1	CAROLINE COUNTY	7	2	9
1	ESSEX COUNTY	3	1	4
1	FAUQUIER COUNTY	3	1	4
1	FREDERICKSBURG CITY	6	2	8
1	GLOUCESTER COUNTY	8	2	10
1	JAMES CITY COUNTY	19	5	24
1	KING & QUEEN COUNTY	2	0	2
1	KING GEORGE COUNTY	5	1	6
1	KING WILLIAM COUNTY	4	1	5
1	LANCASTER COUNTY	3	1	4
1	MATHEWS COUNTY	2	0	2
1	MIDDLESEX COUNTY	3	1	4
1	NEWPORT NEWS CITY	2	0	2
1	NORTHUMBERLAND COUNTY	3	1	4
1	POQUOSON CITY	2	1	3
1	PRINCE WILLIAM COUNTY	40	10	50
1	RICHMOND COUNTY	2	0	2
1	SPOTSYLVANIA COUNTY	7	2	9
1	STAFFORD COUNTY	29	7	36
1	WESTMORELAND COUNTY	4	1	5
1	WILLIAMSBURG CITY	4	1	5
1	YORK COUNTY	15	4	19
CD 1 TOTAL		173	44	217
2	ACCOMACK COUNTY	8	2	10
2	HAMPTON CITY	11	3	14
2	NEWPORT NEWS CITY	22	5	27
2	NORFOLK CITY	22	5	27
2	NORTHAMPTON COUNTY	3	1	4
2	VIRGINIA BEACH CITY	101	25	126
CD 2 TOTAL		167	41	208
3	CHARLES CITY COUNTY	2	1	3
3	HAMPTON CITY	29	7	36
3	HENRICO COUNTY	31	8	39
3	NEWPORT NEWS CITY	23	6	29
3	NORFOLK CITY	38	10	48
3	PETERSBURG CITY	11	3	14
3	PORTSMOUTH CITY	28	7	35
3	PRINCE GEORGE COUNTY	3	1	4
3	RICHMOND CITY	53	13	66
3	SURRY COUNTY	2	0	2

	CD 3 TOTAL	220	56	276
4	AMELIA COUNTY	3	1	4
4	CHESAPEAKE CITY	56	14	70
4	CHESTERFIELD COUNTY	45	11	56
4	COLONIAL HEIGHTS CITY	3	1	4
4	DINWIDDIE COUNTY	7	2	9
4	EMPORIA CITY	2	0	2
4	FRANKLIN CITY	2	1	3
4	GREENSVILLE COUNTY	3	1	4
4	HOPEWELL CITY	5	1	6
4	ISLE OF WIGHT COUNTY	9	2	11
4	NOTTOWAY COUNTY	4	1	5
4	POWHATAN COUNTY	6	1	7
4	PRINCE GEORGE COUNTY	5	1	6
4	SOUTHAMPTON COUNTY	5	1	6
4	SUFFOLK CITY	23	6	29
4	SUSSEX COUNTY	3	1	4
	CD 4 TOTAL	181	45	226
5	ALBEMARLE COUNTY	29	7	36
5	APPOMATTOX COUNTY	3	1	4
5	BEDFORD COUNTY	9	2	11
5	BRUNSWICK COUNTY	5	1	6
5	BUCKINGHAM COUNTY	4	1	5
5	CAMPBELL COUNTY	11	3	14
5	CHARLOTTE COUNTY	3	1	4
5	CHARLOTTESVILLE CITY	14	3	17
5	CUMBERLAND COUNTY	2	1	3
5	DANVILLE CITY	11	3	14
5	FAUQUIER COUNTY	12	3	15
5	FLUVANNA COUNTY	6	2	8
5	FRANKLIN COUNTY	12	3	15
5	GREENE COUNTY	4	1	5
5	HALIFAX COUNTY	8	2	10
5	HENRY COUNTY	3	1	4
5	LUNENBURG COUNTY	3	1	4
5	MADISON COUNTY	3	1	4
5	MECKLENBURG COUNTY	7	2	9
5	NELSON COUNTY	4	1	5
5	PITTSYLVANIA COUNTY	13	3	16
5	PRINCE EDWARD COUNTY	5	1	6
5	RAPPAHANNOCK COUNTY	2	0	2
	CD 5 TOTAL	173	44	217
6	AMHERST COUNTY	7	2	9
6	AUGUSTA COUNTY	14	4	18
6	BATH COUNTY	1	0	1
6	BEDFORD COUNTY	6	2	8

6	BOTETOURT COUNTY	7	2	9
6	BUENA VISTA CITY	1	0	1
6	HARRISONBURG CITY	10	3	13
6	HIGHLAND COUNTY	1	0	1
6	LEXINGTON CITY	2	0	2
6	LYNCHBURG CITY	17	4	21
6	PAGE COUNTY	5	1	6
6	ROANOKE CITY	24	6	30
6	ROANOKE COUNTY	16	4	20
6	ROCKBRIDGE COUNTY	5	1	6
6	ROCKINGHAM COUNTY	15	4	19
6	SHENANDOAH COUNTY	8	2	10
6	STAUNTON CITY	6	1	7
6	WARREN COUNTY	8	2	10
6	WAYNESBORO CITY	4	1	5
	CD 6 TOTAL	157	39	196
7	CHESTERFIELD COUNTY	35	9	44
7	CULPEPER COUNTY	10	2	12
7	GOOCHLAND COUNTY	5	1	6
7	HANOVER COUNTY	23	6	29
7	HENRICO COUNTY	56	14	70
7	LOUISA COUNTY	8	2	10
7	NEW KENT COUNTY	4	1	5
7	ORANGE COUNTY	8	2	10
7	RICHMOND CITY	10	3	13
7	SPOTSYLVANIA COUNTY	20	5	25
	CD 7 TOTAL	179	45	224
8	ALEXANDRIA CITY	45	11	56
8	ARLINGTON COUNTY	70	17	87
8	FAIRFAX COUNTY	99	25	124
8	FALLS CHURCH CITY	5	1	6
	CD 8 TOTAL	219	54	273
9	ALLEGHANY COUNTY	4	1	5
9	BLAND COUNTY	1	0	1
9	BRISTOL CITY	3	1	4
9	BUCHANAN COUNTY	5	1	6
9	CARROLL COUNTY	6	1	7
9	COVINGTON CITY	1	0	1
9	CRAIG COUNTY	1	0	1
9	DICKENSON COUNTY	3	1	4
9	FLOYD COUNTY	3	1	4
9	GALAX CITY	1	0	1
9	GILES COUNTY	4	1	5
9	GRAYSON COUNTY	3	1	4
9	HENRY COUNTY	8	2	10
9	LEE COUNTY	5	1	6

9	MARTINSVILLE CITY	4	1	5
9	MONTGOMERY COUNTY	22	6	28
9	NORTON CITY	1	0	1
9	PATRICK COUNTY	4	1	5
9	PULASKI COUNTY	7	2	9
9	RADFORD CITY	3	1	4
9	ROANOKE COUNTY	5	1	6
9	RUSSELL COUNTY	6	1	7
9	SALEM CITY	5	1	6
9	SCOTT COUNTY	4	1	5
9	SMYTH COUNTY	6	2	8
9	TAZEWELL COUNTY	8	2	10
9	WASHINGTON COUNTY	11	3	14
9	WISE COUNTY	7	2	9
9	WYTHE COUNTY	6	1	7
	CD 9 TOTAL	147	36	183
10	CLARKE COUNTY	4	1	5
10	FAIRFAX COUNTY	54	13	67
10	FREDERICK COUNTY	16	4	20
10	LOUDOUN COUNTY	81	20	101
10	MANASSAS CITY	9	2	11
10	MANASSAS PARK CITY	3	1	4
10	PRINCE WILLIAM COUNTY	14	4	18
10	WINCHESTER CITY	6	1	7
	CD 10 TOTAL	187	46	233
11	FAIRFAX CITY	6	2	8
11	FAIRFAX COUNTY	147	37	184
11	PRINCE WILLIAM COUNTY	44	11	55
	CD 11 TOTAL	197	50	247
	STATE TOTAL	2000	500	2500