

**Rules of the 77th House District
Democratic Nominating Caucus**

1. The VIRGINIA 77th House District Nominating Committee shall appoint persons to assist in the conduct of the caucus:
 - a. Arrangements
 - b. Credentials
 - c. Tellers
 - d. Sergeant-at-Arms
2. Each member of the Nominating Committee shall act as the permanent chair of the caucus in their respective localities. In the event that the member cannot serve as Chair a member of that jurisdiction shall name a replacement.
3. The caucus shall be conducted in accordance with the Call to Caucus to Nominate a Democratic Candidate for the Virginia 77th House District and the Party Plan of the Democratic Party of Virginia (DPVA).
4. There shall be no campaigning within 10 feet of the entrance to the building.
5. The caucus will begin at 3PM and end promptly at 8PM preceded by a 5 minute warning. Persons standing in line at 8PM waiting to complete a caucus participation form or to vote will be allowed to complete the form and/or vote. All times shall be synchronized with the local Caucus Chair and a candidate representative, if present.
6. Each candidate will be allowed one representative to be their official representative and two observers to oversee the general conduct of the election. Only the official representative may move about; that person cannot disrupt the conduct of the caucus.
7. Candidates and supporters shall not campaign inside the building. While buttons or lapel stickers may be worn, no campaign material may be distributed in the building. Any material must be distributed outside of the building. In case of rain, only properly filed candidates will be allowed inside the building in an area designated by the local caucus chair. Candidates may greet the participants as they enter the building but may not attempt to disrupt the conduct of the election.
8. Only those candidates who properly pre-filed will be recognized as such and included on the ballot.
9. Ballots will be prepared by the Nominating Committee.
10. Every person who participates in the caucus must complete a participation form and sign a statement pledging that they are a Democrat and not a member of any other political party, does intend to support any candidate who is opposed to the Democratic nominee in the upcoming 77th House District Special 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 House 77th House District Special Election, and is registered to vote in the respective county/city.
11. Each participant will be certified as a voter in the respective county/city in which they wish to vote. If a voter cannot be certified, they will be given a provisional ballot.
12. A ballot will only be given to a participant in exchange for a properly certified caucus participation form.

13. Caucus participants will be instructed when they are given a ballot that they may vote for not more than one person. Ballots showing votes for more than one person will be declared invalid.
14. Caucus participants may vote by placing an "X" beside the appropriate name. Other clearly identifiable types of marks are acceptable. It will be the sole discretion of the Tellers Committee to determine the intent of the participant.
15. Write in votes will not be counted.
16. The Caucus Chair will provide reasonable accommodations to provide for full participation for any caucus participants who have a disability. Curbside may be permitted and the vehicle shall be designated and treated as a voting area, and there will be no campaign activity allowed inside or outside the vehicle.
17. Only Tellers, the Caucus Chair, and official candidate representative will be permitted where the ballots are being counted.
18. The Tellers shall count the ballots after the last person in line at 7PM has voted.
19. The candidates with the most votes cast will be declared the winner. If there is a tie vote the ballots will be recounted. If there remains a tie after recount, the election will be decided by a drawing of straws. The longest straw shall win. If the outcome of the election is in doubt due to the number of provisional ballots, the Caucus Chair of the appropriate jurisdiction or a duly appointed representative will bring the provisional ballots to that jurisdiction's Office of Elections on the first Monday following the election. The final determination of registration status will be made by the Office of Elections. Candidates and provisional voters will be told the times of the provisional ballot count and the official determination of the election during the caucus proceedings. If there are any challenges to the conduct of the election, they will be resolved by referring to the DPVA Party Plan.
20. All forms, ballots, and other published material shall be approved by the Chair of the Nominating Committee and uniform throughout the 77th House District.

ADOPTED AUGUST 8, 2016



GLENN FRANCIS, CHAIR



SARAH SUGARS, SECRETARY

Authorized by the Seventy Seventh District Nominating Committee