**CALL TO CAUCUS TO NOMINATE A DEMOCRATIC CANDIDATE  
[District or Locality Name]**

**[Position]**

# [DATE]

The [District or Locality] Democratic Nominating Committee will hold an unassembled caucus (firehouse primary) on **[Date]**, between **[time]** at [#] location(s) – [specify locations], for the purpose of nominating a Democratic candidate for the [date] Special Election for the [District or Locality], [Position Name].

**I. Candidate Filing**:

Each person seeking to become the Democratic nominee for the Special Election for the [District or Locality] shall file a Declaration of Candidacy form with the [District or Locality] Democratic Committee Nominating Committee Chair and a [$] nonrefundable certified cashier’s check (cash or money order not accepted) made payable to the [Locality] County Democratic Committee. Filings shall be made from **[time and date]** at [location name and address]. Only those candidates who have timely and properly filed a Declaration of Candidacy form and paid the filing fee will have their names placed in nomination. The Declaration of Candidacy form shall be available on **[date and time]**.

**II. Qualification of Candidates**:

The Declaration of Candidacy form, which the candidate must sign, will include a written declaration that the candidate:

* Is a Democrat and not a member of any other political party;
* Meets all requirements of state law to be placed on the ballot for the Special Elections;
* Is eligible to be the [position] under the laws of the Commonwealth of Virginia;
* Does not intend to support, endorse, or assist any candidate who is opposed to the Democratic nominee in this Special Election;
* Will not participate in the nominating process of any other political party for this Special Election; and
* Agrees to abide by the Caucus Rules, the Virginia Democratic Party Plan, and all laws applicable to this nominating process and the Special Election.

**III. Notice**:

The [District or Locality] Nominating Committee shall provide notice of this caucus by placement of a general notice of the caucus, including noticing the caucus date, time, and location, along with the Call to Caucus, on the Democratic Party of Virginia, the [Locality/Localities] Democratic Committee websites; by email notification to the members of the [Locality/Localities] Democrats who reside in the [District or Locality]; through a press release provided to all relevant newspapers of general circulation in the [District or Locality]; and through other reasonable means that will disseminate information about the caucus to registered voters in the [District or Locality]. In addition, reasonable actions shall be taken to promote participation in the caucus in accordance with the Affirmative Action provisions of the Party Plan of the DPVA.

**IV. Participation**:

Every Democrat who is a registered voter in the [District or Locality] is urged to attend and participate. Each participant must sign a written declaration the he or she:

* Is a Democrat and not a member of any other political party;
* Does not intend to support any candidate who is opposed to a Democratic nominee in this Special Election;
* Has not participated in and will not participate in the nominating process of any other party for the positions listed above; and
* Is registered to vote in the [District or Locality].

**V. Conduct of Caucus**

Voting will begin at [time] and will close at [time]. Those in line at the close of voting will be permitted to vote.

The Chair of [the local Democratic committee or nominating committee name], or his or her designee, shall be the Chair of the Caucus and shall appoint a Secretary and such other Officers of the Caucus as is deemed appropriate. The [local Democratic committee or nominating committee name], will prepare the Rules for the Caucus.

**VI. Determination of Nominee**:

If more than one candidate files for the Democratic nominee for the [District or Locality] by the deadline, the candidates will be listed alphabetically on the ballot and will be elected by a plurality of the votes of the unassembled caucus.

If only one person files properly to be a candidate for the Democratic nomination for the [District or Locality] special election by the filing deadline, the [District or Locality] Democratic Nominating Committee may cancel the caucus and declare that person the nominee. If no person files properly to be a candidate for the Democratic nominee for the [District or Locality] by the deadline, the [District or Locality] Democratic Nominating Committee may cancel the caucus. If there is no filed candidate, or if the properly nominated candidate withdraws or dies, or if the caucus is unable or does not occur in the times and dates specified, the [District or Locality] Democratic Nominating Committee Chair may, before [date and time], at an agreed upon date and time, convene the [District or Locality] Democratic Nominating Committee to consider the nomination of a qualified candidate who may become the Democratic nominee upon first filing with the Chair a Declaration of Candidacy form and paying the filing fee for such office.

**VII. Waivers:**

The [District or Locality] Democratic Nominating Committee shall seek appropriate waivers from the Democratic Party of Virginia (DPVA) regarding expediting the time frames required by the Party Plan, if necessary.

ADOPTED:

Date Chair [District or Locality] Democratic Nominating Committee

Paid for by the [nominating committee name], [website], not authorized by any candidate or candidates committee.