

RULES TO NOMINATE A DEMOCRATIC CANDIDATE FOR THE 28TH HOUSE OF DELEGATES DISTRICT

April 27, 2019

I. GENERAL PROVISIONS:

1. The Chair of the 28th House District Nominating Committee shall be the permanent chair of the caucus.
2. The Chair shall appoint persons to assist in the conduct of caucus, to include but not limited to:
 - a. Rules Chair & Committee
 - b. Tellers Committee
 - c. Timekeeper
 - d. Credentials Committee
 - e. Sergeant-at-arms
 - f. Secretary
3. This Caucus will be conducted in accordance with the Virginia Democratic Party Plan and the 28th House of Delegates District Call to Caucus.
4. This caucus will be held at the Berea Fire Station at 20 Sebring Drive, Fredericksburg, VA 22406 in South Stafford County.
5. Participants must be registered to vote in the 28th House of Delegates District.
6. The caucus will be an unassembled caucus and participants may leave after they vote.
7. All times shall be read from the official clock located in the caucus area.
8. The doors of the caucus room will open and the certification process will begin at 12:30 PM.
9. The doors to the caucus meeting room will be closed promptly at 5:00 pm. Persons standing in line at the time the doors close will be allowed to complete their forms and participate in the caucus.
10. Only those candidates who properly filed will be included on the ballot

II. CONDUCT OF THE CAUCUS:

1. Participants in the caucus must complete a participation form and sign a statement stating that the person 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 the 2019 General Election, has not participated and will not participate in the nominating process of any other party for 2019 General Election and is registered to vote in the 28th House of Delegates District.
2. A ballot will only be given to a participant in exchange for a properly certified caucus participation form
3. There shall be no campaigning within 10 feet of the entrance to the building.
4. 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. In the case of rain, properly filed candidates may be allowed at the discretion of the Caucus Chair inside the building in an area designated by the Caucus Chair. Candidates may then greet the participants as they enter the building, but may not attempt to disrupt the conduct of the election.
5. There will be no Press or Observers permitted in the room in which the balloting takes place. ONE designated representative from each candidate's campaign may be allowed to observe all processes during the caucus, provided that they have a signed letter from the candidate designating that person as their Authorized Representative.

6. The local caucus chair will provide reasonable accommodations for any caucus participant who has a disability. Curbside voting 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.

III. BALLOTS AND VOTING:

1. Only properly pre-filed candidates will be recognized as such and included on the ballot.
2. Ballots will be prepared listing the first name, middle initial and last name of the candidates and will be listed on the ballot alphabetically.
3. Ballots showing votes for more than one person will be declared invalid.
4. 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.
5. Write in votes will not be counted.
6. Each participant will be certified as a voter in the 28th House of Delegates District. If a voter cannot be certified, they will be given a provisional ballot.

IV. TALLYING AND DETERMINATION:

1. The Tellers Committee shall count the ballots at the caucus location after all participants have voted.
2. If there are more ballots than participation forms, all ballots will be returned to the ballot box and random ballots will be selected and discarded so that the number of ballots equals the number of participation forms.
3. Only Tellers, the Caucus Chair, and official candidate representatives will be permitted where the ballots are being counted.
4. The candidates with the most votes cast will be declared the winner. If the margin of victory is greater than the number of provisional ballots, then the candidate with the highest certified vote total will be declared the Democratic nominee.
5. Tie votes will be decided by a flip of a coin after first recounting the ballots.
6. If the outcome of the election is in doubt due to the number of provisional ballots, the Caucus Chair or a duly appointed representative will bring the provisional ballots to that jurisdiction's Office of Elections on the first Monday following the caucus to determine the registration status.
7. Candidates and provisional voters will be told times of the provisional ballot count and the official determination of the election during the caucus proceedings.
8. If there are any challenges to the conduct of the election, they will be resolved by referring to the DPVA Party Plan. Challenges must be filed within 5 days. All ballots will be held until the challenge period ends.
9. The Chair of the 28th House of Delegates District Nominating Committee or his designee shall file the results with the Democratic Party of Virginia and with the State Board of Elections as soon as possible following the caucus.

ADOPTED: January 14, 2019

Benjamin M. Litchfield

Chair, 28th House of Delegates District
Democratic Nominating Committee