

Rules for Election of HCDC Vice Chair of Precinct Operations

1. The HCDC chair will serve as chair of the vice-chair election.
2. The chair will appoint a secretary, a parliamentarian and a tellers' committee at the onset of the meeting.
3. Only those who properly filed and were elected to membership in the HCDC on **December 9, 2019** are eligible to vote and participate in this election.
4. Upon admission to the meeting, individuals' names will be checked against those who were voted in to HCDC membership on December 9, 2019 and if their names appear on the membership list compiled from that caucus on December 9, 2019 at The Henrico County Board Room, they will be given an election participation form. Individuals who may have joined the HCDC subsequent to that caucus are **NOT** eligible to participate in this election.
5. The chair will read the names of those who have submitted participation forms in a timely fashion as prescribed above.
6. No other individual may vote in the election because this election is required by Robert's Rules of Order to resolve the tie vote that occurred the evening of the original election.
7. Frank Callahan and Matt Banfield are the **only** two individuals who are eligible to run for Vice Chair of Precinct Operations as they are the only two who were properly prefiled when this election was initiated on December 9, 2019.
8. The doors to the election will open at 6:45pm for participants to get forms and sign in. Doors will close at 7:30 pm. Anyone admitted after closing will NOT be able to participate in the election or fill out a participation form. The clock on the wall will serve as the official clock of the election.
9. The chair will announce when there is only five minutes left until doors close.
10. The HCDC will prepare the ballots, only listing the two individuals above who have filed appropriately and in a timely fashion.
11. The Chair will present the Rules for the Election of Vice Chair of Precinct Operations as voted on and approved by the Executive Board. The Rules may not be amended at this meeting.
12. The HCDC Chair will read the names of the two individuals properly filed for chair aloud to the meeting.
13. The candidates will be given 2 minutes to re-introduce themselves given the length of time elapsed since the December 9, 2019 meeting.

14. The chair will then call for the vote and the tellers' committee will distribute the prepared ballots.
15. Ballots will list both individuals in alphabetical order. No write-ins will be accepted or counted. Ballots must be signed, as prescribed by the Democratic National Committee Charter.
16. Voters must turn in their participation form to a member of the Tellers Committee and trade it for a ballot by walking to the front of the room. The Tellers Committee will sit at the front of the room so everyone can observe the process. If an individual is unable to walk up to get a ballot, a member of the tellers Committee will come to him/her and make the trade (participation form for ballot)
17. The ballot box will also be in front of the room, staffed by the Tellers' Committee. The ballot box will have a slit in the top for tellers to submit the ballots.
18. After voting, the chair will ask voters to hold up their ballots and the Tellers Committee will circulate around the room, picking up ballots. Voters may pass their ballots to the end of the row to facilitate the gathering by the Tellers Committee.
19. The meeting will proceed while the ballots for vice chair of precinct operations are counted.
20. The Tellers Committee will first count the ballots to ensure the numbers of ballots cast does not exceed the number of eligible voters.
21. Should there be more ballots than forms, a member of the Tellers Committee shall blindly remove the excess ballots and discard them.
22. Each campaign is entitled to two observers of the counting process, should they wish.
23. The ballots will be counted twice for accuracy.
24. In the case of a tie, the tellers committee will redistribute the participation forms and the process listed above will be repeated.
25. The winner shall then be announced prior to the conclusion of the meeting.
26. After the winner is announced, the ballots and participation forms shall be put in separate envelopes, sealed, signed by the chair, and maintained for 30 days.
27. The Seventh and Fourth CD committees shall have persons there to assist in facilitating the caucus.
28. The Seventh and Fourth CD committee members there shall address and resolve any disagreements, challenges or concerns.