

2022 CALL TO CAUCUS TO NOMINATE DEMOCRATIC CANDIDATE Virginia State Senate District 7 (Special Election)

The Virginia Beach City Democratic Committee (VBDC) and the Norfolk City Democratic Committee will hold an unassembled caucus on November 19, 2022 between 10:30 AM and 2:30 PM at Ebenezer Baptist Church, 965 Baker Road, Virginia Beach, 23455, and Aviation Institute of Maintenance, 2329 East Little Creek Road, Norfolk, 23518 for the purpose of nominating a Democratic candidate for the Virginia State Senate District 7 special election.

Candidate Filing: Each person seeking to become the Democratic nominee for the Special Election for the Virginia State Senate 7 shall file a Declaration of Candidacy form with the Legislative Senate District 7 Chair, a \$5,000 nonrefundable certified or cashier's check (cash or money order not accepted) made payable to the Virginia Beach Democratic Committee, and copies of any required documents by the Virginia Department of Elections. The resulting portion of the filing fee minus any associated costs will be returned to the candidates following the outcome of the Caucus. Filings shall be made by 4:00 PM November 17, 2022 with the Legislative Senate District 7 Chair, brandt@theelectivegroup.com. 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 the Virginia Beach and Norfolk City Democratic Committees website on November 16, 2022. Candidates must also file the appropriate documents with the Virginia Department of Elections (ELECT) and the Virginia Beach and Norfolk Office of Elections and Voter Registration, meeting all established deadlines.

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 Election; is eligible to be the Senate District 7 candidate 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; is registered to vote in Senate District 7 in Virginia Beach or Norfolk; will not participate in the nominating process of any other political party for this General Election; agrees to abide by the Caucus Rules, the Virginia Democratic Party (DPVA) Plan, and all laws applicable to this nominating process and the Special Election; and agrees to accept the results of the unassembled caucus called for November 19, 2022 and affirms that there will be no filing as an independent candidate for this office in the special election.

Notice: The Virginia Beach and Norfolk Democratic Committees shall provide notice of this caucus, including the caucus date, time, and location, on Democratic Party of Virginia, Virginia Beach Democratic and Norfolk City Democratic Committee websites; by email notification to the members of the Virginia Beach and Norfolk City Democratic Committee who reside in Virginia Beach and Norfolk; through a press release; and through other means that will disseminate caucus information to voters in Virginia Beach and Norfolk. 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.

Participation: Every Democrat who is a registered voter in Senate District 7 in Virginia Beach and Norfolk are urged to attend and participate. Each participant must sign a written declaration that 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 Virginia Beach and Norfolk.

Conduct of Caucus: The doors to each caucus location will open for voting will begin at 10:30 AM and will close at 2:30 PM on November 19, 2022. Those Democrats in line at the close of voting will be permitted to vote. The Legislative Senate District 7 Chair, or his designee, shall be the Chair of the Caucus and shall appoint a Secretary and such other Officers of the Caucus as is deemed appropriate for each location to conduct voting. The Legislative Senate District 7 Chair will prepare the Rules for the Caucus.

Determination of Nominee: If more than one candidate files for the Democratic nominee for the Senate District 7 by the filing deadline, the candidates will be listed alphabetically on the ballot and will be elected by a plurality of the votes. If only one person files properly to be a candidate for the Democratic nomination for Virginia Beach and Norfolk Senate District 7 by the filing deadline, the Legislative Senate District 7 Chair 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 Senate District 7 by the deadline, the Legislative Senate District 7 Chair may cancel the caucus. If there is no filed candidate, or if the properly nominated candidate properly withdraws or dies, or if the caucus is unable or does not occur in the times and dates specified, the Legislative Senate District 7 Chair may, before 5:00 p.m. on November 20, 2022, convene the Virginia Beach and Norfolk City Democratic Committees Representative Steering Committees to consider the nomination of a qualified candidate who may become the Democratic nominee upon first filing with the Legislative Senate District 7 Chair a Declaration of Candidacy form and paying the filing fee for Senate District 7.

Waivers: The Virginia Beach and Norfolk City Democratic Committees shall seek appropriate waivers from the DPVA regarding expediting the time frames required by the Party Plan, if necessary.

VIRGINIA BEACH AND NORFOLK DEMOCRATIC COMMITTEES DECLARATION OF CANDIDACY FOR DEMOCRATIC NOMINATION FOR VIRGINIA SENATE DISTRICT 7

This form must be filed with the Legislative Senate District Chair by Thursday, November 17, 2022, by 4:00 p.m. The filing fee of \$5,000 must be attached to this form. The filing form for the Virginia Senate District 7 must be returned to the Legislative District Chair personally by calling or emailing to schedule a time to drop the check and filing form to brandt@theelectivegroup.com or call 757-288-9558. Forms required by the Virginia Board of Elections (ELECT) must be completed and filed prior to the deadline established, including forms required by ELECT to be shared with the Legislative District. These forms can be found on the Virginia Department of Elections (ELECT) site.

I, _____, declare myself a candidate to be the nominee of the
(Print name as it is to appear on the ballot)

of the Democratic Party for _____ Election, General Assembly Senate District Seven.

In making this declaration, I certify as follows, that:

- I am a Democrat and not a member of any other political party.
- I meet all requirements of state law to have my name placed on the ballot for a Virginia State Senate District
- I am eligible to be a member of the Virginia State Senate under the laws of the Commonwealth of Virginia.
- I do not intend to support, endorse, or assist any candidate who is opposed to the Democratic nominee in the General Election.
- I will not participate in the nominating process of any other political party for this election.
- I agree to abide by the Caucus Rules, the Virginia Democratic Party Plan, and all laws applicable to this nominating process and the General Election.
- I am a resident of Virginia and have been so for at least one year prior to the election date.
- I am registered and qualified to vote in Senate District Seven.

My permanent address is

My mailing address is

My telephone numbers are (H) _____ (C) _____ (W) _____

My email address is

My campaign account is located at the following bank

My campaign headquarters will be located at this address

SIGNATURE

DATE

Declaration and filing fees of \$5,000 received by _____ (Print Name)

Date _____ Time _____

Authorized by the Virginia Beach and Norfolk Democratic Committees, a Democratic Party of Virginia committee, not affiliated with any candidate or candidate committee.

**2022 Unassembled Caucus Rules
Virginia Senate District 7 (Special Election)
November 19, 2022**

I. GENERAL PROVISIONS:

1. The Legislative Senate District 7 Chair shall act as the Temporary Chair of this Caucus. If the Legislative Senate District 7 Chair cannot serve, the Legislative Senate District 7 Chair shall name a replacement.

The Legislative Senate District 7 Chair shall appoint persons to assist in the conduct of the Unassembled caucus to include but not limited to:

- a. Rules Chair & Committee
 - b. Tellers Chair & Committee
 - c. Timekeeper
 - d. Credentials Chair & Committee
 - e. Sergeant-at-arms
 - f. Secretary
 - g. Specific Site Coordinators
2. This Caucus shall be conducted in accordance with the *Virginia Democratic Party Plan* and the *Virginia Beach and Norfolk City Democratic Call to Caucus*.
 3. This unassembled caucus shall occur at the Ebenezer Baptist Church, 965 Baker Road, Virginia Beach, 23455 and Aviation Institute of Maintenance, 2329 East Little Creek Road, Norfolk, 23518. Voting will take place between 10:30 a.m. and close promptly at 2:30 p.m. preceded by a five-minute warning. Persons standing in line at 2:30 PM waiting to complete a caucus participation form will be allowed to complete the form and participate. All times shall be read from a watch maintained by the Timekeeper.
 4. Only those candidates who properly pre-filed will be recognized as such and included on the ballot.
 5. All forms, ballots and other published material shall be approved by the Legislative Senate District 7 Committee consisting of members of the Virginia Beach Democratic and Norfolk City Democratic Committees and must be uniform throughout Legislative Senate District 7.
 6. The Legislative Senate District 7 Chair or the authorized designee for each locality throughout this process must secure all marked ballots. Ballots that were not used during the initial process must be destroyed on the day of the election.

II. CONDUCT OF THE CAUCUS:

1. Every person who participates 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, and does not intend to support any candidate who is opposed to the Democratic nominee in the upcoming Virginia Beach Special Election, has not participated and will not participate in the nominating process of any other party for the Virginia Beach Special Election and is registered to vote in the respective county/city.
2. The credentials committee provides the caucus participation form and reviews the voter's status as voting in Senate District 7. A ballot will only be given to a participant in exchange for a properly certified caucus participation form.
3. There shall be no campaigning where balloting takes place.
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. Any material must be distributed outside of the building. In the case of rain, only properly filed candidates will be allowed inside the building in an area designated by the Legislative Senate District 7 chair or the

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5. 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.
6. The local caucus chair will provide reasonable accommodations to provide for full participation 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 of the vehicle.
7. Press and observers are permitted in the room in which the caucus takes place; however, they shall be restricted to an area where they will not interfere with certification or the conduct of the caucus.

III. BALLOTS AND VOTING:

1. Only those candidates who properly pre-filed will be recognized as such and included on the ballot.
2. Ballots will be prepared by the Legislative Senate District 7 Committee with Virginia Beach Democratic Committee being the lead due to the percentage of the senate district in Virginia Beach. The ballot will list the name as indicated on the application form of each properly filed candidate. The candidate names shall be listed on the ballot alphabetically.
3. 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.
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 registered voter in the Senate District 7 which they wish to vote. 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 the caucus participants have voted.
2. If there are more ballots than participation forms, all ballots will be returned to the ballot box. Random ballots will be selected and discarded so that the number of ballots equals the number of participation forms.
3. Only Tellers, the Legislative Senate District 7 Chair, and the Norfolk Caucus Chair, and official candidate representative(s) 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. If there is a tie vote the ballots will be recounted. If that still results in a tie, the tie will be broken by coin flip.
6. 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 at 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.
7. If there are any challenges to the conduct of the election, they will be resolved by referring to the Democratic Party of Virginia Party Plan. Challenges must be filed within 5 days. All ballots will be held until the challenge period ends.

8. The Chair of the Legislative Senate District 7 shall file the results with the Democratic Party of Virginia and with the State Board of Elections as soon as possible following the caucus