

**Call to Caucus to Nominate
a Democratic Candidate for the Virginia Senate in the 9th District**

The Nominating Committee of the 9th Senate District (SD-9) will hold an unassembled caucus on Sunday, February 26th, 9:00 AM to 6:00 PM at the following locations:

- ~~IBEW 666, 1400 E Nine Mile Rd, Highland Springs, VA 23075~~ **IBEW is no longer a voting location**
- East Henrico Government Center, 3820 Nine Mile Road, Richmond, VA 23223
- Ashland Municipal Building, 121 Thompson St, Ashland, VA 23005
- Charles City County Administration Building, 10900 Courthouse Road, Charles City, Virginia 23030
- Virginia Union University, Living and Learning Center, 1500 N. Lombardy St., Richmond, VA 23220

Any registered voter in the 9th Senatorial District who meets the participation requirements outlined in the call to caucus will be eligible to vote at any of the caucus voting locations.

The following provisions shall govern the caucus:

I. Candidate Filing Requirements:

A. *Candidate filing format.* *Each person seeking to become the Democratic Party Nominee for Virginia Senate in the 9th District shall file with Cathy Woodson, Chair of the SD 9 Nominating Committee.*

1. [a declaration of candidacy form](#);
2. petition of qualified voter forms with at least 50 signatures from registered voters in the 9th Virginia Senate District ([8.5x11 format](#) or [8.5x14 format](#));
3. a candidate filing fee of \$2,500
4. A copy of the candidates filing of their Statement of Economic Interest and Certificate of Candidate Qualifications which is required to be filed with the State Board of Elections to be on the March 28th Special Election Ballot.

Declaration of candidacy forms and petition of qualified voter forms are published on the Democratic Party of Virginia's website and by request from the SD9 Nominating Committee Chair.

- B. Mandatory fee.** A filing fee of Twenty-Five Hundred Dollars \$2,500 made payable to the Henrico County Democratic Committee with the candidate filing materials. The filing fee payment must be submitted to Nominating Committee Chair Cathy Woodson by the filing deadline.
- C. Deadline and means of filing.** Candidate Filings must be returned to the Chair or the Chair's designated representative by Friday, February 24th at 7:00 PM. A candidate whose Filing contains errors or omissions may supplement or amend the Filing any time before the deadline; however, the filing will not be considered properly filed until the Chair so certifies. Candidates may file through a designated agent, but such action in no way alters the responsibility of the candidate nor extends the deadline for receipt. The Chair or the Chair's designated representative must personally receive the Filing for it to be valid. A candidate or candidate representative may contact the Chair, Cathy Woodson, at (804) 683-1227 or at cwood329@gmail.com to make arrangements to transmit their Filings. The Chair will take reasonable steps to ensure that candidates or their agents can easily locate and transmit their Filings to the Chair or the Chair's designated representative. The Chair or the Chair's designated representative will confirm acceptance of a candidate Filing with a written receipt. Once a candidate Filing is reviewed and determined to be properly filed, the Chair will make reasonable attempts to notify the candidate by contacting the phone number and email listed on the candidate's declaration of candidacy form.
- D. Ballot order.** Candidates will be listed on the ballot in the order that they properly filed -- with the first complete and properly filed candidate listed first on the ballot.
- E. Disqualification as a candidate.** Only those candidates who have properly filed by 7:00 PM on Friday, February 26th, will be listed on the caucus ballot and be eligible for the Democratic nomination. In the event a candidate is declared ineligible, the caucus process will proceed without that candidate.
- F. No contest.** If only one person files properly to be a candidate for the Democratic nominee, the Chair may cancel the caucus and declare the properly filed candidate the Democratic Party nominee.
- G. Insufficient candidates.** In the event that no candidates have made a valid filing by the Friday, February 26th at 7:00 PM deadline the Caucus will be canceled. In the event that no candidate has made a valid filing, the

9th SD Nominating Committee will have the sole power to determine when and/or whether to nominate a Democratic Candidate for Virginia Senate in the 9th District.

II. Caucus Officers, Officials, and Other Authorized Persons and Activities

A. Caucus officials appointments. *The Chair of the 9th Senate District Committee shall appoint all Caucus officers described in Rule II-B and such other Officers of the Caucus as is deemed appropriate.*

B. Officers of the Caucus at each voting location

1. Director
2. Sergeant-at-Arms
3. Tellers
4. Credentials Officers

C. Conduct of Caucus officials. *All Caucus officials must wear official Caucus credentials while performing their duties at the Caucus. No Caucus official may engage in partisan activity (i.e., activity supporting or opposing a particular candidate) while performing the duties of a Caucus official, or while wearing credentials as a Caucus official.*

D. Campaign poll watchers. *Each candidate (or campaign) may designate up to one (1) poll watcher. At any time, but with the permission of the Director or the Director's designee, a campaign may "swap out" an individual serving as a poll watcher for another such individual. Each poll watcher must wear credentials identifying them as such. No person will be allowed to serve as a poll watcher and a Caucus official at the same time. No individual may engage in partisan activity while performing the duties of a poll watcher, or while wearing official credentials. No poll watcher may initiate a conversation with any participant (although he or she may assist a participant who requests it by directing the participant to a Caucus official) without the permission of the Director, nor may a poll watcher interfere with the privacy of individual voters casting ballots. Poll watchers may observe all aspects of the election, including the setting up of the Caucus site and the activities of the Tellers Committee.*

E. Media. *Representatives from the press and other media outlets must be issued credentials as observers before or upon entering the voting room.*

Those issued credentials must not interfere with the voting process or the privacy of individual voters.

F. *Neutrality.* *In accordance to Section 10.11 of the Democratic Party Plan certain party officials may not endorse. Additionally the following caucus officers may not publicly endorse or support any candidate seeking the Democratic nomination for Senate in the 9th District:*

1. Directors
2. Tellers

III. Caucus Procedures

- A. *Ballot box preparation.*** *No more than 1 hour before the start of the Caucus, the Director at each location, in the presence of any candidate (or designated candidate representative) who wishes to observe, shall open a ballot box to ensure that it is empty and seal the boxes in a manner that makes it impractical to open without evidence of tampering. During the course of the Caucus, if a subsequent ballot box is required, it will be opened, inspected and then sealed using the same procedure, with notice to any candidate (or representative) who is present and may wish to observe.*
- B. *Commencement of the Caucus.*** *At 9:00 AM on February 26th, the Director at each location will declare that the Caucus has begun; no participant may enter the Caucus area before that time. The vote will be held from 9:00 AM until the last person in line to vote at 6:00 PM has cast his or her ballot.*
- C. *Sealing and storage of the ballot box.*** *After the last eligible person has voted on February 26th, the Director at each location, in the presence of any candidate (or designated candidate representative) who wishes to observe, shall seal their respective ballot box. The Directors will deliver the ballot boxes to the SD 9 Chair who will secure it in a tamper-evident manner until the teller committee convenes to tally the votes. The Chair will be responsible for ballot security during this interval and will store the sealed ballot boxes in such a manner as to reasonably ensure that they will not be subject to tampering.*
- D. *Limits on campaigning.*** *No campaigning or other partisan activities on behalf of or opposed to a Caucus candidate are permitted inside any Caucus building, and all campaigning and partisan activities are prohibited*

within forty (40) feet outside any entrance to any Caucus building. The use of any amplified audio system is not permitted within three hundred (300) feet of any Caucus building. No campaign or individual may interfere with persons entering or departing any Caucus location.

- E. Required declaration form.** *At the door of the Caucus, the participants will receive the Democratic Party declaration form, which will require each participant's full name and address, and a location for the participant to sign the following pledge: "I certify that I am a resident of and registered to vote in the 9th Senatorial District of Virginia; I am a Democrat; I believe in the principles of the Democratic Party; and I do not intend to support, endorse or assist any candidate who is opposed to the Virginia Senate 9th District Democratic nominee in the ensuing election for Virginia Senate." No participant will be permitted to vote in the Caucus unless he or she completes the declaration form.*
- F. Use of information.** *The list of voters who participate in the Caucus is the property of the Nominating Committee of the 9th Senatorial District, and the SD-9 Committee has the right to disclose to any person the fact that a person has participated in the Caucus.*
- G. Review of declaration.** *After each participant has completed and signed the declaration form, he or she will submit the form to a Credentials Official who will ensure that the form is completed in full and without alterations, including signature, after which a Credentials official will check the information against the registered voter list. A declaration form identified by a Credentials Official as not having been completed accurately and in full, as not including a signature, or as containing any alteration(s) to the pledge, will be rejected, although the participant will be eligible to submit an unaltered or complete declaration form.*
- H. Monitoring participant validation.** *The candidate poll watchers may observe, but not interfere with, the validation process. Any question regarding the eligibility of a participant should be taken immediately to the Tellers Committee Chair or the Director at that caucus location.*
- I. Standards for participant verification.** *A participant fulfilling the requirements of Rule III-E above is eligible to vote if he or she is validly registered as a voter in the 9th Senatorial District at the time he or she seeks to participate in the Caucus and if he or she presents a proof of address or photo identification listed in Rule J. When a participant presents a properly completed declaration form and proof of address, a*

caucus official will check the information from the form and proof of address or photo identification against the Caucus copy of the registered voter list to ascertain the participant's voting eligibility. Voters who have completed the declaration form and been verified on the registered voter list will receive a vote ticket and proceed to the area where the ballots are located. The Credentials Official will check the box on the registered voter list to indicate the voter has participated in the Caucus. If a participant is not listed on the Caucus copy of the registered voter list, he or she may offer a certificate of voting eligibility issued by the Richmond Voter Registrar (i.e., a voter registration card or receipt) or demonstrate his or her registration via the Virginia Department of Elections website, in which case the participant will be eligible to vote in the ordinary fashion. A participant who is deemed eligible to participate in the Caucus by the Credentials Official will be instructed to proceed toward the area where the ballots are located.

J. Proof of address or Photo identification. *A participant must show proof of address or photo identification. Qualifying documents include:*

- 1. Payroll check stub issued by an employer within the last two months*
- 2. U.S. Internal Revenue Service tax reporting W-2 form or 1099 form (not more than 18 months old)*
- 3. U.S. or Virginia income tax return from the previous year.*
- 4. Original monthly bank statement not more than two months old issued by a bank*
- 5. Annual Social Security statement for the current or preceding calendar year*
- 6. Utility bill, not more than two months old, issued to the applicant (examples include gas, electric, sewer, water, cable, phone or cell phone bill).*
- 7. Receipt for personal property taxes or real estate taxes paid within the last year*
- 8. Current automobile or life insurance bill (cards or policies are not accepted)*

9. *Certified copy of school records/transcript or official report card issued within the last year by a school accredited by a U.S. state, jurisdiction or territory*
10. *Voter registration card*
11. *Driver's license, learner's permit or DMV-issued photo ID cards displaying the applicant's current address*
12. *Current homeowners insurance policy or bill*
13. *Canceled check (not more than two months old) with both name and address imprinted*
14. *Deed, mortgage, monthly mortgage statement, or residential rental/lease agreement*
15. *U.S. Postal Service change of address confirmation form or postmarked U.S. mail with forwarding address label (must display the applicant's full name)*
16. *Valid United States passport*
17. *Any other photo identification card issued by a government agency of the Commonwealth, one of its political subdivisions, or the United States*
18. *Valid student identification card containing a photograph of the voter issued by any institution of higher education located in the Commonwealth of Virginia*
19. *Any valid employee identification card containing a photograph of the voter and issued by an employer of the voter in the ordinary course of the employer's business*

K. *Provisional voting.* *If a participant believes that he or she is registered to vote in the SD-9, but cannot demonstrate registration via the foregoing methods, the Director will instruct a Credentials Official to provide the participant with a ballot to cast provisionally. Provisional ballots must be marked and returned to the Director, who will seal the provisional ballot in an envelope, mark it as provisional, affix to the outside of the sealed envelope the participant's declaration form, and hold the provisional ballot in the sealed envelope without casting it. The SD-9 will seek to have the relevant local registrar's office verify by noon on February 28th whether*

those individuals who cast provisional ballots were registered voters at the time of their participation in the caucus.

- L. *Distribution of ballots.*** *When a participant with a vote ticket arrives at the location where ballots are located, a Tellers Committee Official will hand the participant one official paper ballot in exchange for the vote ticket, with a procedure ensuring that only one ballot is given to each participant.*
 - M. *Marking and casting of ballots.*** *Caucus officials will direct each voter to the location where he or she may make his or her ballot selection, and may provide voting instructions as needed. Voters will mark their ballots in a setting that permits observation by Caucus officials, but also permits voter privacy and confidentiality of voter choice. Upon marking his or her ballot, each voter must place the ballot into the ballot box. A vote is not considered cast until it has been placed into the ballot box. If a voter spoils a ballot before casting it, the voter may request a replacement ballot; however, only the Director may exchange such a ballot for a fresh ballot. The Director shall keep a record of spoiled ballots.*
 - N. *Disability Services.*** *A participant with a physical disability may request the physical assistance of one or more Caucus officials to execute any of the tasks listed in this section (e.g., to read and/or mark any form and/or place a ballot in the ballot box). When a Caucus official determines that a participant should be permitted to cast his or her vote through Disability Services Voting, a Caucus official must deliver a declaration form to the participant, transmit the complete declaration form for registration verification, obtain a ballot (if the participant is eligible to vote), deliver the ballot to the participant, seal the marked ballot in an envelope to ensure voter privacy, and return the marked ballot to the ballot box.*
 - O. *End of the Caucus.*** *Approximately five minutes before the appointed end time, the Sergeant-at-Arms will step outside the doors of the Caucus room and again outside the Caucus building to announce that the Caucus voting will end at the appointed time and at that time the doors to the Caucus will be closed. All persons in line at the entrance doors or in any designated line for Disability Services Voting at the appointed end time will be allowed to vote. Any person not in line or in the voting room by the appointed time will not be allowed to vote.*
- IV. Determination of Nominee: Counting of Votes, Announcement of Results.**
- A. *Ballot preservation.*** *No ballots will be counted before all eligible voters have cast their votes on February 26th.*

- B. Teller Committee.** *The Chair will appoint a Teller Committee to count the votes. The Teller Committee will comprise a Head Teller and at least four Tellers. The Teller Committee will meet to tally votes by 8:00 PM on February 26th, or as ballots arrive at the Democratic Party of Virginia (919 E Main St, Richmond, VA).*
- C. Sequestration of tellers.** *While counting is underway, all members of the Teller Committee must agree to be sequestered in an area and not to communicate with the outside world. The segregated area will be designed to allow other Caucus participants to generally observe the Teller Committee's activities without interfering with them.*
- D. Ballot box delivery.** *Prior to counting votes therein, each ballot box will be examined outside the segregated area by candidate representatives and the Director or the Director's designee at each location.*
- E. Conduct of Teller Committee.** *The Teller Committee will count, record, and verify the results of the Caucus voting. At the conclusion of their activities, the Teller Committee must agree upon their tabulations and affix their signatures upon the written certification of the results. All activities of the Teller Committee will occur under the direction of the Head Teller.*
- F. Opening.** *The Caucus Chair or her designee will open the ballot boxes in the presence of the Teller Committee. At the commencement of the counting process, the Credentials Chair will also announce the number of provisional ballots cast and retained by the Director.*
- G. Sorting.** *The members of the Teller Committee will divide the ballots according to which candidate, or no candidate, was selected on the ballot. If any ballot is unclear, any teller may ask at any time that it be set aside as a "questionable" ballot. The remaining ballots, once unfolded and sorted by candidate selected, will be redistributed for counting pursuant to the provisions of Rule IV-H, below.*
- H. Counting.** *The tellers will stack the votes into piles of 100 like votes for a given candidate and bind each stack together. Tellers are responsible for ensuring that each stack contains 100 votes for a particular candidate and each must sign a paper so certifying and affix it to the stack. Any ballots that remain after the stacks of 100 votes are counted and certified will be counted into a short stack, all tellers will certify as to the number of votes in each such stack. The tellers must alert the Head Teller regarding any wrongly placed or questionable ballots. The resulting certified stacks of ballots will be gathered together by the Head Teller in a central place.*

- I. **Review.** *When all ballots that can be have been placed into stacks, the Head Teller will then assemble the Teller Committee, which will determine how to allocate each of the questionable ballots that could affect the totals. The Teller Committee may unanimously declare that such a ballot be allocated to one particular candidate, or to no candidate. If the Teller Committee cannot agree unanimously, then the ballot must remain a “questionable” ballot and will be indicated as such for purposes of the Teller Committee’s certified total.*
- J. **Tallying.** *The Head Teller, in the presence of the Teller Committee, will then count aloud the stacks of votes and the number specified in any short stack for each candidate, or no candidate, in turn. The Head Teller will compute a total for each candidate. The Head Teller must then ensure that all tellers agree on the totals (and report the total number of questionable ballots, if any). The Head Teller will report totals for each candidate from each location to compute the overall total of caucus votes for each candidate.*
- K. **Certification of results.** *Immediately upon the conclusion of all counting, the Director will ensure that each member of the Teller Committee certifies the tabulation; no announcement of the results will be made until all reasonable efforts at this certification have been undertaken. If there are provisional ballots that would affect the outcome and those provisional ballots are ultimately validated, they will be used to adjust the outcome.*
- L. **Announcement of results.** *Unless the disposition of provisional ballots could determine the outcome, the candidate with the most votes total (combining the results from each location) will be declared the nominee. The Chair or her designee will announce the certified result to those assembled. The results will also be posted on the Democratic Party of Virginia website in a timely manner.*
- M. **Preservation of ballots.** *After the Chair or her designee has announced the results, all ballots and provisional ballots will be taken up, sealed, and secured for preservation.*
- N. **Provisional ballots.** *If provisional ballots are cast during the Caucus, and the number of those provisional ballots could potentially alter the outcome of the Caucus (i.e. the identity of a nominee) if added to the results certified by the Teller Committee, the Chair or her Designee will announce the results, but the declaration of a Democratic nominee will not be made until the provisional ballots are verified and counted on the day specified in*

Rule V. If no provisional ballots are cast or if an insufficient number of provisional ballots are cast to potentially alter the outcome of the Caucus if added to the results certified by the Teller Committee, the Chair will declare the results and the provisional ballots will not be counted.

V. Disposition of Provisional Ballots, Ties

- A. Accreditation of provisional ballots.** *The Chair will determine a time and day to consult with any relevant local registrar's or their designee to verify whether those who cast provisional ballots were registered voters in the SD-9 as of the time of their participation in the caucus. The meeting will be announced to the candidates or their campaign representatives. Ballots cast by voters that the registrar determined qualified will be counted. Reasonable efforts will be made to protect voter privacy (i.e., to avoid disclosing the selection(s) made by a particular identified voter). Any provisional ballots cast by voters who are not determined eligible will not be opened or counted.*
- B. Counting of provisional ballots.** *In the event there are accredited provisional ballots of sufficient number to possibly determine the election, a Provisional Teller Committee will convene to count them, otherwise the Chair or the Chair's designee will count them. The Provisional Teller Committee will include the Chair and up to two other tellers appointed by the Chair. Each candidate may designate one observer to review the count of any accredited provisional ballots. The Caucus Officers listed in Rule II-B may also observe such count. If the Provisional Teller Committee is in unanimous agreement on how to allocate the accredited provisional ballots, its members must all sign a certification to that effect. If they disagree, each member of the Provisional Teller Committee must indicate in writing to which specific candidate (or to no candidate) he or she would allocate each accredited provisional ballot in each relevant round of tabulation, and a plurality vote of the members of the Provisional Teller Committee will determine the final allocation for each ballot in that round, with the Chair permitted to cast an additional vote to break any tie.*
- C. Determination of outcome.** *If the nominee has not been declared due to the need to ascertain the validity and disposition of provisional ballots, following the review of those ballots, the results of accredited provisional ballots (if any) will be added to the vote total(s) arrived at per Rule V. The Chair will declare that the candidate prevailing under the relevant part of Rule V as the Democratic nominee for Senate in SD-9.*

- D. *Breaking of ties.*** *In the event two candidates are tied, the Chair will flip a coin to determine the nominee. In the event three or more candidates are tied for first place, one candidate will be determined by drawing of lots by the Chair.*
- VI. *Appeals.*** *If there are any challenges to the conduct of the election, they will be resolved by the Chair of the SD-9 Nominating Committee. If there are further challenges to the Chair's decision, they will be resolved by referring to the Democratic Party of Virginia Party Plan.*