



## CALL TO CAUCUS

# NOMINATION OF A DEMOCRATIC CANDIDATE FOR THE STATE SENATE DISTRICT 9 JANUARY 9, 2024, GENERAL ELECTION

**Purpose:** The 9<sup>th</sup> State Senate Democratic Nominating Committee hereby announces an unassembled caucus (firehouse primary) scheduled for **Tuesday, December 19, 2023**, between **6:00 PM** and **7:00 PM**, at location(s) listed below. This caucus is for the purpose of nominating a Democratic candidate for the **January 9, 2024**, Special Election for the **9<sup>th</sup> State Senate District of Virginia**.

The eligible locations for the 9<sup>th</sup> State Senate District of Virginia are:

### **Charlotte County**

Drakes Branch Municipal Building  
4801 Drakes Main Street  
Drakes Branch, VA 23937

### **Halifax County**

TJM Center  
1011 Cluster Springs School Rd  
South Boston, VA 24592

### **Lunenburg County**

Kenbridge Town Hall Conference Center  
511 East 5<sup>th</sup> Avenue  
Kenbridge, VA 23944

### **Mecklenburg County**

Boydton Library  
1294 Jefferson Street  
Boydton, VA 23917

### **Nottoway County**

UBC Community Center and Gym  
1719 West Virginia Avenue  
Crewe, Virginia 23930

### **Pittsylvania County/Danville City**

Frank's Pizza  
13914 US Highway 29  
Chatham, VA 24531



**Prince Edward County** (excluding the area around Farmville)

Hampden Sydney Volunteer Fire Department  
108 S. Boundary Road,  
Hampden Sydney, VA 23943

I. Candidate Filing

**-Period:** Filings for candidacy will be accepted until the deadline of 12:00 PM on Tuesday, December 19, 2023.

**-Filing:** All filings for candidacy must be e-mailed to the Chair of the 5<sup>th</sup> Congressional District, and local Committee Chair of Lunenburg County, **Patricia Harper-Tunley** at [5thcdchair.vadems@gmail.com](mailto:5thcdchair.vadems@gmail.com)

**-Requirements:** Due to the extreme time constraints of the special election, there are no signature requirements or filing fees with the nominating committee. However, all candidates must still complete and file the necessary paperwork with the Virginia Department of Elections. Additionally, the Declaration of Candidacy must also be filed with Patricia Harper-Tunley before the 12:00 PM deadline on the day of the caucus, Tuesday, December 19, 2023.

**-Eligibility:** Only candidates who have timely filed the Declaration of Candidacy form will be nominated.

**-Availability of Forms:** Declaration of Candidacy forms are posted along with this Call to Caucus. <http://bit.ly/5th-VA-SD-Democratic-Caucus>

**II. Qualification of Candidates**

Candidates must declare in the form that they:

- Are Democrats and not members of any other political party.
- Meet all state law requirements for ballot placement in the Special Elections.
- Are eligible for the 9<sup>th</sup> State Senate District under Commonwealth of Virginia laws.
- Will not support, endorse, or assist any candidate 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.
- Agree to abide by the Caucus Rules, the Virginia Democratic Party Plan, and all applicable laws.



### **III. Notice**

The 9<sup>th</sup> State Senate Democratic Nominating Committee will provide notice of the caucus through: - General notice on all available social media, websites, and other places where the caucus can be advertised.

- Email notifications to local committee email lists that reside in the 9<sup>th</sup> State Senate District.
- Other means to disseminate information to registered voters in the 9<sup>th</sup> State Senate District.
- Efforts to promote participation in accordance with the DPVA Affirmative Action provisions.

### **IV. Participation**

Eligibility for participation:

- Democrats in the 9<sup>th</sup> State Senate District of Virginia in one of the following localities: Charlotte County, Halifax County, Lunenburg County, Mecklenburg County, Nottoway County, Pittsylvania County, Prince Edward County (excluding the area around Farmville), and the City of Danville.
- Participants must declare they are not members of other political parties, will not support nonDemocratic candidates in this Special Election, and are registered voters in the 9<sup>th</sup> State Senate District.

### **V. Conduct of Caucus**

- **Voting Time:** Voting begins at 6:00 PM and ends at 7:00 PM. Those in line at closing time can vote.
- **Officials:** The Caucus Chair (Chair of the local Democratic Committee or a designee) will appoint a secretary and other Officers as needed.
- **Rules:** The 9<sup>th</sup> State Senate Democratic Nominating Committee will prepare Caucus Rules.

### **VI. Determination of Nominee**

- If multiple candidates file, they will be listed alphabetically on the ballot and elected by a plurality of votes.
- If only one candidate files, the caucus may be canceled, and the candidate declared the nominee.



- If no candidate files, or in cases of withdrawal, death, or caucus cancellation, the 9<sup>th</sup> State Senate Democratic Nominating Committee Chair may convene the committee to consider a qualified candidate's nomination.

## **VII. Waivers**

The 9<sup>th</sup> State Senate Democratic Nominating Committee has sought waivers from the DPVA regarding time frames as a result of the need for an emergency special election and caucus.

## **VII. Voting Locations**

The following locations will be available to eligible voters in the 9<sup>th</sup> State Senate District:

### **Charlotte County**

Drakes Branch Municipal Building  
4801 Drakes Main Street  
Drakes Branch, VA 23937

### **Halifax County**

TJM Center  
1011 Cluster Springs School Rd  
South Boston, VA 24592

### **Lunenburg County**

Kenbridge Town Hall Conference Center  
511 East 5<sup>th</sup> Avenue  
Kenbridge, VA 23944

### **Mecklenburg County**

Boydton Library  
1294 Jefferson Street  
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### **Nottoway County**

UBC Community Center and Gym  
1719 West Virginia Avenue  
Crewe, Virginia 23930



**Pittsylvania County/Danville City**

Frank's Pizza  
13914 US Highway 29  
Chatham, VA 24531

**Prince Edward County** (excluding the area around Farmville)

Hampden Sydney Volunteer Fire Department  
108 S. Boundary Road,  
Hampden Sydney, VA 23943

Regardless of where eligible voters live in the 9<sup>th</sup> State Senate District, they may vote at any one of the above locations at the designated date and time.

**Adoption Date:** Sunday, December 17, 2023  
**5<sup>th</sup> Congressional District Chair:** Patricia Harper-Tunley



## NOMINATE A DEMOCRATIC CANDIDATE

### 9<sup>th</sup> State Senate District of Virginia

Tuesday, December 19, 2023

#### I. GENERAL PROVISIONS:

1. The Chair of the Local Nominating Committee shall act as the Temporary Chair of this Caucus. In the event that the Chair cannot serve, the Chair shall name a replacement.
2. The Chair shall appoint persons to assist in the conduct of the assembled nominating caucus, to include the positions below, if possible, but not limited to:
  - a. Rules Chair & Committee
  - b. Tellers Chair & Committee
  - c. Timekeeper
  - d. Credentials Chair & Committee
  - e. Sergeant-at-arms
  - f. Secretary
3. This Caucus shall be conducted in accordance with the *Virginia Democratic Party Plan* and the *9<sup>th</sup> State Senate District Democratic Nominating Committee Call to Caucus*.
4. This unassembled caucus shall occur at the locations and addresses included with the call to caucus. Voting will take place between 6:00 PM and close promptly at 7:00 PM preceded by a five-minute warning. Persons standing in line at 7:00 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.
5. Only those candidates who properly pre-filed will be recognized as such and included on the ballot.
6. All forms, ballots, and other published material shall be approved by the *9<sup>th</sup> State Senate District Democratic Nominating Committee* and must be uniform throughout the District.
7. The 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 9<sup>th</sup> State Senate of Virginia Special Election, has not participated and will**



2. **not participate in the nominating process of any other party for the 9<sup>th</sup> State Senate of Virginia Special Election and is registered to vote in the respective county/city.**
3. A ballot will only be given to a participant in exchange for a properly certified caucus participation form.
4. There shall be no campaigning within 10 feet of the entrance to the building.
5. 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 local chair or the authorized designee for each locality. Candidates may greet the participants as they enter the building but may not attempt to disrupt the conduct of the election.
6. **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.
7. 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 the vehicle.
8. 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 *9<sup>th</sup> State Senate District Democratic Nominating Committee*, listing 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 voter in the respective county/city in 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 Caucus Chair, and official candidate representatives will be permitted where the ballots are being counted.
4. The candidate 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 a 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 order the provisional ballots to be counted by the Tellers. The final determination of the registration status will be made by the Tellers using VoteBuilder. The *9<sup>th</sup> State Senate District Democratic Nominating Committee* shall hold a virtual meeting at 11:00 AM on Wednesday, December 20, 2023, to resolve any outstanding disputes by referring to the DPVA Party Plan. Candidates or their chosen representatives may be allowed to attend the virtual meeting.
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 by 10:00 AM on Wednesday, December 20, 2023. All ballots will be held until the challenge period ends.
8. The Chair of the *9<sup>th</sup> State Senate District Democratic Nominating Committee* shall file the results with the Democratic Party of Virginia and with the State Board of Elections before the deadline on Wednesday, December 20, 2023.

ADOPTED: 12-17-2023

Date

*Patricia Harper-Towley*

Chair 9<sup>th</sup> State Senate District Democratic Nominating Committee