

VADEMMS

DANVILLE CITY DEMOCRATIC COMMITTEE

CALL TO CAUCUS TO REORGANIZE THE DANVILLE CITY DEMOCRATIC COMMITTEE

The Danville City Democratic Committee, herein referred to as Danville Dems, will hold an assembled caucus on **January 6, 2024**, at **Bible Way Worldwide Church, 215 Grant Street, Danville, VA 24541**, with registration from 11:00 a.m. to 12:00 p.m. and the caucus starting promptly at 12:00 pm for the purpose of electing the new membership of the Danville Dems pursuant to the Democratic Party of Virginia Party Plan.

In the event of inclement weather: All participants can register to attend virtually at:
<https://us06web.zoom.us/meeting/register/tZwrduGoqzoiGNJCsxCAWTDEOqShyTCm4dxt>

I. Membership Filing Deadlines and Requirements:

Each person seeking to become a member of the Danville Dems must complete the Caucus Membership Participation Form with annual voluntary dues in the amount of \$10.00 to the Danville City Democratic Committee on or before January 6, 2024, at 12:00 p.m.

Methods to complete the Caucus Membership Participation Form are as follows:

1. Complete in person at the caucus prior to the deadline of January 6, 2024, at 12:00 pm unless in the check-in line at the time of the deadline.
2. Online at: <https://tinyurl.com/Danville-Membershp-Form> by January 4, 2024 at 12:00 pm. (online only)
3. By mail: P.O. Box 1105, Victoria, VA 23974 by **January 4, 2024**, Attn: Patricia Harper-Tunley.
4. Each person seeking membership must provide proper identification for verification of residency in the district upon entry.
5. Voluntary Membership dues are \$10.00 due at the time of submission of the Membership Participation form for all voting members. Members who do not provide dues at the time of participation will be considered volunteer members and non-voting members.
6. Those interested in obtaining a position as an officer must complete an Officer's Pre-Filing Form <http://tinyurl.com/DCDC-Officer-filing-form> by **January 4, 2024, at 12:00 pm.**

There shall be no filing fee for any membership candidates.

II. Participation:

Every Democrat who is a registered voter in Danville City is urged to attend and participate. All individuals will be required to show identification for verification anyone who does not appear on the Registered Voter List will not be allowed to participate. Participants will also be required to complete the Membership Participation form stating that they:

- A. I believe in the principles of the Democratic Party.
- B. I am not a formal member of any other political party.
- C. I pledge not to publicly support, endorse, or assist any candidate opposed to a Democratic nominee.
- D. I am a resident of Danville City, VA.
- E. I am registered to vote in Danville City, VA.
- F. I wish to become a member of the Danville City Democratic Committee

VADEMS

DANVILLE CITY DEMOCRATIC COMMITTEE

III. **Notice:**

Danville City Democratic Committee shall provide notice of this caucus by the placement of a general notice of the filing deadline and the caucus, including noticing the caucus date, time, and location, along with the Call to Caucus, on the Democratic Party of Virginia, website, and Danville City Democratic Committee social media platforms: by email notification to Democrats who reside in Danville City; and through other reasonable means that will disseminate information about the caucus to registered voters in the county. 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.

IV. **Conduct of the Caucus**

The doors to the caucus will open at 11:00 a.m. and close at 12:00 p.m. Upon the closing of the doors, only those participants who have registered and are in the room or are in line to register at 12:00 p.m. will be permitted to participate.

Each person shall be required to provide identification for residency verification.

VI. **Affirmative Action**

It shall be the duty and goal of all members of the Danville City Democratic Committee to seek out and encourage the broadest possible participation within the committee and in its membership, of all duly qualified citizens without regard to race, sex, age, religion, national origin, sexual orientation, gender identity, ethnic identity, disability, or economic status.

VII. **Officer Elections**

Immediately following the adjournment of the assembled caucus, the newly formed Danville City Democratic committee will meet for the sole purpose of electing the officers of the committee.

VIII. **Determination of Winners:**

In the event, that only one person files for a position, that person shall be declared the winner, and the election for that specific position shall be canceled.

If more individuals file than there are positions available, the candidates will be listed alphabetically on the ballot and will be elected by a plurality of the votes at the assembled caucus.

Vacancies may be filled by the new committee at the first meeting following the election of Officers.

Links to Documents:

Participation Membership Form: <https://tinyurl.com/Danville-Membershp-Form>

Officer Pre-filing Form: <http://tinyurl.com/DCDC-Officer-filing-form>

In the event of inclement weather: REGISTER! All participants can register to attend virtually at:

<https://us06web.zoom.us/meeting/register/tZwrduGogzoiGNJCsxCAWTDEOqShyTCm4dxt>

By 12:00 as the meeting will be closed promptly at 12:00 on January 6, 2024. After registering, you will receive a confirmation email containing information about joining the meeting.

VADEMS

DANVILLE CITY DEMOCRATIC COMMITTEE

CAUCUS RULES

1. The doors to the caucus shall open, and the check-in process shall begin promptly at 11:00 am.
2. The official clock shall be kept by the Chair.
3. All participants are required to show identification to verify residency during check-in.
4. The doors to the caucus room shall be closed promptly at 12:00 pm (one hour after opening). Persons standing in line to complete a Caucus Membership Participation Form at the time the doors close will be allowed to complete their forms and participate in the caucus.
5. The Chair shall oversee the entire process and delegate responsibilities as she sees fit. These responsibilities shall include checking in caucus participants, host/hostesses, tellers, and contested election of members.
6. The caucus will be called to order by the Chair. The 5th Congressional District Chair will serve as the Chair of the caucus.
7. The Chair shall appoint a Secretary of the caucus.
8. The first order of business will be to adopt these rules as permanent.
9. The Chair shall announce the total number of credentialed participants and inform the participants of the contested elections to be held in order to elect members.
10. All members interested in an officer position must file the pre-filing form by the deadline required. Those who have not completed the pre filing form on or prior to the deadline of January 4, 2024, will not be eligible to be on the ballot. Link to filing form: <https://tinyurl.com/Danville-Officer-Filing-Form>
11. Those interested in applying to be an officer must be in attendance.
12. Upon the announcement of the new membership, the caucus shall be adjourned, and the room shall be emptied in preparation for the election officer.
13. Pursuant to the Call to Caucus, those positions where equal or fewer people filed to the number of available positions shall have their elections, and the duly filed persons shall be declared the winner by acclamation.
14. Participants will be given ballots for the contested (more than one person for a position) elections they are eligible to participate upon checking in. The ballots shall be filled out by making a mark in the box next to their candidate of choice.
15. Upon the tallying of votes, the Chair shall announce the winners of the contested elections.
16. Once the officers are elected the meeting will be adjourned.

Adopted and Approved: *Patricia Harper-Tunley*
Date: 12-27, 2023