

# CALL TO CONVENTION

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**2016 State Convention  
Democratic Party of Virginia  
Richmond, Virginia  
June 18, 2016**

**I. Call to Convention**

Pursuant to the authority provided by the Virginia Democratic Party Plan (“Party Plan”), and the Virginia Delegate Selection Plan for the 2016 Democratic National Convention (“Delegate Selection Plan”), as approved by the Rules and Bylaws Committee of the Democratic National Committee, the State Central Committee of the Democratic Party of Virginia hereby calls a State Convention to convene at 10:00 a.m. on Saturday, June 18, 2016, at The Greater Richmond Convention Center, Grand Ballroom, 403 North Third Street, Richmond, Virginia 23219. The Convention shall continue until all business set forth in this Call, and any subsequent agenda to be provided by the Convention Rules Committee, shall be completed.

The Party Plan and the Delegate Selection Plan are hereby incorporated into this Call, and shall govern where applicable. The provisions of the final Call to the 2016 Democratic National Convention shall govern where inconsistent with this Call, the Party Plan or the Delegate Selection Plan.

The State Convention shall: Elect 12 Pledged Party Leaders and Elected Official (“PLEO”) Delegates, 21 At-Large Delegates, and 2 At-Large Alternates to the Democratic National Convention; elect 2 Democratic Electors; elect 4 5 Members (2 men and 2 3 women *or*

3 men and 2 women) to the Democratic National Committee, and conduct any other business properly placed before the convention by the Rules Committee, pursuant to the Party Plan and the Delegate Selection Plan. The State Chair shall certify the appropriate number of Automatic Unpledged PLEO Delegates, as directed by the Democratic National Committee.

## **II. General Provisions**

Times, dates, locations, and rules for the conduct of all caucuses, conventions and procedures relevant to the selection of delegates and alternates to the State and National Conventions shall be effectively publicized in accordance with Articles 3 and 9 of the Party Plan, and in accordance with the Affirmative Action provisions of the Delegate Selection Plan.

Caucuses, Congressional District Conventions, and the State Convention shall be governed by Article 10, and Articles 14 through 20 of the Party Plan. All caucuses and conventions shall be held at locations that are ADA-accessible.

Delegates and alternates elected at county or city caucuses or convention shall serve as delegates and alternates to both the Congressional District and State Conventions (“State Delegates and Alternates”). There shall be elected 2,000 State Delegates and 500 State Alternates. The apportionment of State Delegates and Alternates among counties and cities is detailed in Section VIII of this Call, as determined by the State Central Committee, based on a formula giving equal weight population and to average of the Democratic Vote for President in 2012 (Obama), for Governor in 2013 (McAuliffe), and for U.S. Senator in 2014 (Warner) (method (a) of Section 15.1 of the Party Plan). *See* Attachment A.

Pre-filing of candidates for State Delegates and alternates, and delegate and alternate to any county or city convention is required. Each person pre-filing must designate a single

Presidential candidate preference. The District and State Convention delegates and alternates shall be allocated among the Presidential candidate caucuses according to the votes each candidate received in the Presidential preference primary. In Congressional Districts nominating U.S. House candidates at Congressional District Conventions, the delegate and alternate candidates shall state a House candidate preference or “uncommitted.”

State Party Headquarters shall make available for purchase pre-filing forms to the county and city committees, or the committees may print their pre-filing forms, provided State Headquarters approves the text in advance. The pre-filing form is included in this Call as Attachment B.

There will be a voluntary administrative fee of \$10.00 for each candidate for State Delegate and Alternate. For the purpose of paying the expenses of their respective costs, a Congressional District Committee may request an additional administrative fee of \$5.00; a county or city committee may request an additional fee of no more than \$10.00. The total maximum voluntary administrative fee is then \$25.00. No person shall be denied the right to participate in the delegate selection process due to nonpayment of the voluntary administrative fee.

Persons wishing to be elected at the State Convention as National At-Large Delegate or Alternate, Pledged PLEO, Democratic National Committee member, or Democratic elector must pre-file with the State Party by 5:00 p.m. May 25, 2016.

The State Party Chair shall appoint three (3) National Convention Pages on June 18, 2016.

### **III. Caucuses and Conventions**

Caucuses shall be called by each county and city Democratic Committee to elect State Delegates and Alternates. City and County caucuses may be assembled or unassembled and will be held either on April 16, 2016 beginning at 12:00 noon or on April 18, 2016 beginning at 7:30 p.m., at the option of the committee.

The pre-filing deadline for State Delegate and Alternate candidates shall be 5:00 p.m., Saturday, April 9, 2016, for caucuses held on Saturday, April 16, 2016. The prefilling deadline will be Monday, April 11, 2016 at 5:00 p.m., for caucuses held on Monday, April 18, 2016. The county or city committee calling the caucus or convention will determine whether State Alternates shall be elected separately from State Delegates or whether the Alternates shall be those persons with the next highest number of votes after the persons with the highest number of votes have been elected State Delegates.

Each county and city Democratic Committee shall meet to determine the day and time (April 16, 2016 at 12:00 noon or April 18, 2016 at 7:30 pm), and location of the caucus, the type of caucus (assembled or unassembled), the method of selecting alternate delegates, local committee voluntary administrative fees (if any), and the apportionment of delegates and alternates among the electing units, if applicable, and shall advise the State Party headquarters of such information no later than February 12, 2016.

Any county or city committee holding an unassembled caucus on Saturday, April 16, 2016 or Monday, April 18, 2016, may provide an opportunity for voters to appear in person and cast an absentee ballot to be counted in the final totals for delegates and alternates in such caucuses. Such absentee voting may be scheduled for Thursday, April 14, 2016, beginning at

7:00 p.m. and ending at a reasonable time. The day and time for beginning and ending of such absentee voting and the location shall be stated in the Call for the caucus and shall be publicized under the Affirmative Action provisions of the Delegate Selection Plan. The chairs of committees exercising this option of absentee voting shall ensure that sites are fully staffed to serve the voters as well as ADA accessible, properly supervised, information materials and ballots provided, declaration forms available, and that voted ballots are secured and properly counted in the caucus voting totals.

Any person attending a caucus, before participating in that meeting, shall sign a standardized declaration form, included in this Call as Attachment C, stating that he or she is a Democrat; does not intend to support any candidate who is opposed to a Democratic nominee in the next ensuing election; is not a member of any other political Party; has not participated and will not participate in the nominating process of any other Party for the 2016 Presidential election; and is a registered voter in such jurisdiction.

Pursuant to the Delegate Selection Plan provisions, at each county and city caucus, the State Convention Delegates and Alternates shall be allocated among the Presidential candidate caucuses according to the votes each candidate received in the Presidential preference primary. The State Convention delegates will be the highest vote-getters within each Presidential candidate caucus.

Congressional District Conventions to elect Delegates and Alternates to the National Convention (“National Delegates and Alternates”), to elect Democratic electors, and to accomplish any other business required by the Party Plan, shall be held on May 7, May 14, or May 21, 2016. The apportionment of National Delegates and Alternates to be elected at the Congressional District Conventions is as follows:

District	Delegates			Alternates		
	Males	Females	Total	Males	Females	Total
#1	2	3	5	1	0	1
#2	3	2	5	0	1	1
#3	4	4	8	0	0	0
#4	3	3	6	0	0	0
#5	2	3	5	1	0	1
#6	2	2	4	1	0	1
#7	3	2	5	0	1	1
#8	4	4	8	0	0	0
#9	2	1	3	0	1	1
#10	3	3	6	0	0	0
#11	3	4	7	0	0	0
<b>Total</b>	<b>31</b>	<b>31</b>	<b>62</b>	<b>3</b>	<b>3</b>	<b>6</b>

Each Congressional District Democratic committee shall meet to determine the day (May 7 or 14, or 21, 2016), time, and location of its Congressional District convention and the congressional district voluntary administrative fees (if any) for State Delegate filings, and shall advise the State Party headquarters of such information no later than February 26, 2016.

The Presidential preference primary will be held on March 1, 2016. The results of that primary shall determine the allocation among Presidential candidates of delegates who will be elected to district conventions and the State Convention as described in the Delegate Selection Plan.

Persons wishing to be elected as a District-level Delegate or Alternate to the National Convention or as a congressional district elector must pre-file with the Congressional District

Chair (and with a copy to the State Party Chair) by 5:00 PM fifteen (15) days prior to the Congressional District Convention at which the individual seeks election.

Election of State Delegates and Alternates shall be conducted as provided in the Delegate Selection Plan. Ballots used in county and city caucuses shall list the Presidential preferences. The stated Presidential preference shall be binding at the Congressional District and State Conventions for all elected delegates and alternates and shall prevail in all caucuses and voting for National Delegates and Alternates. Only those State Delegates elected through presidential caucuses shall be eligible to vote for members of the Democratic National Committee and Presidential Electors at the State Convention.

#### **IV. Procedures for U.S. House of Representatives Nominations**

If appropriate, Congressional District Committees shall include in their Calls to the Congressional District Convention a provision for the nomination of a candidate for the United States House of Representatives. Such Congressional District Committees may determine whether the stated preference for the House shall be only for the information of voters and/or shall be binding on elected delegates and alternates on the first vote at Congressional District Conventions; establish necessary rules as required; and exercise full authority in managing their Congressional District nominations. Such Convention Calls shall be issued no later than Wednesday, April 6, 2016.

#### **V. State Convention Committees**

Temporary Credentials, Rules, and Resolutions committees shall be established for the State Convention with one (1) member of each temporary committee being elected by each Congressional District Committee and four (4) elected by the State Central Committee. In addition, the State Party Chair shall appoint six (6) members of the temporary Resolutions

Committee. All members of temporary committees shall be selected no later than February 28, 2016. There shall also be an Arrangements Committee. The Chair shall have the power to appoint other appropriate committees at the Chair's discretion.

The temporary Credentials Committee shall make its report to the permanent Credentials Committee of the State Convention. The temporary Rules Committee shall report to the State Steering Committee by May 14, 2016, and such report as approved shall be distributed to members of the State Central Committee and county and city Democratic Committee chairs. The temporary Rules Committee shall also report to the permanent Rules Committee of the State Convention.

The temporary Credentials Committee shall consider challenges to delegates and alternates properly filed as provided in Section V of this Call and in Section IX of The Delegate Selection Plan, and shall report its findings to any affected Congressional District Convention. The temporary Resolutions Committee shall make its report as provided in the Delegate Selection Plan and Party Plan. Proposed resolutions should be submitted by May 7, 2016. The Resolutions Committee may propose a Party Platform. The other requirements for the Resolutions Committee shall be as set forth in Party Plan section 17.2.

The State Party Chair shall appoint the chair of each temporary committee from among its members. Each Congressional District Convention shall nominate three (3) members each to the permanent Credentials and Rules Committees of the State Convention. The permanent Committees on Credentials and Rules shall be elected at the State Convention and shall elect their chairs and secretaries from among their members. The temporary Resolutions Committee shall serve as the permanent Resolutions Committee at the State Convention.



## **VI. Challenges to Delegates and Alternates**

A challenge to any State Delegate or Alternate elected at any county or city caucus must be submitted in writing to the Democratic Party of Virginia, SunTrust Building, 919 East Main Street, Suite 2050, Richmond, Virginia 23218, Telephone: 804-644-1966 (or toll-free 1-800-322-1144), or through electronic means as provided by the Democratic Party of Virginia. Such challenge shall be submitted not more than 10 days after the election of such delegate or alternate.

The temporary Credentials Committee shall begin hearing challenges within seven (7) days after the deadline for filing such challenges. The rules and procedures for the temporary Credentials Committee shall provide for adequate notice for meetings and hearings.

The staff of the State Party Headquarters shall provide adequate support for the work of the temporary Credentials Committee.

## **VII. Delegation Meeting**

The Virginia delegation to the Democratic National Convention, including National Delegates and Alternates elected at both the State and Congressional District Conventions, shall meet on June 18, 2016, immediately following the adjournment of the State Convention. The delegation will elect its chair and other officers as needed, elect members of the Permanent Committees of the Democratic National Convention as provided in the final Call to that Convention, and complete any related arrangements for the National Convention.

## **VIII. Election Requirements for Non-Delegate Offices**

According to section 20.3 of the Party Plan, the DNC candidates must obtain the signatures of 50 people representing at least six congressional districts. Procedure for the signature collection will be detailed in the Convention Rules.

The State Party Chair shall review the filing forms of candidates for Elector to ensure that the candidate meets the necessary criteria.

## **IX. Attachments**

- A. Allocation of State Convention Delegates and Alternates
- B. State Convention Delegate or Alternate Pre-Filing Form
- C. Caucus Declaration Form
- D. 2016 Delegate Selection Calendar

### **To be:**

Adopted by Democratic Party of Virginia, State Central Committee

December 5, 2015

# ATTACHMENT A

2016 Delegate Selection (Party Plan section 15.1) (2000 Delegates / 500 Alternates)

Formula\_A

CD	Locality Name	Delegates	Alternates	Total
1	CAROLINE COUNTY	7	2	9
1	ESSEX COUNTY	3	1	4
1	FAUQUIER COUNTY	3	1	4
1	FREDERICKSBURG CITY	6	2	8
1	GLOUCESTER COUNTY	8	2	10
1	JAMES CITY COUNTY	19	5	24
1	KING & QUEEN COUNTY	2	0	2
1	KING GEORGE COUNTY	5	1	6
1	KING WILLIAM COUNTY	4	1	5
1	LANCASTER COUNTY	3	1	4
1	MATHEWS COUNTY	2	0	2
1	MIDDLESEX COUNTY	3	1	4
1	NEWPORT NEWS CITY	2	0	2
1	NORTHUMBERLAND COUNTY	3	1	4
1	POQUOSON CITY	2	1	3
1	PRINCE WILLIAM COUNTY	40	10	50
1	RICHMOND COUNTY	2	0	2
1	SPOTSYLVANIA COUNTY	7	2	9
1	STAFFORD COUNTY	29	7	36
1	WESTMORELAND COUNTY	4	1	5
1	WILLIAMSBURG CITY	4	1	5
1	YORK COUNTY	15	4	19
<b>CD 1 TOTAL</b>		<b>173</b>	<b>44</b>	<b>217</b>
2	ACCOMACK COUNTY	8	2	10
2	HAMPTON CITY	11	3	14
2	NEWPORT NEWS CITY	22	5	27
2	NORFOLK CITY	22	5	27
2	NORTHAMPTON COUNTY	3	1	4
2	VIRGINIA BEACH CITY	101	25	126
<b>CD 2 TOTAL</b>		<b>167</b>	<b>41</b>	<b>208</b>
3	CHARLES CITY COUNTY	2	1	3
3	HAMPTON CITY	29	7	36
3	HENRICO COUNTY	31	8	39
3	NEWPORT NEWS CITY	23	6	29
3	NORFOLK CITY	38	10	48
3	PETERSBURG CITY	11	3	14
3	PORTSMOUTH CITY	28	7	35

3	PRINCE GEORGE COUNTY	3	1	4
3	RICHMOND CITY	53	13	66
3	SURRY COUNTY	2	0	2
	<b>CD 3 TOTAL</b>	<b>220</b>	<b>56</b>	<b>276</b>
4	AMELIA COUNTY	3	1	4
4	CHESAPEAKE CITY	56	14	70
4	CHESTERFIELD COUNTY	45	11	56
4	COLONIAL HEIGHTS CITY	3	1	4
4	DINWIDDIE COUNTY	7	2	9
4	EMPORIA CITY	2	0	2
4	FRANKLIN CITY	2	1	3
4	GREENSVILLE COUNTY	3	1	4
4	HOPEWELL CITY	5	1	6
4	ISLE OF WIGHT COUNTY	9	2	11
4	NOTTOWAY COUNTY	4	1	5
4	POWHATAN COUNTY	6	1	7
4	PRINCE GEORGE COUNTY	5	1	6
4	SOUTHAMPTON COUNTY	5	1	6
4	SUFFOLK CITY	23	6	29
4	SUSSEX COUNTY	3	1	4
	<b>CD 4 TOTAL</b>	<b>181</b>	<b>45</b>	<b>226</b>
5	ALBEMARLE COUNTY	29	7	36
5	APPOMATTOX COUNTY	3	1	4
5	BEDFORD COUNTY	9	2	11
5	BRUNSWICK COUNTY	5	1	6
5	BUCKINGHAM COUNTY	4	1	5
5	CAMPBELL COUNTY	11	3	14
5	CHARLOTTE COUNTY	3	1	4
5	CHARLOTTESVILLE CITY	14	3	17
5	CUMBERLAND COUNTY	2	1	3
5	DANVILLE CITY	11	3	14
5	FAUQUIER COUNTY	12	3	15
5	FLUVANNA COUNTY	6	2	8
5	FRANKLIN COUNTY	12	3	15
5	GREENE COUNTY	4	1	5
5	HALIFAX COUNTY	8	2	10
5	HENRY COUNTY	3	1	4
5	LUNENBURG COUNTY	3	1	4
5	MADISON COUNTY	3	1	4
5	MECKLENBURG COUNTY	7	2	9
5	NELSON COUNTY	4	1	5
5	PITTSYLVANIA COUNTY	13	3	16
5	PRINCE EDWARD COUNTY	5	1	6
5	RAPPAHANNOCK COUNTY	2	0	2

	<b>CD 5 TOTAL</b>	<b>173</b>	<b>44</b>	<b>217</b>
6	AMHERST COUNTY	7	2	9
6	AUGUSTA COUNTY	14	4	18
6	BATH COUNTY	1	0	1
6	BEDFORD COUNTY	6	2	8
6	BOTETOURT COUNTY	7	2	9
6	BUENA VISTA CITY	1	0	1
6	HARRISONBURG CITY	10	3	13
6	HIGHLAND COUNTY	1	0	1
6	LEXINGTON CITY	2	0	2
6	LYNCHBURG CITY	17	4	21
6	PAGE COUNTY	5	1	6
6	ROANOKE CITY	24	6	30
6	ROANOKE COUNTY	16	4	20
6	ROCKBRIDGE COUNTY	5	1	6
6	ROCKINGHAM COUNTY	15	4	19
6	SHENANDOAH COUNTY	8	2	10
6	STAUNTON CITY	6	1	7
6	WARREN COUNTY	8	2	10
6	WAYNESBORO CITY	4	1	5
	<b>CD 6 TOTAL</b>	<b>157</b>	<b>39</b>	<b>196</b>
7	CHESTERFIELD COUNTY	35	9	44
7	CULPEPER COUNTY	10	2	12
7	GOOCHLAND COUNTY	5	1	6
7	HANOVER COUNTY	23	6	29
7	HENRICO COUNTY	56	14	70
7	LOUISA COUNTY	8	2	10
7	NEW KENT COUNTY	4	1	5
7	ORANGE COUNTY	8	2	10
7	RICHMOND CITY	10	3	13
7	SPOTSYLVANIA COUNTY	20	5	25
	<b>CD 7 TOTAL</b>	<b>179</b>	<b>45</b>	<b>224</b>
8	ALEXANDRIA CITY	45	11	56
8	ARLINGTON COUNTY	70	17	87
8	FAIRFAX COUNTY	99	25	124
8	FALLS CHURCH CITY	5	1	6
	<b>CD 8 TOTAL</b>	<b>219</b>	<b>54</b>	<b>273</b>
9	ALLEGHANY COUNTY	4	1	5
9	BLAND COUNTY	1	0	1
9	BRISTOL CITY	3	1	4
9	BUCHANAN COUNTY	5	1	6
9	CARROLL COUNTY	6	1	7

9	COVINGTON CITY	1	0	1
9	CRAIG COUNTY	1	0	1
9	DICKENSON COUNTY	3	1	4
9	FLOYD COUNTY	3	1	4
9	GALAX CITY	1	0	1
9	GILES COUNTY	4	1	5
9	GRAYSON COUNTY	3	1	4
9	HENRY COUNTY	8	2	10
9	LEE COUNTY	5	1	6
9	MARTINSVILLE CITY	4	1	5
9	MONTGOMERY COUNTY	22	6	28
9	NORTON CITY	1	0	1
9	PATRICK COUNTY	4	1	5
9	PULASKI COUNTY	7	2	9
9	RADFORD CITY	3	1	4
9	ROANOKE COUNTY	5	1	6
9	RUSSELL COUNTY	6	1	7
9	SALEM CITY	5	1	6
9	SCOTT COUNTY	4	1	5
9	SMYTH COUNTY	6	2	8
9	TAZEWELL COUNTY	8	2	10
9	WASHINGTON COUNTY	11	3	14
9	WISE COUNTY	7	2	9
9	WYTHE COUNTY	6	1	7
	<b>CD 9 TOTAL</b>	<b>147</b>	<b>36</b>	<b>183</b>
10	CLARKE COUNTY	4	1	5
10	FAIRFAX COUNTY	54	13	67
10	FREDERICK COUNTY	16	4	20
10	LOUDOUN COUNTY	81	20	101
10	MANASSAS CITY	9	2	11
10	MANASSAS PARK CITY	3	1	4
10	PRINCE WILLIAM COUNTY	14	4	18
10	WINCHESTER CITY	6	1	7
	<b>CD 10 TOTAL</b>	<b>187</b>	<b>46</b>	<b>233</b>
11	FAIRFAX CITY	6	2	8
11	FAIRFAX COUNTY	147	37	184
11	PRINCE WILLIAM COUNTY	44	11	55
	<b>CD 11 TOTAL</b>	<b>197</b>	<b>50</b>	<b>247</b>
	<b>STATE TOTAL</b>	<b>2000</b>	<b>500</b>	<b>2500</b>

**ATTACHMENT B**

**Democratic Party of Virginia**  
**2016 State / Congressional District Convention**  
*Delegate or Alternate Pre-filing Form*

I, the undersigned, certify that I am a Democrat, am a registered voter in \_\_\_\_\_, subscribe to the principles of the Democratic Party, do not intend to support any candidate who is opposed to a Democratic Nominee in the next ensuing election, and will not participate in the nominating process of any other political party.

**Please Print:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (H) \_\_\_\_\_ (O) \_\_\_\_\_

E-mail \_\_\_\_\_ Fax \_\_\_\_\_

Congressional District \_\_\_\_\_ County \_\_\_\_\_

or City \_\_\_\_\_ Precinct / Ward \_\_\_\_\_

**Filing For: Delegate / Alternate (Circle One)**

**Presidential Candidate Preference** \_\_\_\_\_  
(Candidate Name)

U.S. House Candidate Preference \_\_\_\_\_  
(Candidate Name, Uncommitted, or No Candidate)

**Fees:** State \$10.00 + District \$ \_\_\_\_ + Local \$ \_\_\_\_ = Total \$ \_\_\_\_

*Congressional District, county and city committees may request voluntary administrative fees for each delegate and alternate candidate to the Congressional District Convention. The total may not to exceed \$25.00. No person shall be denied the right to participate in the delegate selection process due to nonpayment of the voluntary administrative fee.*

**County and city committees must submit the certified list of delegates and alternates to the appropriate Congressional District committee.**

If elected a delegate or alternate to my Congressional District and State Conventions, I understand that, having expressed the above candidate preferences, I will in all good conscience vote in that candidate's caucus on the first ballot at both Conventions.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Authorized and paid for by the Democratic Party of Virginia. Contributions to the Democratic Party of Virginia are not tax deductible.*

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**ATTACHMENT C**

**Democratic Party of Virginia**

**CAUCUS DECLARATION FORM 2016**

As stated in Paragraph III.A.3.f of the Virginia Delegate Selection Plan:

“Any person attending a caucus, before participating in that meeting, shall sign a standardized declaration form approved by the State Democratic Party stating that he or she: is a Democrat; does not intend to support any candidate who is opposed to a Democratic nominee in the next ensuing election; is not a member of any other political Party; has not participated and will not participate in the nominating process of any other Party for the ~~2008~~ 2016 Presidential election; and is registered to vote in the jurisdiction in which the caucus is held.”

I, the undersigned, having read the above provisions, hereby state that I am a Democrat, that I do not intend to support any candidate who is opposed to a Democratic nominee in the next ensuing election, that I am not a member of any other political Party, have not participated and will not participate in the nominating process of any other Party for the 2016 Presidential election, and I am a registered voter in the precinct, city, or county listed below.

**PLEASE PRINT:**

NAME \_\_\_\_\_

RESIDENCE ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_

MAILING ADDRESS (if different) \_\_\_\_\_

PHONE (H) \_\_\_\_\_ (O) \_\_\_\_\_

E-MAIL \_\_\_\_\_ (FAX) \_\_\_\_\_

CONGRESSIONAL DISTRICT \_\_\_\_\_

COUNTY OR CITY \_\_\_\_\_

PRECINCT/WARD \_\_\_\_\_

Presidential Preference \_\_\_\_\_  
(Candidate Name)

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

*Paid for and Authorized by Democratic Party of Virginia*



## Attachment D: Timetable (Reg.2.2.B.)

*Note: Certain primary-associated deadlines are set by the Virginia State Board of Elections and are subject to change when the Board adopts its 2016 election schedule.*

Date	Activity
<b>2015</b>	
March 9	Delegate Selection Affirmative Action Committee members were appointed by the State Chair.
March 15	State Party Chair certifies compliance with Affirmative Action requirements and submits names and information of Affirmative Action Committee.
March 28	Proposed Delegate Selection and Affirmative Action plans are tentatively approved for public comment by State Party Chair.
March 28	Public comments are solicited on the proposed Delegate Selection and Affirmative Action Plans. Press releases are mailed announcing the public comment period.
April 30	Period for public comment on state Plan is concluded. Responses are compiled for review by the Steering Committee of State Central Committee.
May 1	Steering Committee of State Central Committee meets and reviews public comments, and adopts revised Delegate Selection and Affirmative Action Plans for submission to DNC RBC. Press releases are mailed announcing the approval of the Plan.
May 4	Delegate Selection and Affirmative Action Plans are forwarded to the DNC RBC.
June 23	First day on which presidential primary petitions may be circulated. Presidential candidate petition forms are available from the State Party Headquarters. State Board of Elections makes Ballot Access Requirements available.
June 27	Democratic Party of Virginia Steering and Central Committee Meetings (for information only).
September	Democratic Party of Virginia Steering and Central Committee Meetings (for information only).
September 15	State Party begins implementation of the Affirmative Action Plan. Press kits, as described in the Affirmative Action Plan, are sent to all state media.
October 1	Deadline for each announced presidential candidate to submit a statement specifying steps the candidate will take to encourage full participation in the delegate selection process. (Individuals who announce their candidacy after this date must provide this full participation statement to the State Party not later than 30 days after their announcement.)
December 2 (5 pm)	State Party Chair to notify State Board of Elections of decision to hold a presidential primary, the method of delegate selection, and requirements for voter participation. Potential candidate petition forms are available from the State Party Committee Headquarters.
December 10	Deadline for submission of presidential candidate Declaration of Candidacy and petitions to State Board of Elections.
December 15	Deadline for State Party Chair to certify names of candidates deemed qualified to appear on the presidential primary ballot.
December 17	State Board of Elections conducts drawing for placement of candidate names on presidential primary ballot. Delegate and Alternate candidates may obtain the statement of candidacy and pledge of support forms and filing instructions form State Party Committee Headquarters, in person, by mail or from State Party's website ( <a href="http://www.vademocrats.org">www.vademocrats.org</a> ).

<b>Date</b>	<b>Activity</b>
<b>2016</b>	
January 8	Presidential candidate deadline for certifying the name(s) of their authorized representative(s) to the State Party.
February 9	<b>Last day to register to vote in the presidential primary.</b>
February 12	County and city parties to notify State Party of method of nomination of delegates and alternates and dates and locations of local caucuses (and conventions, if applicable).
February 23	Deadline for receipt of absentee ballot application to vote by mail in presidential primary.
February 26	Congressional districts to notify State Party of date and time of district conventions. District Committees to select members of the State Convention temporary Credentials, Rules, and Resolutions Committees.
February 27	Last day to vote in-person absentee for March 1 primary.
March 1	<b>Presidential preference primary</b>
March 1	DNC confirms names of unpledged PLEO delegates.
March 5	State Central Committee issues Call to Convention by this date.
March 15	State Board of Elections meets to ascertain and certify primary results.
March 21	County and city Calls to Caucus completed and forwarded to State Party and Congressional District Chairs.
April 6	Congressional District Calls to Convention issued.
April 7	Temporary rules available for caucuses held on April 16 or April 18.
April 9	5:00 p.m. pre-filing deadline for State/District Convention delegates and alternates elected at April 16 caucuses.
April 11	5:00 p.m. pre-filing deadline for State/District Convention delegates and alternates elected at April 18 caucuses.
April 14	7:00 p.m. County and city absentee, in-person voting for unassembled caucuses (optional)
<b>April 16: 12:00 p.m.</b> <b>April 18: 7:30 p.m.</b>	<b>County and City caucuses</b>
April 21, April 23	County and city chairs provide list of elected delegates and alternates to the district and State Conventions. April 21 (for April 16 caucuses) April 23 (for April 18 caucuses)
April 22, April 29 or May 6	Filing deadlines for district-level delegate and alternate candidates will be 5:00 p.m. (15 days prior to convention) April 22 (for May 7 conventions) April 29 (for May 14 conventions) May 6 (for May 21 conventions)
April 23, April 30 or May 7	State Party provides list of district-level delegate and alternate candidates to the respective Presidential candidates. (14 days prior to convention) April 23 (for May 7 District conventions) April 30 (for May 14 District conventions) May 7 (for May 21 District conventions)
April 29,	Presidential candidates provide list of approved district-level delegate and alternate

<b>Date</b>	<b>Activity</b>
May 6 or May 13	candidates to State Party. (8 days prior to convention) April 29 (for May 7 conventions) May 6 (for May 14 conventions) May 13 (for May 21 conventions)
May 2, May 9 or May 16	Deadline for the State Party Chair to certify in writing to the Co-Chairs of the DNC RBC whether each presidential candidate has used their best efforts to ensure that their respective district level delegate and alternate candidates meet the affirmative action and inclusion considerations and goals detailed in the Affirmative Action section of this Plan. May 2 (for May 7 conventions) May 9 (for May 14 conventions) May 16 (for May 21 conventions)
<b>May 7, May 14 or May 21</b>	<b>Congressional District Conventions</b>
May 11, 18 or 25	Congressional district chairs must certify in writing to the State Party Chair the election of the district-level National Convention delegates and alternates.
May 15, 22 or 29	State Party certifies elected district-level delegates and alternates to the Secretary of the DNC.
May 25	5:00 p.m. At-large delegate and alternate and pledged PLEO candidate deadline for filing the statement of candidacy and pledge of support forms with State Party.
May 26	5:00 p.m. State Party provides list of PLEO and at-large delegate and alternate candidates to the respective Presidential candidates.
May 27	Final date for certification by State Chair of Presidential candidates' affirmative action efforts.
June 2	5:00 p.m. Presidential candidates provide approved list of pledged PLEO delegates to State Party.
June 2	Deadline for the State Party Chair to certify in writing to the Co-Chairs of the DNC RBC whether each presidential candidate has used their best efforts to ensure that their respective pledged PLEO delegate and At-Large delegate and alternate candidates meet the affirmative action and inclusion considerations and goals detailed in the Affirmative Action section of this Plan
<b>June 18</b>	<b>State Convention convenes.</b> Pledged PLEO delegates selected. Within 30 minutes following selection of PLEO delegates, presidential candidates provide approved list of at-large delegate and alternate candidates to State Party. State Convention elects at-large delegates and alternates. (Candidates may file for at-large delegates and alternates and pledged PLEO positions at the same time.) Following election of at-large delegates and alternates, Presidential candidates submit lists of candidates for standing committee members to State Party Chair.
June 18 Convention Date	National Convention delegation meeting held. Delegates select National Convention standing committee members and delegation chair. State Chair names convention pages.
June 20 (Monday following Convention)	Deadline for State Party Chair to certify to the Secretary of the DNC the delegation chair, standing committee members, and pages.
June 24 (Friday following Convention)	Deadline for State Party Chair to certify to the Secretary of the DNC the remainder of elected delegates and alternates (PLEOs, and at-large), and the presidential preferences of pledged PLEOs and At-Large Delegates and Alternates and the Presidential Preference (including uncommitted) of the State's Unpledged Delegates.