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## DPVA 2011 NOMINATIONS MEMO

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**TO:** Local Committee Chairs  
**FROM:** Don Mark, Political Director  
**Date:** 5//19/2011  
**RE:** Guide to Nominating Candidates in 2011: UPDATED

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## **HOUSE and SENATE District Nominating Committees**

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*How does the Democratic Party nominate a candidate for the House of Delegates? A Legislative District Nominating Committee comes together and handles the nomination (either by primary, caucus or convention).*

At this point you should be thinking about naming your House and Senate District Nominating Committees. The local chair of the jurisdiction with the largest number of voters should take the lead in organizing the Nominating Committee. If you know that a Nominating Committee needs to be formed in your District, but the Chair of the largest jurisdiction has not taken the lead in calling a meeting, try a gentle reminder call to that Chair. If this doesn't work, contact Don Mark at the State Party.

Included in this memorandum is a discussion of the formation and duties of the nominating committee and an example of how to set up a nominating committee for Senate District 5.

**We have included a discussion and a sample of the Call in a separate section of this packet.**

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### **The Rules**

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House and Senate district Nominating Committees should be set up as follows (please refer to the Sections cited below in the *Party Plan* included in the packet):

- For Senate and House Districts located within a single jurisdiction, the nominating committee is the local committee (Section 7.1).
- For House and Senate Districts which cross jurisdictional boundaries, the nominating committee is composed of the Local Chairs (or their appointed representatives) of the represented jurisdictions. A Local Chair can only serve on the nominating committee of the House and Senate District in which the Local Chair resides. The Local Chair must appoint a representative to the Nominating Committee for Districts which are within their jurisdiction but in which he or she does not reside (Section 7.3).
- The weight of each person's vote on the Nominating Committee is the same as the percentage of the total number of votes received by the Democratic candidate receiving the most votes in the most recent general election for all precincts in the District (Section 7.4). This is not as confusing as it sounds! See the spreadsheet in the next section.
- Each Nominating Committee is responsible for electing a Chair and a Secretary and other officers as it deems necessary for it to conduct business (Section 7.5).
- In the absence of an incumbent Democratic member of the House of Delegates or State Senate, the Nominating Committee shall determine the manner in which nominations will be made. Nominations may be made by primary, convention, or caucus.
- Where there is an incumbent Democratic member of the House and Senate, the incumbent chooses the method of nomination and files with the Nominating Committee Chair.
- If the incumbent General Assembly member makes no choice of the method of nomination, the Nominating Committee may determine the method of nomination.
- Once the method of nomination has been chosen, the Chair of the Nominating Committee has 7 days to notify, *in writing*, the State Party of the decision (Section 7.2).
- *Nominating Committees are responsible for all aspects of the nominating process within their respective districts.* The Chair of each Nominating Committee is responsible for informing the State Party of the composition of the Committee.

- If it chooses a convention or caucus, the Nominating Committee is responsible for preparing the call to convention or caucus.
- Note that you can read the specific boundaries of any House and Senate District by going to this link: <http://dlsGIS.state.va.us/Ref/BoundaryDescExplan.htm>

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### An Example

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We'll use Senate District 5 (SD 5), Senator Yvonne Miller's District, as an example of a multi-jurisdictional District. The 5<sup>th</sup> Senate District covers a portion of: the city of Chesapeake, the city of Norfolk and the city of Virginia Beach. There are three jurisdictions so there will be three members of the Nominating Committee. Of the three chairs, only one actually lives in SD 5. The other two chairs must appoint representatives to the Nominating Committee; these representatives must live in the 5<sup>th</sup> Senate District. Norfolk has the most registered voters in the District, so the Norfolk Chair is responsible for calling the first meeting of the Nominating Committee and ensuring that the committee is established.

Once the three members of the Nominating Committee have been appointed, they must meet and elect a Chair and a Secretary and other officers they find they need. The weight of each person's vote will depend on the vote of the last election.

Once the three members of the Nominating Committee have been appointed, they must meet and elect a Chair and a Secretary and other officers they find they need (you can do this by phone or email). The weight of each person's vote will depend on **the vote of the last election (the percent of the Democratic vote cast)**. In many cases the weights represent the 2009 Governor's race. DPVA staff has calculated those percentages and they are in the spreadsheet below.

You may never need to use the weights. Likely, when it comes time to decide how to nominate a candidate (primary/caucus/convention) and any logistical details (date/time/place), you will all agree – but if not, any votes are weighted by these percentages. We encourage all Nominating Committees to reach a consensus on most decisions. However, if a consensus can't be reached the percentages will help.

In SD 5, the numbers show the following:

Norfolk (City)	73.98%
Chesapeake (City)	18.26%
Virginia Beach (City)	7.76%

These ratios represent the weight of each member of the nominating committee. In this case, Norfolk controls the nominating committee as the combined vote of the other two jurisdictions only equals 26.02% thus even if the other two join forces, they cannot overrule a preference expressed by Norfolk.

### Breakdown of Each City or County's Percent of Senate Districts

Senate District	Locality	Lead Committee	Co%
1	Hampton (City)		8.8%
1	James City		9.6%
1	Newport News (City)	X	66.4%
1	Suffolk (City)		1.7%
1	Williamsburg (City)		7.6%
1	York		5.9%
2	Hampton (City)	X	60.8%
2	Newport News (City)		18.1%
2	Portsmouth (City)		7.4%
2	York		13.6%
3	Gloucester		16.5%
3	Hampton (City)		3.1%
3	Isle of Wight		9.8%
3	James City	X	28.0%
3	King and Queen		3.0%
3	King William		7.0%
3	New Kent		8.9%
3	Poquoson (City)		6.8%
3	Suffolk (City)		1.3%
3	Surry		0.0%
3	York		15.7%
4	Caroline		10.8%
4	Charles City		0.0%
4	Essex		4.5%
4	Hanover	X	43.2%
4	King George		2.0%
4	Lancaster		7.8%
4	Middlesex		6.4%
4	Northumberland		8.1%
4	Richmond		3.7%
4	Spotsylvania		10.8%
4	Westmoreland		2.8%
5	Chesapeake (City)	X	53.9%
5	Norfolk (City)		46.1%
6	Accomack		24.0%
6	Mathews		9.8%
6	Norfolk (City)	X	53.7%
6	Northampton		10.7%
6	Virginia Beach (City)		1.7%
7	Norfolk (City)		3.8%
7	Virginia Beach (City)	X	96.2%
8	Virginia Beach (City)	X	100.0%

9	Charles City		4.3%
9	Hanover		6.0%
9	Henrico	X	62.4%
9	Richmond (City)		27.2%
10	Chesterfield	X	49.5%
10	Powhatan		15.4%
10	Richmond (City)		35.1%
11	Amelia		7.0%
11	Chesterfield	X	84.1%
11	Colonial Heights (City)		8.9%
12	Hanover		8.6%
12	Henrico	X	91.4%
13	Loudoun	X	74.4%
13	Prince William		25.6%
14	Chesapeake (City)	X	59.9%
14	Franklin (City)		1.9%
14	Isle of Wight		3.7%
14	Northampton		0.0%
14	Portsmouth (City)		4.6%
14	Southampton		3.6%
14	Suffolk (City)		9.1%
14	Virginia Beach (City)		17.0%
15	Brunswick		5.1%
15	Campbell		5.1%
15	Charlotte		6.7%
15	Danville (City)		3.8%
15	Dinwiddie		8.5%
15	Halifax		8.7%
15	Lunenburg		6.3%
15	Mecklenburg		14.0%
15	Nottoway		7.9%
15	Pittsylvania	X	23.3%
15	Prince George		10.5%
16	Chesterfield	X	29.5%
16	Dinwiddie		7.2%
16	Hopewell (City)		12.3%
16	Petersburg (City)		17.3%
16	Prince George		8.2%
16	Richmond (City)		25.4%
17	Albemarle		15.1%
17	Culpeper		7.9%
17	Fredericksburg (City)		9.2%
17	Louisa		13.7%
17	Orange		20.1%
17	Spotsylvania	X	34.0%
18	Brunswick		3.4%

18	Chesapeake (City)		4.5%
18	Emporia (City)		2.9%
18	Franklin (City)		2.7%
18	Greensville		6.1%
18	Isle of Wight		6.6%
18	Nottoway		0.1%
18	Portsmouth (City)	X	36.0%
18	Southampton		7.1%
18	Suffolk (City)		18.8%
18	Surry		5.3%
18	Sussex		6.6%
19	Bedford		3.0%
19	Carroll		5.0%
19	Floyd		7.6%
19	Franklin		18.6%
19	Montgomery		11.1%
19	Roanoke	X	35.5%
19	Salem (City)		11.9%
19	Wythe		7.3%
20	Carroll		8.5%
20	Danville (City)		18.9%
20	Franklin		8.0%
20	Galax (City)		2.7%
20	Halifax		9.1%
20	Henry	X	26.9%
20	Martinsville (City)		6.7%
20	Patrick		10.2%
20	Pittsylvania		8.9%
21	Giles		10.7%
21	Montgomery		31.4%
21	Roanoke		10.4%
21	Roanoke (City)	X	47.5%
22	Amherst		16.2%
22	Appomattox		8.5%
22	Buckingham		6.7%
22	Cumberland		4.9%
22	Fluvanna		14.0%
22	Goochland		15.4%
22	Louisa		4.7%
22	Lynchburg (City)	X	20.3%
22	Prince Edward		9.2%
23	Bedford	X	32.8%
23	Bedford (City)		2.5%
23	Botetourt		21.5%
23	Campbell		20.0%
23	Craig		2.6%



23	Lynchburg (City)		13.4%
23	Petersburg (City)		0.0%
23	Roanoke		7.2%
24	Albemarle		0.1%
24	Augusta	X	36.6%
24	Culpeper		8.8%
24	Greene		8.7%
24	Madison		7.5%
24	Rockingham		18.3%
24	Staunton (City)		11.3%
24	Waynesboro (City)		8.9%
25	Albemarle	X	41.8%
25	Alleghany		7.7%
25	Bath		3.1%
25	Buena Vista (City)		2.3%
25	Charlottesville (City)		17.4%
25	Covington (City)		2.6%
25	Highland		2.0%
25	Lancaster		0.0%
25	Lexington (City)		2.5%
25	Nelson		8.7%
25	Rockbridge		11.9%
26	Harrisonburg (City)		13.5%
26	Page		15.2%
26	Rappahannock		6.0%
26	Rockingham		22.6%
26	Shenandoah	X	25.5%
26	Warren		17.2%
27	Clarke		8.6%
27	Culpeper		3.4%
27	Fauquier	X	35.4%
27	Frederick		34.8%
27	Loudoun		3.0%
27	Rappahannock		0.0%
27	Stafford		4.5%
27	Winchester (City)		10.3%
28	King George		9.0%
28	Lancaster		0.1%
28	Prince William		26.7%
28	Richmond		0.0%
28	Spotsylvania		7.9%
28	Stafford	X	51.0%
28	Westmoreland		5.3%
29	Manassas (City)		23.0%
29	Manassas Park (City)		5.5%
29	Prince William	X	71.5%

30	Alexandria (City)	X	43.2%
30	Arlington		23.1%
30	Fairfax		33.7%
31	Arlington	X	50.6%
31	Fairfax		38.5%
31	Loudoun		10.9%
32	Arlington		21.5%
32	Fairfax	X	78.5%
33	Fairfax		27.5%
33	Loudoun	X	72.5%
34	Fairfax	X	88.5%
34	Fairfax (City)		11.5%
35	Alexandria (City)		10.2%
35	Fairfax	X	79.2%
35	Falls Church (City)		10.6%
36	Fairfax		45.2%
36	Prince William	X	49.7%
36	Stafford		5.0%
37	Fairfax	X	100.0%
38	Bland		4.0%
38	Buchanan		10.9%
38	Dickenson		7.8%
38	Montgomery		0.0%
38	Norton (City)		2.0%
38	Pulaski		19.5%
38	Radford (City)		6.3%
38	Russell		16.4%
38	Smyth		2.6%
38	Tazewell	X	22.6%
38	Wise		8.0%
39	Alexandria (City)		14.9%
39	Fairfax	X	63.9%
39	Prince William		21.1%
40	Bristol (City)		8.3%
40	Grayson		9.3%
40	Lee		10.7%
40	Scott		11.9%
40	Smyth		13.4%
40	Washington	X	29.8%
40	Wise		9.2%
40	Wythe		7.5%

### Breakdown of Each City or County's Percent of House Districts

District	Locality	Lead Committee	Co%
1	Lee		29.9%
1	Norton (City)		5.6%
1	Scott	X	33.2%
1	Wise		31.4%
2	Prince William		46.8%
2	Stafford	X	53.2%
3	Bland		10.2%
3	Buchanan		27.4%
3	Russell		5.6%
3	Tazewell	X	56.9%
4	Dickenson		18.7%
4	Russell		32.0%
4	Washington	X	35.3%
4	Wise		14.0%
5	Bristol (City)		19.7%
5	Galax (City)		6.9%
5	Grayson		22.3%
5	Smyth		14.4%
5	Washington	X	36.7%
6	Carroll		36.9%
6	Smyth		23.1%
6	Wythe	X	40.0%
7	Floyd		22.9%
7	Montgomery	X	40.6%
7	Pulaski		36.5%
8	Craig		6.4%
8	Montgomery		17.8%
8	Roanoke	X	47.4%
8	Salem (City)		28.4%
9	Franklin	X	60.1%
9	Henry		16.1%
9	Patrick		23.8%
10	Clarke		8.4%
10	Frederick		18.3%
10	Loudoun	X	73.3%
11	Roanoke (City)	X	100.0%
12	Giles		27.5%
12	Montgomery	X	47.0%
12	Pulaski		8.8%
12	Radford (City)		16.7%
13	Manassas Park (City)		12.1%
13	Prince William	X	87.9%
14	Danville (City)	X	54.2%
14	Henry		18.6%

14	Pittsylvania		27.2%
15	Page		31.2%
15	Rockingham		6.1%
15	Shenandoah	X	52.4%
15	Warren		10.2%
16	Henry		28.9%
16	Martinsville (City)		16.1%
16	Pittsylvania	X	55.0%
17	Botetourt		9.0%
17	Roanoke	X	72.9%
17	Roanoke (City)		18.1%
18	Culpeper		16.4%
18	Fauquier	X	53.2%
18	Rappahannock		13.3%
18	Warren		17.1%
19	Alleghany		17.8%
19	Bedford		25.5%
19	Bedford (City)		6.3%
19	Botetourt	X	44.4%
19	Covington (City)		5.9%
20	Augusta	X	31.5%
20	Highland		5.1%
20	Nelson		12.9%
20	Staunton (City)		28.3%
20	Waynesboro (City)		22.3%
21	Chesapeake (City)		8.7%
21	Virginia Beach (City)	X	91.3%
22	Bedford	X	44.8%
22	Campbell		22.7%
22	Franklin		12.7%
22	Lynchburg (City)		19.8%
23	Amherst		11.2%
23	Bedford		25.4%
23	Lynchburg (City)	X	63.4%
24	Amherst		27.8%
24	Augusta		20.6%
24	Bath		8.1%
24	Buena Vista (City)		6.1%
24	Lexington (City)		6.6%
24	Rockbridge	X	30.9%
25	Albemarle		33.7%
25	Augusta	X	35.0%
25	Rockingham		31.3%
26	Harrisonburg (City)		43.1%
26	Rockingham	X	56.9%
27	Chesterfield	X	100.0%

28	Fredericksburg (City)		11.3%
28	Stafford	X	88.7%
29	Frederick	X	59.0%
29	Warren		11.7%
29	Winchester (City)		29.3%
30	Culpeper		33.5%
30	Madison		20.7%
30	Orange	X	45.9%
31	Fauquier		24.9%
31	Prince William	X	75.1%
32	Loudoun	X	100.0%
33	Clarke		14.1%
33	Frederick		18.7%
33	Loudoun	X	67.2%
34	Fairfax	X	73.9%
34	Loudoun		26.1%
35	Fairfax	X	100.0%
36	Fairfax	X	100.0%
37	Fairfax	X	59.5%
37	Fairfax (City)		40.5%
38	Fairfax	X	100.0%
39	Fairfax	X	100.0%
40	Fairfax	X	83.5%
40	Prince William		16.5%
41	Fairfax	X	100.0%
42	Fairfax	X	100.0%
43	Fairfax	X	100.0%
44	Fairfax	X	100.0%
45	Alexandria (City)	X	74.7%
45	Arlington		19.3%
45	Fairfax		6.0%
46	Alexandria (City)	X	100.0%
47	Arlington	X	100.0%
48	Arlington	X	64.3%
48	Fairfax		35.7%
49	Arlington	X	76.2%
49	Fairfax		23.8%
50	Manassas (City)		49.5%
50	Prince William	X	50.5%
51	Prince William		100.0%
52	Prince William	X	100.0%
53	Fairfax	X	76.6%
53	Falls Church (City)		23.4%
54	Caroline		3.3%
54	Spotsylvania	X	96.7%
55	Caroline		18.6%

55	Hanover	X	73.8%
55	Spotsylvania		7.6%
56	Goochland		21.3%
56	Henrico	X	37.5%
56	Louisa		37.1%
56	Spotsylvania		4.1%
57	Albemarle		45.8%
57	Charlottesville (City)	X	54.2%
58	Albemarle	X	44.6%
58	Fluvanna		22.8%
58	Greene		19.4%
58	Rockingham		13.2%
59	Albemarle		13.7%
59	Appomattox		21.3%
59	Buckingham		16.7%
59	Campbell	X	38.7%
59	Nelson		9.7%
60	Campbell		8.4%
60	Charlotte		18.2%
60	Halifax	X	46.9%
60	Prince Edward		26.4%
61	Amelia		19.8%
61	Cumberland		13.0%
61	Lunenburg		11.8%
61	Mecklenburg	X	35.2%
61	Nottoway		20.2%
62	Chesterfield	X	64.4%
62	Henrico		14.7%
62	Hopewell (City)		19.8%
62	Prince George		1.1%
63	Chesterfield		16.9%
63	Dinwiddie		27.8%
63	Hopewell (City)		5.6%
63	Petersburg (City)	X	39.8%
63	Prince George		9.9%
64	Franklin (City)		4.7%
64	Isle of Wight	X	43.8%
64	Northampton		0.0%
64	Prince George		25.2%
64	Southampton		7.8%
64	Suffolk (City)		8.2%
64	Surry		8.3%
64	Sussex		2.1%
65	Chesterfield	X	42.9%
65	Fluvanna		7.7%
65	Goochland		13.0%

65	Powhatan		36.5%
66	Chesterfield	X	77.8%
66	Colonial Heights (City)		22.2%
67	Fairfax	X	91.4%
67	Loudoun		8.6%
68	Chesterfield	X	51.2%
68	Henrico		6.4%
68	Richmond (City)		42.5%
69	Chesterfield		5.5%
69	Richmond (City)	X	94.5%
70	Chesterfield		37.1%
70	Henrico	X	44.9%
70	Richmond (City)		18.0%
71	Henrico		8.8%
71	Richmond (City)	X	91.2%
72	Henrico	X	100.0%
73	Henrico	X	100.0%
74	Charles City		10.7%
74	Henrico	X	87.1%
74	Richmond (City)		2.2%
75	Brunswick	X	22.5%
75	Dinwiddie		13.5%
75	Emporia (City)		7.1%
75	Franklin (City)		5.4%
75	Greensville		14.8%
75	Isle of Wight		1.2%
75	Lunenburg		4.6%
75	Southampton		16.5%
75	Surry		1.4%
75	Sussex		13.0%
76	Chesapeake (City)	X	52.7%
76	Suffolk (City)		47.3%
77	Chesapeake (City)	X	82.6%
77	Suffolk (City)		17.4%
78	Chesapeake (City)	X	100.0%
79	Norfolk (City)		19.4%
79	Portsmouth (City)	X	80.6%
80	Chesapeake (City)		8.1%
80	Norfolk (City)		6.7%
80	Portsmouth (City)	X	73.4%
80	Suffolk (City)		11.8%
81	Chesapeake (City)		47.3%
81	Virginia Beach (City)	X	52.7%
82	Virginia Beach (City)	X	100.0%
83	Norfolk (City)		34.1%
83	Virginia Beach (City)	X	65.9%

84	Virginia Beach (City)	X	100.0%
85	Virginia Beach (City)	X	100.0%
86	Fairfax	X	87.7%
86	Loudoun		12.3%
87	Loudoun	X	79.7%
87	Prince William		20.3%
88	Fauquier		12.0%
88	Fredericksburg (City)		13.0%
88	Spotsylvania	X	40.8%
88	Stafford		34.2%
89	Norfolk (City)	X	100.0%
90	Norfolk (City)	X	62.7%
90	Virginia Beach (City)		37.3%
91	Hampton (City)	X	51.3%
91	Poquoson (City)		21.7%
91	York		27.0%
92	Hampton (City)	X	100.0%
93	James City	X	37.5%
93	Newport News (City)		31.9%
93	Williamsburg (City)		16.5%
93	York		14.1%
94	Newport News (City)	X	100.0%
95	Hampton (City)		27.3%
95	Newport News (City)	X	72.7%
96	James City	X	60.3%
96	York		39.7%
97	Hanover	X	64.4%
97	King William		12.9%
97	New Kent		22.7%
98	Essex		11.0%
98	Gloucester	X	45.7%
98	King and Queen		8.2%
98	King William		5.3%
98	Mathews		14.2%
98	Middlesex		15.5%
99	Caroline		7.3%
99	King George	X	23.5%
99	Lancaster		20.5%
99	Northumberland		21.1%
99	Richmond		9.6%
99	Westmoreland		17.9%
100	Accomack	X	47.7%
100	Norfolk (City)		31.1%
100	Northampton		21.3%



**The Chair will accept filings from candidates and file in turn with the State Board of Elections. It is very important that the Chair of the Nominating Committee follows through and performs the required duties.**

If you have any questions about this process, talk with the other chairs involved on the nominating committee who have been through this before, or please contact Don Mark, Political Director at the State Party, 804.644.1966, ext.227, or [dmark@vademocrats.org](mailto:dmark@vademocrats.org).

We will do our best to get you through this process with a minimum of trouble. Remember, the *Party Plan* provides plenty of guidance and is the governing document for this process.

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### Methods of Nomination

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According to the *Party Plan*, nominations may be made by one of the following methods:

- primary,
- convention, or
- caucus (Section 7.2).

Each has advantages and disadvantages that both candidates and committees should weigh before deciding on a specific method.

The choice of the nominating process is made by either an incumbent officeholder **or** by the nominating committee. ***Incumbent Democrats in the General Assembly are allowed to choose their own method of nomination*** (Section 12.3).

**For city, county and other local races**, two general rules apply *as a matter of practice* (not as required). First, if there is an incumbent Democrat, *as a courtesy* your Nominating Committee should ask the incumbent what method they prefer. However, the Committee may choose a method other than what the incumbent requests. If there is no incumbent, the method of nomination for all local offices is determined by the local or nominating committee (Sections 8.12 and 12.4). Even if your incumbent was last chosen by a caucus or convention, *we strongly recommend that you talk with the incumbent before you decide on a nominating process* – it is always better to cooperate than to confront.

Each candidate will file a Declaration of Candidacy (sample form is enclosed – this is an internal Party document) with the Chair of the Nominating Committee. The Declaration may be as simple as a letter stating the candidate's intentions or it may be a form such as the one we've included in this packet. The Nominating Committee will decide both the format of the Declaration of Candidacy and the amount (if any) of the Candidate filing fee.

In the following sections we have included descriptions and discussions of the three methods of nomination, with references to the appropriate Sections of the *Party Plan*.

All deadlines mentioned in this document come from the State Board of Election's ***Candidate Information Bulletins*** found online at this link (the calendar is on page 2): <http://www.sbe.state.va.us/Election/Candidates/Bulletins/Default.html>

You should refer any of your candidates for any office to the appropriate **Candidate Informational Bulletin** listed for the office they are seeking.

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## The Primary

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Primaries are covered by the *Code of Virginia* (Chapter 5, Article 4 of the 2001 edition of Virginia Election Law) as well as by the *Party Plan* (Article 13).

**This year, all primaries will be held on August 23<sup>rd</sup>**. Each nominating committee chair must notify both the State Board and the State Party that a primary has been selected as the method of nomination.

**Notification of adoption of a primary must be filed with the State Board of Elections (SBE) by the Nominating Committee Chair no sooner than May 27<sup>th</sup> and no later than June 3<sup>rd</sup>**. You **must** notify the State Board, **in writing**, of all offices for which a primary has been chosen, and include any forms filed with you by incumbent members of the General Assembly. (The SBE mails the forms in advance to all local chairs – you will receive the packet from that office. Incumbent members receive the form directly from the SBE.)

Primary costs are paid by each jurisdiction's local government. Nominating Committees bear **NONE** of the cost associated with a Primary. In addition, **if there is only one candidate filed, the Primary is cancelled and the one candidate becomes the nominee.** (*This is why most incumbents pick this option, if they don't expect to have any challengers for the nomination.*)

There are only minimal requirements for Committees opting for a primary.

- The Chair of the Nominating Committee will accept all candidate filing material (forms, petitions, etc.) as required by the Code of Virginia. (Section 13.2)
- Finally, all committee members are required to encourage broad participation by voters.

### Candidate Declarations and Petitions

A 'Declaration of Candidacy' form is prepared and distributed by the State Board of Elections. It must be filed at the same time with petitions with the Nominating Committee Chair no earlier than June 7<sup>th</sup> at noon and no later than June 15<sup>th</sup> at 5:00 p.m. Nominating Committee Chairs must then certify candidates (by filling out the appropriate State Board of Elections certification form) to the State Board (for General Assembly candidates) or the local Registrar (for local candidates) by June 17<sup>th</sup> at 5:00 p.m. Local Chairs should have copies of all required forms.

**Note:** There is a State Board of Elections 'Declaration of Candidacy' form used for a Primary, and an internal Party Declaration of Candidacy form (sample included in this packet) for when a candidate is nominated by caucus or convention (methods other than Primary), following the rules of the Party.

We've included a copy of the lists of requirements for the various offices and citations of the relevant sections of the Code of Virginia. If you also need copies of forms, contact the State Board of Elections or your local registrar.

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## The Caucus

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The conduct of Caucuses is entirely governed by the *Party Plan*. The only requirements imposed by the Commonwealth of Virginia on this method of nomination are on the forms to be filed and the period during which the caucus may take place. (Party Chairs and incumbents will receive a packet from the State Board in February with these forms.)

***Nominations through processes other than primary may occur no earlier than July 1<sup>st</sup> and must be completed by 7:00 p.m. August 23<sup>rd</sup>.*** Certification of candidates by the Nominating Committee Chair to the State Board of Elections (for General Assembly candidates) or the local Registrar (for local candidates) must be done by August 26<sup>th</sup> at 5:00 p.m.

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### THE CALL TO CAUCUS

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The first task of the nominating committee, once a caucus has been chosen as the method of nomination, is the drafting of a document called the Call to Caucus.

As per Section 14.2 of the *Party Plan*, any committee issuing a Call to a Caucus:

- Must specify the time, place, and purpose of the caucus;
- May restrict the caucus to the purpose stated in the call;
- Shall make all caucus arrangements;
- Shall ensure that the caucus is held in accordance with the *Party Plan*.

Each caucus must be governed by a Call to Caucus, which must include:

- The time, place and purpose of the caucus;
- Specification of assembled (mass meeting) or unassembled caucus (firehouse primary);
- Prefiling requirements, including fees, if any;
- The basis of allocation of votes;
- Notice requirements;
- A description of caucus committees, if any;
- A statement about affirmative action;
- Specification of the method of distribution of the call;
- Candidate filing fees and deadlines.

The Call to Caucus is drafted, adopted, and distributed by the Legislative District Nominating Committee.

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### ASSEMBLED V. UNASSEMBLED CAUCUSES

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There are two types of caucuses:

- Assembled (also known as a mass meeting), and
- Unassembled (sometimes called a firehouse primary).

Each has merits and the type of caucus you choose is largely a matter of local preference and tradition.

**The Assembled Caucus** is highly structured. There is a definite starting time. Everyone meets in the same room at the same time. Doors are locked and no one is admitted after the caucus begins. Those who leave during the caucus may not be allowed to return. Persons standing in line at the time the caucus is to begin are usually allowed to participate. We have attached sample rules for an Assembled Caucus that you may use as a guide.

**The Unassembled Caucus** is much looser in its operation. Voting takes place over a period of time and people are allowed to come in, vote, and leave – similar to a polling place on Election Day. This type of caucus usually runs for a few hours. Sample rules for an Unassembled Caucus are attached.

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### NOTICE REQUIREMENTS

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Every Democratic caucus or convention must be publicized in a newspaper of general circulation in the jurisdiction in which the caucus or convention will be held or posted on the DPVA website, local committee website and emailed to general membership. The notice must provide the time, place and method of selection and must run *at least 7 days but no more than 2 weeks prior* to the date of the caucus or convention. For a newspaper, the notice must be at least 2 columns wide (normally 4 ¼ inches) and three inches long and contain your disclaimer line ("Authorized and paid for by the [YourCommitteeName] Democratic Committee") as well as the tag line "Paid Political Advertisement" at the top of the ad. (Article 9) For Legislative District Committees, rather than setting up an entire new bank account, usually one local committee handles the money, so the disclaimer line would read: "Authorized by the 3<sup>rd</sup> Legislative District Committee and Paid for by the Tazewell County Democratic Committee."

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### FEES

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*No fee of any kind may be charged to attend and vote at a caucus.*

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### CAUCUS PARTICIPATION

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Participants in a caucus are required to sign a Caucus Declaration form (sample included in this packet) certifying that the participant:

- a) is a Democrat;
- b) is a registered voter within the jurisdiction for which the caucus is held;
- c) believes in the principles of the Democratic Party; and
- d) does not intend to support any candidate who is opposed to a Democratic nominee in the next ensuing election.

*This is a required statement and must be signed by every caucus participant.* We strongly urge you to send a copy of each form (or a spreadsheet of all the names) to the State Party. We are currently working on appending caucus attendance to the Registered Voter File so that we will have a permanent computer record of each attendee.

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**GENERAL CAUCUS CONSIDERATIONS**

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As you plan your caucus, you should consider the following:

- Do you want an Observers' area for people who want to watch but not participate? If so, it should be separated from the actual caucus area so that when voting occurs, only caucus participants are actually voting.
- Do you want a Press area? If you are going to have cameras there, you may have some special needs (electrical outlets) that must be met. Make sure that any cords are taped to the floor so that participants don't trip. The press area should also be separate from the actual caucus area.
- Do you want to prohibit campaign material inside the caucus? You may also restrict distribution of such material to the registration area only. Any restrictions should be noted in the rules for the caucus.
- You will need an official clock by which time is kept. Make sure that it is visible and can't be tampered with.
- **As for all Democratic Party functions, the caucus location should be accessible to persons with disabilities, in compliance with guidance set forth under the Americans with Disabilities Act.**

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**CANDIDATE CERTIFICATION**

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Candidates selected by methods other than primary *must be certified* as the duly selected candidates *by the Nominating Committee*. The Certification form must be at the State Board (for General Assembly candidates) or the local Registrar (for local candidates) by 5:00 p.m. August 26<sup>th</sup>. **This is a hard deadline. Do not wait. Certify as soon as you have chosen a candidate.** We strongly recommend that if you mail the certification, you mail it Certified with Return Receipt Requested. This will cover you in case of a misplaced form. If you deliver the form in person, get a receipt. If you fax it, ask that confirmation be sent in writing (email is fine).

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**QUICK AND EASY STEPS FOR CONDUCTING A CAUCUS**

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This is an easy to follow "to do" list for getting ready for a caucus.

1. **Selection of the date.** This must be within the window allowed by the State Board of Elections, July 1<sup>st</sup> – August 23<sup>rd</sup>.
2. **Selection of the site.** This should be a generally easy to find location within the district, and must be ADA accessible. If the district is a large geographic area, multiple locations can be arranged for an unassembled caucus, but all have to be mentioned in the newspaper ad.
3. **Selection of the type of caucus.** Assembled (mass meeting) or Unassembled (firehouse primary)? See above. Don't confuse this slang term of firehouse primary with the 'big P' Primary conducted by the Board of Elections.

4. **Notification of the date/site/type of caucus should be sent ASAP to Don at DPVA.** We need to know!
5. **Preparation of appropriate notice** This must be in a newspaper of general circulation in your county/city at least seven (7) days, but not more than two (2) weeks prior to the date of your election. Pick the date you want the ad to run and ask the newspaper how far in advance you have to submit the copy of the ad in order for it to run on the chosen date – sometimes it is a week or more ahead of time. Find out how much the ad will cost and get the check cut by your committee Treasurer. You may also post on the DPVA site, your local committee website, and email to your general membership.
6. **Preparation of Candidate Filing Form, Filing Fee and Deadline to File.** All candidates seeking nomination by the Democratic Party are required to fill out a Declaration of Candidacy form. (See sample below.) The committee can set the filing fee as you deem appropriate, at a minimum to cover your costs for the ad and any other expenses associated with the caucus. The filing deadline can be more than ten (10) days before your caucus, but within a reasonable amount of time before the caucus. The filing deadline **must** be advertised.
7. **Preparation of caucus rules.** Copies should be available.
8. **Preparation of Caucus Participation Form.** Make more than enough copies.
9. **Preparation of Ballot.** This occurs after the candidate filing deadline, when you have all the candidate names.
10. **Day before the Caucus:**
  - a. Make sure all your volunteers know they should arrive at least a half hour before the Caucus begins.
  - b. Make sure you have a sufficient number of Caucus Participation Forms.
  - c. Make sure you have the following to take with you: magic markers, masking tape (in order to put up signs or notices), scissors, filled stapler, pens for voters and others to use, box in which to put ballots.
  - d. Make sure you have either a printed hard copy of the Registered Voter File for the district, or have laptops available with the list on them. This is to check that everyone participating in the caucus is a registered voter. Ask the Registrars' offices in the district to be available for phone calls during the time of your caucus in case you need to verify someone's registration. Hopefully, the registrars will do this, but they are not required to.
11. **Day of the Caucus:**
  - a. Get to the site early and make sure all is in order (room is set up the way you requested) and put up directional signs, if needed. Have an area for people to fill out the Caucus Participation Forms and a Registration area to check that they are registered to vote.
  - b. Open the doors and relax – don't worry about what might happen.
12. **Immediately Following the Caucus:** The Chair fills out the Certification form sent by the State Board of Elections and submits it back to the SBE (follow the instructions on the form), and copies Don at DPVA.

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## The Convention

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The conduct of a Convention is actually a two-step process, caucus then convention. First, delegates and alternates are chosen at local caucuses. Then, these delegates and alternates attend the Convention. The delegate selection caucuses must be held before the Convention but may be held on the same day as the Convention. The conduct of Conventions is entirely governed by the *Party Plan*.

The only requirements imposed by the Commonwealth of Virginia on this method of nomination are on the forms to be filed and the period during which the convention may take place.

***Nominations through processes other than primary may occur no earlier than July 1<sup>st</sup> and must be completed by 7:00 p.m, August 23<sup>rd</sup>. Caucuses to select delegates and alternates may occur prior to July 1, but the convention must be in this window.***

Certification of candidates by the Nominating Committee Chair to the State Board of Elections (for General Assembly candidates) or the local Registrar (for local candidates) must be done by August 26<sup>th</sup> at 5:00 p.m.

As per Section 14.2 of the *Party Plan*, any committee issuing a Call to Convention:

- Must specify the time, place, and purpose of the Convention;
- May restrict the Convention to the purpose stated in the call;
- Shall make all Convention arrangements;
- Shall ensure that the Convention is held in accordance with the *Party Plan*.

The first task of the nominating committee, once a Convention has been chosen as the method of nomination, is the drafting of the Call to Convention.

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## THE CALL TO CONVENTION

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Each caucus or convention must be governed by a Call to Convention. A Call to Convention must include:

- the time, place, and purpose of the convention;
- prefiling requirements, including fees, if any;
- delegate and alternate selection methodology;
- delegate and alternate filing deadlines and fees;
- the basis of allocation of delegates and alternates;
- notice requirements;
- a description of convention committees, if any;
- a statement about affirmative action;
- specification of the method of distribution of the call;
- candidate filing fees and deadlines.

The Call to Convention is drafted, adopted, and distributed by the Legislative District Nominating Committee.



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**ALLOCATING DELEGATES AND ALTERNATES**


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According to Section 15.1 of the *Party Plan*, delegates and alternates to any Democratic Convention (except in a Presidential year) must be apportioned according to one of the following formulas:

- a) A formula giving equal weight to population and to the average of the Democratic vote in the most recent elections for Governor, U.S. Senator, and U.S. President;
- b) A formula giving equal weight to population and to the average Democratic vote in the most recent elections for Governor, Lieutenant Governor, and Attorney General;
- c) A formula giving equal weight to the Democratic vote in the most recent elections for Governor, U.S. Senator, and U.S. President; or,
- d) A formula giving equal weight to the Democratic vote in the most recent elections for Governor, Lieutenant Governor, and Attorney General.

The Nominating Committee must decide on one of those formulas and on the total number of delegates to the Convention (section 15.1). Statewide results are available for 2008 and 2009 or you may check with your local registrar for these results, or look them up on the SBE website: <http://www.sbe.state.va.us/Election/results/>. In addition, the Nominating Committee must decide if alternates are to be elected directly, separate from election of delegates, or if they are to be the persons receiving the next highest number of votes after the persons elected as delegates (Section 15.7). DPVA staff can help you calculate these numbers.

**The following example uses Method (c) to calculate the delegates and alternates to a convention in the 5<sup>th</sup> Senate District (SD 5).**

**Example:**

Method (c) requires a formula giving equal weight to the Democratic vote in the most recent elections for Governor, U.S. Senator, and U.S. President.

<b>Jurisdiction</b>	<b>Webb = Highest Democratic Vote</b>
<b>Chesapeake (City)</b>	6061
<b>Norfolk (City)</b>	24559
<b>Virginia Beach (City)</b>	2576
<b>GRAND TOTAL:</b>	33196

Once you have laid out the vote totals, you need to divide the locality totals by the grand total to form an allocation ratio for each locality. In this case, the allocation ratios would be as follows. Please note that when you add all of your allocation ratios together, they should equal 1.0000. Once you've calculated the ratios, you need to calculate the number of delegates per jurisdiction. In this case, let's say the nominating committee decided that the total number of delegates would be 100. You must first calculate a raw number, including fractional delegates and then decide how to do the rounding off. In this case, the raw and final numbers of delegates are as follows:

	Allocation Ratio to the Total District Democratic Vote	Raw Number of Delegates	Final Number of Delegates
Chesapeake (City)	$6061 \div 33196 = 0.1826$	= 18.26	18
Norfolk (City)	$17752 \div 33196 = 0.7398$	= 73.98	74
Virginia Beach (City)	$2084 \div 33196 = 0.0776$	= 7.76	8
<b>GRAND TOTAL:</b>	<b>= 1.000</b>	<b>= 100.00</b>	<b>= 100</b>

**Remember**, the number with the smallest fraction is rounded down in order to keep the delegates at 100.

You may further divide up the delegates in each jurisdiction by precinct using the same formulas and process. Alternatively, you may allocate by precinct from the beginning of the process. **However, there is no requirement that delegates and alternates be allocated by precinct.**

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### PREFILING OF DELEGATES AND ALTERNATES

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If you choose to require delegates and alternates to prefile before a caucus, the Committee holding the caucus must prepare written ballots listing the names of all candidates who have prefiled as required (Section 15.2). Voting at the caucus will be by written ballots unless those participating in the caucus vote to use a different method (e.g., "by acclamation" if a number filed is exactly the number allocated and there is only one candidate). The deadline for prefiling can be no more than 10 days prior to the caucus at which the delegates and alternates will be elected.

The Nominating Committee must decide if the delegates and alternates are required to declare their support for a candidate. The options of filing as uncommitted or filing for "No Democratic Candidate" must also be permitted. If a person filing for delegate or alternate fails to note a required candidate preference on their prefiling form, that person will be designated as "uncommitted." Failure to indicate a candidate preference cannot be grounds for ruling the filing invalid. (Section 15.3)

Caucus Cancellation (Section 14.6), If only the right number of people file, they can be deemed elected and the caucus can be cancelled.

**Caucuses in which alternates are selected as the "next-highest-vote-getters after the delegates"** may only be cancelled provided the number of individuals filed by the deadline does not exceed the number of delegates to be elected. **Caucuses in which delegates and alternates are to be elected on separate ballots** may only be cancelled provided the number of individuals filed for delegate does not exceed the number of delegates to be elected and the number filed for alternate does not exceed the number of alternates to be elected. Should the condition(s) for cancellation occur, the chair of the nominating committee shall be responsible for deciding whether to cancel or conduct the caucus, making public notice of such decision, and advising those individuals who filed of their election.

You can draft your Call such that a statement is included regarding cancellation if only one Democratic candidate files by the deadline, the meeting can be canceled.

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**NOTICE REQUIREMENTS**

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Every Democratic caucus or convention must be publicized in a newspaper of general circulation in the jurisdiction in which the caucus or convention will be held or posted on the DPVA website, local committee website and emailed to general membership. The notice must provide the time, place and method of selection and must run *at least 7 days but no more than 2 weeks prior* to the date of the caucus or convention. For a newspaper, the notice must be at least 2 columns wide (normally 4 ¼ inches) and three inches long and contain your disclaimer line ("Authorized and paid for by the [YourCommitteeName] Democratic Committee") as well as the tag line "Paid Political Advertisement" at the top of the ad. (Article 9) For Legislative District Committees, rather than setting up an entire new bank account, usually one local committee handles the money, so the disclaimer line would read: "Authorized by the 3<sup>rd</sup> Legislative District Committee and Paid for by the Tazewell County Democratic Committee."

Note that both the caucus and the convention must be advertised. If you are careful with your dates, you may be able to run a single ad for both events.

In addition, any prefiling requirements for delegates must be publicized *at least 7 days but no more than 2 weeks prior* to the date of the prefiling deadline. Attached you will find a sample of an ad for prefiling requirements.

We have also included a Calendar and some examples to help you choose your dates to minimize advertising costs.

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**FEES**

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No fee of any kind may be charged to attend and vote at a caucus. Reasonable fees may be charged for those delegates and alternates attending a convention. However, no person may be prohibited from participating as a delegate or alternate due to inability to pay a fee.

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**CERTIFICATION OF DELEGATES AND ALTERNATES**

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Within 10 days of the election of delegates and alternates to the convention, the Chair of the Committee holding the caucus must certify the delegates and alternates to the secretary of the committee that called the convention. The list must include the names, addresses, phone numbers, and candidate preference of each elected delegate and alternate. You must do this so that a list of authorized participants in the convention may be prepared before the convention. We also ask that you forward a list of your delegates and alternates to the State Party for inclusion in our voter file.

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**CONVENTION COMMITTEES**

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Each Convention shall have at least two Committees: Temporary Rules Committee and Temporary Credentials Committee. The conduct and business of these committees are spelled out explicitly in the *Party Plan*. Please refer to it for details. The Temporary Rules Committee is discussed in Section 17.4 and the Temporary Credentials Committee is discussed in Article 16. At the Convention, Permanent Committees are elected. In addition, the Legislative District Nominating Committee may designate resolutions or other Temporary Committees as it deems necessary. The members of Temporary Committees are usually elected as members of the Permanent committees at the Convention.

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**CANDIDATE CERTIFICATION**

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Candidates selected by methods other than primary *must be certified* as the duly selected candidates *by the Legislative District Nominating Committee*. The Certification form must be at the State Board (for General Assembly candidates) or the local Registrar (for local candidates) by 5:00 p.m. August 26<sup>th</sup>. **This is a hard deadline. Do not wait.** Certify as soon as you have chosen a candidate. We strongly recommend that if you mail the certification, you mail it Certified with Return Receipt Requested. This will cover you in case of a misplaced form. If you deliver the form in person, get a receipt. If you fax it, ask that confirmation be sent in writing (email is fine).

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## CALENDARS

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The following Calendars are provided for your convenience. We have incorporated all State Board of Elections requirements as well as all Party Requirements in one place (The State Board of Elections calendar is attached as an fyi).

As you set dates for your caucus or convention, there are some things you should consider:

- Memorial Day – try not to schedule anything over the Memorial Day weekend (May 26-28<sup>th</sup>). Too many people leave town.
- Newspaper deadlines and publication schedules. Many jurisdictions may publish their ads in a weekly or biweekly paper. As you figure your own calendar, work around your paper's publication dates.

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## CALENDARS - PRIMARY

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<b>April 15</b>	Formation of Nominating Committees. Notify the State Party of the Chair of each Committee, so that they can receive mailings. Include the names of the other members on the Committee.
<b>May 27- June 3</b>	Notice of Method of Nomination due to the State Board of Elections and to the State Party. Notices <b>must</b> be filed no later than June 3.
<b>June 7- June 15, 5:00 pm</b>	Petitions and Declaration of Candidacy filed with the Nominating Committee Chair by the Candidate. All must be filed by 5:00 pm on April 13. A list of what is required to be filed by a candidate can be found in the Candidate Informational Bulletins at this link: <a href="http://www.sbe.state.va.us/Election/Candidates/Bulletins/Default.html">http://www.sbe.state.va.us/Election/Candidates/Bulletins/Default.html</a>
<b>June 15, 5:00 pm</b>	All other candidate forms are due (forms for the appropriate race can be found on the State Board website): <a href="http://www.sbe.state.va.us/Election/Candidates/Forms/">http://www.sbe.state.va.us/Election/Candidates/Forms/</a>
<b>June 17, 5:00 pm</b>	Nominating Committee Chair must certify the candidates to the State Board of Elections or local Registrar, as required. <i>Please notify the State Party as soon as possible.</i> The State Board of Elections will send the forms for certification directly to the Party Chairs.
<b>August 23</b>	Primary held.

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**CALENDARS - CAUCUS**


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<b>April 15</b>	Formation of Nominating Committees. Notify the State Party of the Chair of each Committee, so that they can receive mailings. Include the names of the other members on the Committee.
<b>May 27- June 3</b>	Notice of Method of Nomination due to the State Board of Elections and to the State Party. Notices <b>must</b> be filed no later than June 3.
<b>July 1- August 23, 7:00 pm</b>	Caucus held. Ad must appear 7-14 days prior to the Caucus. <i>A copy of the ad must be mailed to the State Party on or before the day it is to run.</i> Temporary rules must be prepared and available to distribute <i>at least 7 days</i> prior to the caucus.
<b>June 7- June 15, 7:00 pm</b>	All other candidate forms are due (forms for the appropriate race can be found on the State Board website): <a href="http://www.sbe.state.va.us/Election/Candidates/Forms/">http://www.sbe.state.va.us/Election/Candidates/Forms/</a> (A list of which forms are required to be filed by a <i>candidate</i> by June 12 can be found in the Candidate Informational Bulletins at this link:) <a href="http://www.sbe.state.va.us/Election/Candidates/Bulletins/Default.html">http://www.sbe.state.va.us/Election/Candidates/Bulletins/Default.html</a>
<b>August 26, 5:00 pm</b>	Nominating Committee Chair must certify the candidate to the State Board of Elections or local Registrar, as required. <i>Please notify the State Party as soon as possible.</i> The State Board of Elections will send the forms for certification directly to the Party Chairs.

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**EXAMPLE**


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Your Nominating Committee has set Saturday, July 23<sup>rd</sup> as the date for the Caucus. It will run from noon to 4 pm and will be an unassembled caucus. **If one newspaper does not cover the entire district, you must run an ad in enough papers so that the district is covered. A copy of the ad must be mailed to the State Party on or before the day it is run. Same applies if you choose to advertise through the DPVA website, your local committee website and emailing your general membership.** For a July 23<sup>rd</sup> Caucus, the following calendar applies:

<b>January 15</b>	Formation of Nominating Committees. Notify the State Party of the Chair of each Committee, so that they can receive mailings. Include the names of the other members on the Committee.
<b>May 27- June 3</b>	Notice of Method of Nomination due to the State Board of Elections and to the State Party. Notices <b>must</b> be filed no later than June 3.

<b>July 10-July 17</b>	Ad must run in one or more newspapers or posted online and emailed. A copy of the ad must be mailed to the State Party <i>on or before the day it runs</i> .
<b>July 16</b>	Temporary Rules, prepared by the Chair of the Nominating Committee are prepared and available for review by any interested party.
<b>July 23, 12:00 – 3:00 pm</b>	Caucus held.
<b>July 25</b>	Certification form mailed to the State Board of Elections or local Registrar, as required, and a copy mailed to the State Party. ( <i>For arrival no later than 5 days after the last day for nominations to be made – August 26<sup>th</sup>.</i> ) <b>Send as soon as possible.</b>

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**CALENDARS - CONVENTION**


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<b>April 15</b>	Formation of Nominating Committees. Notify the State Party of the Chair of each Committee, so that they can receive mailings.
<b>May 27- June 3</b>	Notice of Method of Nomination due to the State Board of Elections and to the State Party. Notices <b>must</b> be filed no later than June 3.
<b>July 1- August 23, 7:00 pm</b>	Convention held. Ad must appear 7-14 days prior to the Caucus. <i>A copy of the ad must be mailed to the State Party on or before the day it is to run.</i> Temporary rules must be prepared and available to distribute <i>at least 7 days</i> prior to the caucus.
<b>Caucus Dates</b>	No more than 10 days before caucus – prefilng deadline 7-14 days before prefilng deadline – ad must appear 7-14 days before caucus – ad must appear 7 days before caucus – temporary rules available within 10 days of election of delegates – certification within 10 days of certification – challenges
<b>June 15, 7:00 pm</b>	All other candidate forms are due (forms for the appropriate race can be found on the State Board website): <a href="http://www.sbe.state.va.us/Election/Candidates/Forms/">http://www.sbe.state.va.us/Election/Candidates/Forms/</a>
<b>August 23, 5:00 pm</b>	Nominating Committee Chair must certify the candidate to the State Board of Elections or local Registrar, as required. <i>Please notify the State Party as soon as possible.</i> The State Board of Elections will send the forms for certification directly to the Party Chairs.

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**EXAMPLE**  
**(Caucus and Convention Held on the *Same Day*)**

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The Nominating Committee (“you” in the following discussion) has set June 9<sup>th</sup> as the day for both the caucus and the convention. The caucuses will be assembled caucuses beginning at 10:00 am. You will require both prefilng and candidate declarations for your delegates and alternates. Your alternates will be elected as those receiving the next highest vote totals after your delegates are elected. Your convention will begin at 4:00 p.m., so that there is time for everyone to get to the centrally located convention site. Because you have scheduled both the caucuses and the convention on the same day, you may run a single ad in each of the required



newspapers. If you are smart about your prefiling deadline, you may also include that deadline in your single ad. The following calendar applies:

<b>April 15</b>	Formation of Nominating Committees. Notify the State Party of the Chair of each Committee, so that they can receive mailings.
<b>May 27- June 3</b>	Notice of Method of Nomination due to the State Board of Elections and to the State Party. Notices <b>must</b> be filed no later than June 3.
<b>May 24 – May 30</b>	Ad must run for prefiling deadline for delegates and alternates. Our Nominating Committee chose May 31 <sup>st</sup> as the prefiling deadline. This leaves four days for each Caucus chair to prepare ballots and lets us overlap the ad requirement times. Only one ad will have to be run combining the prefiling, caucus, and convention notices, on a day between May 27 – 30 <sup>th</sup> .
<b>May 27 – June 2</b>	Ad must run with notice of Convention. A copy of the ad must be mailed to the State Party on or before the day it runs. Only one ad will have to be run combining the prefiling, caucus, and convention notices, on a day between May 27 – 30 <sup>th</sup> .
<b>May 27 – June 2</b>	Ad must run with notice of Caucus. A copy of the ad must be mailed to the State Party <i>on or before the day it runs</i> . Only one ad will have to be run combining the prefiling, caucus, and convention notices, on a day between May 21 – 24 <sup>th</sup> .
<b>July 16</b>	Temporary Rules, prepared by each Chair of each Caucus are prepared and available for review by any interested party.
<b>July 19</b>	Prefiling deadline.
<b>July 23</b>	Caucuses and Convention held.
<b>June 11</b>	Certification form mailed to the State Board of Elections or local Registrar, as required, and a copy mailed to the State Party. ( <i>For arrival no later than 5 days after the last day for nominations to be made – June 18.</i> ) <b>Send as soon as possible.</b>

## SAMPLE AD-

PAID POLITICAL ADVERTISEMENT  
**NOTICE OF 7<sup>TH</sup> LEGISLATIVE DISTRICT  
DEMOCRATIC CAUCUS**

The Montgomery, Pulaski and Radford Democratic committees hereby announce that they will hold an assembled caucus at 10:00 am on May 19, 2011 at the Blacksburg High School Commons for the purpose of nominating a candidate for the 7<sup>th</sup> Legislative District of the House of Delegates. The 7<sup>th</sup> Legislative District consists of all of the City of Radford; part of Montgomery County comprised of the B-2, B-3, C-1, C-2, C-3, C-4, D-1, D-2, D-3 Part 1, D-4, D-5, E-1, and E-2 Precincts; part of Pulaski County comprised of the Dublin and Hiwasee 302/Snowville 304 Precincts; and Montgomery A.

At the same meeting, immediately following the 7<sup>th</sup> District Legislative Caucus, the Montgomery County Democratic Committee will convene a caucus for District A in Montgomery County to nominate a candidate for that election district for the Board of Supervisors.

Any person wishing to be a candidate for nomination for either office listed above must file a written declaration of candidacy along with a \$250.00 filing fee with Steven C. Cochran, Chair of the Montgomery County Democratic Committee, 307 Park St., Christiansburg, VA 24073 prior to 5:00 pm, May 12, 2011. No person who has failed to comply with the pre-filing requirements may be considered for nomination.

Any person attending either caucus, before participating in that caucus, shall sign a standardized declaration form stating that he or she is a Democrat, does not intend to support any candidate who is opposed to a Democratic nominee in the ensuing general election, and is a registered voter in such precinct or county or city. Declaration forms must be filled out at the caucus prior to 10:00 am. Doors to the caucus will be closed at that time and no person may complete a form or enter the caucus after that time with the exception of those persons in line at the above mentioned time.

For further information, please contact Steve Cochran, Montgomery County Democratic Committee at 555-5678 or Dianne Rhody-Scott, Giles County Democratic Committee at 555-1234.

Authorized by the 7<sup>th</sup> Legislative Democratic Committee and  
Paid for by the Montgomery County Democratic Committee

**SAMPLE AD-**

PAID POLITICAL ADVERTISEMENT  
**NOTICE OF MONTGOMERY COUNTY  
DEMOCRATIC CAUCUS**

The Montgomery County Democratic Committee hereby announces that they will hold an assembled caucus at 10:00 am on June 2, 2011 in the third floor courtroom of the Montgomery County courthouse for the purpose of nominating candidates for the Board of Supervisors for election districts C & D.

Any person attending a caucus, before participating in that caucus, shall sign a standardized declaration form stating that he or she is a Democrat, does not intend to support any candidate who is opposed to a democratic nominee in the ensuing general election, and is a registered voter in such precinct or county or city. Declaration forms must be filled out at the caucus prior to 10:00 am. Doors to the caucus will be closed at that time and no person may complete a form or enter the caucus after that time with the exception of those persons in line at the above mentioned time.

For further information, please contact Steve Cochran, Montgomery County Democratic Committee at 382-5555. Should only one candidate file for each office by the filing deadline, that candidate will be declared the nominee and the Chair may cancel the caucus.

Authorized and paid for by the Montgomery County Democratic Committee

## SAMPLE AD-

PAID POLITICAL ADVERTISEMENT  
**NOTICE OF MONTGOMERY COUNTY  
DEMOCRATIC CAUCUS**

The Montgomery, Pulaski and Radford Democratic Committees hereby announces that they will hold an unassembled caucus between noon and 4:00 pm on May 12, 2011 for the purpose of electing delegates and alternates to the 7<sup>th</sup> Legislative District Convention on June 2, 2011 to nominate a Democratic candidate for the 7<sup>th</sup> Legislative District House of Delegates. The 7<sup>th</sup> Legislative District consists of all of the City of Radford; part of Montgomery County comprised of the B-2, B-3, C-1, C-2, C-3, C-4, D-1, D-2, D-3 Part 1, D-4, D-5, E-1, and E-2 Precincts; part of Pulaski County comprised of the Dublin and Hiwasee 302/Snowville 304 Precincts; and Montgomery A. **The caucus will be held simultaneously at three locations within the district as follows:** in the third floor courtroom of the Montgomery County courthouse, in the cafeteria of the Radford High School, and in the Hiwasee Community Center, 123 Pulaski Road in Pulaski County.

Any person wishing to seek election as a delegate or alternate must prefile with Steven C. Cochran, Chair of the Montgomery County Democratic Committee, 307 Park St., Christiansburg, VA 24073 no later than 5:00 pm, May 11, 2011. A voluntary administrative fee of \$10.00 (which may be waived ) will be charged at the time of pre-filing for those wishing to be delegates or alternates at the convention. **There is no charge for those simply attending the caucus.**

Any person attending the caucus, before participating in that caucus, shall sign a standardized declaration form stating that he or she is a Democrat, does not intend to support any candidate who is opposed to a democratic nominee in the ensuing general election, and is a registered voter in such precinct or county or city. Declaration forms must be filled out at the caucus prior to voting. The caucus will conclude promptly at 4:00 pm at which time the doors will be closed and no person may complete a form or vote after that time with the exception of those persons in line at 4:00 pm.

For further information, please contact Steve Cochran, Montgomery County Democratic Committee at 382-5555. Should only one candidate file by the filing deadline, that candidate will be declared the nominee and the Chair of the District Committee may cancel the caucus.

Authorized by the 7th Legislative Democratic Committee and  
Paid for by the Montgomery County Democratic Committee

**SAMPLE CAUCUS DECLARATION FORM  
(DISTRICT) DEMOCRATIC CAUCUS – (CAUCUS DATE), 2011**

**Section 18.3 of the Virginia Democratic Party Plan:**

Each person participating in a caucus must provide written certification that he or she:

- a) Is a Democrat;
- b) Is a registered voter within the county or city for which the caucus is held;
- c) Believes in the principles of the Democratic Party; and
- d) Does not intend to support any candidate who is opposed to a Democratic nominee in the next ensuing election.

All such persons present at the caucus at the time stated in the notice are entitled to participate in the caucus if they sign the required certification. The permanent chair of the caucus shall not be elected until all persons entitled to participate have had a reasonable opportunity to complete their written certification.

I the undersigned, having read the above provisions, hereby state that I am a Democrat, that I am a registered voter in the *precinct/county/city [as applicable]* listed below, that I believe in the principles of the Democratic Party, and that I do not intend to support any candidate who is opposed to a Democratic nominee in the next ensuing election.

**PLEASE PRINT:**

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

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

**PHONE (H)** \_\_\_\_\_ **(W)** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**LEGISLATIVE DISTRICT** \_\_\_\_\_

**LOCALITY** \_\_\_\_\_

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

***Optional if you are electing delegates to a convention:  
(District Number) Legislative District***

Candidate Choice \_\_\_\_\_

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

**DEMOCRATIC CALL TO CONVENTION *(Sample)***  
**FOR THE *(DISTRICT NUMBER)* HOUSE DISTRICT**

Whereas it is the duty of the *(DISTRICT NUMBER)* Legislative District Democratic Committee to issue the Call to Convention for the purpose of nominating the 2011 Democratic Party candidate for the Virginia House of Delegates to be elected at the General Election on the 8<sup>th</sup> day of November, 2011.

Now therefore be it resolved that the *(DISTRICT NUMBER)* Legislative District Democratic Committee hereby issues the Call to Convention for the 2011 *(DISTRICT NUMBER)* Legislative District Democratic Party Convention to convene at *(Time,)*, *(Day of the Week)*, *(Month)*, *(Date)*, 2011 at the *(LOCATION)*, *(TOWN OR CITY)*, Virginia for the sole purpose of nominating the 2011 Democratic candidate for the Virginia House of Delegates from the *(DISTRICT NUMBER)* House District, and the following provisions shall govern the convention, to wit:

**1. Local Caucuses/prefiling**

Delegates and alternates to the *(DISTRICT NUMBER)* House District convention shall be elected at caucuses to be held in each voting precinct, or city/county on *(Day of the Week)*, *(Month)*, *(Date)*, 2011 beginning promptly at *(Time of Day)*. Alternates shall be those persons receiving the next highest number of votes after the persons elected as delegates. The site fore each precinct, City or County caucus shall be:

<i>(Precinct, City or County)</i>	<i>(Site)</i>
<i>(Precinct, City or County)</i>	<i>(Site)</i>
<i>(Precinct, City or County)</i>	<i>(Site)</i>

All delegate and alternate candidates shall prefile their candidacy on or before 5:00 pm on the *(Prefiling Deadline Date)*, 2011 with the local chair or his/her designee. **The Call should set forth an address for all filings.**

**2. Delegate Fee**

There shall be a prefilng fee of five dollars (\$5.00) for each person filing for delegate for the *(DISTRICT NUMBER)* House District Convention payable to the local Democratic Committee. It shall be the duty of each precinct, city or county chair to personally deliver or mail a certified list of all paying the delegate fee to the *(DISTRICT NUMBER)* House District Chair on or before the *(Notification Deadline Date)*, 2011. Any person may waive the fee. There is no charge to participate in the caucus.

**3. Apportionment of Delegates**

There shall be *(Total Number of Delegates to the Convention)* apportioned among each precinct (or city/county) of the *(DISTRICT NUMBER)* House District. Each precinct (or city/county) shall be entitled to one-half as many alternates as there are delegates from each precinct (or city/county). Fractional numbers of alternates will be rounded down (for example, 2.5 alternates will be 2 alternates). Each precinct (or city/county) shall be entitled to *(Describe your Method of Calculating Delegate Apportionment Here)* as provided in Section 15.1 of the Virginia Democratic Party Plan.

**4. Basis of Representation**

Each precinct (or city/county) shall be allocated the following number of delegates and alternates:

Precinct, City or Co.	Delegates	Alternates	Total Fee
<i>(Precinct, City or Co)</i>	<i>(# of Delegates)</i>	<i>(# of Alternates)</i>	<i>(Total of Prefiling Fees)</i>
<i>(Precinct, City or Co)</i>	<i>(# of Delegates)</i>	<i>(# of Alternates)</i>	<i>(Total of Prefiling Fees)</i>
<i>(Precinct, City or Co)</i>	<i>(# of Delegates)</i>	<i>(# of Alternates)</i>	<i>(Total of Prefiling Fees)</i>
<i>(Precinct, City or Co)</i>	<i>(# of Delegates)</i>	<i>(# of Alternates)</i>	<i>(Total of Prefiling Fees)</i>

### 5. Notice Requirements

The *(District Number)* Legislative District Committee shall cause to be published the time, date and location of the Convention at least 7 days prior to the Convention, but not more than 2 weeks before the Convention. All notices shall be published in a paid political advertisement in a newspaper of general circulation in each precinct, city or county in which the Convention is to be held.

The *(District Number)* Legislative District Committee shall cause to be published the times, dates, and locations of the precinct, city or county caucuses at least 7 days prior to the caucus, but not more than 2 weeks before the caucuses. All notices shall be published in a paid political advertisement in a newspaper of general circulation in each precinct, city or county in which the caucus is to be held.

Notice of the prefiling deadline for delegate and alternate position shall be published in a newspaper of general circulation in the precinct, city or county at least 7 days before the prefiling deadline but not more than 2 weeks before the deadline.

### 6. Convention Committees

The chair of the *(District Number)* Legislative District Committee shall select five convention delegates to serve on each convention committee at least two weeks prior to the convention. There shall be three standing committees: Credentials, Rules, and Resolutions.

### 7. Conduct of the Convention

The Chair of the *(District Number)* Legislative District Committee or his/her designee, shall be the Temporary Chair of the *(District Number)* Democratic Convention and shall appoint a Temporary Secretary and such other Temporary Officers of the Convention as is deemed appropriate. Until the adoption of the report of the Credentials Committee, the delegates to the Conventions shall be those persons who have been certified as delegates by the local precinct, city or county chair.

Until the adoption of the report of the Rules Committee of the Convention, the order of the Convention shall be determined by the Chair of the Convention, subject to the approval of the Convention delegates, Robert's Rules of Order and the Virginia Democratic *Party Plan*.

### 8. Vacancies in a Delegation

A vacant delegate position shall be filled by a majority vote of the precinct, city or county delegation from among the alternates present from the particular precinct, city or county. An alternate may be chosen to fill any vacancy within a delegation regardless of the precinct, city or county from which the alternate was initially elected.

### 9. Affirmative Action

It shall be the duty of each local precinct, city or county Democratic chair and the members of each local Democratic Committee to take all feasible steps to encourage broad participation in the delegate selection process. Discrimination on the basis of race, sex, age, color, national origin, religion, ethnic identity or economic status in the delegate selection process is prohibited. Each delegation shall make every effort to ensure that the delegation is half male and half female.





**Delegate or Alternate Prefiling Form  
(District Number) Legislative District Convention – 2011**

I the undersigned, certify that I am a registered voter, subscribe to the principles of the Democratic Party, and I do not intend to support any candidate who is opposed to a Democratic Nominee in the next ensuing election.

**PLEASE PRINT:**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

PHONE (H) \_\_\_\_\_ (W) \_\_\_\_\_

EMAIL \_\_\_\_\_

LEGISLATIVE DISTRICT \_\_\_\_\_

LOCALITY \_\_\_\_\_

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

FILING FEE FOR: DELEGATE \_\_\_\_\_ ALTERNATE \_\_\_\_\_

**(District Number) Legislative District**

Candidate Preference \_\_\_\_\_  
Uncommitted \_\_\_\_\_ No Democratic Candidate \_\_\_\_\_

FEES: DISTRICT \$ \_\_\_\_\_ + LOCAL \$ \_\_\_\_\_ = TOTAL \$ \_\_\_\_\_

District and local committees may request voluntary administrative fees for each delegate and alternate candidate to the District Convention. The total is not to exceed \$25.00. Local committees must submit the certified list of delegates and alternates to the (*DISTRICT NUMBER*) Legislative District Committee.

If elected a delegate or alternate to the (*DISTRICT NUMBER*) Legislative District Convention, I understand that, having expressed the above candidate preference, I will be bound to vote in that candidate's caucus on the first ballot at the District Convention.

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

**SAMPLE RULES FOR AN ASSEMBLED CAUCUS**

1. The doors of the caucus room will open and the certification process will begin at 6:30 pm. An official clock will be identified by the Temporary Chair of the Caucus. This clock will be used for all timekeeping.
2. The doors to the caucus meeting room will be closed promptly at 7:30 pm. A five minute warning will be issued by the Temporary Chair at 7:25 pm. Persons standing in line to complete a certification form at the time the doors close will be allowed to complete their forms and participate in the caucus.
3. The Temporary Credentials Committee will be responsible for checking in caucus participants by confirming that they are registered to vote in the district. Every person who participates in the caucus must complete a certification form and sign a statement that says they are a registered voter of the District, a Democrat, and that they do not intend to support a candidate opposed to the Democratic nominee in the next ensuing election.
4. The caucus will be called to order by the temporary chair. The District chair or his/her designee shall act as the temporary chair.
5. The first order of business shall be the election of a permanent chair.
6. The permanent chair shall appoint the permanent caucus secretary.
7. The chair shall call upon the Temporary Credentials Committee for a report of the number of credentialed participants in the caucus.
8. The chair shall thereupon offer a report on Temporary Rules. Upon a motion for adoption, the Temporary Rules may be amended from the floor (but must comply with the Call to Convention), put to a vote, and adopted.
9. Immediately prior to the distribution of ballots, the permanent chair shall ask if there are any slates to be recognized. Only those slates properly prefiled as a slate of delegates on or before the deadline will be recognized as such. First name, middle initial, and last name of each of those properly prefiled shall be listed on the caucus ballot in alphabetical order. They must also be numbered. A slate may be presented on the ballot and designates as "Slate A," "Slate B," etc. It is prohibited to give any preferential treatment to any slate and none will be listed as the "official slate." Each slate will be announced and the names of the members of each slate read by the chair.
10. Ballots will be distributed only to those persons who can produce a signed copy of the certification form in exchange for a ballot.
11. Caucus participants will be instructed by the chair as to the maximum number of delegate and/or alternate candidates for whom they may vote. Those wishing to vote for a slate may mark only the slate in the appropriate space provided. Ballots showing votes of more delegates than is allowed will be declared invalid. If a slate is offered which does not contain the maximum number of delegates, a participant may vote for the slate simply by marking in the appropriated space and then mark the names of the other candidates listed in alphabetical order so long as the maximum number is not violated. Slates may also include alternates.
12. Caucus participants may vote for individual delegate candidates by placing an "X" beside the appropriate name. They may vote for a slate by placing an "X" on the slate space provided on the ballot.
13. Alternates elected shall be those persons receiving the next highest number of votes from the delegates, unless they have prefiled on a slate to be an alternate.
14. A tellers committee, representative of the assembly, shall be appointed by the chair to collect and count the ballots. Each candidate is entitled to have one representative who will observe the tellers committee count the ballots.
15. Upon collection of the ballots, the caucus meeting shall stand in recess until the tellers committee has reported its count to the chair. The tellers committee shall report directly to

the chair who will announce the vote. The number of ballots may not exceed the number of credentialed participants as reported by the Credentials Committee.

16. Upon the announcement of the results and the collection of all documentation, the caucus will adjourn.
17. The official ballot will be yellow and be marked with the word "official" at the top. The names of all delegate candidates will be listed in alphabetical order and numbered. Space will be provided at the bottom portion of the ballot for any pre-filed slate of delegates and alternates.
18. Tie votes will be decided by the flip of a coin.

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

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### **SUGGESTED AGENDA FOR AN ASSEMBLED CAUCUS (MASS MEETING)**

\_\_\_am/pm Time should be adjusted for those cities' and counties' choice (daytime or evening)

Doors to meeting room should be closed after a five (5) minute warning.

- Prior to the caucus, the nominating committee will have appointed a temporary chair, temporary secretary, and a credentials committee.
1. Call to order by Temporary Chair.
  2. An explanation of the purpose of the caucus and a statement that no other business other than that which was in the notice of the caucus can come up. This may be done by the Temporary Chair.
  3. The election of a permanent chair:
    - "Do I hear nominations for a permanent chair of the caucus?" (No second needed)
    - "Are there further nominations?"
    - "Do I hear a motion to close nominations?"
    - "Is there a second?"
    - "All in favor of closing nominations say 'aye'. Opposed say 'no'."
    - "Nominations for chair are now closed."
    - If there is more than one (1) nomination, you may allow for very brief (no more than two (2) minutes) speeches. Then say:
      - "Those in favor of candidate A raise your hands (tellers will count); those in favor of candidate B will raise your hands."
    - If there is only one (1) nomination, say:
      - "Those in favor of \_\_\_\_\_ as the permanent caucus chair raise your hand. Those opposed raise your hand. \_\_\_\_\_ has been elected permanent chair. I'll turn the meeting over to her/him."
  4. The permanent chair appoints a permanent secretary.
  5. "We'll now hear the report of the credentials committee."
    - If there is a question about the credential of any participant, say:

- "You have heard the question concerning the right of \_\_\_\_\_ to participate in this caucus. \_\_\_\_\_, do you wish to say anything in your own defense?"
- "You have heard the discussion. Those who feel that Mr./Ms. \_\_\_\_\_ should be seated, raise your hand; those who oppose, do likewise. (Tellers count each.)
- "The assembly has voted to seat/not seat Mr./Ms. \_\_\_\_\_. All in favor of the credentials report say 'aye'; those opposed say 'no'."

6. The chair shall read or have the secretary read the temporary rules.

- "Is there a motion to adopt the rules as read? Is there a second? Is there a discussion?"

If an amendment is proposed, stop and discuss the motion to amend and vote only on the motion to amend which takes a majority to pass. Then say:

- "Is there further discussion on the motion to adopt the rules *as amended* (if the amendment passed)?" If no further amendments are offered or if no amendments at all were offered, say: "Those in favor of the rules say 'aye'; those opposed say 'no'. The motion is carried and the rules are adopted."

7. Slates: This depends upon the adopted rule in #6 on the slates. Although no slate may be recognized as the "official slate", some caucuses recognize slates prefiled prior to a set deadline so that a participant may simply mark "A" slate or "B" slate on the ballot and not mark each person's name individually. On the other hand, some caucuses do not require prefiling of slates and require each participant to mark on the ballot each name for whom he/she wishes to vote.

In any event the chair should call attention to whatever rule has been adopted on slates at this time and should read aloud each slate.

8. Distribution of ballots: A ballot will be given to each participant in exchange for his/her signed copy of the certification form which should be distributed and filled out before entering the caucus room, and after they have been verified as being a registered voter in the district.

9. Announce the maximum number of delegates or candidates for whom they may vote by placing an "X" by the appropriate name. If the slate rule is adopted in #6, they may state this on the ballot. In the event a slate does not contain the maximum number for whom one may vote, he/she may mark an "X" by the additional number of votes to which he/she is entitled.

10. Announce the names of the tellers and the private space in which they are to count the ballots. (This space should be a nearby room in same building, or in a corner of the room sequestered from other caucus participants. Press should not be allowed in the room or area where ballots are counted. ONE designated representative from each candidate's campaign may be allowed to observe all processes during the caucus, provided that they have a signed letter from the candidate designating that person as their Authorized Representative.)

11. Following the collection of the ballots, say:

- "The caucus is recessed until the ballots are counted. At that time, I will announce the results and adjourn the caucus. The caucus is now in recess."

12. After the counting of the ballots, the chair returns to the meeting room (usually empty by this time and announces the results of the election and says: "This caucus is adjourned."

## ADDENDUM: AN APPEAL OR CHALLENGE OF THE CHAIR DURING A CAUCUS

At any time during a caucus or mass meeting, should the ruling of the chair be challenged over the election of a chair, adoption of the rules, etc., say:

- "Do you wish to move to appeal/challenge the ruling of the chair?"

If he/she responds 'yes' then say:

"Is there a second?" As chair you do not relinquish the chair, but explain immediately why you ruled as you did. Then say:

"Is there further discussion of the motion to appeal the chair's ruling?"

"Those who feel that the chair ruled correctly, raise your hand."

"Those who feel that the chair ruled incorrectly, raise your hand."

It takes a majority for passage.

"The majority feels that the chair ruled correctly; thus we'll move on to the next item on the agenda."

Or,

"The majority feels that the chair ruled incorrectly; thus the ruling of the chair is reversed on that item. We'll move to the next item on the agenda."

**SAMPLE RULES FOR AN UNASSEMBLED CAUCUS  
(FIREHOUSE PRIMARY)**

1. All times shall be read from the official clock located above the check-in area.
2. The doors of the caucus room will open and the certification process will begin at 12:00 noon on Saturday, July 23, 2011.
3. The doors to the caucus meeting room will be closed promptly at 4:00 pm. Persons standing in line to complete a certification form at the time the doors close will be allowed to complete their forms and participate in the caucus. Participants will have their voter registration verified at the Registration table prior to voting in the caucus.
4. Every person who participates in the caucus must complete a certification form and sign a statement that says they are a registered voter, a Democrat, and that they do not intend to support a candidate opposed to the Democratic nominee in the next ensuing election.
5. The chair of the Legislative District Nominating Committee shall act as the permanent chair of the caucus.
6. The recording secretary of the Legislative District Nominating Committee shall act as the permanent chair of the caucus.
7. Caucuses shall be conducted in accordance with the Virginia Democratic *Party Plan* and the Call to Caucus.
8. The permanent chair shall appoint a tellers committee.
9. Ballots will be prepared listing the first name, middle initial and last name of the candidate(s).
10. Caucus participants may vote for a candidate(s) by placing an "X" beside the appropriate name.
11. The tellers committee shall count the ballots.
12. There shall be no campaigning inside the caucus room or check in area. While buttons or lapel stickers may be worn, no candidate material may be distributed. Any material must be distributed outside the building in which the caucus is held.
13. There will be no Press or Observers permitted in the room in which the balloting takes place. ONE designated representative from each candidate's campaign may be allowed to observe all processes during the caucus, provided that they have a signed letter from the candidate designating that person as their Authorized Representative.
14. Tie votes will be decided by the flip of a coin.

**Adopted:** \_\_\_\_\_ (date)

**Signed:** \_\_\_\_\_ (Chair)

**Signed:** \_\_\_\_\_ (Leg. Dist. Cmte. Member)

**SAMPLE DECLARATION OF CANDIDACY FOR DEMOCRATIC NOMINATION (#) LEGISLATIVE DISTRICT DEMOCRATIC NOMINATING COMMITTEE**

I, \_\_\_\_\_, declare myself a candidate for the Democratic Nomination as a candidate for election to the office of Member, Virginia House of Delegates, (#) District in the General Election to be held Tuesday, November 6<sup>th</sup>, 2011. In making this declaration, I certify as follows:

I will not support any candidate who is opposed to a Democratic nominee in the next ensuing general election;

I am a Democrat;

I am a registered voter in the district in which I am declaring my candidacy;

I am a resident of \_\_\_\_\_

My permanent address is: \_\_\_\_\_  
\_\_\_\_\_

My Mailing address is: \_\_\_\_\_  
\_\_\_\_\_

My telephone numbers are:

(H) \_\_\_\_\_ (W) \_\_\_\_\_  
(c) \_\_\_\_\_

My e-mail address is: \_\_\_\_\_

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

Declaration and filing fee of \$750.00 received by:

Chair \_\_\_\_\_ Date \_\_\_\_\_

Authorized by the (#) Legislative District Nominating Committee and Paid for by the (LOCAL) Democratic Committee

**SAMPLE BALLOTS**

OFFICIAL BALLOT  
FOR  
3<sup>rd</sup> Democratic Caucus  
Saturday, May 12, 2011

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NOMINEE FOR  
3<sup>RD</sup> HOUSE OF DELEGATES  
DISTRICT

**VOTE FOR NO MORE THAN  
1 PERSON**  
(BY MARKING AN 'X' IN THE BOX  
NEXT TO CHOICE)

*David Layman*

**Lorene Martin**

**Jim Turpin**

OFFICIAL BALLOT  
For  
3<sup>rd</sup> Democratic Caucus  
**Saturday, May 12, 2011**

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DELEGATES TO  
DISTRICT CONVENTION

VOTE FOR NO MORE THAN 6  
INDIVIDUALS OR ONE SLATE  
(BY CIRCLING CHOICES OR BY  
CHECKING A BALLOT)

1. **Harold Bannister**
2. **Diane Cherry**
3. **Edward Fleming**
4. **Daniel Redwood**
5. **Marcia Speck**
6. **Sandra Timmons**
7. **Louise F. Ware**
8. **Robert Weinberg**
9. **James Willis**

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Slate A  
 Slate B



**IF METHOD OF NOMINATION IS BY PRIMARY,  
AND A CANDIDATE IS UNOPPOSED, BY LAW,  
THE FILING FEE WILL BE REFUNDED.**

***Code of Virginia***

§ 24.2-524. To whom fees paid; **refund of fees.**

A. Candidates for United States Senators, for representatives in Congress, and for the offices of Governor, Lieutenant Governor, and Attorney General shall pay the primary fee to the Treasurer of the Commonwealth. The primary fees shall be credited by the Treasurer to a fund to be known as the "state primary fee fund."

The Treasurer shall refund the fee by warrant upon the state primary fee fund in the event the prospective candidate does not become a candidate, becomes a candidate and is not opposed, or must refile for any reason.

B. All other candidates shall pay the fee to the treasurer, or director of finance if there is no treasurer, of the city or county in which they reside. The treasurer or director of finance shall pay back the fee in the event the prospective candidate does not become a candidate, or becomes a candidate and must refile for any reason. **In the event the candidate is unopposed, the State Board or the local electoral board, as appropriate, shall notify, no less than forty-five days before the primary, the treasurer or director of finance to whom the fee was paid that the candidate is unopposed and shall provide the name and mailing address for returning the fee to the candidate.** The treasurer or director of finance promptly shall return the fee to the candidate. All other primary fees paid a county or city treasurer or director of finance shall be paid or placed to the credit of the fund of the county or city out of which the expenses of the primary were paid by the county or city.

C. A receipt for the payment of the fee must be attached to the declaration of candidacy; otherwise the declaration shall not be received or filed.

(Code 1950, § 24-401; 1962, c. 462; 1971, Ex. Sess., c. 247, § 24.1-199; 1982, c. 650; 1988, c. 192; 1993, c. 641.)

This language can be found at the following web link:

<http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+24.2-524>

**IF METHOD OF NOMINATION IS BY PRIMARY,  
ANY CANDIDATE RUNNING IN THE PRIMARY MUST FILE PETITIONS  
(THIS IS TRUE FOR LOCAL AND CONSTITUTIONAL OFFICES, TOO)**

**Code of Virginia**

§ 24.2-521. Petition required to accompany declaration; **number of signatures required.**

**A candidate for nomination by primary for any office shall be required to file with his declaration of candidacy a petition for his name to be printed on the official primary ballot, on a form prescribed by the State Board, signed by the number of qualified voters specified below** after January 1 of the year in which the election is held or before or after said date in the case of a March primary, and listing the residence address of each such voter. Each signature on the petition shall have been witnessed by a person who is himself a qualified voter, or qualified to register to vote, for the office for which he is circulating the petition and whose affidavit to that effect appears on each page of the petition.

Each voter signing the petition shall provide on the petition his social security number, if any; however, noncompliance with this requirement shall not be cause to invalidate the voter's signature on the petition.

The minimum number of signatures of qualified voters required for primary candidate petitions shall be as follows:

1. For a candidate for the United States Senate, Governor, Lieutenant Governor, or Attorney General, 10,000 signatures, including the signatures of at least 400 qualified voters from each congressional district in the Commonwealth;
2. For a candidate for the United States House of Representatives, 1,000 signatures;
3. For a candidate for the Senate of Virginia, 250 signatures;
4. **For a candidate for the House of Delegates or for a constitutional office, 125 signatures;**
5. **For a candidate for membership on the governing body of any county or city, 125 signatures; or if from an election district not at large containing 1,000 or fewer registered voters, 50 signatures;**
6. **For a candidate for membership on the governing body of any town which has more than 1,500 registered voters, 125 signatures; or if from a ward or other district not at large, 25 signatures;**
7. **For membership on the governing body of any town which has 1,500 or fewer registered voters, no petition shall be required; and**
8. **For any other candidate, 50 signatures.**

(Code 1950, § 24-373; 1952, c. 523; 1970, c. 462, § 24.1-185; 1971, Ex. Sess., cc. 119, 247; 1972, c. 620; 1978, c. 778; 1980, c. 639; 1982, c. 650; 1983, c. 188; 1989, c. 141; 1992, c. 855; 1993, cc. 407, 641; 1998, cc. 152, 246; 2000, cc. 232, 252; 2003, c. 477.)

<http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+24.2-521>