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## **CONGRESSIONAL DISTRICT NOMINATION PROCEDURES**

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How does the Democratic Party nominate a candidate for the House of Representatives? The **Party Plan** states that the District Committee comes together and handles the nomination (either by primary, caucus or convention).

### ***Section 6.8 Nomination of Candidates for House of Representatives***

*It shall be the duty of each district committee to fix the time, place and method of nominating in its congressional district a Democratic candidate for the United States House of Representatives. Such nomination shall be made by primary, convention or caucus. Whenever a district committee determines that such nomination shall be by the primary method, the primary shall be held in conformity with the Party Plan of the Democratic Party and applicable Virginia election laws. Whenever such nomination is to be made by convention, the district committee shall fix the basis of representation for such convention, consistent with the requirements of Article 15, Section 15.1.*

You should have already received a packet of information from the State Board of Elections with a 2010 Election Calendar indicating the deadlines and windows for nomination of a congressional candidate. ***If you have not done so, you need to take action to have your committee make a decision on the method of nomination as soon as possible*** (either by primary, caucus or convention). ***\*\*If you have an incumbent Democrat, see Page 3.***

- Notification of adoption of primary as the method to nominate **must be filed** with the State Board of Elections (SBE) by the Congressional District Committee Chair **no sooner than February 18 and no later than March 10, 2010**. This notification by you to the SBE must be on the form sent to you from the SBE for that purpose. ***\*\*If you have an incumbent Democrat, see Page 3.***
- Party nominations by caucus or convention may be made no earlier than **May 7 and must be completed by 7:00 p.m. on June 8, 2010**. Should convention be the method chosen by your committee, included in this memorandum is **a spreadsheet** (p. 2) of delegate allocations for a convention for all four formulas allowed by the **Party Plan**, based on a total of 200 delegates (If you want to use a different number of delegates overall, Brenner Tobe can assist in recalculating by each locality for you.).

**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 Committee follows through and performs the required duties.**

If you have any questions about this process, talk with the other congressional district chairs who have been through this before, or please contact Don Mark, Political Director at the State Party, 1-800-322-1144, ext.227, or don@vademocrats.org or Frank Hudson, Vice Chair for Rules, 434-973-8584, fredwhudson@yahoo.com. 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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## Nominating Options (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 6.8).

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 committee as follows:

Virginia law states that if the incumbent is of our Party and was selected by **primary** (even if he was declared the nominee and no primary was held because only one person filed for the primary), **\*\*then you cannot select a method other than a primary unless the incumbent consents to the different method of nomination.** So the first step when you have an incumbent, is to know how they were nominated last time. Then, if it was a primary, you have to do a primary unless the incumbent agrees to another method. In other words, talk to them.

If the incumbent for the office was nominated by a method other than a primary, then the committee determines the method of nomination to be used. This also applies if there is no incumbent of the Party for the office.

*As a matter of practice* (not as required), if there is an incumbent Democrat who was nominated by a caucus or convention, *as a courtesy* your Committee should ask the incumbent what method they prefer – *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. However, the Committee may choose a method other than what the incumbent requests. If there is no incumbent, the method of nomination is determined by the committee (Sections 2.2).

Each candidate will file a Declaration of Candidacy (sample form is enclosed – this is an internal Party document) with the Chair of the 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 Committee will decide both the format of the Declaration of Candidacy and the amount (if any) of the Candidate filing fee. (This internal declaration and fee are separate and different from those required by the State Board of Elections, and are only needed when doing a caucus or convention.)

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.virginia.gov/cms/documents/Cidates/Bulletins/10Nov\\_USH.pdf](http://www.sbe.virginia.gov/cms/documents/Cidates/Bulletins/10Nov_USH.pdf)

You should refer any of your candidates for any office to the **Candidate Informational Bulletin** for the U.S. House of Representatives, as well as the Candidate Forms available online:

[http://www.sbe.virginia.gov/cms/Cidate\\_Information/Cidate\\_Forms.html#Federal%20Offices](http://www.sbe.virginia.gov/cms/Cidate_Information/Cidate_Forms.html#Federal%20Offices)

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**Method of Nomination: 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 June 8<sup>th</sup>. Each 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 February 18th and no later than March 10th.*** You **must** notify the State Board, **in writing**, of the office for which a primary has been chosen, using the form from the SBE. (The SBE mails the forms in advance to all congressional district chairs – you should already have received the packet from that office.)

Primary costs are paid by the government. 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 want 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 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 Committee Chair no earlier than March 23<sup>rd</sup> at noon and no later than April 9<sup>th</sup> at 5:00 p.m. Committee Chairs must then certify candidates (by filling out the appropriate State Board of Elections certification form) to the State Board by April 14<sup>th</sup> at 5:00 p.m. 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.

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**Method of Nomination: 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. (Chairs should have received a packet from the State Board with these forms.)

***Nominations through processes other than primary may occur no earlier than May 7 and must be completed by 7:00 p.m. June 8.*** Certification of candidates by the Committee Chair to the State Board of Elections must be done by June 14<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 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 should be publicized in a newspaper of general circulation in the jurisdiction in which the caucus or convention will be held. Or, Instead of a newspaper notice, a committee may provide notice by placing notice on the State Party website, its local website, and providing a press release to all relevant newspapers of general circulation. 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. 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)

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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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**CANDIDATE CERTIFICATION**

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Candidates selected by methods other than primary *must be certified* as the duly selected candidates *by the Committee Chair*. The Certification form must be at the State Board by 5:00 p.m. June 14<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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### 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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### 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, May 7<sup>th</sup> – June 8<sup>th</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 Mark at DPVA.** We need to know!
5. **Preparation of appropriate notice (newspaper ad/ press release, posted online).** This must be in a newspaper of general circulation in your district or posted online 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. Taking into consideration the cost and the geographical size of some of the districts, you might take out one ad in the least expensive paper of general circulation within the district, then send a press release to other larger papers and weeklies, and post the information on your district website if you have one. In some areas it might help with your expenses to share a joint with another district (ex., the 2nd and 3rd CDs).

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. If only one candidate files, that candidate may be declared the nominee and the caucus may be canceled.
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 Mark at DPVA.

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**Method of Nomination: 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 or regional caucuses. Then, these delegates and alternates attend the Convention. The caucuses to select delegates 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 May 7 and must be completed by 7:00 p.m. June 8. Caucuses to select delegates and alternates may occur prior to May 7, 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 June 14<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 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;
- pre-filing 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 District 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 Committee must decide on one of those formulas and on the total number of delegates to the Convention (section 15.1). IT Director Brenner Tobe has calculated these numbers for you, based on a total number of 200 delegates. (If you want to use a different number of delegates overall, Brenner Tobe can assist in recalculating by each locality for you.) In addition, the 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).

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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) for that caucus. 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 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 (Section 12.5). 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 online. 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. 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)

Taking into consideration the cost and the geographical size of some of the districts, you might take out one ad in the least expensive paper of general circulation within the district, then send a press release to other larger papers and weeklies, and post the information on your district website if you have one. In some areas it might help with your expenses to share a joint with another district (ex., the 2nd and 3rd CDs).

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, emails, 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 District 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 District 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. June 14<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. 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>February 18 – March 10</b>	Notice of Method of Nomination due to the State Board of Elections and to the State Party. Notices <i>must</i> be filed no later than March 10.
<b>March 23 – April 9, 5:00 pm</b>	Petitions and Declaration of Candidacy filed with the Committee Chair by the Candidate. All must be filed by 5:00 pm on April 14. 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.virginia.gov/cms/documents/Cidates/Bulletins/10Nov_USH.pdf">http://www.sbe.virginia.gov/cms/documents/Cidates/Bulletins/10Nov_USH.pdf</a>
<b>April 9, 5:00 pm</b>	All other candidate forms are due (forms can be found on the State Board website): <a href="http://www.sbe.virginia.gov/cms/Cidate_Information/Cidate_Forms.html#Federal%20Offices">http://www.sbe.virginia.gov/cms/Cidate_Information/Cidate_Forms.html#Federal%20Offices</a>
<b>April 14, 5:00 pm</b>	District Committee Chair must certify the candidate to the State Board of Elections. <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 District Chairs.
<b>May 17, 5:00 pm</b>	Deadline to register to vote in the June 8 primary.
<b>June 1</b>	Deadline to apply for absentee ballot by mail.
<b>June 5</b>	Deadline to apply for absentee ballot in person.
<b>June 8</b>	Primary held.

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**CALENDARS - CAUCUS**


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<b>February 18 – March 10</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 March 15.
<b>May 7 – June 8, 7:00 pm</b>	Caucus held. Ad/ Online Post 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 8, 7:00 pm</b>	All other candidate forms are due (forms can be found on the State Board website): <a href="http://www.sbe.virginia.gov/cms/Cidate_Information/Cidate_Forms.html#Federal%20Offices">http://www.sbe.virginia.gov/cms/Cidate_Information/Cidate_Forms.html#Federal%20Offices</a> A list of which forms are required to be filed by a <i>candidate</i> by June 8 can be found in the Candidate Informational Bulletins at this link: <a href="http://www.sbe.virginia.gov/cms/documents/Cidates/Bulletins/06Nov_USH.pdf">http://www.sbe.virginia.gov/cms/documents/Cidates/Bulletins/06Nov_USH.pdf</a>
<b>June 14, 5:00 pm</b>	District Committee Chair must certify the candidate to the State Board of Elections. <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 District Chairs.

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**EXAMPLE**


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Your Committee has set Saturday, May 8<sup>th</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/ posting must be mailed to the State Party on or before the day it is run. For a May 8<sup>th</sup> Caucus, the following calendar applies:

<b>February 18 – March 10</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 March 15.
<b>April 24 – May 1</b>	Ad/ Online Post must run in one or more newspapers. A copy of the ad must be mailed to the State Party <i>on or before the day it runs.</i>
<b>May 1</b>	Temporary Rules, prepared by the Chair of the Nominating Committee are prepared and available for review by any interested party.
<b>May 8, 12:00 – 4:00 pm</b>	Caucus held.
<b>May 10</b>	Certification form mailed to the State Board of Elections, 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 14.) Send as soon as possible.</i>

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**CALENDARS - CONVENTION**


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<b>February 18 – March 10</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 March 15.
<b>May 7 – June 8, 7:00 pm</b>	Convention held. Ad/ Posting 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 – prefiling deadline 7-14 days before prefiling 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 8, 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.virginia.gov/cms/Cidate_Information/Cidate_Forms.html#Federal%20Offices">http://www.sbe.virginia.gov/cms/Cidate_Information/Cidate_Forms.html#Federal%20Offices</a>
<b>June 14, 5:00 pm</b>	Committee Chair must certify the candidate to the State Board of Elections. <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 District Chairs.

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

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The Committee (“you” in the following discussion) has set May 29<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 prefiling 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>February 18 – March 10</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 March 15.
<b>May 11 – May 18</b>	Ad/ Posting must run for prefiling deadline for delegates and alternates. Our Committee chose May 25 <sup>th</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 15 – 18 <sup>th</sup> .
<b>May 15 – May 22</b>	Ad/ Posting 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 20 – 23 <sup>rd</sup> .
<b>May 15 – 22</b>	Ad/ Posting 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 20 – 23 <sup>rd</sup> .
<b>May 22</b>	Temporary Rules, prepared by each Chair of each Caucus are prepared and available for review by any interested party.
<b>May 25</b>	Prefiling deadline.
<b>May 29</b>	Caucuses and Convention held.
<b>May 31</b>	Certification form mailed to the State Board of Elections, 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 14.) <b>Send as soon as possible.</b></i>

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**EXAMPLE**  
**(Caucus and Convention Held on *Different* Saturdays)**

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The Committee (“you” in the following discussion) has set June 5<sup>th</sup> as the day for the convention. However, because your district is very spread out, you realize that it is impractical to schedule both the caucuses and the convention on the same day. Your District has a large commuter population so both the caucuses and Convention are best held on Saturdays. The caucuses will then be held on May 29<sup>th</sup>. Unfortunately, you will lose most of the overlap that would allow you to run a single ad. There will have to be two ads - one combined for the delegate and alternate prefiling deadline, and the caucus, and a separate one for the convention - under this schedule.

The May 29<sup>th</sup> caucuses will be unassembled caucuses running from noon to 4 pm. Your convention will begin at noon on June 5<sup>th</sup>. You will require both prefiling and candidate declarations for your delegates and alternates by May 25<sup>th</sup>. Your alternates will be elected as those receiving the next highest vote totals after your delegates are elected. The following calendar applies:

<b>February 18 – March 10</b>	Notice of Method of Nomination due to the State Board of Elections and to the State Party. Notices <b>must</b> be
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	filed no later than March 10.
<b>May 11 – May 18</b>	Ad/ Posting must run for prefiling deadline for delegates and alternates. A combined ad will have to be run combining the prefiling and caucus notices, on a day between May 15 – 18 <sup>th</sup> .
<b>May 15 – May 22</b>	Ad/ Posting 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> . A combined ad will have to be run combining the prefiling and caucus notices, on a day between May 15 – 18 <sup>th</sup> .
<b>May 22</b>	Temporary Rules, prepared by each Chair of each Caucus are prepared and available for review by any interested party.
<b>May 22 – May 29<sup>th</sup></b>	Ad must run with notice of Convention. A copy of the ad must be mailed to the State Party <i>on or before the day it runs</i> . This is a second ad with just the convention information.
<b>May 25</b>	Prefiling deadline.
<b>May 29</b>	Caucuses held.
<b>June 5</b>	Convention held.
<b>June 7</b>	Certification form mailed to the State Board of Elections, 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 14.) <b>Send as soon as possible.</b></i>

Note that you will have to run at least two ads under this scheme. You may combine the prefiling deadline and the caucus notices in a single ad run between May 15 – May 18<sup>th</sup> and run another ad for the Convention. You may also run a single ad with the Caucus and Convention notices on May 22<sup>nd</sup>, but you will have to run a separate ad for the prefiling deadline.

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**EXAMPLE**  
**(Caucus and Convention Held on a week day and a Saturday)**

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The Committee (“you” in the following discussion) has set June 5<sup>th</sup> as the day for the convention. However, because your district is very spread out, you realize that it is impractical to schedule both the caucuses and the convention on the same day. Your District is composed of several population centers, spread out, so that there are few commuters; most people live and work in the same town. You then schedule the caucuses for weeknight, Tuesday, June 1<sup>st</sup>. You will lose some of the overlap that allows you to run a single ad. There is only one day available overlap under this schedule.

The June 1<sup>st</sup> caucuses will be unassembled caucuses running from 6:00 pm to 9:30 pm. Your convention will begin at noon on June 5<sup>th</sup>. You will require both prefiling and candidate declarations for your delegates and alternates on May 31<sup>st</sup>. Your alternates will be elected as those receiving the next highest vote totals after your delegates are elected. The following calendar applies:

<b>February 18 – March 10</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 March 15.
<b>May 16 – May 23</b>	Ad/ Posting must run for prefiling deadline for delegates and alternates.
<b>May 18 – May 25</b>	Ad/ Posting 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> .
<b>May 25</b>	Temporary Rules, prepared by each Chair of each Caucus are prepared and available for review by any interested party.
<b>May 22 – May 29</b>	Ad/ Posting must run with notice of Convention. A copy of the ad must be mailed to the State Party <i>on or before the day it runs</i> .
<b>May 31</b>	Prefiling deadline.
<b>June 1</b>	Caucuses held.
<b>June 5</b>	Convention held.
<b>June 7</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 14.) <b>Send as soon as possible.</b></i>

Note that with this schedule, a single ad, run between May 22 and May 23 can cover the prefiling deadline, the caucus notice, and the convention notice. Virtually any other combination of scheduling would require at least two ads.

**FYI, Voter Registration in General, please note that for the General Election in November:**

<b>October 12, 5:00 pm</b>	Deadline to register to vote in the General Election.
<b>October 26</b>	Deadline to apply for absentee ballot by mail.
<b>October 30</b>	Deadline to apply for absentee ballot in person.
<b>November 2</b>	General Election.

## SAMPLE AD-

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

The Montgomery Democratic Committee hereby announces that it will hold an assembled caucus at 7:00 p.m. on June 6, 2006 at the Blacksburg High School Commons for the purpose of nominating 10 delegates and 3 alternates to the Ninth Congressional District Democratic Convention to be held on June 10<sup>th</sup> for the purpose of nominating a Democratic candidate for the Ninth District.

Any person wishing to seek election as a delegate or alternate to the Ninth District Convention must file with Steven C. Cochran, Chair of the Montgomery County Democratic Committee, 307 Park St., Christiansburg, VA 24073 prior to 5:00 pm, June 5, 2006. A voluntary administrative fee of \$20.00 (which may be waived) will be charged at the time of filing for those wishing to be elected delegates and alternates. Filing forms may be picked up from and returned to the Chair at the above address, or downloaded online from [www.mcdemocrats.org](http://www.mcdemocrats.org).

**There is no charge for those wishing to attend and vote in the caucus.**

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 the county. Declaration forms must be filled out at the caucus prior to 7:00 p.m. 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.

If only one person files for each delegate or alternate position, the caucus will be canceled. In this event, the Chair will publicly announce the cancellation, proclaim the individuals properly filed as the duly nominated delegates and alternates, and so advise those individuals.

For further information, please contact Steve Cochran, Montgomery County Democratic Committee at 555-5678.

Authorized and Paid for by the Montgomery County Democratic Committee

## SAMPLE AD-

PAID POLITICAL ADVERTISEMENT  
**NOTICE OF NINTH CONGRESSIONAL DISTRICT  
DEMOCRATIC CAUCUS**

The Ninth Congressional District Democratic Committee hereby announces that it will hold an assembled caucus at 10:00 am on June 3, 2006 in the third floor courtroom of the Smyth County courthouse for the purpose of nominating a candidate for the U.S. House of Representatives Ninth District.

Any person wishing to be a candidate for nomination for the office listed above must file a written declaration of candidacy along with a \$2,500.00 filing fee with Tom Graham, Chair of the Ninth Congressional District Democratic Committee, 307 Park St., Marion, VA 24073 prior to 5:00 pm, May 30, 2006. No person who has failed to comply with the pre-filing requirements may be considered for nomination.

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 the Ninth District. 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.

**There is no charge for those wishing to attend and vote in the caucus.**

For further information, please contact Tom Graham, Ninth Congressional District Democratic Committee at 276/382-5555 or ninthcd@cavtel.net. Should only one candidate file by the filing deadline, that candidate will be declared the nominee and the caucus will be canceled.

Authorized and paid for by the Ninth Congressional District Democratic Committee

SAMPLE AD-

**PAID POLITICAL ADVERTISEMENT****NOTICE OF 6<sup>th</sup> CONGRESSTIONAL DISTRICT  
DEMOCRATIC CONVENTION**

The 6<sup>th</sup> Congressional District Democratic Committee hereby announces that it will hold a convention beginning at 1 p.m., on May 20, 2006 at Riverheads High School, 19 Howardsville Road, Staunton, for the purpose of nominating a candidate for the 6<sup>th</sup> District of the U.S. House of Representatives.

Any person wishing to be a candidate for nomination for the congressional office listed above must file a written declaration of candidacy along with a \$3,162.00 non-refundable filing fee with David V. Layman, Chair of the 6<sup>th</sup> Congressional Democratic Committee, 16341 Lee Highway, Buchanan, VA 24066, prior to 5:00 pm, May 12, 2006. No person who has failed to comply with the prefiling requirements may be considered for nomination.

200 delegates and 50 alternates to the Ninth Congressional District Convention shall be elected at assembled caucuses to be called by each county and city Democratic Committee in the Ninth Congressional District to be held at 10 a.m. on May 20, 2006 at Riverheads High School, 19 Howardsville Road, Staunton. The prefiling deadline for delegate and alternate candidates shall be 5:00 p.m., Monday, May 15, 2006. Filing forms may be picked up from and returned to David V. Layman, Chair of the 6<sup>th</sup> Congressional District Democratic Committee, 16341 Lee Highway, Buchanan, VA 24066 no later than 5:00 p.m., Monday, May 15, 2006. Should only one person file for each delegate and alternate position for a county or city, they will be declared duly elected as such and the caucus may be canceled.

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 next ensuing election; believes in the principles of the Democratic Party; and is a registered voter in such county or city, and the 9<sup>th</sup> District. There is no charge for anyone wanting to attend and vote in the caucus.

Any person attending the convention, before participating in that convention, must have been elected as a state delegate or alternate at the appropriate local Democratic caucus on May 16<sup>th</sup> or May 17<sup>th</sup>. Doors to the convention will open at 12:00 p.m. for check-in. At 1 p.m. the convention will begin.

For further information, please contact David V. Layman , Chair of the 6<sup>th</sup> Congressional District Democratic Committee at 540-254-2617.

Authorized and paid for by the 6<sup>th</sup> Congressional District Democratic Committee

**SAMPLE CAUCUS DECLARATION FORM  
(DISTRICT) DEMOCRATIC CAUCUS – (CAUCUS DATE), 2010**

**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) 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)* Congressional District Democratic Committee to issue the Call to Convention for the purpose of nominating the 2010 Democratic Party candidate for the U.S. House of Representatives to be elected at the General Election on the 2<sup>nd</sup> day of November, 2010.

Now therefore be it resolved that the *(DISTRICT NUMBER)* District Democratic Committee hereby issues the Call to Convention for the 2010 *(DISTRICT NUMBER)* District Democratic Party Convention to convene at *(Time.)*, *(Day of the Week)*, *(Month)*, *(Date)*, 2010 at the *(LOCATION)*, *(TOWN OR CITY)*, Virginia for the sole purpose of nominating the 2010 Democratic candidate for the U.S. House of Representatives 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 city/county on *(Day of the Week)*, *(Month)*, *(Date)*, 2010 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 City or County caucus shall be:

<i>(City or County)</i>	<i>(Site)</i>
<i>(City or County)</i>	<i>(Site)</i>
<i>(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)*, 2010 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 prefilling fee of five dollars (\$5.00) for each person filing for delegate for the *(DISTRICT NUMBER)* District Convention payable to the local Democratic Committee. It shall be the duty of each city or county chair to personally deliver or mail a certified list of all paying the delegate fee to the *(DISTRICT NUMBER)* District Chair on or before the *(Notification Deadline Date)*, 2010. 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 city/county of the *(DISTRICT NUMBER)* House District. Each city/county shall be entitled to one-half as many alternates as there are delegates from each city/county. Fractional numbers of alternates will be rounded down (for example, 2.5 alternates will be 2 alternates). Each 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 city/county shall be allocated the following number of delegates and alternates:

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

<i>(City or Co)</i>	<i>(# of Delegates)</i>	<i>(# of Alternates)</i>	<i>(Total of Prefiling Fees)</i>
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### 5. Notice Requirements

The *(District Number)* 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)* District Committee shall cause to be published the times, dates, and locations of the city or county caucuses at least 7 days prior to the caucuses, 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 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 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)* 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)* 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 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 city or county delegation from among the alternates present from the particular city or county. An alternate may be chosen to fill any vacancy within a delegation regardless of the city or county from which the alternate was initially elected.

### 9. Affirmative Action

It shall be the duty of each local 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.

### 10. Call Distribution

It shall be the duty of the *(District Number)* District Democratic Committee Chair to distribute a copy of the Call to Convention to any known candidate for the Democratic Party nomination for the U.S. House of Representatives in 2010.

It shall further be the duty of the District Democratic Committee Chair to cause this Call to Convention to be publicized through the news media of the District as is feasible. *(Note: If your committee has a website, post it there, too.)*

**11. Candidate Filing Fee**

All candidates for the 2010 Democratic Party nomination for the *(District Number)* House seat shall file a declaration of candidacy and a candidate filing fee of *(Candidate Filing Fee Amount)* on or before 5:00 pm on *(Candidate Filing Deadline)*, 2010 with the Chair of the *(District Number)* District Committee. Only those candidates properly prefiled may have their name placed in nomination before the Convention.

**Adopted** \_\_\_\_\_ (Date) \_\_\_\_\_

\_\_\_\_\_ (Signature of Chair) \_\_\_\_\_

\_\_\_\_\_ (District Number) \_\_\_\_\_ District Committee

**Delegate or Alternate Prefiling Form**  
**(District Number) District Convention – 2010**

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 \_\_\_\_\_

Congressional DISTRICT \_\_\_\_\_

LOCALITY \_\_\_\_\_

PRECINCT \_\_\_\_\_

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

**(District Number) 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*) District Committee.

If elected a delegate or alternate to the (*DISTRICT NUMBER*) 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 of the caucus.
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, June 5, 2010.
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 District Committee shall act as the permanent chair of the caucus.
6. The recording secretary of the District 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:** \_\_\_\_\_ (City or County Chair)

**Signed:** \_\_\_\_\_ (Dist. Cmte. Chair)

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

I, \_\_\_\_\_, declare myself a candidate for the Democratic Nomination as a candidate for election to the office of Member, U.S. House of Representatives, (#) District in the General Election to be held Tuesday, November 2<sup>nd</sup>, 2010. 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 and Paid for by the (#) District Democratic Committee

## SAMPLE BALLOTS

OFFICIAL BALLOT  
FOR  
3<sup>rd</sup> Democratic Caucus  
Saturday, May 13, 2006

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NOMINEE FOR  
3<sup>RD</sup> US House of Representatives  
DISTRICT

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

**Linda Wyatt**

**Lorene Martin**

**Jim Turpin**

OFFICIAL BALLOT  
For  
3<sup>rd</sup> Democratic Caucus  
**Saturday, May 13, 2006**

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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>