

**Rules for the 45th House District Democratic Joint Unassembled Caucus
Aug. 2-6, 2012**

1. Candidate Filing Requirements:

- a) Candidate filings, consisting of a complete Declaration of Candidacy signed by the candidate and a filing fee of \$500.00 made payable to the Alexandria Democratic Committee, must be received by the Chair of the 45th House District Nominating Committee (“the Chair”) no later than 5:00 p.m. ET on July 31, 2012 (“the filing deadline”). Candidates may file through a designated agent, but such action in no way waives the requirement for the candidate to sign the Declaration or extends the filing deadline. Candidates are solely responsible for ensuring that their filings are received by the filing deadline.
- b) The Chair will conduct a random drawing to determine the order in which candidates will be listed on the caucus ballot. The drawing will be open to the public and will take place at the filing deadline, at the Alexandria Office of Voter Registration and Elections (“the Registrar’s Office”), 132 N. Royal Street, Alexandria.
- c) Only those candidates who have properly filed by the filing deadline will be listed on the caucus ballot and be eligible for nomination by the caucus. A candidate may request a receipt from the Chair confirming acceptance of a valid filing.
- d) At any time before 5 p.m. ET on August 1, 2012, the Chair may rule ineligible for nomination any candidate who he has found to have made any false or misleading statements on the Declaration of Candidacy, or who failed to pay the filing fee.
- e) If only one candidate has made a valid filing by the filing deadline, the Caucus will be canceled and that individual will be declared the Democratic nominee.
- f) If no candidates have made a valid filing by the filing deadline, the Caucus will be canceled and the Committee will have the sole authority to select a nominee, or to determine that no nominee will be selected.

2. Ballots:

- a) Ballots will list names of qualified candidates in the order determined according to rule 1.b. above.
- b) Ballots will be produced by the Registrar’s Office for use with optical scan tabulation machines.
- c) Participants in the caucus may vote for only one candidate. Ballots marked for more than one candidate will be invalid. Write-in votes are not permitted and will be invalid. If the tabulation machine detects a valid mark for a filed candidate, the ballot will be counted for that candidate. If the machine rejects a ballot, the voter may exchange the ballot for an unmarked ballot.
- d) If the Registrar’s Office determines any irregularity or malfunction that prevents the machines from being used, the Chair may order that ballots be tabulated by hand under procedures determined by the Chair.

3. Caucus Procedures:

- a) The Chair shall establish a Designated Caucus Area, which shall include the room in which Caucus participants will check in and vote, and a sufficient area outside the room to allow sufficient access to and egress from the room. This area shall be marked with signs such as “No Campaigning Beyond This Point.”
- b) The members of the Committee shall be officers of the caucus. The Chair of the Committee shall be the Chair of the Caucus. The Chair may appoint such other officers as may be necessary to conduct the business of the caucus.
- c) Only the following individuals will be permitted inside the Designated Caucus Area:
 - 1. Caucus officers.
 - 2. Individuals seeking to participate (vote) in the caucus, until they have either cast their ballots or have been deemed ineligible to participate.
 - 3. The chairs of the Alexandria, Arlington County, and Fairfax County Democratic Committees, or one other representative of each committee designated by the chairs of the local committees.
 - 4. Staff of the Registrar’s Office and members of the Alexandria Electoral Board.
 - 5. Up to two representatives of each candidate on the Caucus ballot, none of whom may be a Caucus officer or local committee chair or representative. With the permission of the Chair, a campaign may relieve one individual serving as a poll watcher with another. The Chair may permit additional candidate representatives in proportion to the number of check-in lines or other logistical factors.
 - 6. Members of the news media, with the permission of the Chair and only while engaging in news gathering.
 - 7. Persons assisting voters with disabilities.
 - 8. Other individuals as permitted and under conditions set by the Chair.
- d) Caucus officers, local committee chairs and representatives, candidate representatives, and members of the news media must wear identifying Caucus credentials, and may not display any items or engage in any activity to promote or oppose any candidate for any position during the time they are wearing Caucus credentials.
- e) No person in the Designated Caucus Area, other than a Caucus officer, may initiate a conversation with a Caucus participant or prospective participant or interfere with the movement or privacy of a Caucus participant or prospective participant. Local committee chairs and representatives, and candidate representatives, may observe all aspects of the Caucus.
- f) The Chair, or his or her designee, shall have full control over all aspects of the Caucus, and may take any action, or interpret, waive, or amend any rule, as necessary to ensure the fair, legal, and orderly conduct of the Caucus. If the Chair so designates or if the Chair is unavailable at any point during the Caucus and cannot be reached, the other members of the Committee may act as Chair in the order of succession of their weighted votes on the Committee. Any person aggrieved by any action, inaction, or decision of any individual or committee related to the Caucus may appeal to the Chair. The decision of the Chair will be final as it pertains to Caucus operations and nominations.

- d) Candidates and other persons or groups may make whatever use of public or private property outside the Designated Caucus Area as would normally be available to them, provided they do not interfere with the rights of persons entering or exiting the Designated Caucus Area.
- e) There shall be one central greeting area at which greeters will issue voter certification forms to prospective caucus participants. The form will require each Participant's full name and address, and a location for the participant to certify that he or she does not intend to support a candidate who is opposed to any Democratic nominee in the Sept. 4, 2012, special election. The form may request other optional information. Each Caucus participant must complete the Voter Certification form.
- f) Participants will take their completed Voter Certification form to the check-in table, where it will be checked against a Registered Voter List ("RVL") provided by the State Board of Elections and including all registered voters in the 45th House District. A form identified by a Caucus official as not having been completed accurately and in full, as not including a signature, or as containing alterations, will be rejected, although the participant may complete a new form.
- g) A participant will not be required to present any form of identification, unless his or her identity is challenged to the Chair by any other Caucus participant or by a candidate representative.
- h) If a participant is listed on the RVL, he or she will be given a "Registration Verified" card to exchange with the Registrar's Office staff for a ballot. If a participant is not listed on the RVL and still wishes to vote, he or she will be given a "Provisional Ballot" card to exchange with the Registrar's Office staff for a provisional ballot.
- i) Once a participant has marked a regular ballot, he or she will feed it into the scanning machine. Once a participant has marked a provisional ballot, he or she will return it to the Registrar's Office staff in a sealed envelope provided for that purpose. The outside of the envelope will include the participant's name, address, and reason for voting with a provisional ballot.
- j) Candidate representatives may observe, but not interfere with, the check-in process. Any question regarding the eligibility of a voter should be taken immediately to the Chair. Candidate representatives may have access to the completed Voter Certification forms under terms and conditions set by the Chair to avoid interference with registration and to provide equitable access to the data for all candidates.
- k) The Chair shall provide reasonable accommodation to provide for full participation for any Caucus participant who has a disability, including but not limited to permitting curbside voting, permitting voters to be assisted in marking their ballots, and permitting voters to check-in or vote out of the order in which they arrived.
- l) Vehicles transporting voters to the Caucus with the intent of using the vehicle for curbside voting shall be designated and treated as a voting area. There shall be no campaign signs inside or outside the vehicle and no candidate may enter the vehicle at any time, including at the loading point. Violation of this provision will result in the occupants being denied curbside voting.
- m) Five minutes before the end of each voting opportunity, the Chair or his or her designee will step outside the doors of the Caucus room and again outside the Caucus building to announce that the Caucus voting will end at the appointed time and at that time the doors to the Caucus will be closed. All persons in line at the entrance doors at the appointed end time will be allowed to

vote. Any person not in line by the appointed time will not be allowed to vote.

n) Proxy voting is prohibited.

4. **Voting:**

- a) Caucus participants may vote only in person, and only during one of the following voting opportunities:
- Thursday, August 2, 2012, from 5 p.m. to 9 p.m., at Lyles-Crouch Traditional Academy, 530 S. St. Asaph Street, Alexandria
 - Saturday, August 4, 2012, from 10 a.m. to 5 p.m., at Cora Kelly Recreation Center, 25 W. Reed Avenue, Alexandria
- b) Ballots shall be issued, collected, and tabulated by the Registrar's Office. No other person shall have any access to blank or marked ballots at any time before the unofficial results are announced.
- c) Each Caucus participant may take any reasonable amount of time to consider and mark the ballot, and may do so while standing or seated in any manner that does not interfere with the orderly conduct of the Caucus. The participant may be directed by Caucus officers to complete his or her ballot if it appears that the participant is intentionally or unreasonably delaying his or her vote.
- d) A Caucus participant may exchange a ballot marked in error for a blank ballot, but only before the ballot has been cast.
- e) When a Caucus participant has marked the ballot to his or her satisfaction, the participant shall feed it into an optical scanner as directed by the Registrar's Office. The ballot has been cast once it is accepted by the machine.

6. **Results:**

- f) The candidate who receives the highest number of votes by Caucus participants will be the Democratic nominee.
- g) When the last voting opportunity has ended, the Registrar's Office will provide the Chair with the total votes received by each candidate. At the Chair's announcement, the public will be permitted in the Caucus room. The Chair will announce the vote totals and the number of provisional ballots to those assembled.
- h) If the number of provisional ballots remaining cannot change the outcome of the vote, the Chair will announce his or her intention to certify the candidate with the highest number of votes to the State Board of Elections as the Democratic nominee, pending any appeals. Any person aggrieved by the Chair's stated intention may appeal to the Chair no later than Monday, Aug. 6, 2012, at 12 noon.
- i) After the Chair has announced the results, all ballots will be collected and held by the Chair or his designee in a secure manner until the end of the Caucus.

- j) The Chair shall make every reasonable effort to determine the appropriate disposition of each provisional ballot. If the Chair determines that a provisional ballot was cast by a Caucus participant who was eligible to vote, the ballot shall be unsealed and added to the vote totals. If the Chair determines that the participant was not eligible to vote, the ballot shall remain sealed and not added to the vote totals. The Chair shall rule on each provisional ballot no later than Monday, Aug. 6, at 12 noon.
- k) If the Caucus fails to select a nominee for any reason including but not limited to a tie, and the nominee will be chosen by the Committee by vote or by random selection.
- l) The Chair shall certify the Democratic nominee to the State Board of Elections in the manner prescribed by the Board, no later than Monday, August, 6, 2012, at 5 p.m. If for any reason the Chair cannot make the necessary certification, the other members of the Committee shall act as Chair in the order of succession of their weighted votes on the Committee, and shall make the necessary certification.

Authorized by the 45th House District Nominating Committee, a committee of the Democratic Party of Virginia and not affiliated with any candidate or candidate committee.