

**RULES FOR THE STAFFORD COUNTY UNASSEMBLED CAUCUS TO
ELECT DELEGATES AND ALTERNATES TO
THE 7TH CONGRESSIONAL DISTRICT CONVENTION**

20 April 2024

I. GENERAL PROVISIONS:

1. The Chair of the Stafford Democratic Committee shall be the permanent Chair of this Caucus.
2. The Chair shall appoint persons to assist in the conduct of the unassembled nominating caucus, to include but not limited to:
 - a. Rules Chair & Committee
 - b. Tellers Chair & Committee
 - c. Timekeeper
 - d. Credentials Chair & Committee
 - e. Sergeant-at-arms
 - f. Secretary
3. This Caucus shall be conducted in accordance with the Virginia Democratic Party Plan and the 7th CD Call to Caucus.
4. This unassembled caucus shall occur on Saturday, April 20, 2024 from 12:00 Noon to 3:30 PM at the Howell Branch of the Central Rappahannock Regional Library located at 806 Lyons Blvd. Voting will take place between 12:00 Noon and close promptly at 3:30 PM preceded by a five-minute warning. Persons standing in line at 3:30 waiting to complete a caucus participation form will be allowed to complete the form and participate. All times shall be read from a watch maintained by the Timekeeper.
5. Only those candidates who properly pre-filed by the required date will be recognized as such and included on the ballot.
6. All forms, ballots and other published material shall be approved by the Stafford Democratic Committee.
7. The Chair or the authorized designee must secure all marked ballots. Ballots that were not used during the process must be destroyed.

II. CONDUCT OF THE CAUCUS:

Every person who participates in the caucus must complete a participation form and sign a statement stating that the person is a Democrat and not a member of any other political party, and does not intend to support any candidate who is opposed to the Democratic nominee in the upcoming General Election, has not participated and will not participate in the nominating process of any other party for the General Election and is registered to vote in Stafford County.

1. A ballot will only be given to a participant in exchange for a properly certified caucus participation form.

2. The local caucus chair will provide reasonable accommodations to provide for full participation for any caucus participant who has a disability. Curbside voting may be permitted and the vehicle shall be designated and treated as a voting area, and there will be no campaign activity allowed inside or outside the vehicle.
3. Press and observers are permitted in the room in which the caucus takes place; however, they shall be restricted to an area where they will not interfere with certification or the conduct of the caucus.

III. BALLOTS AND VOTING:

1. Only those candidates who properly pre-filed will be recognized as such and included on the ballot.
2. Ballots will be prepared by the Stafford Democratic Committee, listing the name as indicated on the application form of each properly filed candidate. The candidate names shall be listed on the ballot alphabetically.
3. When given a ballot, participants will be instructed as to the maximum number of delegate/alternate candidates for whom they may vote. Ballots showing more votes than allowed will be declared invalid.
4. Caucus participants may vote by placing an "X" beside the appropriate name. Other clearly identifiable types of marks are acceptable. It will be the sole discretion of the Tellers Committee to determine the intent of the participant.
5. Write in votes will not be counted.
6. Each participant will be certified as a voter in Stafford County. If a voter cannot be certified, they will be given a provisional ballot.

IV. TALLYING AND DETERMINATION:

1. The Tellers Committee shall count the ballots at the caucus location after the caucus participants have voted.
2. If there are more ballots than participation forms, all ballots will be returned to the ballot box. Random ballots will be selected and discarded so that the number of ballots equals the number of participation forms.
3. Only Tellers, the Caucus Chair, and official candidate representative will be permitted where the ballots are being counted.
4. Ballots that show more votes than number of delegate candidates for whom they may vote will be declared invalid.
5. The candidates will be ranked by the number of votes received. The candidates who rank at or above the allocated number of delegates allocated to Stafford will be selected as Delegates. The next number of candidates equal to the number of allocated alternates will be selected as alternates.
6. If the margin of victory is greater than the number of provisional ballots, then the candidates with the highest certified vote total would be declared delegates and alternates.
7. If there is a tie vote the ballots will be recounted. If that still results in a tie, the tie will be broken by coin flip.

8. If the outcome of the election is in doubt due to the number of provisional ballots, the Caucus Chair of the appropriate jurisdiction or a duly appointed representative will bring the provisional ballots to that jurisdiction's Office of Elections on the first Monday following the election. The final determination of registration status will be made by the Office of Elections. If a provisional ballot count is necessary, candidates and provisional voters will be informed of the time of the provisional ballot count and the official determination of the election. If there are any challenges to the conduct of the election, they will be resolved by referring to the DPVA Party Plan.
9. If there are any challenges to the conduct of the election, they will be resolved by referring to the Democratic Party of Virginia Party Plan. Challenges must be filed within 5 days. All ballots will be held until the challenge period ends.
10. The Chair of the Stafford Democratic Committee shall file the results with 7TH CD and DPVA

ADOPTED: March 26, 2024
Date



Chair Stafford County Democratic Committee