



Fairfax County Democratic Committee

RULES FOR 2016 MAGISTERIAL DISTRICT CAUCUSES AND ABSENTEE VOTING

BACKGROUND

The process the Democratic Party uses to select our Presidential candidates across the country has a very long history, and in each Presidential election cycle it begins early in the year prior to the General Election when each State Party adopts a comprehensive recommended Delegate Selection Plan (*the 2016 VA Delegate Selection Plan is 58 pages*). This plan considers outreach and participation to engage as many people as possible, and has the input from hundreds of people in each state, including a public comment period, that is then ultimately debated and voted upon the State Central Committee. People (Delegates and Alternates) are elected at the City / County level (caucuses) to attend both the Congressional District and State Conventions where they subsequently elect National Delegates and Alternates to the Democratic National Convention. Presidential Electors (Electoral College) are also elected at both the Congressional District (*1 per district*), and State Conventions (*2 at large*). At the State Convention we also elect At Large members to the Democratic National Committee (DNC), and this year we elect 5. The number of Delegates and Alternates is defined in the Delegate Selection Plan, and their allocation is determined by a formula from among four choices voted upon by the State Central Committee. Details of all of the this is on the Democratic Party of Virginia website, <http://vademocrats.org/convention-2016/>.

Candidates being elected in these caucuses are committed to attend BOTH the Democratic Congressional District Convention (*May 14 for each of the 8th, 10th, or 11th District Convention represented by Fairfax County caucuses*), and the Virginia Democratic State Convention June 18, 2016. Candidates pre-filed by April 9th, for either Clinton or Sanders, with the same requirements as caucus participants (*they are a registered voter of the District, a Democrat, believes in the principles of the Democratic Party, and that he or she does not intend to support a candidate opposed to the Democratic nominee in the next ensuing [General] election*).

I. CONVENING OF CAUCUSES

- A. An Unassembled Caucus shall be held in each of the Magisterial Districts (*aka Supervisor Districts*) in Fairfax County. Separate caucuses for more than one Congressional District within a Magisterial District will be held simultaneously at the Magisterial District Caucus, and there shall be separate ballot boxes for each Congressional District.
- B. The Chair of each Magisterial District Committee or his/her designee shall act as the Permanent Chair of the Caucus ('Caucus Chair').
- C. All times shall be read from the official clock designated by the Caucus Chair.
- D. The doors of the caucus room will open, and the voter certification process will begin at 12:00 noon on Saturday, April 16, 2016.
- E. The doors to the caucus room will be closed promptly at 2:00 p.m. Persons standing in line to be checked in at the time the doors close will be allowed to complete their forms and participate in the voting.

II. AUTHORITY

- A. Caucuses shall be conducted in accordance with the Virginia Democratic Party (DPVA) Plan, and the Fairfax County Democratic Committee (FCDC) 2016 Call to Caucus.
- B. Where not inconsistent with these Rules or with the Virginia Democratic Party Plan, Robert's Rules of Order Newly Revised, shall govern the conduct of business of the caucus.

III. PARTICIPATION

- A. Every person who participates in the caucus must complete a Caucus Declaration Form including all required information blanks, e.g. name, address, phone; and sign a declaration that says they are a registered voter of the District, a Democrat, believes in the principles of the Democratic Party, and that he or she does not intend to support a candidate opposed to the Democratic nominee in the next ensuing [General] election.

IV. PERMANENT COMMITTEES

- A. The Caucus Chair shall appoint a Credentials Committee and a Tellers Committee. The Credentials Committee will verify the Voter Registration status of each participant. The Tellers Committee will distribute the ballots to verified voters, receive the ballots cast, and count the ballots when the caucus is closed.

V. CREDENTIALS

- A. The Credentials Committee will verify registration status by checking it against the registered voters list provided to FCDC by DPVA.
- B. If a person desires to vote in the District Caucus, but cannot be found in the registered voter list, they may sign an Affirmation of Identity (*below*) to accompany the Caucus Declaration Form. If such a person will not sign an Affirmation of Identity, they may not vote. This may be necessary for newly registered voters.

VI. BALLOTS

- A. Caucus participants must declare a Presidential candidate preference, and will only be given a ballot of Delegates and Alternates for that preference, in their respective Congressional District.
- B. Ballots will be prepared listing the pre-filed candidates for Delegate and Alternate separately by first name, middle initial, and last name of each candidate properly filed in alphabetical order by last name, A to Z. If a person is commonly known by a preferred name other than their given name, that name may be listed in quotes if a candidate so desires. Each name will be numbered, and a candidate's gender will be indicated after their name.
- C. Delegates and Alternates will be elected separately on the same ballot.
- D. In keeping with the DPVA Delegate Selection Plan of Affirmative Action and Outreach caucus participants will also be instructed to vote for an equal number of male and female candidates whenever possible.
- E. The maximum number of candidates to be elected will be clearly indicated prominently on the ballot, and caucus participants will also be so instructed when they are given a ballot. Ballots showing votes of more candidates than are allowed will be declared invalid.
- F. Caucus participants may vote for individual candidates by placing an "X" beside the appropriate name. The total number of votes cast on a ballot must not exceed the number designated on the particular ballot. Under-voted ballots shall be counted.

VII. ABSENTEE VOTING

- A. Absentee-in-person caucus voting for all Fairfax County Magisterial Districts will be on Thursday, April 14, 2016 from 7 to 9 p.m. at the Fairfax County Democratic Committee Headquarters, 8500 Executive Park Ave., Suite 402, Fairfax, VA 22031.
- B. The County Chair or his/her designee shall act as the Permanent Chair of the Absentee Caucus voting.
- C. Rules for absentee voting are the same as for Magisterial District caucuses, including designation of Credentials and Tellers committees.
- D. A list of those who voted absentee, and the respective vote tabulation will be distributed via email to the FCDC Teller Donna Rostant and all Caucus Chairs by the FCDC Executive Director prior to the Magisterial District Caucuses no later than 5:00 p.m. Friday, April 15, 2016.

VIII. METHODOLOGY

- A. Allocation. Each Magisterial District is allocated Delegates and Alternates based on a standard formula voted on by the Democratic Party of Virginia State Central Committee, and based on percentages from the March 1st Presidential Primary election (below).
- B. Delegates and Alternates will be elected in their Magisterial District by plurality-at-large voting (*each caucus participant votes for N candidates, and selects the top N as the winners*).

IX. CAMPAIGNING

- A. There shall be no campaigning inside the caucus room or check-in area. No campaign materials may be at the check-in area.

X. VISITORS

- A. Press and / or Observers may be permitted in the caucus room in which balloting takes place at the discretion of the Caucus Chair.

XI. TIE VOTES

- A. Tie votes shall be decided by the flip of a coin administered by the Caucus Chair, or in the case of a tie among more than two by the choice of numbered paper folded. Tie votes shall assume the next place in order of the vote.

XII. RESULTS

- A. Magisterial District Tellers shall report their caucus election results to the Caucus Chair who in turn shall report those to the FCDC Teller Donna Rostant, and FCDC Executive Director Frank Anderson via email (teller@fairfaxdemocrats.org, frank@fairfaxdemocrats.org) as soon as possible following the conclusion of the vote tabulation, no later than 5 p.m. Saturday April 16, 2016. These will be transmitted both to the respective Congressional Districts and the Democratic Party of Virginia.

XIII. CANCELLATION

- A. The Caucus Chair may cancel the caucus or portion of that caucus, e.g. Congressional District or Delegates or Alternates, provided the number of people who pre-file by the deadline for the caucus is equal to or less than the number of Delegates and Alternates allocated to the particular Magisterial District. Notification of the cancellation shall be posted on the FCDC website as well as the individual Magisterial District Committee website, if any, and shall appear by 12:00 noon on Monday April 11, 2016.

XIV. VACANCIES

- A. If a Delegate cannot serve at the Congressional District and / or State Convention, it is their prerogative to select which Alternate to serve in their place. If a Delegate cannot serve at the Congressional District Convention, they may reclaim the right to serve at the State Convention. Congressional District rules further define filling vacancies at the Congressional District conventions.

*Paid for by the Fairfax County Democratic Committee, www.FairfaxDemocrats.org,
not authorized by any candidate or candidate's committee.*



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2016 AFFIRMATION OF IDENTITY

SECTION A – CREDENTIALS COMMITTEE MUST COMPLETE

- Enter Magisterial District, Congressional District, and Date.
- Have voter read Affirmation of Identity [or read Affirmation to voter].
- Have voter sign AND print his/her full name – before signing a Caucus Declaration Form.

MAGISTERIAL DISTRICT

Braddock Hunter Mill Dranesville Lee Mason Mt. Vernon Providence Springfield Sully

CONGRESSIONAL DISTRICT 8 10 11

DATE: _____

CREDENTIALS COMMITTEE MEMBER

(print full name **AND** sign)

SECTION B – AFFIRMATION OF VOTER IS REQUIRED

I do hereby affirm that I am the identical person I represent myself to be.

Signature of Voter*: _____

Printed Name of Voter*: _____

Date of Birth*: _____

Current Residence Address*: _____

Best Personal Telephone Number*: _____

Email Address (optional, but recommended): _____

* required item