

Call to Caucus for Fairfax County Democratic Committee Reorganization for the 2018-2019 Biennial

District caucuses to elect FCDC members who can participate in the January 9, 2018 reorganization

It is the duty of the Fairfax County Democratic Committee (FCDC) to issue the Call to Caucus for the purpose of its 2018-2019 biennial reorganization as indicated in DPVA Party Plan (Article 8.1-8.6), FCDC Bylaws (Article I, II, and III), and Fairfax County Democratic Committee Resolution for Reorganization for the 2018-2019 Biennial (Appendix A).

FCDC hereby announces that it will convene assembled caucuses for each of its nine supervisor districts beginning on December 2, 2017 through December 9, 2017 at locations specified herein for the purpose of electing members to the Fairfax County Democratic Committee. Each caucus will elect members from each Supervisor District for a maximum reorganization allocation of 1620 County Committee members (up to 180 members per Supervisor District).

There is no charge for those wishing to attend and vote at the caucus; however, there is a fee for those applying for membership (the filing fee will be waived for any person who signs a statement of inability to pay, obtainable from your District Chair).

Caucus times and locations for each Supervisor District Reorganization

Braddock District

Wednesday, December 6th
7:30 pm
Kings Park Library
9000 Burke Lake Rd
Burke, VA 22015

Hunter Mill District

Wednesday, December 6th
7:00 pm
Reston Regional Library
Room 2
11925 Bowman Towne Dr
Reston, VA 20190

Dranesville District

Thursday, December 7th
7:30 pm
Spring Hill Elementary School,
Cafeteria
8201 Lewinsville Rd
McLean, VA 22102

Lee District

Saturday, December 9th
1:00 pm
Franconia Governmental Center
6121 Franconia Rd.
Franconia, VA 22310

Mason District

Thursday, December 7th
7:30 pm
Mason District Govt. Center
6507 Columbia Pike
Annandale, VA 22003

Mt. Vernon District

Tuesday, December 5th
7:00 pm
South County Government
Center
8350 Richmond Highway
Alexandria, VA 22309

Providence District

Saturday, December 2nd
3:00 pm
Modera Avenir Place
2677 Avenir Pl
Vienna, VA 22180

Springfield District

Wednesday, December 6th
7:15 pm
Burke Centre Public Library
Rooms 116/117
5935 Freds Oak Rd
Burke, VA 22015

Sully District

Tuesday, December 5th
7:30 pm
Sully District Government
Center
4900 Stonecroft Boulevard
Chantilly, VA 20151

Any registered voter in the supervisor district willing to sign a Caucus Participation Form will be allowed to participate. This form includes a pledge stating that the person is a Democrat, does not intend to support any candidate who is opposed to a Democratic nominee in the ensuing general election, believes in the principles of the Democratic Party, and is a registered voter in such precinct or county. Caucus Participation Forms must be filled out at the caucus prior to participating in the caucus.

30 minutes after the published caucus time the doors to the caucus will be closed and no person may complete a form and then participate in the caucus after that time with the exception of those persons in line by the published caucus time (fire code or event location policies may prohibit doors from being closed or locked).

A meeting to elect Supervisor District committee officers will be held immediately following each caucus.

An assembly of all the members elected at the District caucuses comprising the Fairfax County Democratic Committee will be held **Tuesday, January 9th, 2018** to elect officers of the County Committee and to conduct business as needed. That meeting will take place **7:30 pm** at:
Woodson High School, 9525 Main Street, Fairfax, VA 22031.

Applying for FCDC Membership

Any person wishing to seek election as a member of the committee must apply online at www.fairfaxdemocrats.org/join, by submitting an application to FCDC HQ (8500 Executive Park Ave., Suite 402, Fairfax, VA 22031) or with their respective District Chair no later than 5:00 pm December 1st, 2017. Persons whose applications are not received by this deadline are not eligible to participate as members during the district or county-wide reorganization meetings.

County Committee members are elected by their respective District Committees at their reorganization caucuses, and have requisite duties, responsibilities, and commitment, including, but not limited to: attending County Committee meetings, and a proscription against publicly supporting, endorsing, or assisting any candidate opposed to a Democratic nominee.

- 1. Filing:** Applications (paper or electronic) for persons wishing to be elected for County Committee membership shall file by 5:00 pm, December 1, 2017 at FCDC HQ (8500 Executive Park Ave., Suite 402, Fairfax, VA 22031), with the Chair of the District Committee of the District in which they reside or his/her designee, or by submitting the form or apply online at www.fairfaxdemocrats.org/join. Persons whose applications are not received by this deadline are not eligible to participate as members during the district or county-wide reorganization meetings.
- 2. Voluntary filing Fee:** There shall be a voluntary filing fee of seventy-five dollars (\$75.00) for each person filing to the "Fairfax County Democratic Committee Federal Account." Payment of this fee is voluntary. A waiver for payment can be requested from the District Chair.
- 3. Notice Requirements:** The Fairfax County Democratic Committee shall cause to be published the time, date, and location of the Caucuses at least 7 days prior to the Caucuses. A copy of this call shall (a) be published on the Fairfax County Democratic Committee official website: <http://www.fairfaxdemocrats.org>, (b) sent to the DPVA, and (c) sent by Press Release to the Fairfax County Democratic Committee's media list.
- 4. Conduct of the Caucus:** Each district committee shall issue the caucus rules and procedures as appropriated. FCDC's rules and procedures of its reorganization are in Appendix B.

Supervisor District Committee Contacts

Supervisor District	District Chair <i>or Designee</i>	Email Address
Braddock	Christopher Schäffer	braddock@fairfaxdemocrats.org
Hunter Mill	Charles Breig	huntermill@fairfaxdemocrats.org
Dranesville	Gregory Brandon	dranesville@fairfaxdemocrats.org
Lee	Alessia Kirkland	lee@fairfaxdemocrats.org
Mason	Rachel Rifkind	mason@fairfaxdemocrats.org
Mount Vernon	Kate Spears	mtvernon@fairfaxdemocrats.org
Providence	Paul Jameson	providence@fairfaxdemocrats.org
Springfield	Terry Matlaga Bell	springfield@fairfaxdemocrats.org
Sully	Maggie Godbold	sully@fairfaxdemocrats.org

APPENDIX A, FCDC Reorganization Resolution

APPENDIX B, FCDC Reorganization Rules and Procedures

FAIRFAX COUNTY DEMOCRATIC COMMITTEE

RESOLUTION FOR REORGANIZATION¹ FOR THE 2018-2019 BIENNIUM

Be It Resolved That

The number of members of the Fairfax County Democratic Committee ("County Committee"²) at the time of the Reorganization for the 2018-2019 Biennium shall be equally divided among the nine Supervisor (aka Magisterial) Districts for a maximum of 1620 County Committee members.

One of the seats apportioned to each precinct shall be reserved for a member who is a resident of that precinct at the time of their election. If no such resident seeks election to the County Committee, one seat in that precinct shall remain vacant until such a person is available.³

The balance of the County Committee memberships shall be designated "at large" members, and they shall also be counted as members of the County Committee of the Supervisor District in which they reside.

Voting County Committee members other than those elected⁴, shall be additive to a District allocation, including Life and Emeritus members.

County Committee members are elected by their respective District Committees at their reorganization caucuses, and have requisite duties, responsibilities, and commitment, including, but not limited to attending County Committee meetings, be familiar with the Bylaws and Party Plan, and be informed about the processes of the Democratic Party essential to the Party and elections.

Expectations, duties and responsibilities of County Committee members include the proscription against publicly supporting, endorsing, or assisting any candidate opposed to a Democratic nominee⁵ or endorsee

Prior to November 15, 2017, each District Committee shall determine the date, time, and place for their District Committee caucuses (reorganization meetings) which shall be held on or between December 2, 2017 and December 9, 2017, and communicate that information to the FCDC Chair before November 15, 2017. Dates for district meetings may be changed as needed.

Applications (paper or electronic) for persons wishing to be elected for County Committee membership must be filed by 5:00 pm, December 1, 2017.

If more applicants file for membership in Districts than the allocated maximum, those filing for membership who reside in a precinct where they are the only applicant who has filed, shall be deemed elected. In resolving elections in contested precincts or contests for at large memberships, the applicants receiving the highest number of votes shall be elected.

The reorganization meeting for the election of officers of FCDC shall be held on Tuesday, January 9, 2018 at 7:30 pm at the W.T. Woodson High School Auditorium, 9525 Main St, Fairfax, VA 22031. Members seeking to be an officer of FCDC who wish their name to appear on the pre-printed ballot shall file with the Executive Director before 5:00 pm, December 28, 2017. In elections for offices that are not contested, the filed candidates shall be declared elected. All other elections will be decided by paper ballot, winners decided by highest number of votes (*balloting and counting administered by the Election Protection Committee*).

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- ¹ FCDC Bylaws, Article III, Section 2
 - ² FCDC Bylaws, Article I, Section 1
 - ³ FCDC Bylaws, Article III, Section 3
 - ⁴ FCDC Bylaws, Article III, Section 1.(b, c, d, e, and f).
 - ⁵ DPVA Party Plan, Article 10, Section 10.8

Rules and Procedures

FCDC County Reorganization Meeting

for 2018-2019

Authority, Rules, Guidance

- DPVA Party Plan (last rev. 12/5/2015)
- FCDC Bylaws as amended November 2015

Temporary Rules for 2018-2019

FCDC Reorganization Meeting

1. The doors of the meeting room will open and check-in will begin at time a date specified and published.
2. Check-in of members will be from a list compiled of those who filed prior to the December 1, 2017, 5:00 pm deadline and who were elected in their respective Supervisor District Caucuses.
3. Ballots shall be distributed to eligible members at 7:00 check-in and until check-in closes at 8:00pm. No voter may hand his/her ballot to any other person. Only the voter may vote his or her own ballot.
4. The meeting will be called to order by the current County Chair or his/her designee (hereafter known as Permanent Chair), who will lead the Pledge of Allegiance.
5. The Permanent Chair shall appoint the Permanent Meeting Secretary who shall keep a record of the entire meeting forward.
6. The Permanent Chair shall designate a Permanent Meeting Parliamentarian.
7. The Permanent Chair shall thereupon offer a report on the Temporary Rules. Upon a motion for adoption the Temporary Rules, which may be amended from the floor, are put to a majority vote, and adopted.
8. The Permanent Chair shall appoint the Election Law and Voter Protection Committee Chair as Chief Teller. The Election Law and Voter Protection Committee shall provide tellers as needed to serve throughout the meeting. Each candidate should appoint a chief observer and up to 2 assistant observers.
9. The Permanent Chair shall ask for nominations and seconds to such nominations from the floor. All candidates who submitted their statements of candidacy to elections@fairfaxdemocrats.org by the December 28, 2017, 5:00pm deadline and whose names are printed on the ballot, shall be considered nominated and no nomination shall be necessary for those candidates.
10. Nominations from the floor shall be limited to three minutes per candidate.
11. Action on the Resolution on the Authority and Responsibility of the Elected Officers and Standing Committees. The Committee may or may not choose to postpone a vote on this resolution until a later meeting.
12. Tellers shall begin collecting ballots at 8:15 from eligible members in designated locations in the meeting room.

Rules and Procedures
FCDC County Reorganization Meeting
for 2018-2019

13. Election of FCDC Chair and Officers. Election shall be on a single ballot for all contested offices; however, consideration (vote by acclamation) for uncontested offices may occur during the ballot count for contested offices.
 - FCDC Chair; Vice Chair South; Vice Chair Central; Vice Chair North; Vice Chair for Precinct Operations; Vice Chair for Technology; Vice Chair for Voter Registration & Education; Vice Chair for Finance; Vice Chair for Outreach; Corresponding Secretary; Recording Secretary; Treasurer; Assistant Treasurer
14. Speeches by the contested candidates for County Chair and Officers (and their supporters) shall be bound by the procedures adopted. For County Chair and supporters, combined speaking time shall be limited to five minutes per candidate. For Officers, combined speaking time shall be limited to three minutes per candidate.
15. Speeches by candidates for uncontested offices shall be limited to two minutes per candidate.
16. The Tellers will complete ballot collection ten minutes after close of candidate speeches, and retire to another room for counting, along with designated candidate observers.
17. The Permanent Chair shall ask for action on the Bylaws. Amendments presented with required notice may be considered prior to adoption. The Committee may or may not choose to postpone adoption of Bylaws until a later general meeting.
18. Election shall be determined by highest vote (no successive ballots) by ballot. In the event of a tie, the outcome will be determined by the flip of a coin by the Permanent Meeting Secretary.
19. During the ballot counting, the Permanent Chair may recognize Dignitaries present.
20. The Chief Teller shall report the returns to the Permanent Chair who will announce the results, and present the new County Chair and Officers.
21. The new County Chair will then preside over the remainder of the Reorganization Meeting.
22. After the conclusion of Election of FCDC Officers, current Chairs of Standing Committees will be asked to convene their new Committees (not at the Reorganization Meeting), at which time a new Standing Committee Chair will be elected.
23. Recommendations from Supervisor District Committees for membership of people filing after December 1, 2017, 5:00 pm
24. Other Business - typically none, other than announcements
25. Adjournment, until first regular meeting of the Committee later in January