



FAIRFAX COUNTY DEMOCRATIC COMMITTEE **DRAFT CALL TO CAUCUS
FOR ENDORSEMENT OF NONPARTISAN OFFICES IN THE 2023 ELECTION
(SCHOOL BOARD & NORTHERN VIRGINIA SOIL AND WATER CONSERVATION DISTRICT)**

1. **Call.** Pursuant to the Democratic Party Plan of Virginia (“the Party Plan”), the Fairfax County Democratic Committee (“the Committee” or “FCDC”) hereby calls a Virtual Unassembled Caucus for the sole purpose of selecting endorsees for non-partisan elected offices in Fairfax County for the 2023 General Election (i.e., District and At-Large School Board Members, and Northern Virginia Soil & Water Conservation District Director).
2. **Caucus Rules, Forms, and Information.** Caucus rules will be posted, along with other pertinent forms and information about the endorsement process, at the Fairfax County Democratic Committee website (www.fairfaxdemocrats.org/2023endorsement). Any changes to the Caucus rules will be updated on this site.
3. **General Participation Requirements.** Each participant in the Caucus must be a qualified voter in Fairfax County at the time of their participation and must sign a caucus participation form. No participant in the Caucus may intend to support any candidate who is opposed to the Democratic endorsees.
4. **Required Pre-Registration.** Qualified participants must pre-register to participate in this caucus during the pre-registration period starting 10 am on Friday, April 28, 2023 and **prior to 4 pm on Friday, May 12, 2023.** Pre-registration occurs by completing a caucus participation form available from fairfaxdemocrats.org/caucus. Forms may be completed electronically, or printed and returned to the FCDC Headquarters (8500 Executive Park Ave, Ste 402, Fairfax, VA 22031). Forms must be received by the deadline to be accepted. Those who do not have internet access or require other accommodations may pre-register by calling 703-573-6811.
5. **Voting Opportunities.** Those who pre-register and are confirmed qualified voters may participate in this caucus by secure electronic ballot over the internet. Participants will receive their electronic ballot starting at 10 am on Saturday, May 20, 2023. **Ballots must be completed and submitted by 4 pm on Saturday, May 20, 2023 to be counted.**

Participants may receive assistance voting at the FCDC Headquarters (8500 Executive Park Ave, Ste 402, Fairfax, VA 22031) from 10 am to 3:45 pm on Saturday, May 20, 2023. A phone helpline will also be made available (by the vendor for electronic voting, if possible, or otherwise by FCDC.)

6. **Candidate Requirements.** Each candidate for nomination must be eligible to be a candidate for the office where endorsement is sought according to state law. Additionally, candidates must submit to the Committee a completed application for endorsement, and the additional requirements specified in Table A below, no later than 4:00 pm on Friday, April 21, 2023. The candidate’s signature on the application form indicates understanding and agreement:

- that completion and submission of the application and filing fee does not guarantee that any endorsement shall be provided;

- that endorsement is granted at the sole discretion of FCDC and may be withdrawn;
- to adhere to the rules and procedures governing the selection process for candidates seeking endorsement by FCDC for this election; and
- if endorsed, that they will actively participate in the FCDC Coordinated Campaign program, including attendance at one or more candidate training sessions.

7. **Benefits of endorsement.** The candidates receiving endorsement as a result of this process are the Democratic endorsees, and it will be the responsibility of FCDC to work towards their election. Endorsed candidates are entitled to the following benefits:

- Authorization to include “Endorsed by the Fairfax County Democratic Committee” on campaign materials;
- Inclusion on the Democratic Sample Ballot and other coordinated campaign materials as may be developed;
- Promotion of campaign events and website through the FCDC Calendar, website, emails, and social media;
- Possible campaign contributions from FCDC; and
- Authorization to establish a VAN Account with access to Democratic Party scores and information.

8. **Cancellation.** If the number of candidates filed at the deadline is less than or equal to the number of electable candidates in all contests (i.e., one for district school board, or three for either at-large school board or soil and water), those candidates will be endorsed and the caucus is canceled.

For questions about the Caucus, to request any accommodation necessary to ensure full participation, or to file a Declaration of Candidacy, please contact FCDC at 703-573-6811 or info@fairfaxdemocrats.org.

Table A. Filing Requirements

Office sought	Filing fee*	Number of petition signatures you need from FCDC voting members[†]	Additional requirements
Fairfax County School Board – At-Large	\$500	The greater of 30% of FCDC voting members and 130 – from any district	Completed school board questionnaire (from fairfaxdems.org/2023endorsement)
Fairfax County School Board – District Member	\$250	The greater of 30% of the district’s voting members and 30 – from the district	Completed school board questionnaire (from fairfaxdems.org/2023endorsement)
Soil and Water Conservation District Director	\$100	30 voting members from any district	Resume with relevant experience

Filing deadline: April 21, 2023 at 5 pm

File with:

For School Board District Member:

Braddock	Aaron Yohai braddock@fairfaxdemocrats.org	Mt. Vernon	Genie McCreery / Matt Bell mountvernon@fairfaxdemocrats.org
Dranesville	Julie Waters dranesville@fairfaxdemocrats.org	Providence	Andy Pavord providence@fairfaxdemocrats.org
Franconia	Kathy Rhem franconia@fairfaxdemocrats.org	Springfield	Andrew Scalise springfield@fairfaxdemocrats.org
Hunter Mill	Paul Davis huntermill@fairfaxdemocrats.org	Sully	Bob Beury sully@fairfaxdemocrats.org
Mason	Rachel Rifkind mason@fairfaxdemocrats.org		

For All Other Positions:

Fairfax County Democratic Committee Headquarters
8500 Executive Park Ave, Ste 402
Fairfax, VA, 22031

info@fairfaxdemocrats.org
(703) 573-6811

* *Half of the filing fee (50%) will be refundable to candidates who are not endorsed and who provide proof that they have withdrawn from the race. The non-refundable portions of the filing fees will be used to offset caucus expenses and will be applied to the FCDC Coordinated Campaign.*

[†] *Petition signatures for endorsement must be from those who are fully-approved FCDC voting members as of January 1, 2023 and must be collected on or after January 1, 2023. No other signatures will be accepted.*

FAIRFAX COUNTY DEMOCRATIC COMMITTEE
DRAFT RULES FOR THE VIRTUAL UNASSEMBLED CAUCUS
TO BE HELD ON MAY 20, 2023 TO DETERMINE THE DEMOCRATIC ENDORSEES FOR NONPARTISAN
OFFICES IN THE 2023 ELECTION
(SCHOOL BOARD & NORTHERN VIRGINIA SOIL AND WATER CONSERVATION DISTRICT)

- 1) Every person must pre-register by completing the caucus participation form at fairfaxdemocrats.org/caucus to be eligible to participate.
 - a) The caucus participation form will include a certification and signature of a statement saying that the participant is a qualified voter, a Democrat, believes in the principles of the Democratic Party, and that they do not intend to support any candidate opposed to the Democratic nominees and endorsees in the next ensuing election.
 - b) The form will be made available at 10 am on Friday, April 28, 2023 in printable and electronic versions.
 - c) The form must be completed and returned to FCDC no later than 4 pm on Friday, May 12, 2023.
 - d) The form will allow for pre-registrants to control the use of their contact information:
 - i) Participants may opt-in to share their contact information (i.e., phone numbers and email address) with the candidates seeking endorsement on their ballot.
 - ii) Participants may opt-in to receive continued updates from the Committee.
 - iii) Unless otherwise designated, the phone number and email address provided by the pre-registrant may only be used by the Committee for the operation of the caucus and may not be shared with anyone else.
 - iv) The list of caucus participants (by name and address) will be available to candidates and the public.
 - e) Those that are unable to complete the form online or who need additional accommodation to participate should contact FCDC at 703-573-6811 for assistance.
 - f) All voters are *encouraged* to submit their form or request assistance as early as possible to ensure their vote can be counted.
- 2) All ballots must be received no later than 4 pm on Saturday, May 20, 2023 to be counted.
 - a) Voting will begin at 10 am on Saturday, May 20, 2023.
 - b) Electronic ballots are to be returned over the internet prior to the deadline.
 - c) Voting assistance will be made available in-person at the FCDC Headquarters (8500 Executive Park Ave, Ste 402, Fairfax, VA 22031) from 10 am - 3:45 pm on Saturday, May 20, 2023, or via phone at 703-573-6811.
- 3) The caucus shall be conducted in accordance with the Virginia Democratic Party Plan, the Fairfax County Democratic Committee Bylaws, the Call to Caucus, in addition to these rules.
- 4) The County Chair of the Fairfax County Democratic Committee (“county chair”), or their designee, shall act as the permanent Chair of the Caucus.
- 5) There shall be a credentials committee to review the qualifications of pre-registrants.
 - a) The county chair shall appoint the chair of the credentials committee.

- b) The chair of each District committee shall appoint one member of this committee.
 - c) Each pre-registrant must be classified as either qualified or unqualified to participate in the caucus by this committee.
 - d) Members of this committee from the same district as a pre-registrant may discuss known details about a pre-registrant but are not permitted to vote on whether such pre-registrant is qualified or unqualified.
 - e) A two-thirds vote of this committee is required to classify a pre-registrant as unqualified.
 - f) Pre-registrants can be deemed unqualified if they cannot be verified as qualified voters, or if there is clear, documented evidence that the pre-registrant has provided false information on their certification form.
 - g) The members of this committee should be comfortable with technology necessary to validate the voter registration of pre-registrants (i.e., VAN) and with common internet searches of public information (e.g., Google, social media).
- 6) The permanent chair shall appoint a technology committee. The members of the technology committee will support the electronic voting capability of this caucus.
 - 7) Candidates will specify their ballot name on the “name” line of the endorsement application form, which must include first and last name, and may optionally include a nickname and middle initial; the names will appear on the ballots in random order, which will be different on each voter’s ballot.
 - 8) No votes shall be counted or accessed prior to the conclusion of the vote.
 - 9) Candidates must meet the qualifications laid out in the Call to Caucus by the filing deadline, including those defined in Table A.
 - a) All forms may be filed electronically if electronic copies of the document are clearly legible.
 - b) The payment must be paid by check and must be received by FCDC or one of its agents prior to the filing deadline.
 - c) Petition signatures for endorsement must be from those who are fully-approved FCDC voting members as of January 1, 2023 and must be collected on or after January 1, 2023.
 - d) The thresholds for the number of petition signatures necessary to file will be set based on the number of voting members at noon on January 1, 2023.
 - e) Candidate questionnaires and resumes including in the candidate’s filing materials, as applicable, will be shared with all qualified pre-registrants.
 - f) The petition forms will be made available for public inspection, but copies of the petition forms and the data contained within their pages will not be provided to others.
 - 10) If the number of candidates filed at the deadline is less than or equal to the number of electable candidates in a contest (i.e., one for district school board, or three for either at-large school board or soil and water), those candidates will be endorsed and the question for that contest will not be included in the ballot.
 - 11) Each ballot will include countywide At-Large School Board, and Soil and Water Conservation District Director contests, unless either or both contests are canceled. For each contest:
 - a) Participants may select up to three candidates of their choice for each contest.
 - b) The electronic voting software shall not permit the participant to vote for more than three candidates.
 - c) The three candidates with the most votes will be endorsed.

- 12) If the participant is a voter in a district where there is a contest for district school board, the ballot will include such a contest where:
- a) If there are two candidates for the contest:
 - i) The guiding method for tallying votes and determining the endorsee will be first-past-the-post (FPTP) plurality voting.
 - ii) Participants may select only one candidate of their choice for the contest.
 - iii) The electronic voting software shall not permit the participant to vote for more than one candidate.
 - iv) The candidate with the most votes (i.e., a plurality) will be endorsed.
 - b) If there are more than two candidates for the contest:
 - i) The guiding method for tallying votes and determining the endorsee will be instant-runoff voting (IRV).
 - ii) The endorsed candidate must receive a majority of votes allocated during the final preference vote counting round from non-exhausted ballots.
 - iii) Participants may rank the candidates in order of preference.
 - iv) The failure of a ballot to mark a rank for all candidates will not invalidate the ballot for purposes of counting it toward candidates whose preference order is clearly marked.
 - v) The electronic voting software shall not permit the participant to rank two candidates the same rank.
 - vi) The electronic voting software shall implement single-elimination rounds of tallies, breaking a tie for elimination randomly, or in another equitable manner.
- 13) Unresolved tie votes will be decided by the drawing of lots by the permanent chair.
- 14) Additional rules and process descriptions are listed in **Appendix A** – Detailed Rules and Processes, which are fully incorporated into these rules. Visit fairfaxdemocrats.org to view Appendix A online.

Virtual Unassembled Caucus for 2023 FCDC Endorsements, May 20, 2023

Appendix A - DRAFT Detailed Rules and Processes

Participant Eligibility

- People who are qualified to vote who reside within the boundaries of Fairfax County are eligible to participate in the caucus if they complete the pre-registration form prior to the end of the pre-registration period.
- VoteBuilder (a.k.a., “VAN”) will be used to verify registration status.
- Participants are not required to be members of a Democratic committee.
- No proxy votes are permitted.
- No one who fails to pre-register will be permitted to participate.

Credentials Committee Review

- The Credentials Committee shall meet regularly after the pre-registration period begins and until all pre-registrations are reviewed.
- Voters will be validated in VAN and tagged with an activist code indicating their participation in the caucus.
- Voters may also be validated by the Fairfax County Office of Elections.
- If the voter cannot be confirmed to be registered within the district, the participant will be contacted to validate the information on the participation form. Voters that cannot be verified as voters will remain in provisional status until their qualifications can be definitively determined.
- Pre-registrants with confirmed voter qualifications and who have completed all required portions of the form, including their party certification, shall be deemed as qualified participants with the following exception:
 - Plainly factual evidence that indicates that the pre-registrant provided false information on their certification form shall deem the pre-registrant unqualified if two-thirds of the committee from other than the pre-registrant’s district concur.
- Provisional voters who cannot be qualified by the end of voting will be classified as unqualified.

Election Software

- The technology committee will select the vendor for providing secure electronic voting, and for administering the software to adhere to the requirements for this caucus.
- The election software shall be configured:
 - to use secret ballots.
 - configured to prevent the tabulation of results until after voting has concluded.
 - with the appropriate ballot for each voter, presenting a question for a district school board contest if the voting address is within such a district.

Casting Votes

- Qualified participants will receive an email and, if the participant provides a mobile phone number and the election software supports it, a text message when voting opens at 10 AM on Saturday, May 20, 2023 with a unique link, which will provide access to the ballot.

- Each voting link shall be single use (i.e., the system will only allow one vote to be cast and will not allow votes to be changed.)

Candidates

- The deadline to file for endorsement will be 4:00 PM (ET), April 21, 2023 by which time the following must submit all items specified within the call.
- There shall be no write-in candidates.
- The election software shall generate a random order for each ballot.

Tallying and Verification

- The election software shall be configured to apply the tallying logic specified in sections 11 and 12 of the rules.
- Candidates and/or an observer on their behalf will be permitted to review the audit information generated by the election software.

Tie Procedures

- If the tally of ballots results in a tie of the leaders, the endorsee will be selected from among the candidates who are tied by lot.

Declaring Endorsees: Upon the conclusion of the tally of ballots by the software, the endorsement of winning candidates will be certified by the chair. If any race is tied, the candidate(s) selected by lot shall be endorsed (see Tie Procedures).

Appeals: Should any candidate contest the results of the caucus, they may file an appeal with the relevant chair(s) of the Congressional District Democratic Committees within Fairfax County.