

Call to Caucus for Fairfax County Democratic Committee Reorganization for the 2024-2025 Biennium

District caucuses to elect FCDC voting members who can participate in the January 9, 2024 reorganization

It is the duty of the Fairfax County Democratic Committee (FCDC) to issue the Call to Caucus for the purpose of its 2023-2024 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 2024-2025 Biennium.

FCDC hereby announces that it will convene unassembled caucuses for each of its nine magisterial districts beginning on December 4, 2023 through December 7, 2023 at locations specified herein for the purpose of electing voting members to the Fairfax County Democratic Committee. Each caucus of registered voters from each district who are willing to sign a Democratic pledge will elect members from their respective district for a maximum reorganization allocation of 1350 County Committee Voting Members (up to 150 Voting Members per district). Ex-Officio, Lifetime, and Emeritus members are additive to and not included in the districts' allocation.

There is no charge for those wishing to attend and vote at the caucus. However, there is a fee for those applying for membership; see "Applying for FCDC Membership" below for more details.

Caucus times and locations for each Supervisor District Reorganization

To elect FCDC membership - Find your district at fairfaxdemocrats.org/lookup

Braddock District

Monday, December 4th
7:00 pm
Burke Centre Library
5935 Freds Oak Rd
Burke, VA 22015

Hunter Mill District

Wednesday, December 6th
7:30 pm
North County Govt. Center
1801 Cameron Glen Dr
Reston, VA 20190

Dranesville District

Thursday, December 7th
7:30 pm
Colvin Run Elementary School
1400 Trap Rd
Vienna, VA 22182

Franconia District

Thursday, December 7th
7:00 pm
Zoom (link available at
fairfaxdems.org/reorganization)

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
Zoom (link available at
fairfaxdems.org/reorganization)

Providence District

Tuesday, December 5th
7:30 pm
Thomas Jefferson Library
7415 Arlington Boulevard
Falls Church, VA 22042

Springfield District

Thursday, December 7th
7:00 pm
Pohick Regional Library
Meeting Rooms
6450 Sydenstricker Rd
Burke, VA 22015

Sully District

Tuesday, December 5th
7:30 pm
Sully Govt. Center
4900 Stonecroft Blvd
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.

At the published end time for each caucus, all persons in line to participate in the caucus will be permitted to complete the form and then participate in the caucus. No person arriving after the published end time will be allowed to participate.

A meeting to resolve opposition to membership status of candidates, elect Supervisor District committee officers, and approve associate members will be held immediately after each caucus, or at the caucus time if the caucus is canceled.

An assembly of all the members elected at the District caucuses comprising the Fairfax County Democratic Committee will be held **Tuesday, January 9th, 2024** to elect officers of the County Committee and to conduct business as needed. That meeting will take place **7:30 pm** at:

Oakton High School Auditorium, 2900 Sutton Rd, Vienna, VA 22181.

Applying for FCDC Membership

Any person wishing to seek election as a voting 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 November 27, 2023.

Persons whose applications are not received by this deadline are not eligible will not be listed as candidates for membership during the district caucuses and will not be allowed to participate as voting members during the district or county-wide reorganization meetings.

County Committee members are elected by the voters of their respective Districts 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 or endorsed candidate.

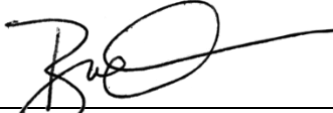
- 1. Filing:** Applications (paper or electronic) for persons wishing to be elected for County Committee membership shall file by 5:00 pm, November 27, 2023 at FCDC HQ (8500 Executive Park Ave., Suite 402, Fairfax, VA 22031), with the Chair of the District Committee of the District in which they reside or his/her designee, or by submitting the form online at www.fairfaxdemocrats.org/join. Persons whose completed applications are not received by this deadline are not eligible to participate as members during the district or county-wide reorganization meetings.
- 2. Filing Fee:** There shall be a filing fee of one hundred dollars (\$100.00) for each person filing to the "Fairfax County Democratic Committee Federal Account." If you are unable to pay this fee, you must request and complete a waiver for payment from the District Chair prior to the application deadline. Life, Emeritus, and non-voting Ex-Officio members are not required to pay the filing fee.

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>.
4. **Conduct of the Caucus:** The conduct of each caucus will be governed by the 2024-2025 Reorganization Caucus Rules and Procedures in Appendix A.
5. **Permanent Chair:** The current Chair of each District Committee or their designee shall act as the Permanent Chair of the Caucus. The Chairs will appoint other Officers and Committees of the Caucus as is deemed appropriate. The Order of the Caucuses shall be governed by the *Virginia Democratic Party Plan*.
6. **Opposition to Candidates.** If the FCDC Chair, the relevant district chair, and the relevant regional vice chair; any five officers of the Committee; or thirty or more registered voters also seeking voting membership in the County Committee during reorganization register opposition to the election of a candidate for County Committee membership, the election of that candidate will be a question at that district's reorganization caucus and that candidate must receive a majority vote at the district's caucus to be elected. If the caucus is cancelled, this question will be resolved at the District's reorganization meeting and all registered voters shall be permitted to vote.
7. **Cancellation of the Caucus:** If the number of candidates for election to the district committee plus the number of precincts without a resident applicant is fewer than the allocation for the district (150), the caucus will be cancelled, and all duly filed candidates will be declared elected.
8. **Affirmative Action:** It shall be the duty of each local precinct Democratic chair and the members of each local Democratic Committee to take all feasible steps to encourage broad participation in the reorganization process. Discrimination on the basis of race, sex, age, color, national origin, religion, ethnic identity or economic status in the delegate selection process is prohibited. The Fairfax County Democratic Committee shall make every effort to ensure that the Fairfax County delegation is fair and diverse.
9. **Call Distribution:** It shall be the duty of the Fairfax County Democratic Committee Chair to publish this Call to Caucus.

For further information, please contact your District Chair or call the Fairfax County Democrats at (703) 573-6811.

Adopted: November 18, 2023
(date)

Signed: _____


(Signature of Chair)

APPENDIX A, FCDC District Caucus Rules and Procedures
APPENDIX B, FCDC Reorganization Meeting Rules and Procedures

2024-2025 FCDC Reorganization Caucus Rules and Procedures

Authority, Rules, Guidance

- DPVA Party Plan
- FCDC Bylaws as amended
- FCDC Resolution for Reorganization for the 2024-2025 Biennium

Rules for 2024-2025 FCDC District Reorganization Caucuses

1. The doors of the caucus rooms will open and certification process (Check-in) will begin promptly 30 minutes prior to the published time and date.
 - The Credentials Committee shall be composed of current members of the Supervisor District Committee and shall conduct the certification process.
 - The Chair of the District Committee for the previous biennium, or their designee, shall act as the permanent Chair of the Caucus.
2. The check-in / certification process will end promptly ten minutes after the published time – a five-minute warning will be issued by the Caucus Chair. Persons standing in line to complete the certification process will be allowed to complete their forms and participate in the caucus.
3. A District may choose to have an additional time and place for people to participate in the process.
4. People who are registered to vote within the boundaries of the Supervisor District (further referred to as District) as listed in the VoteBuilder application are eligible to participate in the caucus.
5. Every person who participates in the caucus must complete a Caucus Participation Form including signing a statement indicating that the person is a registered voter, a Democrat, and they do not intend to support candidates opposed to Democratic nominees in the next election.
6. The caucus shall be conducted in accordance with the Democratic Party of Virginia Party Plan, FCDC Bylaws, and the Call to Caucus.
7. The Permanent Chair of the caucus shall appoint a tellers committee. The members of the tellers committee shall count the ballots.
8. Ballots will be prepared listing the name and precinct of each candidate for FCDC membership as it appears on their application; the names will appear in alphabetical order by surname, given name, and then precinct name and number. Slates shall not be listed on the ballot.
9. The number of people to be elected to membership is 150 minus the number of precincts with no candidates for membership.
10. If the number of candidates for membership within the District is less than 150 minus the number of precincts without candidates, then the caucus will be cancelled and all duly filed candidates will be considered elected.
11. Caucus participants may vote for a candidate by placing a mark beside the appropriate name indicating their choices; ballots on which votes are cast for more candidates than the number to be elected to membership shall not be counted.
12. There shall be no campaigning inside the caucus room or check-in area. Any material

must be distributed outside the building in which the caucus is being held.

13. The candidate for membership in each precinct who receives the most votes will be considered elected as a voting member; if there is a tie among candidates, the precinct winner be selected by lot from those tied.
14. The remaining candidates receiving the most votes among remaining candidates for a voting membership spot not allocated to a vacant precinct shall be elected voting members; if there is a tie among candidates for the last spots of voting membership, the members considered elected will be selected by lot from those tied.
15. Voting may be conducted via an electronic platform.
16. If opposition is registered against a candidate for voting membership in a district:
 - a) Voters in the caucus shall be presented the question: "Shall (Candidate Name) be permitted to join the Fairfax County Democratic Committee?" and be presented options "Yes" and "No"
 - b) Voters will not be required to answer the question and may leave it blank to abstain.
 - c) If the less than majority of voters responding to the question (i.e., 50% + 1) vote in the affirmative, the candidate, even if otherwise elected, shall not be a member of the Committee.

CAUCUS PARTICIPATION FORM

FCDC DISTRICT CAUCUSES

Section 18.3 of the Democratic Party of Virginia Party Plan:

"Each person participating in a caucus must provide written certification that he or she: a) is a Democrat; b) is a registered voter within the jurisdiction for which the caucus is held; c) believes in the principles of the Democratic Party; and d) does not intend to support any candidate who is opposed to a Democratic nominee in the next ensuing election."

I the undersigned, having read the above provisions, hereby state that I am a Democrat, that I am a registered voter in the Fairfax County in the Supervisor District for this caucus, that I believe in the principles of the Democratic Party, and that I do not intend to support any candidate who is opposed to a Democratic nominee in the next ensuing election.

PLEASE PRINT:

NAME _____

ADDRESS _____

CITY _____ ZIP _____

PHONE (H) _____ (O) _____

(C) _____

EMAIL ADDRESS _____

PRECINCT _____

SIGNATURE

_____ DATE _____

Form to be retained by the District Committee until after the January FCDC Reorganization Meeting

Rules and Procedures

FCDC County Reorganization Meeting

for 2024-2025

Authority, Rules, Guidance

- DPVA Party Plan
- FCDC Bylaws as amended

Temporary Rules for 2024-2025 FCDC Reorganization Meeting

1. The doors of the meeting room will open and check-in will begin at the time and date specified and published.
2. Check-in of members will be from a list compiled of those who filed prior to the application deadline and who were elected in their respective Supervisor District Caucuses and those who are ex-officio members with completed applications prior to the reorganization meeting.
3. Ballots shall be distributed to eligible members at 7:00 check-in and until check-in closes at 7:55pm. No voter may hand his/her ballot to any other person. Only the voter may cast their 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 a member 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 executive.director@fairfaxdems.org by the December 27, 2023, 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 one minute 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 8:00 from eligible members in designated locations in the meeting room.

Rules and Procedures

FCDC County Reorganization Meeting

for 2020-2021

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 Diversity & Outreach; Vice Chair for Membership; 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 or secluded location 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. Recommendations from Supervisor District Committees for membership of people filing after the reorganization filing deadline.
23. Other Business - typically none, other than announcements
24. Adjournment, until first regular meeting of the Committee later in January