

DEMOCRATIC CALL TO CAUCUS CHARLOTTESVILLE DEMOCRATIC COMMITTEE

Pursuant to the authority provided by the Virginia Democratic Party Plan (“Party Plan”), the Charlottesville Democratic Committee hereby calls an assembled Caucus to be held at 7:30 P.M. on Monday, April 18, 2016, in the McIntire Room at the Central Library, 201 East Market Street, Charlottesville, Virginia 22902.

1. **Incorporated Documents.** All appropriate provisions of the Party Plan, the Virginia Delegate Selection Plan for the 2016 Democratic National Convention (“Selection Plan”), the Democratic Party of Virginia Call to Convention (“State Call”) and the Call to Convention issued by the Fifth Congressional District Committee of the Democratic Party of Virginia on January 17, 2016 (“District Call”), are incorporated into this Call to Caucus by reference and made a part hereof.

2. **Purposes.** The sole purpose of the assembled Caucus shall be to elect fourteen (14) delegates and three (3) alternates. Delegates and alternates will be elected to attend both (A) the Fifth Congressional District Democratic Convention, to be held at Nelson County High School, 6919 Thomas Nelson Highway, Lovingston, Virginia 22949, at 11:00 A.M. on Saturday, May 7, 2016 (“District Convention”), and (B) the 2016 State Convention of the Democratic Party of Virginia, to be held in the Grand Ballroom at the Greater Richmond Convention Center, 403 North Third Street, Richmond, Virginia 23219, at 10:00 A.M. on Saturday, June 18, 2016 (“State Convention”). Alternates will be those persons with the next highest number of votes after the persons with the highest number of votes have been elected as delegates.

3. **Notice, Participation and Outreach.** The Charlottesville Democratic Committee shall cause to be published the time, date and location of the Caucus and the prefiling procedures and deadline at least seven (7) days prior to the prefiling deadline for candidates for delegate or alternate, but not more than two (2) weeks before the prefiling deadline. All notices shall be published on the Democratic Party of Virginia’s website (www.vademocrats.org), the Fifth District Democratic Committee’s website (www.democratsva5.org), and the Charlottesville Democratic Committee’s website (www.cville Dems.org); a related press release will be sent to all relevant newspapers of general circulation in the City of Charlottesville.

Participation in Virginia's Democratic delegate selection process is open to all registered voters who wish to participate as Democrats. All meetings shall be open to all members of the Democratic Party regardless of race, sex, age, color, creed, national origin, religion, ethnic identity, sexual orientation, economic status, or disability, and all meetings should be publicized fully.

Each District and local committee should conduct outreach programs to encourage full participation by all Democrats in the delegate nomination process, including notice, publicity and education programs. Such outreach should be directed to all Democratic constituencies, including group such as ethnic minorities, young people, persons over 65 years of age, lesbians and gay men, persons with a high school education or less, persons with disabilities and persons of low and moderate income.

4. Prefiling. Those who wish to have their names placed on the ballot at the Caucus to be elected as a delegate or an alternate to the District Convention and the State Convention must file a Delegate or Alternate Prefiling Form with co-Chair of the Charlottesville Democratic Committee, Elayne Phillips 1105 Saint Charles Court, Charlottesville VA. The prefiling deadline is 5:00 p.m. on Monday, April 11, 2016. Prefiling forms (in hard copy must be RECEIVED by the deadline; a postmark prior to the deadline will not be acceptable if the form is received after the deadline. Only those persons who have prefiled by the deadline will appear as delegate or alternate candidates on the ballots distributed at the caucus. If no more than seventeen (17) persons have prefiled to be elected as delegates or alternates, those who have prefiled will be deemed to have been elected, and the Caucus shall be cancelled.

5. Delegate Allocation. The number of delegates and alternates pledged to each congressional candidate will be assigned on a pro rata basis, based on the congressional candidate preferences of the participants in the April 18, 2016, Caucus.

The number of delegates and alternates pledged to each Presidential candidate have been determined by the Democratic Party of Virginia under the formula specified in the Selection Plan, based on the vote totals of each candidate receiving at least 15% in the March 1, 2016, Democratic Presidential Preference Primary in Charlottesville City.

6. Declaration. All candidates for delegate or alternate, and all persons participating in the Caucus, shall sign a declaration form before entering the Caucus which includes an affirmation that the person is a resident of, and registered to vote in, the City of Charlottesville; does not intend to support any candidate who is opposed to the Democratic nominee in the next ensuing general election; is a Democrat; is not a member of any other political party; and has not participated and will not participate in the nominating process of any other political party for the 2016 general election.

7. Registration and Conduct of the Caucus. The doors to the Caucus will open at 6:30 P.M. on Monday, April 18, 2016. Registration will occur between 6:30 P.M. and 7:30 P.M. The doors to the Caucus room will be closed at 7:30 P.M. and no further persons will be permitted to enter (those in line to register at 7:30 P.M. will be permitted to complete the registration process and participate in the Caucus).

A co-Chair of the Charlottesville Democratic Committee, or her designee, shall be the Temporary Chair of the Caucus and shall appoint a Temporary Secretary and such other Temporary officers of the Caucus as are deemed appropriate. Once the Caucus has elected a permanent Chair, Temporary Rules will be presented to the Caucus for consideration and adoption. Until the adoption of the Caucus Rules, the order of the Caucus shall be determined by the Chair of the Caucus, subject to any requirements of the Party Plan and the approval of the Caucus participants. Robert's Rules of Order may be utilized as necessary prior to the adoption of the Rules and as a supplement to the Rules once adopted.

8. Filing Fee. The Fifth District Democratic Committee has requested a voluntary administrative fee of \$5.00. The Democratic Party of Virginia has requested a voluntary

administrative fee of \$10.00. The Charlottesville Democratic Committee has decided to not request an administrative fee. All delegates and alternates are asked to pay \$15.00 when they are elected. This fee is voluntary; no person shall be denied the right to participate in the delegate selection process due to nonpayment of the voluntary administrative fee.

9. **Certification of Delegates.** Within five days after the Caucus, the Charlottesville Democratic Committee co-Chairs shall provide a certified list of all delegates and alternates (name, address, telephone number and/or e-mail address if available, and any expressed candidate preference) to the Chair of the Fifth District Democratic Committee, Lisa Hystad, and to the Chair of the District Convention's Credentials Committee, Jody Brown, as specified in paragraph 6(g) of the District Call. The co-Chairs will provide the same list to the Democratic Party of Virginia at P.O. Box 448, Richmond, VA 23218 by April 23, 2016, as specified in Attachment D to the State Call.

Adopted March 20, 2016

Ivora D. (Ivy) Hinton
Co-Chair, Charlottesville Democratic Committee

Elayne K. Phillips
Co-Chair, Charlottesville Democratic Committee