

## **MADISON COUNTY DEMOCRATIC COMMITTEE CAUCUS TO NOMINATE DELEGATES TO THE 2016 FIFTH CONGRESSIONAL DISTRICT DEMOCRATIC CONVENTION**

Pursuant to the authority provided by the Virginia Democratic Party Plan, the Madison County Democratic Committee hereby calls a Caucus to be held at 12:00 noon on Saturday, April 16, 2016 at the Madison Chamber of Commerce, 110 N. Main Street, Madison, VA, 22727.

1. **Incorporated Documents.** All appropriate provisions of the Virginia Democratic Party Plan (“State Party Plan”), as amended, and the Call to Convention issued by the Fifth District Committee of the Democratic Party of Virginia dated December 5th, 2015, are incorporated into this Call by reference and made a part hereof.
2. **Purposes.** The purpose of the Caucus shall be to elect 3 delegates and 1 alternate to the Fifth District Convention to be held at the Nelson County High School in Lovingston, Virginia, at 11:00 A.M. on May 7th, 2016.
3. **Participation and Outreach.** 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. **Pre-filing.** Any Democrat wishing to be a delegate to the District Convention must file a **Delegate pre-filing form** with the Chair of the Madison County Democratic committee, or designated representative, by the filing deadline – 5:00 p.m. on Saturday, April 9, 2016. Signed forms may be emailed to [chair@madisondems.org](mailto:chair@madisondems.org) or by surface mail to P.O. Box 66, Leon, VA 22725. Only those delegate or alternate candidates who have filed by the deadline will appear on the ballots distributed at the caucus. If no more than 3 persons have pre-filed to be delegates and no more than 1 person has pre-filed to be alternate, those who have pre-filed will be deemed to have been elected, and the Caucus shall be cancelled. Elected delegates are encouraged to pay an **optional \$25 fee** to help offset convention expenses.

The number of delegates pledged to each Presidential candidate will be assigned by the Democratic Party of Virginia based on the vote totals of each candidate receiving at least 15% in the March 1st, 2016 Democratic Presidential Preference Primary in that particular locality.

5. **Declaration.** All candidates for delegate or alternate, and all persons participating in the caucus, shall sign a Declaration form which includes an affirmation that the person is a resident of, and registered to vote in, the jurisdiction holding the caucus; 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.
6. **Filing fee.** The Madison County Democratic Committee has requested a voluntary administrative fee for each delegate and alternate candidate to the Congressional District Convention of \$10.00. The Fifth District Committee has requested a voluntary administrative fee of \$5.00. The Democratic party of Virginia has requested a voluntary administrative fee of \$10.00. **All delegates and alternates are asked to pay \$25.00 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.
7. **Certification of District Delegates.** Within three days after the caucus, the Madison County Democratic Chair shall provide a list of all delegates and alternates to the Chair of the Fifth District Committee, Lisa Hystad, at 1088 Middle River Road, Stanardsville, VA 22973, or by email at [lisa@democratsva5.org](mailto:lisa@democratsva5.org) and to the Chair of the Credentials Committee, Jody Brown, at 144 Laynard Lane, Moneta, VA 2412, or by email [atjdbrown900@gmail.com](mailto:atjdbrown900@gmail.com)

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Suzanne Long, Chair,  
Madison County Democratic Committee  
March 19, 2016

## **RULES FOR THE MADISON COUNTY CAUCUS FOR THE FIFTH CONGRESSIONAL DISTRICT**

April 16, 2016

The Madison County Democratic Committee Caucus will be held at 12:00 on Saturday, April 16, 2016 at the Madison Chamber of Commerce, 110 N Main St, Madison VA 22727. The sole purpose of the Caucus will be to select 3 delegates and 1 alternate to the Fifth District Democratic Committee Convention on May 7th, 2016.

The Caucus will be called to order by the Chair of the Madison County Democratic Committee who shall serve as temporary Convention Chair.

## **ORDER OF BUSINESS**

- Call to order
- Introduction of Temporary Chair and Secretary
- Election of Permanent Chair and Permanent Secretary
- Election of [fill in number] Delegates and [fill in number] Alternates to the District Convention
- Adjournment

## **QUALIFICATIONS TO PARTICIPATE**

All persons participating in the Caucus shall sign a Declaration form which includes an affirmation that the person is a resident of, and registered to vote in, Madison County; 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.

## **ELECTION OF DELEGATES AND ALTERNATES**

Any person wishing to be a delegate or alternate to the Fifth District Convention must have pre-filed in writing with the Chair of the Madison County Democratic Party by 5:00 p.m. on [five days before Caucus].

Delegates must be chosen on a pro rata basis, based on the congressional candidate preferences of the participants in the meeting. All participants must complete a Declaration, as described more particularly below. After caucus participants have been certified as eligible to participate, all participants will be asked to assemble into caucuses, with one caucus for each pre-filed Congressional candidate, a "No Candidate" caucus and an "uncommitted" caucus. The Chair of the Meeting will then calculate the number of delegates and alternates that each

caucus can elect. This calculation will be based on the number of participants in a caucus divided by the sum of the people participating in all of the caucuses (the Pro Rata Share), multiplied by the Allocation of Delegates for the locality. Any caucus that does not achieve a minimum 15% will be considered non-viable and will be dissolved. The Chair will calculate the number of alternates that each caucus can elect by multiplying the Pro Rata Share by the Allocation of Alternates for the locality. These results will be known as the Caucus Allotment of Delegates and the Caucus Allotment of Alternates.

When the numbers of delegates and alternates (the Caucus Allotments) for each caucus have been determined, each caucus will elect delegates and alternates to fill these delegate and alternate "slots". Only those people who have pre-filed may be nominated or elected. Pre-filers do not have to be present at the caucus. Even if a Caucus Allotment is greater than the number of pre-filed delegates for that candidate, the caucus may elect only delegates who have pre-filed; this may result in some delegate seats not being filled.

The Committee Chair shall have prepared a ballot listing all persons who pre-filed to be delegates or alternates to the Fifth Congressional District Convention. Each caucus participant may vote for up to, but no more than, the Caucus Allotment of Delegates and the Caucus Allotment of Alternates

The Caucus Allotment number of delegate candidates receiving the highest vote totals shall be deemed elected as delegates for that candidate and the Caucus Allotment number of alternate candidates receiving the highest vote totals shall be declared alternates for that candidate.

Any individual or group of Democrats may have pre-filed a slate of candidates for election as delegates and alternates. However, no slate may receive preferential treatment or a preferential place on the ballot, nor may any slate be publicly identified on the ballot or otherwise as the "official slate." A slate may include the names of no more than [fill in number] candidates for delegate and [fill in number] candidates for alternate. However, the final number of delegates or Alternates elected may be reduced due to the above allocation rule.

The Committee Chair shall have prepared a ballot listing all persons who pre-filed to be delegates or alternates to the Fifth Congressional District Convention. Each caucus participant may vote for up to, but no more than, their Caucus Allotment number of delegates and their Caucus Allotment number of alternates. The ballot will list all pre-filed slates.

If a ballot has votes cast for more than the Caucus Allotment number of delegates, none of the votes for delegate will be counted. If a ballot has votes cast for more than the Caucus

Allotment number of alternates, none of the votes for alternate will be counted. If a slate is selected, it will not be disqualified if the slate exceeds the Caucus allocation number.

The Head Teller and assistant tellers shall count the ballots and shall report the results to the Caucus. There shall be only one ballot. Any ties shall be broken by chance, in a method determined by the Chair.

Any delegate/Alternate elected by a candidate's caucus shall be pledged to that candidate under the rules of the District and State convention.

If a person is selected by more than one caucus, that person will select which delegation he wishes to join. The other caucus (is) will then promote the person receiving the next highest vote total but was not selected.

Based on the results of the Presidential preference primary held on March 1st 2016, each county will be allocated a pro-rata number of delegates pledged to each candidate. Only candidates who achieved a minimum of 15% in the primary will be allocated delegates. Once delegates have been elected for the congressional candidates, then the chair will need to determine the makeup of the presidential preference of those delegates. The chair will assign a preference to those delegates who are uncommitted. If there is still an imbalance in the makeup of the delegation, the chair may ask one or more of the delegates to switch their preference. If they are unwilling to do so, they will be dismissed and the chair will try to promote alternates to those positions. If none can be found, the chair will try to find an acceptable delegate from those who did not win election. If no suitable delegate can be found, then that congressional candidate's delegation will be incomplete. This process will be repeated for the alternates. The presidential preference within a specific candidate's delegation is unimportant, just the overall numbers.

If there are not enough delegates to fill out a county's or city's delegation after assignments are made from within the congressional candidates delegates, the chair may select people to be delegates who are congressionally unassigned but pledged to a presidential candidate.

Once each congressional candidate's caucus has made its selections, the entire delegation of delegates will be elected by acclamation by the entire caucus.

## **MISCELLANEOUS RULES**

The Permanent Chair shall appoint a Parliamentarian, a Sergeant-at-Arms, a Head Teller,

assistant tellers and fill any other positions deemed necessary. It shall be the responsibility of the Chair to conduct and expedite the business of the Caucus, and to preserve order and decorum. Each participant is called upon and directed to assist in completing the business of the Caucus in an orderly and timely manner.

Except as set forth in these rules, the Caucus shall be governed by the Virginia Democratic Party Plan, as amended, and Roberts Rules of Order.