



August 31, 2017

**Democratic Black Caucus of Virginia Call to Caucus
To Reorganize and Elect Officers
September 23, 2017 at 8:30 a.m.**

Whereas, the Virginia Democratic Party Plan requires the Democratic Black Caucus of Virginia (DBCW) to hold and reorganize the Caucus, every four years, the **DBCW will hold a caucus for the purpose of electing officers for the DBCW. The DBCW will hold a caucus on September 23, 2017 at 8:30 a.m. at Walker Grant Middle School. We will elect the Chair, Vice Chair, Recording Secretary, Treasurer and Parliamentarian.**

The DBCW hereby issues the Call to Caucus to convene an unassembled caucus for the purpose of electing officers to the DBCW.

What: Democratic Black Caucus of Virginia Officer Election Caucus

When: Saturday, September 23rd at 8:30 A.M.

Where: Walker Grant Middle School, 1 Learning Lane, Fredericksburg, VA 22401

Participants may live anywhere in Virginia and must be a Virginia registered voters. The following provisions shall govern the caucus, to wit:

To Run for an Office

- 1. Candidacy for Office Pre-filing:** Those wishing their names to be placed on the ballot at the Caucus shall pre-file their declaration of candidacy **by 5:00 p.m. September 15, 2017**, with the DPVA, **via mail, or by email at kees@vademocrats.org or drop off in person at DPVA Headquarters. Only those properly pre-filed may have their names on the caucus ballot as a candidate.** If only one person properly files as a Candidate for each office, they may be declared the winner, pursuant to their vetting as a Democrat who will uphold the principles of the Democratic Party and the caucus may be cancelled. However, residents are encouraged to come to the Caucus location and meet the candidates/nominees.
- 2. Candidate Administrative Fee:** There shall be an administrative fee of ten dollars (\$10.00) for each person filing as a Candidate, payable to the **DBCW c/o DPVA, 919 East Main Street Suite 2050, Richmond, VA 23219. There is no fee to attend and participate in the Caucus for VOTERS.**
- 3. Notice Requirements:** The DBCW shall publish the time, date, and location of the Caucus at least 7 days prior to the Caucus. All notices must be circulated widely and may be published in a paid political advertisement in a newspaper of general circulation or post the announcement on the Democratic Party of Virginia website and/or posted on the committee's website, other social media, email notices and a press release.

Notice of the pre-filing deadline may be published in one or more of the above noted manor to obtain general circulation in the locality at least 7 days before the pre-filing deadline, in lieu of a newspaper ad.



Participating in the Caucus

There is no fee to attend and participate in the Caucus for VOTERS.

4. **Conduct the Caucus:** The doors to the Caucus will be opened at **8:30 a.m.** Persons must identify themselves as a Virginia voter and wishing to participate in the DBCV caucus.

Every person **who participates in the caucus must complete a participation form and sign a statement stating that they are a Democrat and not a member of any other political party, does not intend to support any candidate who is opposed to the Democratic nominee in the upcoming November 7, 2017 general election.** Each participant will be certified as a voter in Virginia.

Caucus participants may **begin voting at 8:35 a.m.** After ones vote has been cast, participants may leave the caucus at their leisure. **The doors to the caucus will be closed at 9:25 a.m.** and no further persons may enter except those in line prior to 9:25 a.m., who will be permitted to complete the check-in process and will be permitted to participate.

The Teller will tally the votes. The candidate receiving the most votes will be declared the winner.

5. **The Chair or Designee of the DBCV** shall act as the Permanent Chair of the Caucus. The Chair will appoint other Officers to include a Teller to conduct the vote count and others as is deemed appropriate. The order of the Caucus shall be determined by the Chair of the Caucus, subject to the approval of the Caucus participants, Robert's Rules of Order, and the *Virginia Democratic Party Plan*.

6. **Call Distribution:** It shall be the duty of the DBCV Chair or her appointee to distribute a copy of the Call to Caucus. It shall further be the duty of the DBCV to cause this Call to Caucus to be publicized through the Commonwealth of Virginia as widely as is feasible.

Date Adopted: _____

Chair's Signature: _____



About The Democratic Black Caucus of Virginia

The DBCV is an integral part of the Democratic Party of Virginia and Democratic National Committee. Our mission is to educate members of our communities about the value of the Democratic Party and to educate the members and leadership of the Democratic Party of Virginia about the needs of our community. The DBCV consists of members from all corners of the commonwealth and various economic strata. Our members are committed to advancing Democratic values and electing Democrats from the local grassroots level to the General Assembly, to Congress and to the White House.



Candidate Pre-Filing Form

(TO BE FILLED OUT AND SUBMITTED BY 15SEPTEMBER 2017)

Democratic Black Caucus of Virginia

I, the undersigned, certify that I am a Democrat, am a registered voter in Virginia, subscribe to the principles of the Democratic Party, do not intend to support any candidate who is opposed to a Democratic Nominee in the next ensuing election, and will not participate in the nominating process of any other political party.

Please Print:

Name (First, Middle, Last) _____

Address _____

City _____ Zip Code _____

Phone (Home/Mobile) _____ (Office) _____

E-mail _____ Fax _____

Congressional District _____ City _____

Precinct _____

Positions open Chair, Vice Chair, Recording Secretary, Treasurer and Parliamentarian

Filing For: _____ (Write in Office)

Candidates must return this form to the DBCV Chair or DPVA Coordinator by 5p.m. on 15September2017.

Email or Mail to: 919 East Main Street Suite 2050 | Richmond VA 23219 | kees@vademocrats.org

If elected to be a DBCV Officer, I understand that, having expressed the above declarations, I will in all good conscience work to support the principles of the Democratic Black Caucus of Virginia and the Democratic Party of Virginia.

Signature _____ Date _____