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**REPORT OF THE TEMPORARY RULES COMMITTEE  
FOR THE**

**2016**

**VIRGINIA DEMOCRATIC STATE CONVENTION**

**THE GREATER RICHMOND CONVENTION CENTER**

**THE GRAND BALLROOM**

**403 NORTH THIRD STREET**

**RICHMOND, VIRGINIA 23219**

**JUNE 18, 2016**

**(Opening Session: 10:00 a.m., Saturday June 18, 2016)**

The Temporary Rules Committee of the 2016 Virginia Democratic State Convention, selected in accordance with the Virginia Democratic Party Plan, the 2016 Delegate Selection Plan, and the 2016 Call to Convention, recommends to the State Steering Committee and the Permanent Rules Committee the following rules and agenda for the 2016 Democratic State Convention as called to elect Democratic National Committee members, elect Presidential Electors, and elect National Convention Delegates and Alternates.

*Date Adopted: February 19, 2016 (Steering Committee)*

Democratic Party of Virginia  
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**I. Temporary Chair, Convention Officers, and Staff**

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The Chair of the Democratic Party of Virginia (“DPVA”) shall call the Convention to order and shall preside as Temporary Chair (“Temporary Chair”) until a permanent Chair of the Convention (“Convention Chair”) is chosen. She shall appoint and announce to the Convention the name of the temporary secretary and assistant secretaries. The Temporary Chair shall appoint pages and sergeants-at-arms to serve the Convention, a Parliamentarian, a Chief Teller, and such other staff as may be required. Each Congressional District Chair may appoint up to three persons to serve each District delegation as pages, sergeants-at-arms, or other staff. The names of these individuals shall be provided in a written communication to the Temporary Chair prior to 5:00 p.m. on Monday, June 13, 2016.

The Temporary Secretary shall read brief, pertinent portions of the Call to Convention issued by the State Central Committee, proclaiming its issuance and authority, and include the entire Call in the minutes of the Convention.

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**II. Temporary Roll – Credentials**

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The Secretary of the DPVA State Central Committee shall have a temporary roll of the delegates to the Convention which shall consist of those persons whose names have been certified as delegates by the respective chairs of the city and county (or county magisterial district) Democratic committees or their designees (“Jurisdictional Chairs”). If a credentials contest has arisen with respect to any such person, the Secretary shall include on the temporary roll the name (or names) of the credentials contestant (or contestants) recommended by the Temporary Committee on Credentials in its report to the Permanent Credentials Committee.

Persons whose names are included on the temporary roll shall be entitled to participate in the business of the Convention; provided, however, that no delegate whose status is contested shall vote on any question involving his or her right to sit as a delegate.

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**III. Credentials and Floor Privileges**

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**A. Distribution of Credentials**

1. Credentials will be distributed on Friday, June 17, 2016, at a time and location to be determined by State Party. Credentials will also be distributed on Saturday, June, 18, 2016, from 8:00 a.m. until 9:45 a.m. Please note that the Credentials and Floor Privileges are under the final control and determination of PoliOps and any decisions as to opening and closing of Credential distribution will be at their option. Please note Appendix 2 for preliminary details of Credential distribution. These details may change.
2. Credentials will be provided only to only those individuals authorized to receive credentials. To facilitate distribution of proper credentials to delegates and to alternates succeeding to delegate status, the DPVA Chair may make appropriate arrangements with

the Congressional District Chairs.

3. Credentials will allow access to the facilities with the following restrictions:
  - Delegate: Floor privileges
  - Alternate: Alternate section only
  - Press: Floor privileges, press room, press platform
  - Pages: Floor privileges, page room
  - Page Supervisors: Access to all Convention facilities
  - Sergeant-at-arms: Floor privileges
  - Security: Access to all Convention facilities
  - Podium: Access to all Convention facilities
  - Campaign Staff: Floor privileges, Campaign Staff rooms
  - VIP: Podium, VIP holding room, and floor privileges
  - State Party Staff: Access to all Convention facilities
  - Guests: Designated guest seating only
  - Candidates: Designated guest seating generally, podium when their election is happening
  - State Party Officers: Floor privileges
  - Attendant: Access equal to the individual being attended (see paragraph. C.2. below).

#### **B. Promotion of Alternates and Delegation Vacancies**

1. Only those individuals meeting all of the criteria of the Delegate Selection Rules for the 2016 Democratic National Convention, including, without limitation, Rule 12, shall be eligible to be elected a delegate or alternate. No delegate or alternate may be nominated or elected for any person who is not a Democratic candidate for president as defined in Rule 12(K) of the above-referenced Delegate Selection Rules.
2. A State Convention delegate, who is to be absent, absents himself or herself during a meeting, or resigns, may select an alternate to take his or her place until 9:45 a.m. on the day of the Convention. The alternate shall be of the same presidential preference as the delegate. The alternate also shall be, if possible, from among the alternates of his or her political subdivision, with priority going to an alternate that would contribute to the gender balance of the delegation. The delegate may select an alternate from another political subdivision within the applicable congressional district, if necessary. If possible, the delegate making such selection shall submit the name of the alternate in writing to the Presidential District Representative (or, if one has been elected, the Jurisdictional Caucus Leader) and the jurisdictional chair or his or her designee. *See* Form A (delegate designation form). At any time, a delegate may revoke such designation and resume the position of delegate.
3. If a delegate is unable to, or does not, select the alternate to take his or her place, that selection shall be made by the remaining delegates from that jurisdiction in a manner that assures an alternate of the same presidential preference is selected and, if possible, from the same political subdivision, with priority going to an alternate that would contribute to the gender balance of the delegation. Specifically, the members of the delegation who

are supporting a presidential candidate shall select the alternate to be promoted to delegate. The members of that delegation may delegate the selection decision to the Jurisdictional Caucus Leader for that delegation. Upon selection, the Jurisdictional Caucus Leader shall execute a written statement designating the new delegate (Form A, attached) and provide a copy to the jurisdictional chair or his or her designee. At any time, a delegate may resume the position of delegate.

4. If the promotion of alternates creates permanent vacancies in the delegation, the remaining delegates shall fill those vacancies in a manner that assures an alternate of the same presidential preference is selected and, if possible, from the same political subdivision and CD as the delegate replaced with priority going to an alternate that would contribute to the gender balance of the delegation. Specifically, the members of the delegation who are supporting a presidential candidate shall select the individuals who will be designated as alternates. The members of that delegation may delegate the selection decision to the Jurisdictional Caucus Leader. Upon selection, the new alternate shall fill out filing form to join the delegation (Form C, attached). The Presidential District Representative (or Jurisdictional Caucus Leader) shall execute a written statement designating the new alternate (Form B, attached) and provide a copy to the jurisdictional delegation chair or his or her designee – who must promptly, in turn, provide this information to the permanent Committee on Credentials.
5. Prior to 8:00 a.m. on Friday, June 17, 2016, if there are an insufficient number of alternates within a CD to fill the delegate positions, those positions will be filled in a two-step process: the delegation will first promote alternates to delegate, then fill the alternate positions, then promote the new alternates to delegate, until the delegation is filled.
6. After 8:00 a.m. on Friday, June 17, 2016, if there are an insufficient number of alternates within a CD to fill the delegate positions in that CD, alternates from other CDs may fill those positions, but only with consent of the delegation chair. All arrangements for such reallocation of delegates must be coordinated through State Party staff.
7. Vacancies to the delegation may be filed pursuant to the above procedures at the State Convention, at the District Conventions, or at a scheduled and publicized meeting as set forth in Party Plan sections 15.8 and 15.9. Alternates may be promoted to delegates on a temporary basis, but vacancies in the delegation shall be filled on a permanent basis.
8. Jurisdictional chairs should provide the State Party with updated delegation lists by 8:00 a.m. on Friday, June 17, 2016.
9. If challenges to any delegate arise prior to the adoption of the Permanent Credentials Committee Report, that committee will promptly meet to consider those challenges and report back to the Convention in the form of an amended report. Creation of new alternates may not be undertaken after the report of the Committee on Credentials is adopted at the State Convention, even if there are not enough alternates to complete a delegation.

## **C. Special Provisions**

1. The Chair of the State Democratic Party and the Convention Arrangements Committee Chair shall make final determination in the distribution and assignment of all credentials.
2. Attendant credentials shall be issued to individuals assisting or attending any person who has been properly credentialed and who has a physical disability.
3. Each Presidential Campaign shall designate in writing how many staff persons are to receive Campaign Staff credentials and such list must be submitted to the Convention Chair prior to 8:00 a.m., Friday, June 17, 2016.
4. Guest credentials shall be available at the discretion of the Chair of the State Democratic Party.

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## **IV. Order of Business**

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### **A. Tentative Agenda**

#### **Saturday, June 18, 2016, 10:00 a.m. – Convention Opens**

1. Call to Order
2. Announcement of Temporary Officers
3. Opening Ceremonies:
  - a. Posting of Colors
  - b. Pledge of Allegiance
  - c. National Anthem
4. Initial Roll Call
5. Elections of Standing Committees
6. Appointment of Standing Committee Conveners
7. Welcoming Address
8. Introductions/Announcements
9. Keynote Address
10. Credentials Committee Report
11. Second Roll Call (if necessary)
12. Rules Committee Report
13. Election of Permanent Officers
14. Election of Presidential Electors
15. Resolutions Committee Report
16. Election of National Committee Members
17. Election of National Convention Delegates and Alternates
18. Dignitary Comments to the Convention
19. Adjournment

## **B. The Selection of Standing Committees on Credentials and Rules**

The Temporary Chair shall recognize in numerical order, by Congressional District, the Chair of each District who shall read the names of three members to each of the Standing Committees on Credentials and on Rules who were nominated by the District Conventions. If a person nominated by a District Convention cannot serve as a member of the Committee, the District will nominate a replacement. When there are no further nominations and upon the adoption of a motion that nominations be closed, the Permanent Chair of the convention shall conduct a vote on the election of the Committees. If there are no additions, the members will be voted by acclamation.

## **C. Committee Meetings**

Following the election of Standing Committees on Credentials and on Rules, the Chair shall appoint a convener of each committee and announce the rooms where the committees shall immediately meet. Each committee shall elect its chair and secretary from among its members as the first order of business. The Temporary Chair may recommend a nominee for each committee's chair from among the members elected by the Convention. The Temporary Chair shall assign State Party Headquarters staff to monitor meeting rooms and provide assistance as needed.

## **D. Report of Committee on Credentials**

1. The Temporary Chair shall recognize the Chair of the Committee on Credentials to present the Committee's report. The Chair of the Committee may present the Committee report, may yield to others, and may yield for the presentation and disposition of minority reports, without losing his or her right to the floor.
2. The Temporary Chair shall arrange for the orderly presentation of amendments offered at the direction of the Committee and of minority reports. Ten minutes shall be allowed for the presentation of each committee amendment or minority report unless a longer period is provided in special orders of business agreed to by the Convention. Time for debate shall be equally allotted to proponents and opponents of each Committee amendment or minority report immediately following its presentation without intervening motion.
3. Upon conclusion of the consideration and disposition of Committee amendments and minority reports, the Temporary Chair shall put the question on the adoption of the report of the Committee on Credentials with amendments previously adopted, if any, without intervening motion.
4. In the event that the Committee's report shall not be agreed to when voted upon, the Committee shall immediately reconvene to reconsider its report and shall present a new report to the Convention as soon as possible.
5. The Convention shall conduct no business until it has adopted a Credentials Committee report.

## **E. Report of Committee on Rules**

The Convention Chair shall recognize the Chair of the Committee on Rules to present the Committee's report and minority reports, if any, in the same manner as that provided for the presentation of the report of the Committee on Credentials.

## **F. Election of Permanent Officers**

The DPVA Steering Committee shall constitute a nominations committee to recommend permanent officers of the Convention. The nominations committee may meet in conjunction with the Steering Committee meeting scheduled for June 17, 2016. The nominations committee shall make its recommendations to the Convention in the form of nominations to be presented immediately before election of permanent officers for the Convention. The Convention shall then elect its permanent officers, consisting of a Permanent Convention Chair ("Convention Chair") and Permanent Secretary.

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## **V. Convention Voting**

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### **A. Roll Call Votes**

1. In accordance with the Rules of the Democratic National Committee, voting shall be by voice or, when prescribed by these rules or by a determination by the Convention Chair, by roll call vote, or by paper balloting. A roll call vote shall be permitted if the Chair is in doubt following a voice vote or upon the demand of any delegate supported by at least one fourth (1/4) of the delegate body as evidenced by the rising in support of the demand.
2. When a roll call vote is taken in full Convention, it shall be called by Congressional District in numerical order, and the Chair of each Congressional District committee, or his/her designee, shall report the vote of his/her delegation to the Convention Chair. The Tellers will poll the delegation and will report the results to the respective congressional district chair. As set forth above, each Presidential campaign shall designate a congressional district representative.
3. Once the Congressional District Chair announces a vote, no delegate in that district may change his or her vote.
4. Any member of a delegation may obtain the floor and challenge the vote of that delegation before the Convention Chair calls for the vote of the next Congressional District.
5. A demand to re-poll a delegation may be withdrawn by the maker at any time before the actual polling has been completed.
6. The vote of a delegation will not be considered final until the Chair of the Convention so indicates.
7. Slates for all elections at the 2016 State Convention shall be permitted.

## **B. Interruption of Vote**

When the question has been put, the vote thereon may not be interrupted for any purpose other than a demand for a roll call vote or a point of order directed to the conduct of the vote.

## **C. Determination of Questions**

Except as may be provided elsewhere in these rules, all questions shall be determined by a majority of the delegates present and voting.

## **D. Nomination and Election of Presidential Electors**

1. The Convention Chair shall recognize in order by Congressional District, the Chair of each District who shall present the name of the Presidential elector who was selected at its District Convention.
2. The Convention shall elect the Congressional District Electors. In accordance with the Rules of the Democratic National Committee, voice voting shall be conducted to elect Electors if the Chair of the Convention deems it reasonable.
3. The Convention shall then elect two At-Large Electors. Candidates for At-Large Elector must file Form G by 5:00 p.m. Wednesday, May 25, 2016. If no more than two candidates have qualified by filing as required in the rules, the Convention Chair shall conduct a voice vote and declare them elected. If more than two candidates have filed, voting shall be by ballot. If by ballot, the Convention Chair shall advise that ballots have been prepared listing the names of all candidates who have filed for election. Delegates may not vote for more than two At-Large Elector candidates. All Delegates voting a ballot in this election must write their convention ID number at the top of their ballot. The preliminary process for voting and counting ballots is laid out in Appendix 2. These details may change.
4. Convention delegates may vote for a slate rather than individual candidates. The deadline to file slates shall be Wednesday, June 1, 2016, at 5:00 p.m. Any vote cast in addition to a vote for the full slate shall render the vote of the delegate null and void.
5. The two At-Large Elector candidates who receive the most votes shall be elected.

## **E. Election of Democratic National Committee Members**

Candidates for the Democratic National Committee shall file for this office by having a DNC Candidate Filing Form (Form F) declaring their intention to run delivered to the Party office by 5:00 p.m., Wednesday, May 25, 2016.

1. The Convention shall elect a total of five men and women to serve on the Democratic National Committee for four-year terms (which commence at the end of the 2016 Democratic National Convention). The Convention Chair shall advise that, in



accordance with the Rules established by the Democratic National Committee, the Convention shall require the equal gender representation to the extent possible (2 males and 3 females, or 3 males and 2 females). The Chair of the Convention shall define the method of voting, and the order that the candidates will be voted upon. The Convention Chair shall advise that each delegate shall vote for not more than five men and women, and that if a full slate of five candidates has properly filed, that a vote for the slate constitutes the entire vote of a delegate for the candidates for the Democratic National Committee. Any vote cast in addition to a vote for the full slate shall render the vote of the delegate null and void.

2. If more than the requisite number of candidates file, each candidate shall be introduced by the Convention Chair and be permitted to address the Convention for no more than two (2) minutes. The Chair may permit a question and answer session, not to exceed a total of 15 minutes.
3. Convention delegates may vote for a slate rather than individual candidates. The deadline to file slates shall be Wednesday, June 1, 2016, at 5:00 p.m. Any vote cast in addition to a vote for the full slate shall render the vote of the delegate null and void.
4. If no more than five candidates for both Democratic Committeeman and Committeewoman are eligible for election at the time of the voting, and the gender representation requirement has been met, the Convention Chair shall entertain a motion to elect the eligible persons for membership on the Democratic Committee and conduct a voice vote. If the motion is agreed to by the Convention, the Chair shall declare them elected.
5. If more than five candidates file for election, the Convention Chair shall advise that ballots have been prepared listing the names of all candidates who have filed for election. Delegates may not vote for more than five DNC member candidates. All Delegates voting a ballot in this election must write their convention ID number at the top of their ballot. The preliminary process for voting and counting ballots is laid out in Appendix 2. These details may change.
6. The five DNC Member candidates who receive the most votes shall be elected, provided this reflect nearly equal gender representation (2 males, 3 females or 3 males, 2 females). If not, the 2 males and 2 females with the most votes and the next highest vote getter, of either gender, shall be elected.

#### **F. Report of Committee on Resolutions**

1. As set forth in the Call and Party Plan, resolutions must be submitted to the Resolutions Committee by May 7, 2016, although resolutions adopted by District Conventions may be submitted by May 27, at 5 PM.
2. Pursuant to Party Plan section 17.2, the DPVA Chair may appoint a drafting committee to prepare a draft Resolutions Committee Report, in the form of a Party Platform.

3. The Convention Chair shall recognize the Chair of the Committee on Resolutions to present the Committee's report and minority reports, if any, in the same manner as that provided for the presentation of the report on the Committee on Credentials, except for paragraphs D-4 and D-5.
4. Notwithstanding paragraph IV C "Determination of Questions" of the Section of these rules titled "Convention Voting," in the adoption of the report of the Committee on Resolutions, sixty (60) percent of the delegates present and voting shall be required to approve the report as provided in the Virginia Democratic Party Plan, section 17.2.
5. No amendments to or new resolutions may be offered from the floor.
6. If there is any change in the scheduling of the Report of the Committee on Resolutions' agenda item, delegates and alternates shall be notified promptly.

#### **G. Nomination and Election of Presidential Delegates and Alternates - General**

1. Each Congressional District Chair shall insure that delegations are properly organized to count and report votes while in Convention status. The Chair of the Democratic Party of Virginia has designated PoliOps as the organization to conduct the election. Please refer to Appendix 2 for preliminary details of the voting process. These details may change.
2. The convention delegates from each CD shall be organized and seated in a specified area of the Convention, in accordance with their CD. For purposes of counting the votes, a chief teller shall be designated for each Presidential caucus. The number of Tellers for each Presidential Candidate's caucus shall be a number deemed as necessary by the Convention Chair to insure correct counting and reporting of votes while in convention and, subsequently, in the Presidential caucuses. The Convention Chair shall identify the 11 Designated Congressional District Representatives for each viable Presidential caucus, as approved by the respective Presidential campaign.
3. The Designated Representative of the Presidential Candidate, or his/her designee shall chair each viable State Presidential caucus.
4. The Convention Chair shall instruct the chairs of viable caucuses to nominate a certain number of males and females for Pledged PLEO delegates and At-Large delegates and At-large alternates in accordance with the criteria established by the Virginia Delegate Selection and Affirmative Action Plan and the Convention Call as to an equal number of men and women, or as close thereto as possible and implements that Plan's representation goals. All questions relating to these requirements, the necessary number of delegates to be nominated, and the individuals to be nominated shall be determined in consultation among the State Chair, Convention Chair, and the chairs of the respective viable caucuses.

#### **H. Election of PLEO Delegates and At-Large Delegates and Alternates**

1. The Convention is to elect 12 Pledged Party Leaders and Elected Official (PLEO)

delegates, 21 At-Large Delegates, and 2 At-Large Alternates. The Convention Chair shall identify the viable caucuses at the State Convention. Such caucuses shall consist of caucuses of delegates pledged to a presidential candidate who received at least 15% of the statewide vote in the March 1, 2016, primary and who is still a candidate. (See DNC Delegate selection Rule 10(C); Va. Delegate Selection Plan III.f.4.d). Delegates who have been elected to the State Convention, but whose candidate does not meet the above criteria may join a viable caucus by signing a statement of support for that candidate.

2. National delegates and alternates shall be awarded to each viable caucus based on the percentage of the statewide primary vote. Following the completion of the announcement of viable caucuses and the announcement of the number of At-Large delegates and alternates and Pledged PLEO delegates to be elected within caucuses, the Convention shall recess for Caucus meetings and elections.
3. Election of delegates and alternates within presidential caucuses shall be by a plurality vote unless the caucus determines otherwise. All state convention delegates voting a ballot in this election must write their convention ID number at the top of their ballot.
4. An individual may qualify to be a candidate for Pledged PLEO delegate by filing a statement of candidacy (see Form E) by 5:00 p.m. May 25, 2016, with the State Party. Pledged PLEO delegate candidates must be identified as to presidential preference. Candidates for Pledged PLEO delegates need not be delegates or alternates to the State Convention.
5. Only those persons who have properly filed a statement of candidacy (Form E) designating their presidential preference and a signed pledge of support for the presidential candidate by 5:00 p.m. May 25, 2016, may be considered within caucuses for election as At-Large national delegate or alternate. At-Large delegate and alternate candidates must be identified as to presidential preference. Candidates for At-Large delegate or alternate need not be delegates or alternates to the State Convention.
6. The Convention Chair shall advise that ballots have been prepared listing the names of all candidates who have filed for election. The preliminary process for voting and counting ballots is laid out in Appendix 2. These details may change.
7. The Caucus Chair shall advise all delegates credentialed to such caucus of the proper number of PLEO delegates and At-Large delegates and At-Large alternates to be elected who will reflect the numbers allocated to such viable presidential caucus and who have presidential candidate approval.
8. Caucus voters shall first vote for PLEO delegates. They may vote for either a slate or individual delegates. The deadline to file slates shall be June 1, 2016, at 5 pm. Any vote cast in addition to a vote for the full slate shall render the vote of the delegate null and void.
9. Caucus voters shall then vote for At-Large delegates and alternates on two ballots. One

ballot shall contain the names of candidates for delegate; the other, candidates for alternate. Both shall specify the number of candidates of each gender to be elected. Caucus voters may vote for a slate rather than for individual delegate and alternate candidates and slates may list candidates for both at-large delegates and alternates. The deadline to file slates shall be June 1, 2016, at 5 pm.

10. Following the election of national delegates and alternates within the Presidential caucuses, the Convention shall reconvene and formally give final approval to the actions of the caucuses.

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**VI. Electronic Devices**

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Electronic (including communication and video) devices may be utilized on the Convention floor under procedures and rules established by the State Chair and enforced by the Temporary and Permanent Chairs.

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**VII. Appeals**

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The Convention Chair shall decide all questions of order subject to an appeal by any delegate which may be debated for not more than ten minutes, the time to be equally divided between the delegate appealing the ruling and the delegate in favor of sustaining the ruling of the chair; provided that an appeal shall not be in order while another is pending or from decisions on recognition, or from decisions on dilatoriness of motions, or during a roll call vote or on a question on which an appeal has just been decided, or when, in the opinion of the Chair, such appeal is clearly dilatory.

Before the question is put on any appeal, the Chair shall be entitled to state briefly the reasons for his or her ruling. A majority of the delegates present and voting shall be required to overrule the Chair.

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**VIII. Motion to Suspend the Rules**

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The Chair shall entertain a motion to suspend the rules which shall be decided without Debate and which shall require a vote of two-thirds (2/3) of the delegates voting, a quorum being present.

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**IX. Motion**

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Neither question of privilege nor any motion other than those provided under these rules shall be entertained except the motion to recess (to a time certain or at the call of the Chair), which shall be privileged, and the motion to adjourn which shall be the highest privilege.

Motions to adjourn or to recess shall be in order at any time except when the question has been put or a vote is in progress and shall be decided without debate. The Chair shall not

entertain motions to adjourn or recess when such motion closely follows another such motion if in the opinion of the Chair such motion is dilatory.

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**X. Limit on Debate**

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Unless otherwise provided in these Rules or in a resolution providing for a special order of business, debate on any question shall be equally divided between proponents and opponents unless they and the Chair agree on an additional or lesser amount of time.

No delegate shall speak for more than two minutes on a single question, nor shall the Chair recognize a delegate to speak more than twice on a single question until all others wishing to be heard have spoken.

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**XI. Powers and Duties of the Chair**

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It shall be the responsibility of the Chair to conduct and expedite the business of the Convention and to preserve order and decorum in its proceedings.

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**XII. Special Order of Business**

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It shall be in order at any time for the Committee on Rules, as directed by the Chair of the Convention or by vote of the Convention, to convene and consider reporting to the Convention a resolution providing a special order of business for debate of any resolution, motion, committee report, or minority report or for the consideration of any matter for which provisions are not made in the Call to Convention or these rules. Any resolution that would amend the Call to Convention or amend the Virginia Democratic Party Plan shall not be considered on the Convention floor unless reported by the Committee on Rules.

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**XIII. General Rules**

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- A. The rules of parliamentary practice in Robert's Rules of Order, Newly Revised, 11th Ed., where not in conflict with rules adopted by this Convention, the Call to Convention, and the Virginia Democratic Party Plan dated March 7, 2015 (September 5, 2015, as revised) shall govern as the general rules of the proceedings of this Convention.
- B. Thirty percent (30%) of the delegates to the Convention shall constitute a quorum thereof in the election of delegates and alternates to the Democratic National Convention in compliance with Rule 15 of the 2016 Delegate Selection Rules for the Democratic National Convention and Article 10, Section 10.5 of the Party Plan.
- C. All filings (as set forth above) must be made with the Chair of the Democratic Party of Virginia or her designee.

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**XIV. Minority Reports**

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Minority Reports of committees shall not be considered as such unless adopted by at least one-fourth (1/4) of the members of a committee voting at a committee meeting, except minority reports of the Resolutions Committee which must have the support of at least one third (1/3) of its members present and voting.

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**XV. Committee Meetings**

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All Convention committee meetings shall be open to Convention attendees, visitors, and the press.

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**XVI. Delegation Meeting**

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After the adjournment of the Convention, the State Party Chair shall call to order and preside over the delegation meeting. The Delegation shall elect four (4) members to each of the three Standing Committees of the Democratic National Convention (Credentials, Platform and Rules) pursuant to the provisions of the Delegate Selection Plan. The State Party Chair will announce his appointments of three (3) persons to serve as Delegation pages at the National Convention. The delegation shall also select one (1) person to serve as Delegation Chair, or two (2) persons to serve as Delegation Co-Chairs, and any vice chairs as needed.

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Susan Swecker, Chair of the Democratic Party of Virginia

Adopted on \_\_\_\_\_ by the Central Committee

*Paid for by the Democratic Party of Virginia, not authorized by any candidate or candidates committee.*

**Form A: to be used by Delegate when designating an Alternate as a replacement**



Democratic Party of Virginia 2016  
Congressional District Convention and/or State Convention

**Delegate Replacement Form**

I, \_\_\_\_\_ (name) am a delegate pledged to \_\_\_\_\_  
for the \_\_\_\_\_ Congressional District Convention to be held on May \_\_\_\_\_, 2016 and the State  
Convention to be held on June 18, 2016. I am not able to attend:

The \_\_\_\_\_ Congressional District Convention on May, \_\_\_\_ 2016 \_\_\_\_\_

and/or

the State Convention on June 18, 2016 \_\_\_\_\_

*(Check date of absence)*

I hereby designate \_\_\_\_\_, who is an alternate pledged to  
\_\_\_\_\_ to serve in my place as delegate to the convention(s) in my absence.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

*Paid for and Authorized by the Democratic Party of Virginia*



**Form B: for use by Jurisdictional Leader to substitute an alternate for an absent delegate**



Democratic Party of Virginia 2016  
Congressional District and/or State Convention

**Delegate Designation Form**

I, \_\_\_\_\_, the Jurisdictional Caucus Leader for \_\_\_\_\_  
hereby appoint \_\_\_\_\_, who is pledged to  
\_\_\_\_\_, as a delegate to serve in the place of  
\_\_\_\_\_, who is pledged  
to \_\_\_\_\_, and is not in attendance at the:  
Congressional District Convention on \_\_\_\_ May \_\_\_\_, 2016 \_\_\_\_\_  
and/or  
The State Convention \_\_\_\_\_ on June 18, 2016. \_\_\_\_\_  
(Check date of absence)

Signed \_\_\_\_\_

Date: \_\_\_\_\_

*Paid for and Authorized by the Democratic Party of Virginia*

**Form C: for use by person joining delegation as an Alternate**



Democratic Party of Virginia 2016  
Congressional District and/or State Convention

**Alternate Joinder Form**

I, the undersigned, certify that I am a Democrat, am a registered voter in \_\_\_\_\_, 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, am not a member of any other political party, and have not participated and will not participate in the nominating process of another party for the 2016 general election.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Congressional District: \_\_\_\_\_ County or City: \_\_\_\_\_

Precinct / Ward: \_\_\_\_\_

Presidential Candidate Preference: \_\_\_\_\_ (Candidate Name)

Fees: State \$10.00 + District \$ \_\_\_\_ + Local \$ \_\_\_\_ = Total \$ \_\_\_\_

District, county, and city committees may request voluntary administrative fees for each delegate and alternate candidate to the District Convention. The total is not to exceed \$25.00. No person shall be denied the right to participate in the delegate selection process due to nonpayment of the voluntary administrative fee.

If elected a delegate or alternate to my Congressional District and State Conventions, I understand that, having expressed the above candidate preferences, I will vote such preferences in the caucus or nomination procedures at the Conventions.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

*Paid for and Authorized by the Democratic Party of Virginia*

**Form D: for use by Jurisdictional Leader to substitute an alternate for an absent delegate**



Democratic Party of Virginia 2016  
Congressional District and/or State Convention

Alternate Designation Form

I, \_\_\_\_\_, the Jurisdictional Caucus Leader for \_\_\_\_\_ hereby  
appoint \_\_\_\_\_, who is pledged to \_\_\_\_\_, as a  
alternate to serve in the place of \_\_\_\_\_, who is  
pledged to \_\_\_\_\_, and is not in attendance at the:

Congressional District Convention on \_\_\_\_\_ May \_\_\_\_\_, 2016 \_\_\_\_\_

and/or

the State Convention \_\_\_\_\_ on June 18, 2016 \_\_\_\_\_

*(check date of absence)*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

*Paid for and Authorized by the Democratic Party of Virginia*

**Form E: Candidate Pre-Filing form/required for 2016  
Delegate/Alternate positions for 2016 National Convention**



DEMOCRATIC PARTY OF VIRGINIA  
STATE DEMOCRATIC CONVENTION, JUNE 18, 2016

*Candidate Pre-filing Form*

I, the undersigned, certify that I am a Democrat, am a registered voter in \_\_\_\_\_, 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: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Congressional District: \_\_\_\_\_ County or City: \_\_\_\_\_

**Filing For:**

\_\_\_ Pledged Party Leader or Elected Official Delegate to the National Convention

Office Held: \_\_\_\_\_

\_\_\_ At-Large Delegate to the National Convention (21)

\_\_\_ At-Large Alternate to the National Convention (2)

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Paid for by the Democratic Party of Virginia, not authorized by any candidate or candidates committee.*



**Form F: Candidate Pre-Filing form/required for DNC Members  
elected at the 2016 Democratic State Convention**



DEMOCRATIC PARTY OF VIRGINIA  
STATE DEMOCRATIC CONVENTION, JUNE 18, 2016

*DNC Candidate Pre-filing Form*

I, the undersigned, certify that I am a Democrat, am a registered voter in \_\_\_\_\_, 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: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Congressional District: \_\_\_\_\_ County or City: \_\_\_\_\_

Gender: M or F

**Candidates running for DNC member must also collect the signatures of 50 registered Virginia voters from at least six Congressional Districts using the attached form.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*Paid for by the Democratic Party of Virginia, not authorized by any candidate or candidates committee.*



## Signatures for DNC Members

I, \_\_\_\_\_, am a candidate for one of the DPVA's five seats on the DNC. As part of that process, candidates are required to collect 50 signatures of qualified voters in Virginia from at least 6 different CDs.

Number	Printed Name	Signature	CD
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			



## Signatures for DNC Members

I, \_\_\_\_\_, am a candidate for one of the DPVA's five seats on the DNC. As part of that process, candidates are required to collect 50 signatures of qualified voters in Virginia from at least 6 different CDs.

Number	Printed Name	Signature	CD
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			
33			
34			



## Signatures for DNC Members

I, \_\_\_\_\_, am a candidate for one of the DPVA's five seats on the DNC. As part of that process, candidates are required to collect 50 signatures of qualified voters in Virginia from at least 6 different CDs.

Number	Printed Name	Signature	CD
35			
36			
37			
38			
39			
40			
41			
42			
43			
44			
45			
46			
47			
48			
49			
50			

**Form H: Pre-filing Form for 2016 Elector**

**DEMOCRATIC ELECTOR PREFILING FORM  
2016 PRESIDENTIAL ELECTION**

I am seeking election as Elector representing the Democratic Party of Virginia for:  
CONGRESSIONAL DISTRICT: \_\_\_\_\_ **or** AT LARGE (circle 1)

1. I am a resident of the Commonwealth of Virginia.  YES  NO
2. I am at least eighteen years of age or will be on or before Nov. 8, 2016.  YES  NO
3. I reside in the congressional district in which I seek office. [IF A DISTRICT ELECTOR]  YES  NO  
If **AT LARGE** Elector, state congressional district of residence: \_\_\_\_\_
4. I am registered to vote at the address below in the precinct in which I reside.  YES  NO
5. I am a Democrat, I subscribe to the principles of the Democratic Party, and I do not intend to support any candidate who is opposed to a Democratic President Nominee in the next ensuing election, and I am not a member of any other political party.  YES  NO
6. I understand that, if elected, I must cast my ballot at the Electoral College for the Presidential and Vice Presidential candidates that I represent, or as directed by the Party in the event of the death, withdrawal or disqualification of either nominee.  YES  NO
7. Are you a member of the United States Senate or House of Representatives?  YES  NO
8. Do you hold an office of trust or profit under the government of the United States?  YES  NO  
[If your position with the government of the United States is created by the constitution or a statute, and you were either elected or appointed to your position, and your position has a designation or a title, and the law imposes public duties on you, then you are not qualified to serve as elector.]
9. My legal residence is: [residence address must be given; PO box or general delivery **is not** acceptable]

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Congressional District: \_\_\_\_\_ County or City: \_\_\_\_\_

I hereby certify that each of the above statements are true and accurate:

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

*Paid for by the Democratic Party of Virginia, not authorized by any candidate or candidates committee.*

## **Appendix 1**

### **Recommended Guidance for Candidate Slates to be included on Convention Ballots**

Any individual or group of Democrats may sponsor or endorse a slate of candidates.

At the State Convention, slates may be put forth for National Convention Delegate and Alternate, Elector, and Democratic National Committee candidates.

Ballots may contain a box which, when checked, will count as a vote for each member of the designated slate.

A ballot may not contain more votes than permitted. Thus, if a ballot contains a vote for a Full slate and one or more individual votes that exceed the total number permitted, the ballot will be disqualified.

No slate shall receive preferential treatment or a preferential place on the ballot, or be identified on the ballot or otherwise as the “official slate.”

Slates to be designated on the ballot shall be filed with the State Party Chair. The slate filing shall contain the name of the slate to be printed on the ballot and the names of the candidates comprising the slate.

Candidates who are to be listed on slates must agree to be so listed.

The deadline for filing slates shall be Wednesday, June 1, 2016, at 5:00 p.m.



## **Appendix 2: Recommended Convention Procedures**

**REGISTRATION:** The Democratic Party of Virginia (DPVA) has contracted with PoliOps, a company skilled in managing the elections of large groups to be in charge of the Credentials and Voting of the DPVA 2016 State Convention. A CLOUD BASED REGISTRATION SYSTEM will be implemented and training will occur prior to the convention.

### **Prior to June 17**

Delegates slots are generated by PoliOps team on Web based system and access is provided to Local Committees and to the Congressional District Chairs.

Local Committees are to send the lists of delegates and alternates to the State Convention within 5 days after the conclusion of their Caucuses.

Delegates to the State Convention are assigned to slots on web-based form provided by PoliOps. Local Committee Chairs log in and fill slots with delegate names, addresses, and candidate preference to certify delegates to the Congressional District and State Conventions. Certified delegates to the State Convention must be received by the Chair of the Congressional District and the DPVA Secretary prior to 15 days of the Congressional District Conventions.

### **June 17**

1. Lists are locked at 8:00 a.m. After that point in time, all changes to the delegates and alternates must be made in person at registration tables.
2. Final CD Delegate lists will be sent to the CD Chair by 10:00 a.m. Prior to 5:00 p.m., all CD Chairs will need to sign off on their CD Delegate lists.
3. Credentialing will open on the evening of June 17<sup>th</sup> at a time and place to be determined by State Party staff.

### **June 18**

#### **8:00 AM: Registration Opens**

1. Attendees type name on laptop or tablet provided by the Democratic Party of Virginia or PoliOps. Delegates access the web-based form to register by selecting themselves and click register.
2. Label is printed and registration staffer affixes to a credential. Completed credential then provided to the Delegate.
3. Registration Closes at 9:45 AM on June 18.
4. Report of Delegate slots that are empty is generated by PoliOps and provided to the Congressional District Chair.

5. Congressional District Chair uses tablet or laptop to pick alternate to fill each open slot using forms for substitution of absent delegates.
6. Alternates shall be accepted following 9:45 until 5 minutes prior to the first Roll Call of the Convention. Additional Alternates shall be accepted until 5 minutes prior to the second Roll Call (if necessary) using the forms attached to the Rules of the State Convention.
7. Alternate labels are printed, affixed to unclaimed badges by absent delegate and given to newly promoted delegates.

## **B. CREDENTIALS COMMITTEE REPORT**

1. Congressional District Committee attendance breakout report generated by PoliOps to Credentials Chair.
2. Credentials Chair uses report to deliver initial attendance numbers when called upon by the Convention Chair (First Roll Call).
3. Delegate substitution for alternates continues until after the opening ceremonies. Credentials Committee Chair is called upon to make a final (2<sup>nd</sup> Roll Call) report stating the number of delegates now present, and if a quorum exist. **The number of votes for each Congressional District becomes fixed at the final report (Second Roll Call)** so that the balloting process is prepared by providing ballots for the envelopes to be utilized by each Congressional District in accordance with the attendance provided with the Second Roll Call.

## **II. VOTING PROCESS - ELECTIONS DATA TEAM**

### **A. BALLOTS**

1. Once data entry of the names of the candidates is complete by PoliOps, the ballot is printed and given to the staff assigned to make copies of the ballot in accordance with the number of delegates voting in each Congressional District.
2. Ballots will provide the option to vote for a slate of candidates (if applicable) or to vote for individual candidates.
3. PoliOps team members or the DPVA staff will generate ballot packets for each CD.
  - a) Ballot Packets will be broken out by row. Each row will have no more than 20 delegates seated in them, with the final row being the only unfilled row.
  - b) The floor plan will be designed to accommodate, as a minimum determined by the Presidential qualification, the following rows for each CD:

CD Number	Number of Delegates	Rows of Delegates
1	173	9
2	167	9
3	220	11
4	181	10
5	173	9
6	157	8
7	179	9
8	219	11
9	147	8
10	187	10
11	197	10

c) Each row packet will be in an individual envelope.

4. Each CD Chair and Caucus CD Chair will receive their packet and count to make sure the appropriate number of ballots has been provided before leaving the tabulation table. The CD chair or Caucus CD Chair signs a form certifying they have received the correct number of ballots.
  - a. If there is a discrepancy, it will be addressed with the credentials chair signing off before the CD Chair or Caucus CD Chair leaves the tabulation table.
5. The CD Chair or Caucus CD Chair will distribute row packets to each teller for each row in his/her CD by row.
6. When the election process is begun by announcement of the Permanent Chair of the Convention, each row teller shall distribute the ballots for their Presidential Caucus to their row(s).
7. The CD Chairs or row tellers shall distribute the ballots.
8. Delegates will write their votes on the ballot in accordance with the directions given by the Permanent Convention Chair or Presidential Caucus Chair and should add their convention number.

9. Each slate vote shall also count as one individual vote for each member of the slate. Thus, any additional vote on the ballot for an individual candidate shall render the ballot disqualified and it shall not be counted.
10. When the balloting is completed, the row teller shall collect the individual ballots placing 20 ballots into each row envelope and given to their Congressional District Chair.
11. When all rows have been collected, the CD Chair or Caucus CD Chair will bring all row envelopes to the tabulation table. (At this point, the process can move to a separate room if desired.) The CD Chair or Caucus CD Chair shall distribute the row envelopes to a teller who will count the votes.
12. At the conclusion of the teller's tabulation, the teller shall pass the packet to the Observer who shall re-count the votes. If the counts agree, then the ballots shall be returned to the row envelope, sealed and signed by the teller and the Observer, and returned to the Congressional District Chair.
13. At the conclusion of the tabulation of each election conducted by the Convention, the results of the tabulation may be announced by the Congressional District Chairs in the order as established by the Convention Chairs decision.
14. All ballots, row envelopes and Congressional District tabulation sheets shall be given to the Executive Director or a staff member of their choosing who shall provide safe keeping for 60 days for all election materials.

## **B. VOTE TABULATION**

1. Row Vote Packets are distributed to counting teams, which consist of the CD Observer, and at least one Caller and two Counter for each CD.
2. The Caller will open the row packet and count the number of ballots to ensure that it contains the proper number of ballots for each row. If there is a discrepancy, the caller will alert the Head Teller.
3. The Caller will sort the ballots into Slate and Non-Slate votes.
4. The two Counters will each count the number of Slate votes. If the number matches after each has counted, one of the Counters will mark that on the tabulation sheet for each candidate. Any ballot that contains votes for the slates and votes for any number of other candidates shall be disqualified.
5. The Caller will then read the Non-Slate votes, reading each name voted for and any under votes. As the Caller reads, the Counters will mark hashes on the Counter sheets. At the conclusion of the non-slate counting of ballots, the hash marks of both Counters must match. If the two match, the total votes will be entered for each candidate on the tabulation sheet. If not, the Caller will restart the process of calling for that packet.
6. To certify the row packet, the counter will add the number of individual votes and under votes (disqualified votes) and divide by the number of non-slate ballots and add that to the

number of slate votes. If that number equals the number of each row, then the packet is certified and submitted for entry into the tabulation system.

### **C. VOTE ENTRY**

1. The Vote Entry Lead takes the row tabulation sheet and enters the vote totals for slate and individual candidates into the system.
2. The system will check to ensure that the total voters matches with the ballot counts and the number of ballots in each row envelope matches the total voters in each row.
3. The Vote Entry Lead saves the row record.
4. The Executive Director of the Democratic Party of Virginia shall retain the ballots in his/her possession in their envelopes for a minimum of thirty (30) days.