

# Temporary Rules for the Orange County Virginia Democratic Committee Unassembled Caucus to Elect Delegates and Alternates to the 7<sup>th</sup> Congressional District and State Conventions

April 20, 2024

## I. General Provisions:

1. Pursuant to the Call of Caucus, in the event fewer people filed than the number of delegates and alternates, the Caucus shall be cancelled and the duly filed persons shall be declared the winners by acclamation.
2. One of the Co-Chairs of the Orange County Virginia Democratic Committee shall act as the Temporary Chair of this Caucus. In the event that the Chair cannot serve, the Chair shall name a replacement.
3. The Chair shall appoint persons to assist in the conduct of the assembled nominating caucus, to include but not limited to:
  - a. Rules Chair & Committee
  - b. Tellers Chair & Committee
  - c. Timekeeper
  - d. Credentials Chair & Committee
  - e. Sergeant-at-arms
  - f. Secretary
4. This Caucus shall be conducted in accordance with the *Virginia Democratic Party Plan* and the *7<sup>th</sup> Congressional District Call to Caucus*.
5. This unassembled caucus shall occur at the Orange County Virginia Democratic Committee Office located at 111 Chapman Street, Orange, Virginia. Voting will take place between 12:00 noon and closed promptly at 2:00 pm preceded by a five-minute warning. Persons standing in line at 2:00 pm waiting to complete a caucus declaration form will be allowed to complete the form and participate. All times shall be read from a watch maintained by the Timekeeper.
6. Only those candidates who properly pre-filed will be recognized as such and included on the ballot.
7. All forms, ballots and other published material shall be approved by the Orange County Virginia Democratic Committee and must be uniform throughout the locality.
8. The Chair or the authorized designee for each locality throughout the process must secure all marked ballots. Ballots that were not used during the initial process must be destroyed on the **day of the election**.

## II. Conduct of the Caucus:

1. Every person who participates in the caucus must complete a declaration form and sign a statement saying that the person is a Democrat and not a member of any other political party, and does not intend to support **any candidate who is opposed to the Democratic nominee in the next ensuing election, has not participated and will not participate in the nominating process of any other party for the next ensuing election and is registered to vote in Orange County, Virginia.**

2. A ballot will only be given to a participant in exchange for a properly certified caucus declaration form.
3. The local caucus chair will provide reasonable accommodations to provide for full participation for any caucus participant who has a disability.
4. Press and observers are not permitted in the room in which the caucus takes place.
5. There shall be no campaigning inside the caucus room or check in area. While buttons or lapel stickers may be worn, no candidate material may be distributed. Any material must be distributed outside the building in which the caucus is held.

### **III. Ballots and Voting:**

1. Only those candidates who properly pre-filed will be recognized as such and included on the ballot.
2. Ballots will be prepared by the Orange County Virginia Democratic Committee, listing the name as indicated on the application form of each properly filed candidate. The candidate names shall be listed on the ballot alphabetically.
3. Caucus participants will be instructed when they are given a ballot that they may vote for not more than 8 delegates and 2 alternates. Ballots showing votes for more than 8 delegates and 2 alternates will be declared invalid.
4. Caucus participants may vote by placing an "X" beside the appropriate name. Other clearly identifiable types of marks are acceptable. It will be the sole discretion of the Tellers Committee to determine the intent of the participant.
5. Write in votes will not be counted.
6. Each participant will be certified as a voter in Orange County, Virginia. If a voter cannot be certified, they will be given a provisional ballot.

### **IV. Tallying and Determination:**

1. The Tellers Committee shall count the ballots at the caucus location after the caucus participants have voted.
2. If there are more ballots than participation forms, all ballots will be returned to the ballot box. Random ballots will be selected and discarded so that the number of ballots equals the number of participation forms.
3. Only Tellers and the Caucus Chair will be permitted where the ballots are being counted.
4. The candidates with the most votes cast will be declared the winner.
5. If there is a tie vote the ballots will be recounted. If that still results in a tie, the tie will be broken by coin flip.
6. If there are any challenges to the conduct of the election, they will be resolved by referring to the *Virginia Democratic Party Plan*. Challenges must be filed within 5 days. All ballots will be held until the challenge period ends.

Adopted: March 26, 2024

Signed: *Cynthia F. Arnold and John M. Rhett*, Co-Chairs