



CALL TO CONVENTION

2018 FIFTH CONGRESSIONAL DISTRICT DEMOCRATIC CONVENTION TO NOMINATE A CONGRESSIONAL CANDIDATE

- Call.** Pursuant to the authority provided by the Virginia Democratic Party Plan, the 5th Congressional District Democratic Committee (“District Committee”) hereby calls a Congressional Nominating Convention to be held at 11:00 a.m., on Saturday, May 5, 2018, at The Firemen’s Sports Arena, 1328 Zion Hill Road, Farmville VA 23901 (Prince Edward County).
- Incorporated Documents.** All appropriate provisions of the Virginia Democratic Party Plan (“State Party Plan”) as amended through December 5, 2015, and Roberts Rules of Order, Newly Revised are incorporated into this Call by reference and made a part hereof.
- Purposes.** The purpose of the Congressional Nominating Convention shall be to nominate a Democratic candidate for Congress from the Fifth Congressional District and other such business as may come before the convention.
- Selection of District Convention Delegates.** The delegates to the Fifth Congressional District Democratic Convention shall be selected on a pro rata basis by county and city caucuses as follows. Delegates to the Fifth Congressional District Convention shall be those elected by city or county caucuses to be held between Saturday, April 14 and Saturday, April 21, 2018 inclusive. The caucuses shall be assembled caucuses, conducted pursuant to the provisions of this Call.
- Allocation of District Convention Delegates.** The delegates to the Fifth Congressional District Democratic Nominating Convention shall be allocated as follows:

Locality Name	Delegates	Alternates	Total
ALBEMARLE COUNTY	39	11	50
APPOMATTOX COUNTY	5	2	7
BEDFORD COUNTY	13	4	17
BRUNSWICK COUNTY	8	3	11
BUCKINGHAM COUNTY	6	2	8
CAMPBELL COUNTY	15	5	20
CHARLOTTE COUNTY	5	2	7
CHARLOTTESVILLE CITY	19	6	25

CUMBERLAND COUNTY	4	2	6
DANVILLE CITY	15	5	20
FAUQUIER COUNTY	17	5	22
FLUVANNA COUNTY	9	3	12
FRANKLIN COUNTY	17	5	22
GREENE COUNTY	6	2	8
HALIFAX COUNTY	11	4	15
HENRY COUNTY	5	2	7
LUNENBURG COUNTY	5	2	7
MADISON COUNTY	5	2	7
MECKLENBURG COUNTY	10	3	13
NELSON COUNTY	6	2	8
PITTSYLVANIA COUNTY	18	5	23
PRINCE EDWARD COUNTY	8	3	11
RAPPAHANNOCK COUNTY	4	2	6
CD 5 TOTAL	250	82	332

6. **Rules of Fifth Congressional District Democratic Convention Delegate Selection.**

a. **Participation and Outreach.** Participation in Virginia's Fifth District Democratic Convention 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 5th Congressional Democratic Candidate selection process, including notice, publicity and education programs. Such outreach should be directed to all Democratic constituencies, including groups 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. In accordance with the rules of the Democratic National Committee, each local Democratic chair and each local Democratic Committee shall make every effort to ensure that their delegation to the Convention is half-male and half-female.

b. **County and City Calls.** Each County and City Democratic Committee shall provide a copy of its Call to Caucus to the Fifth Congressional District Democratic Committee Chair and to the Fifth Congressional District Chair of the Convention Rules Committee no later than 4 weeks prior to the local caucus. (March 14-21, 2018).

c. **Instructions** - No delegate to the Fifth Congressional District Democratic Convention shall be bound to the instructions of the County or City Caucus by which

such delegates were elected. However, Delegates shall remain committed to the candidates for which they were elected for the first ballot.

d. **Unit Rule** - No delegate may be required by a majority of the members of his or her delegation, to vote as a majority determines.

e. **Restrictions** - No delegate certified by the Credentials Committee to the Fifth Congressional District Democratic Convention shall be in any manner prohibited or restricted from voting on any matter before such convention.

f. **Method of Selection of Delegates.** Delegates must be chosen on a pro rata basis, based on the congressional candidate preferences of the participants in the caucus 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 candidate caucus groups, with one group for each pre-filed Congressional candidate, a "No Candidate" group and an "uncommitted" group. A minimum of 15% of the attendees present shall be necessary to form a viable preference group. Members of a non-viable group are free to join another group should they so desire. The Chair of the Caucus Meeting will then calculate the number of delegates and alternates that each viable caucus group can elect. This calculation will be based on the number of participants in a caucus group divided by the sum of the people participating in all of the caucus groups (the Pro Rata Share), multiplied by the Allocation of Delegates for the locality. The Chair will calculate the number of alternates that each caucus group 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 group have been determined, each caucus group 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 group may elect only delegates who have pre-filed; this may result in some delegate seats not being filled.

Convention rules shall contain clear provisions for achieving gender balance within preference groups in keeping with the National Democratic Party requiring that the delegation to the Fifth Congressional District Democratic Convention be gender balanced as a whole and within each candidate preference group as far as possible.

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

g. **Method of Selection of Alternates.** The county or city committee calling the caucus must set forth in its Call to Caucus whether alternates will be elected separately from the election of delegates or whether the alternates will be those persons with the next highest number(s) of votes after the persons with the highest number of

votes have been elected delegates. The county or city committee must also set forth in its Call to Caucus whether candidates for alternates must pre-file as alternates, or whether someone who has pre-filed as a delegate but who was not elected as a delegate may be elected as an alternate. If the county or city committee has provided in its Call to Caucus that the alternates shall be the persons with the highest number of votes who were not elected as delegates, there shall be no pre-filing of alternates.

h. **Filing.** Any Democrat wishing to be elected as a delegate to the Fifth Congressional District Convention must file a certificate of candidacy with the Chairperson of the local county or city Democratic committee, or the chair's designated representative, by the filing deadline, which will be 7 days before the local caucus. Only those delegate candidates and alternate candidates who have filed by the deadline will appear on any ballots distributed at the caucuses. A delegate candidate or alternate candidate shall indicate a Congressional candidate preference on his or her pre-filing form, a preference for "No Candidate" or a preference for "Uncommitted."

i. **Declaration.** Each participant in a caucus is required to sign a Caucus Declaration Form certifying that the participant:

- i) Is a Democrat;
- ii) Is a registered voter within the jurisdiction for which the caucus is held;
- iii) Believes in the principles of the Democratic Party; and does not intend to support any candidate who is opposed to a Democratic nominee in the next ensuing election.

This is a required statement and must be signed by every caucus participant.

j. **Certification of Fifth Congressional District Delegates.** Within five days after the Caucus, each county and city Democratic Committee Chair shall provide the Chair of the Fifth Congressional District Committee, and the Chair of the Fifth Congressional District Convention Credentials Committee with a certified list of delegates and alternates, including the name, address, telephone number and/or e-mail address (if available), and any expressed candidate preference. The local chairs shall also provide a Statement of Results of the caucus using a form provided for that purpose. The Fifth Congressional District Chair may provide an electronic on-line form for this filing, the use of which shall be optional.

k. **Rules and Notice.** Each county and city Democratic Committee shall establish Temporary Rules for its caucus in conformity with this Call, the State Party Plan, and the Guidelines (to follow). Each County and City Democratic Committee shall provide a copy of its Temporary Rules to the Fifth Congressional District Democratic Committee Chair and to the Chair of the Fifth Congressional District Convention Rules Committee no later than 2 weeks prior to the local caucus. (March 31-April 7, 2018). Such rules shall be adopted in a timely manner and shall provide for required public notification of the time, place and method of pre-filing to be a delegate, and of the time and place of the caucus.

A committee may provide the required notice by placing notice on the State Party website, its local website, and providing a press release to all relevant newspapers of general circulation.

Such notification may also be, but is not required to be, in a newspaper of general circulation in the county or city. Notification of the pre-filing rules shall be by advertisement between 7 and 14 days prior to the pre-filing deadline. Notification of the time and place of the Caucus shall be by advertisement between 7 and 14 days prior to the Caucus. If timing permits, both notifications may appear in the same advertisement, which must appear between 12 and 14 days prior to the Caucus. The notice shall be at least two columns wide and three inches in length and published as a paid political advertisement.

County and City committees shall provide additional notice by other means available to them including posting notices on the Democratic Party web sites and sending notices to available e-mail lists.

1. **Pre-filing Fee.** Each person who pre-files to be elected as a delegate or alternate to the Fifth Congressional District Convention shall be asked to pay an administrative fee to the Fifth Congressional District Democratic Committee in the amount of \$5.00, plus such other fees as the county or city Democratic Committee shall decide, not to exceed \$10.00. This fee shall be voluntary, and no party member shall be excluded from participation in a convention because of not paying a fee. Any Democrat who desires to participate in a convention but who chooses not to pay the requested fee shall be permitted to participate.

7. **Fifth Congressional District Convention Rules and Committees.** The Fifth District Democratic Convention shall be governed by the rules developed by the Temporary Rules Committee and rules developed by the permanent Rules Committee and adopted by the Convention. The Fifth Congressional District Chair shall appoint the members of the Temporary Committees on Credentials and Rules, and shall appoint a convener of each committee. Each committee shall be composed of at least 5 members, to be appointed to be representative of the entire District.

The Fifth Congressional District Democratic Convention shall elect Permanent Committees on Credentials and Rules. Each committee shall be composed of at least 5 members. The membership of the Permanent Committees shall be apportioned in the same manner as the temporary committees.

8. **Filling vacancies in Delegations.** If before the day of the convention, a delegate is unable to undertake or continue in his or her duties as delegate, he or she shall select an alternate to delegate status or may designate the Chair of the Party for the locality to select the alternate; failing either, the delegation may select the alternate. Whenever the number of alternates is less than the allowable number, the delegation may elect alternates to fill the vacant positions only from persons within their county/city.

Any alternate selected to become a delegate, or any new alternate chosen, shall have the same candidate preferences as the delegate or alternate they replace.

Any vacancy in the delegation on the day of the convention not previously filled shall be filled by the delegation at the Fifth Congressional District Democratic Convention. Alternates should first be moved to the position of delegate and additional alternates elected to fill the alternate vacancy. Any alternate selected to become a delegate, or any new alternate chosen, shall have the same candidate preferences as the delegate or alternate they replace.

9. **Pre-filing of Candidates for Congress.** Any person who wishes to be nominated as the Democratic candidate for Congress in the Fifth Congressional District must file a written statement to that effect with the Chair of the Fifth Congressional District Committee, and must pay a filing fee of \$5,000.00. This shall be done no later than Friday, March 9, 2018 at 5:00 PM. All candidates shall be required to sign and file a Unity Pledge that the Chair of the Fifth Congressional District Committee shall provide.

10. **Nomination of Candidate for Congress.** When a candidate receives a majority of votes cast in any round of balloting at the Convention, that candidate will be deemed nominated. A majority is defined as 50% plus one.

11. **Preparation of Ballot.** The Temporary Rules Committee shall prepare the pre-printed ballot, which shall be on white paper and which shall contain the names of all pre-filed candidates for Congress as well as an option for “No Candidate.”

12. **Filing Deadlines and Locations.** All documents to be filed with the Fifth Congressional District Democratic Chair must be received by the stated deadlines. All papers to be filed with the Chair of the Fifth Congressional District Democratic Committee shall be filed by mail to Suzanne Long, PO Box 66, Leon VA 22725 or by email to suzanne@democratsva5.org. All documents to be filed with the Chair of the Fifth Congressional District Rules Committee may be filed by mail to Bob Zwick, 5098 Dondoric Farm Rd, The Plains, VA 20198 or by email to bz@Zwick.net. All documents to be filed with the Chair of the Fifth Congressional District Credentials Committee may be filed by mail to Martin S. Silverman, 67-C Barclay Place Ct., Charlottesville, VA 22901 or by email to m.silverman@comcast.net.

Suzanne Long, Chair
February 25, 2018