

TEMPORARY RULES  
FOR THE ASSEMBLED CAUCUS OF THE GREENE COUNTY DEMOCRATIC COMMITTEE

**Definitions:**

- The “Caucus” refers to the meeting during which voters vote for their delegates and alternates. It also refers to the people participating in the Caucus.
  - “Individual caucus” refer to the group of voters who have aligned themselves with and/or voted for a particular congressional candidate or uncommitted or no candidate.
  - “Caucusing” refers to the act of voters deciding and demonstrating how they would like to align and vote by moving themselves to locations in the room designated for a particular candidate, uncommitted or no candidate.
1. Voter Confidentiality shall be respected. No statements or actions made at the Caucus shall be attributed to an identifiable individual after the Caucus. This means that while you are permitted to discuss in generalities what happened at the Caucus, you may not identify or refer to any person who was present.
  2. General Conduct: All people shall treat each other with respect and not engage in disruptive behavior such as yelling, unsolicited physical contact, etc.
  3. No weapons are allowed.
  4. No cameras, recording devices or streaming devices are allowed.
  5. The Caucus Meeting Area consists of the area inside the Mark Fried Room beyond the credentialing check-point and includes the Caucus floor, and the Observers’ Area.
  6. No campaign materials or signs are allowed inside the PVCC Giuseppe Center building or inside the Caucus Meeting Area. Candidates may set up tents or tables outside as permitted by the management of the PVCC Giuseppe Center.
  7. No one will be admitted to the Caucus Meeting Area without first checking-in, obtaining an official wristband, attaching the wristband to his/her wrist and displaying said wristband on his/her wrist to security at the door. Wristbands must be kept on the individual’s wrist at all times until the Caucus is adjourned.
  8. The entry to the Caucus Meeting Area will be closed promptly at 2 PM. Persons standing in line to complete a Caucus Declaration Form at the time the entry closes will be allowed to complete their forms, check-in and if successfully credentialed, vote in the Caucus.
  9. Once the entry to the Caucus Meeting Area is closed, Voters and Observers who need to use the restrooms outside of the Fried Room will need to sign out and sign back in with the Sargent At Arms. Failure to do so will prevent their re-entry into the Caucus Meeting Area.
  10. Non-voting observers, including press shall be silent observers with no interaction with voters or meeting volunteers and will at all times stay in the designated Observers Area in the Caucus Meeting Area, with the exception that they may use the aisles to go to the restrooms. They will not be permitted on the Caucus floor.
  11. Each Congressional candidate may be represented by one non-voting Candidate Representative at the Caucus. Candidate Representatives will have full access to the Caucus Meeting Area but are not permitted to interact with the voters or meeting volunteers other than with Tellers and the Chair.
  12. The Chair and Tellers will not caucus or vote. They will remain impartial as to candidate preferences and caucusing. They have full access to the Caucus Meeting Area and may interact with voters as needed.
  13. Pre-filed delegates will have full access to the Caucus Meeting Area except that during the period of grouping into individual caucuses, as announced by the Chair, they are required to remain in the location of their preferred candidate.
  14. Roberts Rules will apply to any item not covered in these rules.
  15. The entry to the Caucus Meeting Area will open, and the certification process will begin at 1:15 PM, Saturday, April 21, 2018 at the PVCC Eugene Giuseppe Center, 222 Main St., Stanardsville, VA.
  16. All times shall be read from the labelled official clock.
  17. The Temporary Credentials Committee will be responsible for checking-in Caucus voters. Each person who votes in the Caucus must complete a Caucus Declaration Form and sign a statement that says he or she is a registered voter in the County of Greene, a Democrat, believes in the principles of the Democratic Party, and that he or she does not intend to support a candidate opposed to the Democratic nominee in the next ensuing election. The Temporary Credentials Committee shall issue a wristband credential to each valid registered voter. Voters must show this credential in order to enter the Caucus Meeting Area and to receive and cast a ballot.
  18. The Caucus will be called to order by the Temporary Chair. The chair of the Greene County Democratic Committee shall act as the temporary chair of the Caucus.
  19. The secretary of the Greene County Democratic Committee shall act as the temporary secretary of the Caucus.

20. The first order of business shall be the election of a Permanent Chair.
21. The Permanent Chair (hereinafter "Chair") shall appoint a permanent secretary of the Caucus.
22. The Chair shall hold elections for the Permanent Credentials Committee, Permanent Rules Committee and Permanent Tellers Committee.
23. The Chair shall call upon the Chair of the Credentials Committee for a report of the number of credentialed voters and the number of pre-filed delegates for each candidate, uncommitted or no candidate.
24. The Chair shall offer a report on Temporary Rules. Upon a motion for adoption, the Temporary Rules may be amended from the floor (but must comply with the Call to Convention of the 5<sup>th</sup> District), put to a vote, and adopted.
25. The Caucus shall be conducted in accordance with the 5<sup>th</sup> Congressional District Democratic Committee's call to Convention.
26. A member of the Tellers Committee will be assigned to each individual caucus to count the number of individual caucus voters, distribute, and collect the delegate selection ballots and count the ballots. Only Tellers, the Chair and the individual casting a vote will handle that individual's ballot.
27. Voters will be directed to separate into individual caucuses based on the Congressional candidate whom they support. Voters may also choose to form an individual caucus for "Uncommitted" or for "No Candidate".
28. The Tellers will count the number of people in each individual caucus, and the Head Teller shall report the number of voters in each caucus to the Chair. To be "viable," an individual caucus must obtain a minimum threshold of 15% of the number of total voters. The Chair will determine which individual caucuses are viable and which are non-viable and announce this to the Caucus.
29. If there are any non-viable individual caucuses, a subsequent round of caucusing will be conducted. Voters in non-viable individual caucuses will have the opportunity to join a viable individual caucus or to merge with another non-viable individual caucus to form an individual caucus that is viable in the second round.
30. Subsequent rounds of caucusing, conducted in the same manner as the first round, will be conducted until a final round is reached where all individual caucuses are viable.
31. When the final round of caucusing has been reached, the Chair will calculate the number of delegates and alternates that each individual caucus can elect. This calculation will be based on the number of voters in an individual caucus divided by the sum of the people voting in the Caucus (the Pro Rata Share), multiplied by the number of allocated delegates (5), following the formulas and rounding processes embedded in the Excel spreadsheet program provided by the 5<sup>th</sup> District Rules Committee. The Chair will calculate the number of alternates that each individual caucus can elect by multiplying the Pro Rata Share by allocated alternates (2), following the formulas and rounding processes embedded in the Excel spreadsheet program provided by the 5<sup>th</sup> District Rules Committee. These results will be known as the Caucus Allotment of Delegates and the Caucus Allotment of Alternates.
32. Tie votes will be decided by the flip of a coin by the Chair, unless the tie involves more than 2 persons, in which case the tie will be decided by the Secretary writing the persons' names on slips of paper and placing them in a container and the Chair drawing the winning name from the container.
33. The first order of business of each individual caucus is to elect a Spokesperson.
34. Each candidate for delegate will be allowed to speak to his/her individual caucus. Slates of delegates will not be permitted.
35. Members of the Teller Committee shall distribute the ballots, one per Caucus voter. Credentials of each voter will be confirmed by teller observing that the person is wearing a voter wristband. Tellers will place a mark on voters wristband as ballot is given to them. No one with a marked wrist band will receive an additional ballot. Unused ballots will be returned to the envelope.
36. All voting shall be by secret paper ballot. Printed ballots, each marked as official, will be prepared ahead of time. There will be separate ballots, each of a different color, for each individual caucus that had pre-filed delegates. On each ballot, the candidates for delegate shall be listed in alphabetic order and numbered. Each ballot will contain a line for the Voter to sign. **UNSIGNED BALLOTS WILL BE INVALID AND NOT COUNTED**
37. No write-in votes are allowed. **ANY WRITE IN VOTES WILL BE INVALID** but will NOT invalidate the ballot and any valid votes on such a ballot will be counted.
38. Voters may vote for no more than the Caucus Allotment of Delegates for his/her individual caucus. Ballots which contain votes for more than the Caucus Allotment of Delegates for that particular individual caucus will be invalid.
39. Caucus voters may vote for candidates for delegate by placing an "X" or "checkmark" in the appropriate space.

40. The ballots for each individual caucus shall be collected and counted by the Teller Committee. Ballots must be collected directly from the voter that signs the ballot. Voter's wristband will be marked that their ballot has been collected by the tellers. The candidates for delegate shall be ranked by the number of votes received. The top vote getters will be deemed elected as Delegates up to the allotted number for each individual caucus.
41. The Alternate(s) for an individual caucus will be the unsuccessful candidate(s) for delegate within said individual caucus who received the highest vote total(s).
42. When the counting is complete, the Teller for each individual caucus shall report the results to the Head Teller. The Head Teller will report the tally to the Chair for final verification.
43. The results shall be announced in the Caucus by the Chair. The ballots may be examined by any voter in the Caucus. A motion will be made to accept the ballot count and voted on by the members of the Caucus.
44. It shall be the duty of the Chair of the Local Committee to report the results of the meeting and to submit a list of delegates and alternates to the District Credentials Committee. Ballots will be retained for 30 days after the May 5 convention.
45. Upon the announcement of the results and the collection of all documentation, the caucus will adjourn.
46. After adjournment, the elected delegates and alternates will convene as a group to select one of their number to act as the Greene County Delegation Chief at the convention.