

**CAUCUS RULES FOR REORGANIZATION
OF THE CULPEPER COUNTY DEMOCRATIC COMMITTEE (CCDC)
AND ELECTION OF OFFICERS TO THE EXECUTIVE COMMITTEE**

1. The doors of the caucus room will open and the certification process will begin at 5:30 pm. An official clock will be identified by the Temporary Chair of the Caucus. This clock will be used for all timekeeping.
2. The doors to the caucus meeting room will be closed and locked promptly at 6:30 pm. A five minute warning will be issued by the Temporary Chair at 6:25 pm. Persons standing in line to complete a certification form at the time the doors close will be allowed to complete their forms and participate in the caucus.
3. The Credentials Committee will be responsible for checking in caucus participants by confirming that they are registered to vote in Culpeper County. Every person who participates in the caucus must complete a certification form and sign a statement that says they are a registered voter of the District, a Democrat, and that they do not intend to support a candidate opposed to the Democratic nominee in the next ensuing election.
4. The caucus will be called to order by the Temporary Chair. The current Chair of CCDC will act as the Temporary Chair.
5. The first order of business shall be the election of a permanent chair.
6. The permanent chair shall appoint the permanent caucus secretary.
7. The chair shall call upon the Credentials Committee for a report of the number of credentialed participants in the caucus.
8. 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 Caucus), put to a vote, and adopted.
9. The chair shall read the names of candidates for membership in CCDC. If there are no objections to any of the candidates, the chair will call for a vote to accept the new members by acclamation.
10. The chair will ask for a motion to adjourn the assembled caucus and, after a ten-minute recess, will reconvene the newly-reorganized CCDC to conduct the election of officers. Anyone who is not a new member will be asked to leave the room.
11. If all officer positions are uncontested, the chair will announce the names of the candidates and declare them elected, and ask for a motion to adjourn the meeting.

12. Ballots for the election of officers, if needed, will be yellow and will be marked with the word “official” at the top. The names of all candidates for each contested position will be listed in alphabetical order and numbered. Each member who chooses to vote must print their name and sign their ballot.

13. If there are contested positions, the chair will appoint a Tellers Committee to count the ballots. The tellers committee, representative of the assembly, shall collect and count the ballots. Each candidate is entitled to have one representative who will observe the tellers committee count the ballots. After the election, any member who wishes to examine the ballots, may do so.

14. Ballots will be distributed only for those positions that are contested. Upon collection of the ballots, the caucus meeting shall stand in recess until the tellers committee has reported its count to the chair. The number of ballots may not exceed the number of credentialed participants as reported by the Credentials Committee.

15. The tellers committee shall report directly to the chair who will announce the vote. If necessary, tie votes will be decided by the flip of a coin. Upon the collection of all documentation, the meeting will adjourn.