

Call and Rules for the 2022 Falls Church City Democratic Committee  
Unassembled Virtual Caucus  
For Election of Delegates to the 8th Congressional District  
Democratic Virtual Convention

Wednesday, March 2, 2022

7:30 p.m. to 9:00 PM

Via Zoom, link on request @ [fallschurchdems@gmail.com](mailto:fallschurchdems@gmail.com)

The Falls Church City Democratic Committee (FCCDems) hereby calls an unassembled caucus on Wednesday, March 2, 2022, from 7:30 p.m. to 9:00 p.m., via Zoom, for the purpose of electing 15 delegates to the Eighth Congressional District Democratic Virtual Convention 2022 (8<sup>th</sup> CDDC), and provides these rules for the caucus:

I. Delegate Candidate and Observer Filing Requirements:

- A. To be eligible for election by the participants in the unassembled caucus, candidates for delegate to the 8<sup>th</sup> CDDC must file electronically with the Democratic Party of Virginia (DPVA); The electronic form to participate as a delegate, or to participate as a non-voting observer, can be found [here](#). Each completed and signed Filing Form must be received by DPVA by 5:00 p.m. on February 25, 2022. DPVA will periodically update and provide to the FCCDems the list of candidates for delegate and the list of observers.

The Filing Form will require:

1. An affirmation that the candidate for delegate or the observer:
    - a. Has read the 8<sup>th</sup> Congressional District Committee Call to Virtual Convention 2022 (the "8<sup>th</sup> CDDC Call"), which is available [here](#).
    - b. Is registered to vote in Falls Church City, Virginia; and
    - c. Does not intend to support any candidate who is opposed to a Democratic nominee or endorsee in the next election.
  2. A signature must be rendered electronically. The completed and signed form must be submitted electronically to DPVA using the link referenced above. Postal mail, fax, and hand delivery are not acceptable methods of delivery.
- B. Delegate candidates and observers assume full responsibility for the timely filing and receipt of their own fully completed Filing Form. Only those delegate candidates who have properly filed by 5:00 p.m. on February 25, 2022 will be listed on the official caucus ballot and eligible for election as a delegate to the 8<sup>th</sup> CDDC. Any delegate candidate who makes false or misleading statements on the Delegate Filing Form may be ruled ineligible by DPVA, by the FCCDems Chair, or by her designated representative, for election as a delegate. Any person seeking to be an observer, but not a voter, at the 8<sup>th</sup> CDDC who makes false or misleading statements on the Filing Form may be ruled ineligible to be an observer by DPVA, the FCCDems Chair, or her designated representative.

- C. Upon request, the Chair or her designated representative, shall, by 5:00 p.m. on February 27, 2022, make available for public inspection the list of candidates who have properly and timely filed applications to serve as a delegate to the 8<sup>th</sup> CDDC.
- D. If a candidate for delegate wishes to withdraw themselves from consideration by the caucus participants, they must notify the Chair in writing by 11:00 a.m. on March 1, 2022. A list of those candidates for delegate who have withdrawn will be posted in a prominent place at the caucus location.
- E. If the number of candidates for delegate is equal to or less than 15, then the Chair shall cancel the caucus and those candidates for delegate who have properly and timely filed shall be deemed to be elected by the caucus. If the number of candidates for delegate is less than 15, the 8<sup>th</sup> CDDC Call authorizes the unfilled delegate positions to be filled with excess candidates from other jurisdictions within the 8<sup>th</sup> Congressional District, with the goal of canceling contested caucuses.

## II. Ballot

- A. A ballot shall be prepared by the Chair listing each candidate for delegate in alphabetical order by last name and setting forth instructions describing the proper method of ballot marking.
- B. Ballots shall indicate that a caucus participant may vote for up to 15 candidates for delegate. A caucus participant may not vote for more than 15 candidates for delegate. Any ballot containing more than 15 votes for candidates for delegate will be declared invalid. Write-in votes will not be counted.

## III. Caucus Participation and Outreach

In accordance with the 8<sup>th</sup> CDDC Call, participation in the caucus will be open to all Democrats who are registered voters in Falls Church City, Virginia. The 8<sup>th</sup> CDDC Call further provides that the FCCDems shall encourage full participation by all Democrats in the 8<sup>th</sup> CDDC election process, including by notice, publicity, and education programs. It states that such outreach should be directed to all Democratic constituencies, including groups such as ethnic minorities, young people, persons over 65 years of age, LBGTQ+ persons, persons with disabilities, persons with a high school education or less, and persons of low or moderate income. It further states that the FCCDems shall publicize the 8<sup>th</sup> CDDC Call on its website, in its calendar of future events, on its Facebook page, on its Twitter account, and by any other appropriate public or social media.

## IV. Caucus Officials

- A. The FCCDems Chair shall serve as Chair of the unassembled caucus.
- B. The FCCDems Secretary shall serve as the Secretary of the unassembled caucus.

- C. The FCCDems Chair shall appoint any and all caucus officials as necessary for the operation of the unassembled caucus, including a Temporary Credentials Committee and a Teller who shall have the authority to appoint additional members to a Teller Committee.
- D. All caucus officials shall wear credentials so identifying them. No caucus official shall engage in activity on behalf of a particular candidate for delegate while performing the duties of a caucus official, or while wearing official credentials. All caucus officials and other FCCDems members are permitted to endorse candidates in their personal capacities only, and not by reference to their FCCDems positions.

#### V. Caucus Procedures

- A. The unassembled caucus will be held via Zoom from 7:30 to 9:00 p.m. on March 2, 2022. Zoom link will be provided upon request to [fallschurchdems@gmail.com](mailto:fallschurchdems@gmail.com). At 7:30 p.m. that evening, the Chair shall begin the caucus's sign-in and registration process.
- B. The Secretary shall maintain a formal record of the caucus proceedings.
- C. There will be no campaigning permitted during the caucus or during the registration period immediately preceding the caucus (from 7:15 p.m. to 7:30 p.m.)
- D. Each caucus participant will receive and must complete and sign a Democratic Declaration Form prepared by the Chair or her designee. In the declaration, each caucus participant must certify that they (i) are a Democrat and not a member of any other political party; (ii) believe in the principles of the Democratic Party; (iii) do not intend to support a candidate in opposition to a Democratic nominee or endorsee in the November 2022 general election; (iv) have not participated and will not participate in the nominating process of any other political party; and (v) are a registered voter in Falls Church City, Virginia.
- E. Any individual who is a Democrat (as determined by the Chair or her designee) and is registered to vote in Falls Church City, Virginia, as of 5:00 p.m. on February 28, 2022 (as determined by the Temporary Credentials Committee) shall be permitted in the unassembled caucus. Each caucus participant shall be checked against the Registered Voter List ("RVL") by the Temporary Credentials Committee to ascertain their voting eligibility. If an individual is not listed on the RVL, or does not possess a certificate of voting eligibility from the Falls Church City Registrar, a caucus official will permit the individual to vote provisionally, subject to later verifying the individual's registered voter status with the State Board of Elections or the Falls Church Registrar.
- F. After each qualifying caucus participant has completed the declaration form and submitted it to a member of the Temporary Credentials Committee, the participant shall be given a ballot by the Temporary Credentials Committee. Each participant shall fill out the ballot and cast their vote by placing the completed ballot in one of the ballot boxes at the caucus location anytime between 7:30 p.m. and 8:00 p.m. Each ballot box shall always be attended by a caucus official.

- G. A candidate for delegate may vote at and observe the caucus proceedings. Members of the media may observe the caucus meeting only at the discretion of the FCCDems Chair, and under such restrictions as she prescribes. Observers of any type shall not be allowed to interfere with the voting process or the privacy of individual voters.
- H. At 7:30 p.m., the FCCDems Chair or her designee will announce that the entrance to the unassembled caucus will be closed at 8:00 p.m. All individuals attending the Zoom Call shall be allowed to vote, if otherwise qualified to vote, but no one shall be allowed to vote who has not joined the meeting by 8:00 p.m.
- I. There shall be no absentee voting.

#### VI. Determination of Delegates – Counting Votes

- A. Ballot counting shall not begin until voting is completed. The votes will be counted by Teller Committee immediately following the end of the voting at 8:00 p.m.
- B. Prior to counting votes, each ballot must be examined by the Teller Committee to determine how many votes have been cast. Any ballot that has more than 15 votes cast for delegates shall be declared invalid.
- C. The delegate candidates receiving the most votes (up to 15 delegates) will be declared the winners of the election. In the event that two or more candidates for delegate receive identical vote totals for the final slot or slots, a caucus official shall flip a coin or draw lots among those candidates tied for the final slot or slots to determine which of them will complete the delegation.
- D. The Teller shall report the results of the vote count to the Chair, who shall inform the caucus participants of the 15 winners.

#### VII. Sample Ballots

The printing and circulation of the sample ballots outside caucus location shall be permitted, provided such sample ballots include thereon the words “sample ballot” in type no smaller than twenty-four point.

#### VII. Rules of Order

The Rules contained in Robert’s Rule of Order, Newly Revised, shall govern the conduct of the unassembled caucus, except where those rules are inconsistent with the Rules of the Unassembled Caucus, or the FCCDems Bylaws, or the Virginia Party Plan.