

NOMINATE A DEMOCRATIC CANDIDATE
Virginia HD 100
Delegate
24 May 2023

I. GENERAL PROVISIONS:

1. The Chair of the HD 100 Nominating Committee shall act as the Temporary Chair of this Caucus. In the event that the Chair cannot serve, the Chair shall name a replacement.
2. The Chair shall appoint persons to assist in the conduct of the assembled nominating caucus, to include but not limited to:
 1. Rules Chair & Committee
 2. Tellers Chair & Committee
 3. Timekeeper
 4. Credentials Chair & Committee
 5. Sergeant-at-arms
 6. Secretary
3. This Caucus shall be conducted in accordance with the *Virginia Democratic Party Plan* and the *HD 100 Call to Caucus*.
4. This unassembled caucus shall occur at the Bayside Recreation Center 4500 First Court Rd, Virginia Beach 23455 / Accomack / Northampton. Voting will take place between 6:00 pm and close promptly at 8:00 pm preceded by a five-minute warning. Persons standing in line at 8:00 pm waiting to complete a caucus participation form will be allowed to complete the form and participate. All times shall be read from a watch maintained by the Timekeeper.
5. Only those candidates who properly pre-filed will be recognized as such and included on the ballot.
6. All forms, ballots and other published material shall be approved by the HD 100 Democratic Nominating Committee and must be uniform throughout the District.
7. The Chair or the authorized designee for each locality throughout this 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 participation form and sign a statement stating 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 upcoming HD 100 General Election, has not participated and will not participate in the nominating process of any other party for the HD 100 General Election and is registered to vote in the respective county/city.**
2. A ballot will only be given to a participant in exchange for a properly certified caucus participation form
3. There shall be no campaigning within 10 feet of the entrance to the building.
4. Candidates and supporters shall not campaign inside the building. While buttons or lapel stickers may be worn, no campaign material may be distributed in the building. Any

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Not authorized by any candidate or candidates committee

material must be distributed outside of the building. In the case of rain, only properly filed candidates will be allowed inside the building in an area designated by the local chair or the authorized designee for each locality. Candidates may greet the participants as they enter the building, but may not attempt to disrupt the conduct of the election.

5. **Each candidate will be allowed one representative to be their official representative and two observers to oversee the general conduct of the election.** Only the official representative may move about; that person cannot disrupt the conduct of the caucus.
6. The local caucus chair will provide reasonable accommodations to provide for full participation for any caucus participant who has a disability. Curbside voting may be permitted and the vehicle shall be designated and treated as a voting area, and there will be no campaign activity allowed inside or outside the vehicle.
7. Press and observers are permitted in the room in which the caucus takes place; however, they shall be restricted to an area where they will not interfere with certification or the conduct of the caucus.

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 HD 100 Democratic Nominating 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 one person. Ballots showing votes for more than one person 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 the respective county/city in which they wish to vote. 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, the Caucus Chair, and official candidate representative will be permitted where the ballots are being counted.
4. The candidates with the most votes cast will be declared the winner. If the margin of victory is greater than the number of provisional ballots, then the candidate with the highest certified vote total will be declared the Democratic nominee.
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 the outcome of the election is in doubt due to the number of provisional ballots, the Caucus Chair of the appropriate jurisdiction or a duly appointed representative will bring

the provisional ballots to that jurisdiction's Office of Elections on the first Monday following the election. The final determination of registration status will be made by the Office of Elections. Candidates and provisional voters will be told the times of the provisional ballot count and the official determination of the election during the caucus proceedings. If there are any challenges to the conduct of the election, they will be resolved by referring to the DPVA Party Plan.

7. If there are any challenges to the conduct of the election, they will be resolved by referring to the Democratic Party of Virginia Party Plan. Challenges must be filed within 5 days. All ballots will be held until the challenge period ends.
8. The Chair of the HD 100 Nominating Committee shall file the results with the Democratic Party of Virginia and with the State Board of Elections as soon as possible following the caucus

ADOPTED: 13 May 2023 *Kim Howard*
Date Chair HD 100 Democratic Nominating Committee