

REPORT OF THE TEMPORARY RULES COMMITTEE

2017 8th CONGRESSIONAL DISTRICT DEMOCRATIC CONVENTION

I. Convening of Jurisdictional Caucuses and District Convention

A. Jurisdictional Caucuses for the following jurisdictions will convene at 10:00 a.m. on Saturday, May 20, 2017, at Hammond Middle School 4646 Seminary Road, Alexandria, VA 22304:

- Alexandria City
- Arlington County
- Fairfax County
- Falls Church City

Registration shall start at 8:30 a.m.

B. The 8th District Democratic Convention (District Convention) shall convene upon completion of the work of the Jurisdictional Caucuses.

C. The District Convention will be called to order by the Chair of the 8th Congressional District Democratic Committee (District Committee), who shall serve as Temporary Chair of the District Convention, and who will have named Temporary Caucus Chairs for each Jurisdictional Caucus.

II. Order of Business

- A. Jurisdictional Caucuses
- B. Convention Call to Order
- C. Introduction of Temporary Chair and Temporary Secretary
- D. Election of Permanent Credentials, Rules, and Resolutions Committees, which may meet immediately following their election as needed.
- E. Election of Permanent Chair and Permanent Secretary
- F. Welcoming Address, Introductions and Announcements
- G. Report of the Permanent Rules Committee
- H. Report of the Permanent Credentials Committee
- I. Election of the State Central Committee Members
- J. Report of the Permanent Resolutions Committee
- K. Adjournment

III. Jurisdictional Caucuses and Election of State Central Committee Members

- A. Jurisdictional Caucuses shall nominate State Central Committee members. Each Jurisdictional Caucus shall elect its own Caucus Chair and adopt its own rules consistent with these rules.
- B. The name of each convention attendee shall be checked by volunteers supervised by the Credentials Committee against a list of registered voters (supplied by the Democratic Party of Virginia) to determine that the attendee is a voter registered in the jurisdiction. Attendees shall be required to sign a Declaration form which includes: an affirmation that the person is a resident of, and registered to vote in, the jurisdiction holding the caucus; does not intend to support any candidate who is opposed to the

Democratic nominee in the next ensuing general election; is a Democrat and is not a member of any other political party; and has not, and will not, participate in the nominating process of any other political party for the 2017 general election.

- C. If an attendee cannot be found on the list of registered voters, to participate and vote, they must sign an Affirmation of Identity Declaration form that also includes the same requirements as confirmed attendees.
- D. Registration shall end at 10:00 am and persons in line by that time may complete the check-in process.

Each attendee completing check-in will be given a credential badge indicating their status as determined by the Temporary Credentials Committee, e.g. registered attendee in a jurisdiction, guest, candidate, press, elected official, etc.

- Any dispute or controversy regarding the assignment or distribution of credentials (registered attendee, guest, press, candidate, etc.) shall be resolved by the District Chair.

- E. The Jurisdictional Caucuses shall elect twenty members of the Democratic State Central Committee and the names of persons elected shall be presented to the District Convention. Each Jurisdictional Caucus shall elect the following number of State Central Committee Members:

- Alexandria 4 Members (2 female and 2 male)
- Arlington 7 Members (3 female and 4 male)
- Fairfax 8 Members (4 female and 4 male)
- Falls Church 1 Member (1 female) *

- F. **Prefiling is required to be elected** to the State Central Committee from the Congressional District, **except if** the number of candidates pre-filing for State Central Committee for any jurisdiction by gender is less than the number allocated to a jurisdiction. Persons wishing to be elected are required to pre-file the **Membership Prefiling Form** with the District Chair by 5:00 p.m. on Friday, May 12, 2017. The form must be received by the Chair by the designated deadline. No forms will be accepted after the deadline.

- G. If the **number of candidates pre-filing** for State Central Committee for any jurisdiction by gender is **greater than** the number allocated to a jurisdiction the caucus nomination for that gender shall be conducted via preprinted written ballot from among the pre-filed candidates. Each ballot shall list, in alphabetical order by surname, the female candidates on the left side and the male candidates on the right side and shall clearly state the maximum number of votes permitted for candidates of each respective gender. The ballot shall also state that if more than the allowed numbers of votes for members of one gender are cast, then none of the votes cast for that gender shall be counted. Each voter may cast no more than one vote per candidate, and no voter may cast more votes per gender than the jurisdiction's total allotment for that gender.

- The Caucus Chair shall read the names of those candidates listed on the pre-printed ballots and direct them to assemble before the Jurisdictional Caucus and each shall have up to one minute to address the Jurisdictional Caucus. Candidates shall speak in the order in which they are listed on the pre-printed ballot.
- H. If the **number of candidates pre-filing** for State Central Committee for any jurisdiction by gender is **equal to** the number allocated to a jurisdiction the caucus may dispense with speeches and may also nominate those candidates by acclamation.
- I. If the **number of candidates pre-filing** for State Central Committee for any jurisdiction by gender is **less than** the number allocated to a jurisdiction the caucus may dispense with speeches and may also elect those candidates by acclamation, after which the Caucus Chair may ask for additional nominations from the floor.
1. If the number of candidates **nominated from the floor** by gender is **equal to** the remaining number of allocated slots to that jurisdiction, the caucus may again dispense with any speeches and may also nominate those candidates by acclamation; however,
 2. If the number of candidates **nominated from the floor** is **greater than** the remaining number of allocated slots to that jurisdiction, blank ballots will be available for registered attendees to write in their selection with directions pre-printed on such ballots. Each ballot shall provide for female candidates on the left side and the male candidates on the right side and shall clearly state the maximum number of votes permitted for candidates of each respective gender. The ballot shall also state that if more than the allowed numbers of votes for members of one gender are cast, then none of the votes cast for that gender shall be counted. Each voter may cast no more than one vote per candidate, and no voter may cast more votes per gender than the jurisdiction's total allotment for that gender.
 3. Candidate(s) shall have up to one minute to address the caucus, in alphabetical order by surname.
 4. As an aid to voters, the Caucus Chair may direct: 1) that the names of the candidates may be written in a prominent place in the order their names were proposed, and 2) that the maximum allowed votes is written by the voter in the space provided on the blank ballot.
- J. The Caucus Chair may ask the **Sergeant-at-Arms** to time the speeches and apply the caucus rules to ensure the orderly conduct of business.
- K. Following speeches, and at the direction of the Caucus Chair the Caucus Teller shall **distribute one ballot to each registered attendee** if needed, e.g. for nomination of candidates not already nominated

by acclamation. Completed ballots shall be returned to the Caucus Teller for immediate counting. The Caucus Teller may appoint Assistant Tellers if needed.

- L. Each candidate for nomination to the State Central Committee may appoint one caucus attendee to serve as an **observer of the vote count**, although no observers are required.
- M. Following the vote count, the Caucus Teller shall **report the tally to the Caucus Chair**, who shall announce the results to the Jurisdictional Caucus.
- N. Following the adjournment of the Jurisdictional Caucus, the Caucus Teller shall present to the Convention Head Teller **all of the ballots and minutes from that jurisdiction**.

IV. Convention and Permanent Committees

- A. Following the Jurisdictional Caucuses, convention attendees will convene as the District Convention.
 - Registered attendees shall be seated by component jurisdiction at the front of the convention, while all other convention attendees, other than special guests (guests addressing the District Convention, and/or others designated by the District Chair, e.g. press, candidates), shall be seated behind the registered attendees.
- B. There shall be **three Permanent Committees of the Convention**: Rules, Resolutions and Credentials. Each committee shall be composed of as many as 15 members, and each shall choose its own chair. The membership of the Permanent Committees shall be apportioned in the same manner as the Temporary Committees as follows:
 - Alexandria 3 members
 - Arlington 5 members
 - Fairfax 6 members
 - Falls Church 1 member
- C. Following the election of the Permanent Chair and Permanent Secretary, at the appropriate time the District Convention shall hear the **report of the Permanent Rules, and Credentials Committees and vote to adopt their reports and recommendations**.
- D. Each Caucus Chair shall report to the District Convention, at the appropriate time, the person(s) elected by their respective Jurisdictional Caucus to the State Central Committee. The **Permanent Chair of the Convention shall declare that the persons elected** by the Jurisdictional Caucuses are nominated as 8th District members of the State Central Committee.

V. Resolutions

- A. For a resolution to be considered at the District Convention, it must be received by the District Chair, or a designated representative, by 5:00 PM on Friday, May 5, 2017. Preferred format is a Word doc/docx attachment.

- B. Public hearings on resolutions** may be held at the discretion of the Temporary Resolutions Committee.
- C.** The Chair of the Permanent Resolutions Committee in presenting its report **may offer for approval each resolution individually, or as part of one or more groups**. No resolutions or amendments to resolutions may be proposed from the floor of the convention.
- D.** The Chair of the Permanent Resolutions Committee shall ask the attendees if there are objections to adopting each resolution of group of resolutions by acclamation. Those resolutions favored by the registered attendees and not requiring debate shall be voted for adoption by acclamation. There then will be debate on individual resolutions that were not adopted by acclamation. **Debate on all resolutions shall be limited** to no more than 60 minutes of the District Convention, and no more than 10 minutes on any one resolution, time to be kept and enforced by the Sergeant-at-Arms. The Convention Chair shall make reasonable efforts to ensure equal time for debate pro and con, to the extent such time is sought.
- E.** All **resolutions adopted by the District Convention shall be certified by the Permanent Chair** and forwarded to the State Central Committee for consideration by the DPVA Resolutions Committee no later than 10 days after the District Convention takes action.

VI. Miscellaneous Rules

- A.** One may file a **Membership Prefiling form via mail, email, or in-person** (hand deliver) provided that the form is received by the designated deadline. Faxed forms will not be accepted. No matter which method one uses, a signature must be affixed to the Membership Prefiling Form.

- B. Filing Locations:** All papers to be filed with the Chair of the 8th District Democratic Committee:

Mail: *Margo Horner, Chair 8th Congressional District Democratic Committee
c/o Alexandria Democratic Headquarters 618 N. Washington Street
Alexandria, VA 22314*

E-mail: Chair@va8thcddems.org Phone: 703-347-3017

- C.** The **Permanent Chair shall appoint a Parliamentarian, a Sergeant-at-Arms, a Head Teller**, and fill any other positions deemed necessary. It shall be the responsibility of the Permanent Chair to conduct and expedite the business of the District Convention, and to preserve order and decorum. Each attendee is called upon and directed to assist in completing the business of the District Convention in an orderly and timely manner. The Permanent Chair shall be authorized to recess the District Convention at any time. The Permanent Chair will state, whenever possible, when the District Convention is to reconvene. The Permanent Chair may recognize special guests at appropriate times.
- D. Ballots and minutes** from each Jurisdictional Caucus will be turned over to the Convention Head Teller after the adjournment of a Jurisdictional Caucus, and will be maintained by the Permanent Chair for thirty days.

- E. Any individual or group of Democrats may sponsor or endorse a team of candidates for election to the State Central Committee; however, the **District Convention does not allow a preprinted ballot to specifically provide for slates or slate voting.**
- F. Except as set forth in these rules, the District Convention, the Temporary and Permanent Committees, and the Jurisdictional Caucuses shall be governed by the **Virginia Democratic Party Plan** (Party Plan), as amended, and **Robert's Rules of Order Newly Revised.**

Attachments:

- 2017 8th Congressional District Committee Membership Filling Form

2017 EIGHTH CONGRESSIONAL DISTRICT COMMITTEE MEMBERSHIP FILING FORM

Use this form to file to be a candidate for the 8th Congressional District Committee.

I, the undersigned, hereby state that I: wish to be a candidate for election as an 8TH District Member of the Virginia Democratic Party State Central Committee; am a Democrat, am a registered voter in the precinct, city, or county listed below, that I believe in the principles of the Democratic Party, and I do not intend to support any candidate who is opposed to a Democratic nominee in the next ensuing election.

NAME _____

ADDRESS _____

CITY _____ ZIP _____

MAILING ADDRESS (if different) _____

PHONE (H) _____ (O) _____

EMAIL _____ CONGRESSIONAL DISTRICT - 8th

COUNTY OR CITY _____

PRECINCT/WARD _____

Signature _____ Date _____

You must file this Membership Pre-Filing Form with the District Chair by 5:00 p.m. on Friday, May 12, 2017. No forms will be accepted after the deadline.

Filing Locations:

All papers to be filed with the Chair of the 8th District Democratic Committee:

Mail: *Margo Horner, Chair 8th Congressional District Democratic Committee
c/o Alexandria Democratic Headquarters
618 N. Washington Street
Alexandria, VA 22314*

E-mail Chair@va8thcddems.org
Phone: 703-347-3017