

**Call and Rules for Assembled Caucus and Reorganization Meeting for the
Arlington County Democratic Committee**
Proposed for adoption December 6, 2017

I. Date and Time

At 7:15 pm on January 10, 2018, the Arlington County Democratic Committee (“ACDC”) will convene an Assembled Caucus to reorganize pursuant to Section V.A of its Bylaws. This caucus will be held at the NRECA building at 4301 Wilson Blvd. in Arlington, VA.

II. Candidate Filing

- (a) To be eligible for election as a Precinct Representative by the participants of the caucus, individuals must deliver:
- (i) written notice of their intent to seek election, specifying their precinct,
 - (ii) a signed statement that says he or she is a Democrat, is a registered voter of Arlington, believes in the principles of the Democratic Party, does not intend to support, endorse, or assist any candidate who is opposed to a Democratic nominee or endorsee, and is not a member of any other political party, and
 - (iii) a non-refundable filing fee of \$25 (payable to ACDC). The Chair, upon written request of the individual seeking election and received prior to the filing deadline, may waive the fee.

to the Chair of the ACDC, Kip Malinosky (or his designated representative) in person, by email or at ACDC Headquarters, 2001 Jefferson Davis Hwy, Suite 604, Arlington, VA 22202, by 7:00 p.m. on Monday, January 8, 2018.

(b) In the event that the number of candidates that have timely filed for Precinct Representative is less than or equal to the number of Precinct Representative seats to be filled in a particular precinct, the Chair shall certify the precinct as uncontested. If all precincts are uncontested, the Chair may cancel the Assembled Caucus. Uncontested Precinct Representatives shall be seated at the Reorganization Meeting.

(c) Candidates for the following ACDC offices: Chair, Deputy Chair, Precinct Operations Chair, Finance Chair, Press and Public Relations Chair, Outreach and Visibility Co-Chair; Communications Director, Newsletter Editor, Volunteer Coordinator, Secretary, Treasurer, Sergeant-at-Arms, and Parliamentarian, must deliver written or emailed notice of their intent to seek election, specifying the office(s) that they seek, along with a signed statement and non-refundable filing fee of \$25, waivable as specified in section (a)(iii), above, to the Chair of the ACDC, Kip Malinosky (or his designated representative) in person or at ACDC Headquarters, 2001 Jefferson Davis Hwy, Suite 604, Arlington, VA 22202, no earlier than adoption of the rules and by 7:00 p.m. on Monday, January 8, 2018.

(d) In order to certify the eligibility of a candidate for election as a Precinct Representative or ACDC officer, the Chair shall verify that the candidate is a

resident of and registered to vote in Arlington County, and, for candidates for Precinct Representative, that the candidate is a resident of and registered to vote in the precinct he or she seeks to represent or have served as a Precinct Representative for six months or more immediately prior to the date of the caucus.

(e) Candidates who have filed for Precinct Captain and/or ACDC officer may view the list of all candidate filings, upon request to the Chair Kip Malinosky.

III. Temporary Chair of the Caucus

Current ACDC Chair Kip Malinosky shall act as Temporary Chair of the Assembled Caucus.

IV. Certification of Caucus Voters

Anyone wishing to cast a vote in the Assembled Caucus must complete a Caucus Participation Form and sign a statement that says he or she is a Democrat, is a registered voter of Arlington, 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 election. The form shall designate the precinct in which the voter is registered. Voting in the Assembled Caucus is only for the purpose of electing Precinct Representatives for those precincts that have not been certified as uncontested under Section II(a) above, and thus only voters registered in precincts with contested elections shall be certified as voters in the Assembled Caucus. Only voters who are on the registered voter list for their precinct as of January 5, 2018, or who present a card from the Registrar of Voters showing registration in their precinct dated after January 5, 2018 shall be allowed to vote in the caucus. No fee is required to become a caucus voter.

V. Temporary Credentials Committee

A Temporary Credentials Committee appointed by the Temporary Chair shall be responsible for verifying that each caucus participant signs the certification required in Section IV. Upon such certification, the Temporary Credentials Committee shall provide that participant with a ballot containing the names of all candidates who have filed for the position of Precinct Representative for the participant's precinct.

VI. Doors Open and Close

The Temporary Credentials Committee will begin checking in caucus participants at 6:30 p.m. and will cease checking in caucus participants at 7:15 p.m. Any person wishing to participate in the caucus who is in line for the Temporary Credentials Committee at 7:15 pm shall be permitted to vote in the caucus if otherwise qualified by the Temporary Credentials Committee. No one arriving in line at the caucus after 7:15 pm will be permitted to vote.

VII. Call to Order

At 7:15 p.m., or as soon as temporary credentialing is completed, the Temporary Chair of the Caucus will call the Assembled Caucus to order.

VIII. Election of Precinct Representatives

The only business for the Assembled Caucus shall be the election of Precinct Representatives for precincts where there is a contest.

a) Up to two Precinct Representatives may be elected from each precinct, with the exception of the following precincts, which may elect up to three Precinct Representatives: 24-Woodlawn, 18-Park Lane, 09-Columbia, 26-Fillmore, 22-Abingdon, 28-Wakefield, 10-Wilson, 17-Overlee Knolls, 29-Dominion Hills, 40-Va. Square, 08-Hume, 19-Rosslyn, 02-Ashton Heights, 36-Marshall, 31-Lexington, 12-Fairlington, 46-Central, and 16-Lyon Village.

b) For any precinct where there is a contested election – *i.e.* more candidates have filed for election in the precinct than the maximum number of Precinct Representatives for that precinct designated in Section VIII(a) – the Temporary Chair shall allow each candidate one minute to speak to the caucus explaining why he or she should be elected.

c) Following all speeches noted in Section VIII(b), the Temporary Chair will call, on a precinct by precinct basis, the election of Precinct Representatives to a vote. Credentialed caucus participants may vote only for the Precinct Representatives for the precinct in which they are registered. Each vote shall be by written, secret ballot.

d) A Teller Committee appointed by the Temporary Chair shall be responsible for counting all secret ballots submitted by credentialed caucus participants. The candidates may observe the counting of the votes. After such counting, the Temporary Chair shall announce the totals of each vote to the Assembled Caucus.

e) Where fewer candidates have filed for Precinct Representative than positions exist, the remaining positions will be filled no earlier than the first meeting of ACDC following the Reorganization Meeting.

IX. Reorganization Meeting of ACDC

Following the Assembled Caucus, the Temporary Chair of the Caucus shall convene an organizational meeting of the Arlington County Democratic Committee with only "Reorganization Meeting Voters" being allowed to vote at this meeting.

X. Reorganization Meeting Voters

The following people ("Reorganization Meeting Voters") may participate in the election of the ACDC Elected Officers, as designated in Section III-A-1 of the ACDC Bylaws:

- a) All newly elected Precinct Representatives;
- b) Kip Malinosky, as the immediate past Chair of ACDC;
- c) The President of the Arlington Young Democrats and one additional designee of the Arlington Young Democrats;
- d) One representative designated by the Roosevelt Society Chair
- e) Any person residing in Arlington who is currently in elected office representing Arlington (in whole or in part) after having been elected to office from Arlington as a Democratic nominee or endorsee;
- f) Members of the Democratic State Central Committee who reside in Arlington.

XI. Re-credentialing of Reorganization Meeting Voters

Upon completion of the Assembled Caucus, the Temporary Credentials Committee will certify any person designated as a Reorganization Meeting Voter in Section X of these Rules.

Separate ballots for each of the ACDC Officer positions shall be distributed at the time of credentialing.

XII. Election of ACDC Officers

The following process shall be followed with respect to each ACDC Elected Officers:

- a) The order of election of officers shall be: Chair, Deputy Chair, Precinct Operations Chair, Finance Chair, Press and Public Relations Chair, Outreach and Visibility Co- Chair; Communications Director, Newsletter Editor, Volunteer Coordinator, Secretary, Treasurer, Sergeant-at-Arms, and Parliamentarian.
- b) The Chair shall announce the filed candidates for each office in order.
- c) If only one candidate has filed or accepted a nomination for the office, the Chair shall declare the election uncontested and ask for election of the candidate by acclamation. If more than one consecutive office in the list in a), above, is uncontested, the Chair may ask for election by acclamation of all such candidates en bloc.
- d) If more than one candidate has filed or accepted a nomination for the office, the Chair shall declare the election contested.
- e) For each contested election, each candidate may address the Reorganization Meeting for three minutes. No questions of such candidates from the audience will be permitted.
- f) The Chair shall call for a vote, and a teller committee designated by the Chair shall collect and count the secret ballots. For offices contested by filed candidates, the outgoing Sergeant-at-Arms shall prepare the ballots in advance. Each candidate or one representative from each candidate may observe the counting of the ballots.
- g) After such counting, the teller committee shall inform the Chair of the totals of the vote, and Chair shall announce them to the Reorganization Meeting. In the event of a tie vote, the Chair shall then cast the deciding vote.
- h) In the case of the Outreach and Visibility Co-Chairs, if three or fewer

candidates have filed, the Chair shall declare their election uncontested and ask for election of the filed candidates by acclamation. In the case of a contested election, the ballot for the Outreach and Visibility Co-Chairs shall state "vote for up to three candidates". In counting the votes for Outreach and Visibility Co-Chairs, the three individual candidates with the highest number of votes shall be announced as elected, with the Chair casting the deciding vote if there is a tie for the third highest vote total.

XIII. Adjournment

Upon the announcement of the results of the Steering Committee Election, ACDC will take up other business on its agenda.

XIV. Advertisement

Announcement of the date and time of this Assembled Caucus, as well as the filing deadline for the positions listed in Section II, shall be posted prominently on the ACDC website (www.arlingtondemocrats.org) from promptly upon the adoption of these temporary rules until January 10, 2018. Such announcements shall also be e-mailed to the ACDC mailing list at least two times between December 6, 2017 and January 8, 2018 and shall be provided via press release to the Washington Post, ArlNow.com, Arlington Sun-Gazette, Arlington Connection and other area newspapers and media outlets.