

**Call and Rules for the Arlington County Democratic Committee 2025 School
Board Candidate Endorsement**

Including an Unassembled Caucus

**to be held (i) in person on [May 4 (10 a.m. to 6 p.m.) at Washington-Liberty High
School, and May 10 (10 a.m. to 6 p.m.) at Dr. Charles R. Drew Elementary School, and
(ii) remotely online from 10 a.m. on April 19 until 6 p.m. on May 10.]**

*The Arlington County Democratic Committee (the “County Committee”) hereby authorizes the
endorsement of a candidate for Arlington County School Board in the November 4, 2025
General Election, calls for an unassembled caucus of Arlington Democrats (the “Caucus”),
and provides these Rules for the determination of the endorsement.*

I. Candidate Filing Requirements:

A. Candidate filing format. In order to be eligible for endorsement by the voters in the unassembled Caucus, candidates for Arlington County School Board who wish to seek the Democratic endorsement must file a letter of intent with the Chair of the Arlington County Democratic Committee (“Chair”), or the Chair’s designated representative, after January 12, 2025, and before 7:30 p.m. on February 28, 2025. Each letter of intent (“Filing”) must include:

1. An affirmation that the candidate:
 - i) is legally eligible to run for Arlington County School Board;
 - ii) is a Democrat and believes in the principles of the Democratic Party;
 - iii) is a resident of and registered to vote in Arlington County, Virginia;
 - iv) does not intend to support, endorse or assist any candidate who is opposed to, a Democratic nominee or endorsee in the General Election;
 - v) is not a member of any other political party;
 - vi) has not participated and will not participate in the nomination or endorsement process of any other political party for the General Election; and
 - vii) has read, understood and agrees to abide by these Rules.
2. An original signature of the candidate making the affirmation.
3. Campaign contact information including a physical delivery address, postal mail address, e-mail address, and telephone number where the candidate or the candidate’s representative can be reached for purposes of formal notification.
4. The name format the candidate intends or expects to use on the General Election ballot, which must comply with Virginia Department of Elections (“VDE”) rules for ballot name format (e.g., as found on the VDE Certificate of Candidate Qualification).

B. Form of letter of intent. The form of the letter of intent that candidates must use will be available on the County Committee’s website (<https://arlingtondemocrats.org>) no later than January 11, 2025.

C. Deadline and means of filing. Candidate Filings must be received by not later than 7:30 p.m. on Friday, February 28, 2025. A candidate whose Filing contains errors or omissions may supplement or amend the Filing any time before the

deadline. Candidates may file through a designated agent, but such action in no way alters the responsibility of the candidate nor extends the deadline for receipt. The Chair or the Chair's designated representative must personally receive the Filing for it to be valid. The Chair shall take reasonable steps to ensure that candidates or their agents can easily locate and transmit their Filings to the Chair or the Chair's designated representative. A candidate may request a receipt from the Chair confirming acceptance of a valid Filing.

- D. Mandatory meeting and ballot order drawing.** Each candidate or a representative for each candidate must be present at Arlington Democrats Headquarters (1235 S. Clark Street, Suite 207, Arlington, VA 22202) at 7:30 p.m. on Friday, February 28, 2025 to draw lots for choice of ballot order placement and participate in a candidate briefing. The Chair may deny party services to any candidate not present or represented for the briefing (until any such candidate attends a subsequently scheduled briefing), and shall allocate unclaimed ballot order slots to any such candidates on February 28, 2025, as needed, determined by lot in random order.
- E. Disqualification as a candidate.** Only those candidates who have made a valid Filing by 7:30 p.m. on Friday, February 28, 2025, will be listed on the Caucus official ballot and be eligible for endorsement. The Chair must reject a Filing with material errors or omissions; however, the Chair shall accept a promptly re-submitted and corrected Filing to supplement a substantially-completed Filing that was submitted prior to the deadline. At any time before 5:00 p.m. Monday, March 3, 2025, the Chair may rule ineligible for endorsement any candidate for making false or misleading statements on such candidate's Filing. Such a determination becomes effective upon announcement by the Chair, who must take reasonable efforts to promptly notify the candidate and the public. The candidate may file an appeal to overrule the Chair to the County Committee Steering Committee (the "Steering Committee") as provided in Rule VII. In the event a candidate is declared ineligible, the caucus process shall proceed in accordance with the provisions of Rule II-b for candidates who have withdrawn.
- F. No contest.** In the event that fewer than two (2) candidates have made a valid Filing by 7:30 p.m. on Friday, February 28, 2025, the Caucus shall be canceled. In such an event, the candidate who has made a valid Filing shall be considered proposed for the County Committee endorsement for School Board. At the March 5, 2025, County Committee monthly general meeting, the County Committee shall vote to determine whether the proposed candidate would effectively represent the Democratic Party.
1. A motion for the validly filed candidate to endorse such proposed candidate (without extraneous elements) shall automatically be considered in order and not subject to amendment by less than a 2/3 vote of the voting County Committee members present at such general meeting; and
 2. A majority of the County Committee members present at such general meeting in favor of the motion to endorse such validly filed candidate shall be necessary for that motion to pass. The failure of an endorsing motion to be made or to pass shall result in the application of Rule I-g as if that candidate had not filed. The Steering Committee may issue special rules

for debate on the motion. Unless otherwise determined by the Steering Committee or a 2/3 vote of the voting County Committee members present, debate on the motion shall be limited to a three-minute statement by such validity filed candidate, followed by no more than ten (10) minutes of debate, with no member holding the floor for more than one (1) minute if other members are seeking recognition.

- G. Insufficient candidates.** In the event that no candidate has made a valid Filing, the Steering Committee shall have the sole power to determine when and/or whether a motion to endorse a School Board candidate will be in order at a subsequent meeting of the County Committee. The Steering Committee may also issue special rules for debate of such motion.

II. Ballots and Method of Voting

- A. Ballot form.** A ballot shall be prepared that is compatible with the ElectionBuddy voting platform (“ElectionBuddy”) and that lists the names of all qualified School Board candidates in the order determined in accordance with Rule I-d. Candidates’ names shall appear as they are intended or expected to appear on the General Election ballot in accordance with VDE rules for ballot name format.
- B. Candidate withdrawal.** If a School Board candidate wishes to withdraw from consideration by the Caucus, such candidate must notify the Chair in writing by 5:00 p.m. on Friday, March 28, 2025. If enough candidates withdraw before 5:00 p.m. on Friday, March 28, 2025, such that there is only one(1) candidate remaining, the Caucus shall be canceled and the provisions of Rule I-f, or I-g shall apply, except that the May 7, 2025 County Committee monthly general meeting shall be substituted for the March 5, 2025 County Committee monthly general meeting. Names of candidates who withdraw prior to 5:00 p.m. on Friday, March 28, 2025, shall not appear on the ballot. Otherwise, withdrawn candidates shall remain on the ballot, but a list of those candidates who have withdrawn shall be posted on the County Committee website and in a prominent place at the Caucus locations, and votes for those candidates shall not be counted toward that candidate.
- C. Election method.** If there are only two (2) qualified School Board candidates, the recipient of a plurality of the votes cast in the Caucus shall be the County Committee’s endorsee for School Board. If there are more than two (2) qualified School Board candidates, the ranked choice voting method of election shall be used to determine the County Committee’s endorsee for School Board. In that event, each voter must indicate on such voter’s ballot a preference order for candidates (by using numerals “1, 2, 3, 4...”). Each voter must indicate a first choice and may indicate preference order for some or all other candidates.
- D. Method of marking ballots.** If there are more than two (2) qualified School Board candidates, voters shall be instructed on the ballot to indicate preference order using numerals. The failure of a ballot to mark a rank for all candidates under the ranked choice voting method shall not invalidate the ballot for purposes of counting it toward candidates whose preference order is clearly marked and capable of only one reasonable disposition in a given voting round, as determined

by the Teller Committee. Provisional ballots otherwise not marked in the prescribed manner need not be automatically disqualified (and may be counted in any round of voting) if there is only one reasonable interpretation of the effect of the vote as applied to that round of voting (for example, if the voter marks a ballot with a “1”, “2”, “3” and two “4”s, then the ballot may be counted so long as any of the first three indicated candidates remain active in that round of voting).

III. Caucus Officers, Officials, and Other Authorized Persons and Activities

A. Officers of the Caucus

1. The Chair of the County Committee shall serve as Chair of the Caucus.
2. The Secretary of the County Committee shall serve as the Secretary of the Caucus.
3. The Sergeant-at-Arms of the County Committee shall serve as the Sergeant-at-Arms of the Caucus.
4. The Parliamentarian of the County Committee shall serve as the Parliamentarian of the Caucus.

B. Director and subordinate officials. The Chair, in consultation with the Sergeant-at-Arms, shall appoint, with the approval of the Steering Committee, a Caucus Director (the “Director”) to manage the Caucus event (including both in person and remote online voting). The Chair may also exercise all duties of the Director in the absence of the Director. The Director shall appoint (and may remove) all Caucus officials (other than the Caucus officers designated in Rule III-a), in consultation with the Chair, and may appoint substitutes for the Caucus officers if the individuals designated for those positions are not present and willing to serve.

1. An Assistant Director shall be appointed and be responsible for volunteer recruitment and other duties as needed.
2. A Disability Services Voting Manager and assistants shall be appointed and be responsible for supervising the process of accepting disability services ballots from mobility-impaired voters.
3. A Caucus Database Manager shall be appointed and be responsible for obtaining a registered voter list and for supervising the checking of all Caucus voters against that list.
4. There will be as many additional Caucus officials as the Director deems necessary for the operation of the Caucus.

C. Conduct of Caucus officials. All Caucus officials must wear official Caucus credentials while performing their duties at the in person Caucus. No Caucus official may engage in partisan activity (i.e., activity supporting or opposing a particular candidate) while performing the duties of a Caucus official, or while wearing credentials as a Caucus official.

D. Campaign poll watchers. Each School Board candidate (or campaign) may designate up to two (2) poll watchers. At any time, but with the permission of the Director or the Director’s designee, a campaign may “swap out” an individual serving as a poll watcher for another such individual. Each poll watcher must wear credentials identifying such person as such. No person shall be allowed to

serve as a poll watcher and a Caucus official at the same time. No individual may engage in partisan activity while performing the duties of a poll watcher, or while wearing official credentials. No poll watcher may initiate a conversation with any voter (although such poll watcher may assist a voter who requests it by directing the voter to a Caucus official) without the permission of the Director, nor may a poll watcher interfere with the privacy of individual voters casting ballots. Poll watchers may observe all aspects of the election (other than those of the Teller Committee), including the setting up of the Caucus site

- E. Media.** Representatives from the press and other media outlets must be issued credentials as observers before or upon entering any voting room and may be required to participate in a briefing in order to obtain credentials. Those press and media representatives who are issued credentials must not interfere with the voting process or the privacy of individual voters.
- F. Enforcement of good conduct.** The Director may request that the Sergeant-at-Arms eject any person from the Caucus whose behavior is disruptive to the good order, conduct, fairness, effectiveness, security and/or decorum of the Caucus. Such request shall result in the immediate and automatic loss of whatever rights, privileges or actions to which the person and any affiliated organization might otherwise have thereafter been entitled (e.g., to apply for a ballot, cast a ballot, or observe the election). Readmission to the Caucus (if at all) of the person or affiliated organization, and/or restoration of any lost right, privilege or entitled action shall thereafter be in the discretion of the Director. For purposes of this Rule, "the Caucus" includes all parts of the facility or facilities and surrounding property in which the in person Caucus is conducted and all aspects of online voting in the Caucus.
- G. Review of election operations.** Any and all decisions by any Caucus official (including those of the Director, but excluding certifications by the Teller and Provisional Teller Committees) may be appealed to the Director, and then to the Chair. Except as otherwise provided in Rule VII, the decision of the Chair shall be final.
- H. Neutrality.** The following officers and officials may not publicly endorse or support any candidate seeking the School Board endorsement:
 - 1. Chair
 - 2. Arlington Democrats Deputy Chair
 - 3. Sergeant at Arms
 - 4. Parliamentarian
 - 5. Secretary
 - 6. Director
 - 7. Caucus Assistant Director
 - 8. Disability Services Voting Manager
 - 9. Caucus Database Manager
 - 10. Head Teller
 - 11. Tellers (other than campaign-designated)

The Chair may publicly oppose a candidate only in extraordinary circumstances where the Chair together with a 2/3 vote of the Steering Committee determines that a candidate is not a Democrat or that a

candidate's behavior violates the principles of the County Committee.

IV. Caucus Procedures

- A. Commencement of the In Person Caucus.** At 10:00 a.m. on Sunday, May 4, 2025, the Director shall declare that the in person Caucus has begun; no participant may enter the in person Caucus area before that time. Voting shall be held from 10:00 a.m. until the last person in line to vote at 6:00 p.m. has cast a ballot.
- B. Resumption of the Caucus.** The in person Caucus shall resume at 10:00 a.m. on Saturday, May 10, 2025 and shall be held until the last person in line to vote at 6:00 p.m. has cast a ballot
- C. Caucus remote online voting.** Remote online voting in the Caucus using the Election Buddy voting platform shall be open from 10:00 a.m. on Saturday, April 19, 2025, until 6:00 p.m. on Saturday, May 10, 2025.
- D. Records.** The Secretary shall maintain a formal record of the proceedings, including the certifications described in Rules **V** and **VI**.
- E. Limits on campaigning.** No campaigning or other partisan activities on behalf of or opposed to a Caucus candidate are permitted inside any Caucus building, and all campaigning and partisan activities are prohibited within forty (40) feet outside any entrance to any Caucus building. The use of any amplified audio system is not permitted within three hundred (300) feet of any Caucus building. No campaign or individual may unduly interfere with persons entering or departing any Caucus location.
- F. Required declaration form.** At the door of any building where Caucus in person voting occurs, voters shall receive a Democratic Party declaration form, which shall require each such voter's full name and mailing address, and a location for the voter to sign the pledge set forth below in Rule **IV-h**. Voters who choose to vote remotely online in the Caucus must either download or complete a Democratic Party declaration form from the Arlington Democrats website (<https://arlingtondemocrats.org>), which shall require each such voter's full name, mailing address, email address and phone number, and a location for the voter to sign the pledge set forth below in Rule **IV-h**. All such remote online voters are strongly encouraged to complete the information required by the declaration form. The County Committee shall have no liability in the event that a remote online voter does not receive an online ballot because such remote online voter's name, mailing address, email address or phone number is unclear or inaccurate, or because such remote online voter's declaration form is otherwise incomplete, inaccurate or altered.
- G. Delivery of declaration form by remote online voters.** A voter choosing to vote remotely online in the Caucus must submit their declaration form to the County Committee by one of three methods: (i) submit the form online, (ii) mail the completed form to Arlington Democrats, PO Box 7132, Arlington, VA 22207; or (iii) save the completed form as a PDF and email it to the Arlington Democrats School Board Endorsement Vote (SBEV) committee at sbev@arlingtondemocrats.org. A voter's completed declaration form must be received by the Arlington Democrats no later than 5:00 p.m. on Thursday, May 8, 2025 to be eligible to vote remotely online in the Caucus. "Received by" means

that: (i) the form has been electronically submitted, (ii) the completed form is in the Arlington Democrats PO Box; or (iii) the completed form is in the mailbox of the sbev@arlingtondemocrats.org email address.

- H. **Text of pledge.** The text of the pledge set forth in each Democratic Party declaration form shall be as follows:

I certify that I (i) am a resident of and registered to vote in Arlington County, Virginia, (ii) am a Democrat, (iii) believe in the principles of the Democratic Party, and (iv) do not intend to support, endorse or assist any candidate who is opposed to a Democratic nominee or endorsee in the ensuing general election.

No person shall be permitted to vote in the Caucus unless such person completes the declaration form.

- I. **Use of information.** The list of voters who participate in the Caucus is the property of the County Committee which has the right to disclose to any person the fact that a person has participated in the Caucus. However, if a voter specifically asks to limit future communications (unrelated to the general election) from the County Committee by mail, phone and/or email, the County Committee shall take reasonable steps to honor that request.
- J. **Review of declaration.** After a person wishing to vote has completed and signed the declaration form, a Caucus official shall review the form to ensure that the form is completed in full and without alterations, including signature, after which a Caucus official shall check the information against the list of registered voters that has been downloaded into NGP Votebuilder ("Votebuilder"). A declaration form identified by a Caucus official as not having been completed accurately and in full, as not including a signature, or as containing any alteration(s) to the pledge, shall be rejected and the person submitting such declaration shall not be entitled to vote in the Caucus unless such person subsequently submits an unaltered and complete declaration form by the applicable deadline.
- K. **Monitoring voter validation.** The School Board candidate poll watchers may observe, but not interfere with, the process of validating Caucus in person voters. Any question regarding the eligibility of a person to vote in the Caucus must be taken immediately to the Caucus Database Manager or the Director. Twenty-four (24) hours after completion of voting in person on each day of the in person Caucus, poll watchers (or other campaign representatives specifically approved by the Director) may have access to that day's list of Caucus in person voters under terms and conditions set by the Director to provide equitable access to the data for all candidates. Twenty-four (24) hours after the last day of the Caucus, poll watchers (or other campaign representatives specifically approved by the Director) may have access to the list of Caucus remote online voters under terms and conditions set by the Director to provide equitable access to the data for all candidates.
- L. **Standards for voter verification.** A person fulfilling the requirements of Rules **IV-f and g** above is eligible to vote if such person is validly registered as a voter in Arlington County at the time the person seeks to vote in the Caucus. When a

person presents or delivers a properly completed declaration form, a Caucus official shall check the information from the form against Votebuilder to ascertain the person's voting eligibility. If a person wishing to vote in the Caucus is not listed in Votebuilder, such person shall be promptly so notified by a Caucus official and may, before voting, offer to that Caucus official a certificate of voting eligibility issued by the Arlington County Registrar of Voters (i.e., a voter registration card or receipt) on or after April 1, 2025 or demonstrate such person's voter registration via the VDE website, in which case such person shall be eligible to vote using a regular ballot. DMV receipts shall not constitute evidence of voter registration.

- M. **Provisional voting.** If a person believes he, she or they is registered to vote in Arlington, but cannot demonstrate registration via the foregoing methods, the Director shall instruct a Caucus official to provide that person with a ballot to cast provisionally. Provisional ballots must be cast in person and on a paper ballot marked and returned to the Director, who shall seal the provisional ballot in an envelope, mark it as provisional, affix to the sealed envelope the person's declaration form, and hold the provisional ballot in the sealed envelope without casting it. The Chair or the Chair's designee shall seek to have the Arlington County Registrar of Voters verify by Friday, May 16, 2025, whether those persons who cast provisional ballots were registered voters as of the date their respective ballots were cast. Those persons verified as registered voters of Arlington County as of the time specified in this Rule shall have their provisional ballot included in the official vote count (see Rule VI below).
- N. **Distribution of ballots.** When a voter choosing to vote in person who has received a vote ticket from a Caucus official, after completing a declaration form, arrives at the location where ballots are cast, a Caucus official shall provide the voter access to a laptop computer in exchange for the vote ticket. The voter shall then complete and submit an electronic ballot using ElectionBuddy as directed by the Caucus official. A voter choosing to vote remotely online whose completed declaration form has been timely received and accepted by the County Committee shall receive an email in return from the County Committee via ElectionBuddy, which email shall contain a numerical code. Such a voter may use the numerical code beginning at 10:00 a.m. on Saturday, April 19, 2025, and ending at 6:00 p.m. on Saturday, May 10, 2025 to obtain from, and complete and cast via, ElectionBuddy an electronic ballot.
- O. **Marking and casting of in person ballots.** Caucus officials shall direct each in person voter to the location where such voter may make such voter's ballot selection, and may provide voting instructions as needed. Voters must electronically mark their ballots in a setting that permits observation by Caucus officials, but also permits voter privacy and confidentiality of voter choice.
- P. **Disability Services.** A person wishing to vote in person who has a physical disability may request the physical assistance of one or more Caucus officials to execute any of the tasks listed in this section (e.g., to read and/or mark any form or ballot) ("Disability Services Voting"). Disability Services Voting is permitted with the permission of either the Disability Services Voting Official or the Director if necessary to accommodate a disabled voter. When a Caucus official determines that a person should be permitted to cast such person's vote through Disability

Services Voting, a Caucus official must deliver a declaration form to such person, transmit the completed declaration form for registration verification, and assist such person with using a laptop computer to cast a ballot via ElectionBuddy.

- Q. **End of the Caucus.** Approximately five (5) minutes before the appointed end time of each day on which the Caucus in person voting is conducted, the Director or the Director's designee shall step outside the doors of the Caucus room and again outside the Caucus building to announce that the Caucus in person voting will end at the appointed time and at that time the doors to the Caucus in person voting location will be closed. All persons in line at the entrance doors or in any designated line for Disability Services Voting at the appointed end time shall be allowed to vote. Any person not in line or in the voting room by the appointed time shall not be allowed to vote.
 - R. **Adjustment of procedures and methods.** The Director may, in consultation with the Chair and the candidates/campaigns, make reasonable adjustments to the procedures in these Rules for reasons including public health, public safety, force majeure, unavailability of necessary resources or facilities or other unforeseen events, or for ease of administration of these Rules or the Caucus. Furthermore, the Chair may, in consultation with the Director, and with reasonable notice to the candidates, determine that unforeseen events preclude the safe and effective operation of the Caucus, and in such a case direct that the Caucus or any of its ancillary functions be re-convened at another suitable time and place. Any cancellation, postponement or rescheduling of the Caucus or ancillary functions will be done with prompt notification to the candidates, the Steering Committee, and the public, including notice of any revisions to any other dates, times and places in these Rules that the Chair determines to be necessitated by the rescheduling.
 - S. **Democratic Party Participation.** All persons present at any Caucus facility (other than credentialed media and facility employees) must sign a pledge indicating that they (i) are a Democrat, (ii) believe in the principles of the Democratic Party, and (iii) do not intend to support, endorse or assist any candidate who is opposed to a Democratic nominee or endorsee in the general election. Signing the declaration form discussed in Rule **IV-h** fulfills this requirement, and the Director may issue an alternate declaration form for non-voting volunteers.
 - T. **Democratic organizations present.** The Director may rent tables and/or space located between the voting area and the exit of any facility in which the Caucus in person voting is conducted to Democratic-related organizations for a fee of **\$100**. Individuals staffing those tables must fulfill the pledge requirements of Rule **IV-s**. The Director may impose other reasonable limits on staffing and placement of such tables.
- V. **Determination of Endorsee: Counting of Votes, Announcement of Results.**
- A. **Ballot tabulation.** The tabulation of ballots electronically by ElectionBuddy shall begin promptly after 6:00 p.m. on Saturday, May 10, 2025, the last day of voting.
 - B. **Teller Committee.** The Director shall appoint a Teller Committee to oversee the vote tabulation by ElectionBuddy. The Teller Committee shall be composed of a Head Teller and additional tellers to represent each campaign and to represent the Director, with each campaign entitled to one (1) teller representative and the

Director entitled to two (2) representatives. Tellers who are campaign representatives shall be proposed by each campaign, but shall be subject to approval by the Director. Tellers must fulfill the pledge requirements of Rule **IV-s**. In the event an insufficient number of qualified tellers can be found to complete the Teller Committee, the Director may appoint replacements. If the Teller Committee exceeds twelve (12) individuals, the Director may also appoint an Assistant Head Teller.

- C. **Sequestration of tellers.** The Teller Committee shall conduct its activities in a segregated area of the room or building in which the last day of in person voting occurred. All members of the Teller Committee must agree to be sequestered in this area and not to communicate with persons other than members of the Teller Committee until the vote tabulation by ElectionBuddy is finished.
 - D. **No interference with tellers.** Only the Director, Assistant Director, Chair, Sergeant-at-Arms, and Secretary may communicate with tellers. Only these individuals and the Head Teller may enter or leave the segregated area unescorted.
 - E. **Conduct of Teller Committee.** At the conclusion of their activities, the members of the Teller Committee must affix their signatures upon a written certification of the results tabulated by ElectionBuddy. All activities of the Teller Committee shall occur under the direction of the Head Teller. After consultation with the campaign representatives and the Head Teller, the Director may approve modifications to the Teller Committee procedures in this Rule **V** if those modifications will, under the conditions then existing, improve the fairness, accuracy, and/or confidence in the result of balloting and do not violate Rule **II-c**.
 - F. **Announcement of results.** Following certification of the vote tabulation by ElectionBuddy, the Chair of the Caucus shall announce the certified results to those assembled and whether the certified results produced a Democratic endorsee for School Board. If an endorsee has been elected, the certified results shall also be posted on the County Committee website in a timely manner.
 - G. **Preservation of ballots.** After the Chair has announced the certified result, all ballots (except provisional ballots) shall be electronically stored in a secure manner until the end of the appeals period or, if there is an appeal, until the conclusion of the appeal. The Director or the Director's designee must retain any provisional ballots in a secure manner until their disposition under Rule **VI** below.
 - H. **Provisional ballots.** If provisional ballots are cast, and the number of those provisional ballots could potentially alter the outcome of the Caucus (i.e., the identity of the endorsee) if added to the results certified by the Teller Committee, the Chair shall announce the results, but the declaration of a Democratic endorsee shall not be made until the provisional ballots are verified and counted on the day specified in Rule **VI** below.
- VI. **Disposition of Provisional Ballots, Ties**
- A. **Accreditation of provisional ballots.** On Monday, May 12, 2025, when the Arlington County Office of Voter Registration opens (or a suitable time that day as determined and announced to each campaign in advance by the Director), the Director shall consult with the Arlington County Registrar, or his, her or their designee, to verify whether those who cast provisional ballots are on the registered voters list of Arlington as of the time specified in Rule **IV-I**. Provisional

ballots cast by voters registered in Arlington shall be considered accredited. At the request of any candidate, the results of accredited provisional ballots shall be included in the final count recorded by the Secretary and reported on the County Committee website. Reasonable efforts shall be made to protect voter privacy (i.e., to avoid disclosing the selection(s) made by a particular identified voter). Unaccredited provisional ballots shall not be opened or counted.

- B. **Counting of provisional ballots.** In the event there are accredited provisional ballots of a sufficient number to possibly determine the outcome of the Caucus, a Provisional Teller Committee shall convene to count them; otherwise, the Director or the Director's designee shall count them. The Provisional Teller Committee shall include the Chair, one (1) representative from each campaign, and up to two (2) other tellers appointed by the Director. Each candidate may designate one observer to review the count of any accredited provisional ballots. The Caucus Officers listed in Rule **III-a** may also observe such count. If the Provisional Teller Committee is in unanimous agreement on how to allocate the accredited provisional ballots, its members must all sign a certification to that effect. If they disagree, each member of the Provisional Teller Committee must indicate in writing to which specific candidate (or to no candidate) such member would allocate each accredited provisional ballot in each round of vote counting, and a plurality vote of the members of the Provisional Teller Committee shall determine the final allocation for each ballot in that round, with the Chair permitted to cast an additional vote to break any tie.
- C. **Determination of outcome.** If an endorsee has not been declared because of the need to ascertain the validity and disposition of provisional ballots, following the review of those ballots, the results of accredited provisional ballots (if any) shall be added to the vote total(s). The Chair shall declare that the candidate prevailing under the applicable part of Rule **V** is the Democratic endorsee for School Board. The Chair shall then retain any provisional ballots (whether accredited or not) as described in Rule **V-g**.
- D. **Breaking of ties.** In the event two (2) candidates are tied in a round of vote counting for last place, the Chair shall flip a coin to determine the candidate to be dropped for the next round (if one is needed). In the event three (3) or more candidates in a round are tied for last place (even if they are also tied for first place), one (1) candidate shall be determined by drawing of lots by the Chair to be dropped for the next round.

VII. Appeals

- A. **Scope of appeals.** Any person having concerns regarding the conduct of the Caucus must contact the Director and Chair for an expeditious informal resolution of the matter in accordance with Rule **III-g**. The appeals process in this Rule **VII** applies solely to ultimate dispositions, i.e.: (1) declaration of candidate ineligibility under Rule **I-e**, or (2) declaration of the County Committee's endorsee for School Board.

- B. **Method of filing.** All notices of appeal specified in these rules must be filed in writing with the Chair or the Chair's designee in the time period specified, and must bear the signature of a candidate. All filings and notices under this Rule may be transmitted electronically via the e-mail addresses provided by each candidate under Rule **I-a-3**. The Chair must announce the filing and disposition of appeals in the same manner as election results specified in Rule **V-f**.
- C. **Steering Committee meeting.** In general, the Steering Committee shall hear appeals. If the Chair calls a special meeting of the Steering Committee for the purpose of resolving an appeal, the Chair must give reasonable notice of the meeting to all candidates.
- D. **Participation of campaigns.** Candidates and up to two (2) additional representatives from each campaign may observe meetings of the Steering Committee when it is deliberating on an appeal. Candidates or their representatives may (through the Chair or the Chair's designee) submit materials in writing to the Steering Committee, will (on request) receive copies of and/or access to all materials submitted to the Steering Committee by other candidates, and may (with the permission of the Steering Committee) be heard by the Steering Committee and answer questions. The Steering Committee or the Chair may announce additional rules for such proceedings not inconsistent with these Caucus rules.
- E. **Appeal schedule for disqualification.** For purposes of appealing the decision of the Chair under Rule **I-e**, the appeal must be submitted within twenty-four (24) hours after the Chair announces such a decision. The County Committee Steering Committee must hear the appeal no later than its next scheduled meeting, or within one (1) week of the filing of the appeal, whichever is later, but if the Steering Committee does not vote on whether or not to uphold the appealed decision before 10:00 p.m. on Wednesday, March 26, 2025, the decision of the Chair under Rule **I-e** shall be deemed invalidated for failure to convene the Steering Committee. The decision of the Steering Committee on an appeal arising out of Rule **I-e** shall be final.
- F. **Appeal schedule for Caucus outcome.** For purposes of appealing the outcome of the Caucus vote for School Board endorsee, the appeal must be filed with the Chair and Secretary in writing (which may be done by email) within twenty-four (24) hours after the Chair announces the name of the Democratic endorsee. The Steering Committee must hear and dispose of the appeal no later than its next regularly scheduled meeting, or within one (1) week of the filing of the appeal, whichever is later; otherwise, the appeal shall be considered successful (which outcome may be appealed pursuant to Rule **VII-g**). The Steering Committee shall have the option to organize a recount of the ballots prior to determining a disposition of the appeal. Any recount does not extend the time limits set by this Rule for disposition of the appeal.
- G. **Final review.** A candidate may appeal to the County Committee a determination of the Steering Committee with respect to the outcome of the Caucus vote, and the County Committee's decision shall be final. An appeal of a Steering Committee determination must be made in writing (which may be done by email) to the Chair and Secretary within thirty-six (36) hours after the Steering Committee's determination is made (including by lapse of the time limit specified

in Rule **VII-f**). Appeals shall be heard at the next regularly scheduled County Committee meeting, or at another time determined by the County Committee Chair, but no later than forty-eight (48) hours before the deadline for candidate filing in the general election. Candidates may, through the County Committee Chair, submit written materials to the County Committee, and receive copies of written materials submitted by other candidates. Special rules of debate for such an appeal may be determined by the Steering Committee and, unless otherwise determined by the Steering Committee (or amended by a 2/3 vote of the voting County Committee members present), debate shall be limited to one (1) hour, including a presentation from each candidate limited to five (5) minutes, and other speakers limited to two (2) minutes each.

VIII. Rules of Order, Adoption

- A. **Applicable rules.** The rules contained in *Robert's Rules of Order, Newly Revised*, shall govern the conduct of the Caucus, except where those rules are inconsistent with these Rules of the Arlington County Democratic Committee 2025 School Board Candidate Endorsement Caucus, the Bylaws of the Arlington County Democratic Committee, or the Virginia Democratic Party Plan, which govern the proceedings with increasing precedence, respectively.
- B. **Adoption of rules.** These Rules of the Arlington County Democratic Committee 2025 School Board Candidate Endorsement Caucus shall be in effect when adopted by a majority vote of the voting members of the County Committee present at its January 8, 2025 monthly general meeting, and may subsequently be amended only by a 2/3 vote of the voting County Committee members present.