

CALL TO CONVENTION 2007

FIRST CONGRESSIONAL DISTRICT DEMOCRATIC COMMITTEE

1. **Call.** Pursuant to the authority provided by the Virginia Democratic Party Plan, the First District Democratic Committee hereby calls a Convention, from 2:00 until 4:00 p.m., on Saturday, **November 10**, 2007, at the Williamsburg Woodlands Hotel and Suites, 105 Visitor Center Drive, Williamsburg, Virginia 23185.

2. **Incorporated Documents.** All appropriate provisions of the Virginia Democratic Party Plan (“State Party Plan”), as amended, are incorporated into this Call by reference and made a part hereof.

3. **Purposes.** The purposes of the District Convention shall be:

A. To nominate a candidate to the U.S. House of Representatives;

B. To conduct such other business as may properly come before the Convention.

4. **Selection of District Convention Delegates and Alternates.** Delegates and alternates to the District Convention shall be those elected by city or county caucuses to be conducted at 7:00 pm, Thursday, **November 8**, 2007, or between 9:00 a.m. and noon, Saturday, **November 10**, 2007. The caucuses may be assembled or unassembled. Facilities will be available at the convention hotel from 9:00 to noon on Saturday, November 10, where local committees who chose to do so may conduct their caucus. Localities having unassembled caucuses may also provide for absentee voting in person at a publicized location on a date specified. Each county and city committee shall provide its Call to Caucus to the State Democratic Party (levar@vademocrats.org) and the First Congressional District Democratic Committee Chair (matthe2376@aol.com) by close of business Friday, **November 2**, 2007. **Allocation of District Convention Delegates and Alternates.** Delegates (200) and alternates to the First District Democratic Convention using formula “a” set forth in Section 15.1 of the Party Plan, as follows:

<u>Locality</u>	<u>Delegates</u>	<u>Alternates</u>
Caroline County	4	2
Essex County	3	2
Fauquier County	8	4
Gloucester County	9	4
James City County	22	11

King & Queen County	2	1
King George County	5	2
King William County	4	2
Lancaster County	4	2
Mathews County	3	2
Middlesex County	3	2
Northumberland County	4	2
Prince William County	11	5
Richmond County	2	1
Spotsylvania County	22	11
Stafford County	27	13
Westmoreland County	5	2
York County/Poquoson City	21	11
Fredericksburg City	6	3
Hampton City	11	5
Newport News City	20	10
Williamsburg City	4	2

6. Rules of District Convention Delegate Selection.

a. **Participation and Access.** Participation in the First CD’s Democratic delegate selection process is open to all registered voters who wish to participate as Democrats living in the First District. All meetings shall be open to all members of the Democratic Party regardless of race, sex, age, color, creed, national origin, religion, ethnic identity, sexual orientation, economic status, philosophical persuasion or disability, and all meetings should be publicized fully. Each county and city committee shall comply with the Affirmative Action provisions of the Party Plan.

b. **Filing.** Any Democrat wishing to be a delegate or alternate to the First District Convention **must** file a certificate of candidacy with the Chair of the local county or city Democratic committee, or a designated representative, by the filing deadline set by the local committee. **Only those delegate/alternate candidates who have filed by the deadline will appear on the ballots distributed at the caucuses.**

c. **Declaration.** The certificate of delegate/alternate candidacy shall include an affirmation that the person is registered to vote in the jurisdiction holding the caucus; is a Democrat; believes in the principles of the Democratic Party; and, does not intend to support any candidate who is opposed to a Democratic nominee in the next ensuing general election.

d. **Candidate Preference.** Delegates to the Convention shall have the option of voting for “no candidate,” as well as the option of voting for a candidate. Each person filing as a delegate or alternate to the district may, but is not required to designate on the filing form a candidate preference for the Democratic Party nominee for the office of U.S. House of Representatives. **The stated preference, if any, shall be binding on the delegates on the first nomination vote at the District Convention.** Persons filing as delegate or alternate who have not expressed a candidate preference will be considered “uncommitted,” and may vote for any candidate on the first ballot, or for “no candidate.”

e. **Voluntary Administrative Filing Fee.** A voluntary filing fee of \$10.00, payable to the 1st Congressional District Democratic Committee, shall be assessed to all persons filing for election as a delegate. The maximum voluntary administrative filing fee that may be required to be paid by each candidate for delegate who files shall be \$25.00; the remaining amount over \$10.00 may be assessed by, and be payable to the local committee conducting the caucus. No person shall be denied the right to participate in the process due to nonpayment of the voluntary administrative fee. The local committee shall collect and remit to the 1st Congressional District Committee that portion of the delegate filing fees payable to the 1st CD.

f. **Method of Election and Fair Reflection of Candidate Preference.** Each jurisdiction shall be responsible for choosing the method for selection of delegates and alternates, consistent with the procedures of the Party Plan and this Call. Such delegate selection process shall ensure fair reflection of candidate preference as provided by the Party Plan.

g. **Certification of District Delegates and Alternates.** No later than **1:00 pm, November 10, 2007** at the Convention site, each county and city Democratic Committee Chair shall provide the Secretary of the First District Democratic Committee a certified list of delegates and alternates including the name, address, telephone, fax and/or e-mail number (if available), and candidate preference if any of each delegate and alternate. This list shall be provided on a form specified by the Secretary of the 1st CD Committee. As soon as possible thereafter, localities electing five or more delegates shall provide this same information *in Excel format* to the 1st CD Chair (matthe2376@aol.com) and to the Virginia Democratic Party (levar@vademocrats.org). The county or city chair shall also provide with the certified delegate list, or within one week of the convention mail, one check to the District Chair containing the 1st CD’s portion of the voluntary filing fees.

Aggregate filing fees should be mailed to Suzette Matthews, Chair, at 5649 John Barton Payne Road, Marshall, Virginia 20115

If a delegate is unable to undertake or continue in his or her duties as delegate, he or she shall select an alternate to succeed to delegate status or may designate the chair to select the alternate; failing either, the delegation may select the alternate. Whenever the number of alternates is less than the allowable number, the delegation may elect alternates to fill the vacant positions from persons within the congressional district.

Election of delegates and alternates under this section may occur after reasonable notice to the delegation if a quorum of forty percent (40%) assembles for the election. New delegates and alternates shall have the same candidate preference as the delegate or alternate they replace.

Any vacancy occurring in the delegation after the caucus shall be filled by the delegation. Such action may be done prior to the district convention at a scheduled and publicized meeting. Alternatively, it may be done by a majority of the delegation at the district convention. Alternates should first be moved to the position of delegate and additional alternates elected. The newly elected alternates should be of the same gender and candidate preference as the delegates they replace.

Any locality which fails to elect, or fails to have present on the day of the Convention, a sufficient number of delegates and alternates to complete their allotted delegation as provided in paragraph 5 above, may complete its delegate allocation by recruiting an unseated alternate of another locality. The Credentials Committee will maintain on the day of the Convention a roster of the unseated alternates present, listed by locality and candidate preference.

h. Rules and Notice. Each county and city Democratic Committee within the First Congressional District shall establish rules for its caucuses in conformity with this call, and the State Party Plan.

7. District Convention Rules and Committees. The First District Democratic Convention shall be governed by the rules developed by the temporary Rules Committee and rules developed by the permanent rules committee and adopted by the Convention.

The First District Democratic Committee shall appoint the members of the temporary Committees on Credentials and Rules. Each Committee shall be composed of a Chair, who is a member of the 1st Congressional District Committee, and 23 members, apportioned one from each local committee in the First Congressional District. On or before **COB November 2**, the chair of each local committee shall appoint a person to serve on each of these committees, and provide the name, address, telephone number, and email address of those persons to Suzette Matthews, Chair, at matthe2376@aol.com, with a copy to the chairs of those committees as follows:

Rules: John C. Miller, johncmiller2001@yahoo.com

Credentials: Kathyne Thompson, chuckkatieth@aol.com

Ballot Tellers: Jane Nichols, janejohn@home.hrcoxmail.com .

The District Convention shall elect Permanent Committees on Credentials and Rules. Each committee shall be composed of a chair, who is a member of the 1st Congressional District Committee, and 23 members. The membership of the Permanent Committees shall be apportioned in the same manner as the temporary committees.

The First District Democratic Chair shall certify in writing to the State Democratic Chair the nomination of the district's candidate for the U.S. House within 36 hours of the nomination.

8. Candidate Filing. Any person wishing to seek the Democratic nomination to the US House of Representatives from the 1st Congressional District must file with the Chair of the 1st Congressional District Democratic Committee on or before **5:00 pm, November 7, 2007**, a Declaration of Candidacy and a Certificate of Candidate Qualification in the form required by the Virginia State Board of Elections of candidates seeking nomination by primary. The Declaration of Candidacy/Certificate of Candidate Qualification forms shall be accompanied by a **filing fee**, payable to the Committee, in the amount of **\$3,304**, which is two percent (2%) of the annual salary for the office of US Representative. The documents and filing fee may be delivered in person, or by mail, as long as they are received by the Chair by the stated deadline. Only those persons who have properly filed will be considered for nomination by the delegates to the 1st CD Convention on November 10.

12. Filing Locations. Unless otherwise specified herein, all papers to be filed with the Chair of the First District Democratic Committee shall be filed at the following address: Suzette Matthews, Chair, 5649 John Barton Payne Road, Marshall, Virginia 20115. All papers required to be filed with the State Democratic Party or its chair shall be filed with the State Democratic Party of Virginia, 1108 E. Main St., 2nd Floor, Richmond, Virginia 23219 (phone, 804/644-1966).

Adopted by the First Congressional District Democratic Committee, this 25th day of October, 2007.