

# ***Rules, Fredericksburg City Democratic Caucus***

***Saturday, 10 November 2007***

1. All times shall be read from the official clock, located on the wall in the meeting room.
2. The doors of the caucus room will open and the certification process will begin at 09:00 AM.
3. The doors to the caucus meeting room will be closed promptly at 09:30 AM. Persons standing in line to complete a certification form at the time the doors close will be allowed to complete their forms and participate in the caucus.
4. All persons who participate in the caucus must complete a certification form and sign a statement that: they are registered voters in the City of Fredericksburg; that they are Democrats, and that they do not intend to support a candidate opposed to the Democratic nominee in the next election for which the caucus and convention are called; and that they are not members of any other political party.
5. The caucus will be called to order by the temporary chair. The chair of the local committee or his designee shall act as the temporary chair.
6. The first order of business shall be the election of a permanent chair.
7. The permanent chair shall appoint the permanent caucus secretary.
8. The Credentials Committee shall make its report of the total number of caucus participants and the numbers of delegates pre-filed for each Congressional candidate and as uncommitted.
9. The chair shall thereupon offer a report on Temporary Rules. Upon a motion for adoption, the Temporary Rules may be amended from the floor (but must comply with the Call to Convention), put to a vote, and adopted.
10. Caucuses shall be conducted in accordance with the *Delegate Selection Plan* of the Democratic Party of Virginia, the *Party Plan* and the *Call to Convention* issued by the First Congressional District Committee of the Democratic Party of Virginia.
11. Those attending the caucus shall divide by U.S. House candidate preference.
12. The permanent chair shall appoint a tellers committee consisting of one person from each represented U.S. House candidate (if applicable).
13. Ballots will be distributed only to those persons who can produce a proper credential.
14. Caucus participants will be instructed by the chair as to the maximum number of delegate and/or alternate candidates for whom they may vote. Ballots showing votes of more delegates than is allowed will be declared invalid.
15. Caucus participants may vote for individual delegate candidates by placing an "X" beside the appropriate name.
16. Alternates elected shall be those persons receiving the next highest number of votes from the delegates.
17. The tellers committee shall collect and count the ballots.
18. Upon collection of the ballots, the caucus meeting shall stand in recess until the tellers committee has reported its count to the chair. The teller committee shall report directly to the chair, who will announce the vote.
19. Upon the announcement of the results and the collection of all documentation, the caucus will adjourn.
20. The official ballot will be yellow and be marked with the word "official" at the top. The names of all delegate candidates will be listed in alphabetical order and numbered. To the right of each delegate candidate's name and in parentheses will be their prefiled preferences for U.S. House candidates.
21. Tie votes will be decided by the flip of a coin.

Adopted: \_\_\_\_\_(date)

Signed: \_\_\_\_\_(Chair)