



## **Rules, 2007 Reorganizational Caucus**

1. The doors of the caucus room will open and the certification process will begin at 7:00 PM, Thursday, December 6, 2007. The Temporary Chair of the Caucus will identify an official clock. This clock will be used for all timekeeping.
2. The doors to the caucus meeting room will be closed promptly at 7:30 PM. A five minute warning will be issued by the Temporary Chair at 7:25 p.m. Persons standing in line to complete a Caucus Participation Form at the time the doors close will be allowed to complete their forms and participate in the caucus.
3. The Temporary Credentials Committee will be responsible for checking in caucus participants.
4. Every person who participates in the caucus must complete a Caucus Participation Form and sign a statement that says that he or she is a Democrat, is a registered voter of the District, believes in the principles of the Democratic Party, and that he or she does not intend to support a candidate opposed to any Democratic nominee in the 2008 general election. After signing the form, the credentials committee will verify each person's voter registration and issue the person a credential.
5. The caucus will be called to order by the temporary chair. The committee chair or his/her 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 chair shall call upon the Temporary Credentials Committee for a report of the number of credentialed participants in the caucus.
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, put to a vote, and adopted. Any amendments must be in conformance with the Plan of the Virginia Democratic Party.
10. Ballots will be distributed only to those persons who can produce a credential in exchange for a ballot.
11. Caucus participants will be instructed by the chair as to the maximum number of committee member candidates for whom they may vote. Ballots showing votes of more candidates than are allowed will be declared invalid.
12. Caucus participants may vote for individual candidates by placing an "X" beside the appropriate name.
13. A tellers committee, representative of the assembly, shall be appointed by the chair to collect and count the ballots.
14. Upon collection of the ballots, the caucus meeting shall stand in recess until the tellers committee has reported its count to the chair. The tellers committee shall report directly to the chair who will announce the vote. The number of ballots may not exceed the number of credentialed participants as reported by the Credentials Committee.
15. Upon the announcement of the results and the collection of all documentation, the caucus will adjourn.
16. The official ballot will be yellow and be marked with the word "official" at the top. The names of all candidates will be listed in alphabetical order and numbered.
17. Tie votes will be decided by the flip of a coin.