

Democratic Call to Caucus

Richmond City Democratic Committee, 3rd Congressional District

Whereas, it is the duty of the Richmond City Democratic Committee to issue the Call to Caucus for the purpose of electing 53 delegates and 13 alternates to the 3rd Congressional District Democratic Convention and the Virginia Democratic State Convention.

Now therefore be it resolved that the Richmond City Democratic Committee hereby issues the Call to Caucus to convene an unassembled caucus at 12:00 noon, Saturday, April 16, 2016, at the Capital Area Partnership Uplifting People (CAPUP) Building, 1021 Oliver Hill Way, Richmond, VA 23219, for the sole purpose of electing 53 delegates and 13 alternates to the 3rd Congressional District Democratic Convention and the Virginia Democratic State Convention, and the following provisions shall govern the convention, to wit:

1. **Prefiling:** Those wishing their names to be placed on the ballot at the Caucus shall prefile their candidacy by 5:00 p.m., April 9, 2016, with the Richmond City Democratic Committee Chair, James Minor, or his designee(s).
2. **Voluntary Administrative Fee:** A voluntary \$25 administrative fee is requested from each person filing for delegate or alternate. The total maximum voluntary administrative fee is \$25 (\$10/\$5/\$10 for the State Convention/Congressional District/Local Committee). No person shall be denied the right to participate in the delegate selection process due to nonpayment of the voluntary administrative fee.
3. **Notice Requirements:** The Richmond City Democratic Committee shall cause to be published the time, date, and location of the Caucus at least seven (7) days prior to the Caucus, but not more than two (2) weeks before the Caucus.

Notice of the prefiling deadline for delegate and alternate position shall cause to be published at least seven (7) days before the prefiling deadline but not more than two (2) weeks before the deadline.

4. **Conduct the Caucus:** The doors to the Caucus will open and the certification process will begin at 12:00 noon on Saturday, April 16, 2016. The doors to the Caucus will be closed at 2:00 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.

The Chair of the Richmond City Democratic Committee or his designee shall act as the permanent chair of the Caucus. The secretary of the Richmond City Democratic Committee shall act as the permanent secretary of the Caucus.

5. **Affirmative Action:** It shall be the duty of each local precinct Democratic chair and the members of each local Democratic Committee to take all feasible steps to encourage broad participation in the delegate selection process. Discrimination on the basis of race, sex, age, color, creed, national origin, religion, ethnic identity, sexual orientation, gender identity, economic status, or disability, in the delegate selection process is prohibited. The Richmond City Democratic Committee shall make every effort to ensure that the Richmond City delegation is half-male and half-female.
6. **Call Distribution:** It shall be the duty of the Richmond City Democratic Committee Chair to distribute a copy of the Call to Caucus. It shall further be the duty of the Richmond City Democratic Committee Chair to cause this Call to Caucus to be publicized in accordance with the Democratic Party of Virginia's Party Plan.
7. **Cancellation:** The Chair or his designee may cancel the Caucus scheduled for April 16, 2016, from 12:00 noon until 2:00 p.m. under the following conditions: After receiving all prefiling forms on April 9, 2016, by 5:00 p.m., if the Chair or his designee finds that there are fewer or the exact number of delegate and alternate candidates which have been allocated to the City of Richmond for the 3rd Congressional District Democratic Convention and the Virginia Democratic State Convention, then the Chair or his designee may cancel the Caucus.