

RULES FOR THE RICHMOND CITY DEMOCRATIC COMMITTEE
UNASSEMBLED CAUCUS TO ELECT DELEGATES AND ALTERNATES TO THE
3RD AND 7TH CONGRESSIONAL DISTRICT DEMOCRATIC CONVENTIONS AND
VIRGINIA DEMOCRATIC STATE CONVENTION

1021 OLIVER HILL WAY, RICHMOND, VA 23219
SATURDAY, APRIL 16, 2016
12:00 – 2:00 P.M.

I. PARTICIPATION AND ORGANIZATION

A. By authority of the City of Richmond Democratic Committee, acting pursuant to the Virginia call to convention for the 2016 State Convention and the Virginia Democratic Party Plan, an unassembled caucus ("Firehouse Primary") is hereby called to meet on April 16, 2016, beginning at 12:00 p.m. and continuing until 2:00 p.m. at the Capital Area Partnership Uplifting People, 1021 Oliver Hill Way, Richmond, VA 23219, for the purpose of:

B. Electing 32 delegates and 8 alternates for Hillary Clinton and 21 delegates and 5 alternates for Bernie Sanders to the 3rd Congressional District Convention and the Virginia Democratic State Convention.

Electing 6 delegates and 2 alternates for Hillary Clinton and 4 delegates and 1 alternates for Bernie Sanders to the 7th Congressional District Convention and the Virginia Democratic State Convention.

C. In person absentee voting will take place on Thursday, April 14, 2016, from 5:00 – 7:00 p.m. at Democratic Party of Virginia Headquarters, 919 E Main St Ste 2050, Richmond, VA 23219.

D. The Chair of the City of Richmond Democratic Committee may cancel the unassembled caucus scheduled for April 16, 2016, from 12:00 p.m. to 2:00 p.m. under the following conditions:

After receiving all pre-filing forms on April 9, 2016, at 5:00 p.m. if the Chair finds that there are fewer or the exact number of delegates and alternate candidates which have been allocated for election in the 3rd Congressional District and the 7th Congressional District portions of the City of Richmond respectively, then the Chair may cancel the unassembled caucus.

E. The Virginia Democratic Party Plan and the Bylaws of the City of Richmond Democratic Committee are incorporated by reference into these rules.

F. The City of Richmond Democratic Caucus is open to all Democrats registered to vote in the City of Richmond. Any person attending the City of Richmond Caucus, before participating in the Caucus, shall sign a standardized declaration form, stating that he or she is a Democrat, does not intend to support any candidate who is opposed to a Democratic nominee in the next ensuing election, is not a member of any other political party, and indicating thereon his or her permanent residence address, home telephone number, office telephone number, fax or e-mail address, if any.

G. Full participation without discrimination on the basis of race, sex, age, color, creed, national origin, religion, ethnic identity, sexual orientation, gender identity, economic status, or disability, is encouraged.

H. Notice Requirements: The Richmond City Democratic Committee shall publicize the time, date and location of the Caucus at least 7 days prior to the Caucus. All notices shall be available on the Richmond City Democratic Committee's website. Notice of the prefiling deadline for delegate and alternate positions shall be available on the RCDC website at least 7 days before the prefiling deadline.

I. The Chair of the City of Richmond Democratic Committee shall be the Chair of the Unassembled Caucus and is authorized to appoint such officers as he/she deems necessary and to delegate to those appointees such duties as he/she deems appropriate for the proper conduct of the Unassembled Caucus.

II. FILING FOR DELEGATE/ALTERNATE

A. In order to be eligible for election by the participants in the Unassembled Caucus, candidates for Delegate/Alternate must file a Delegate/Alternate Prefiling form with the Chair of the City of Richmond Democratic Committee or his designated representatives (Filing Officers) by April 9, 2016, at 5:00 p.m. Filing Forms postmarked on or before April 9, 2016, but not received by 5:00 p.m. on April 9, 2016, will not be considered to be timely filed. Delegate/Alternate candidates assume full responsibility for the timely filing of their own fully completed Delegate/Alternate Prefiling Form. Delegate/Alternate candidates may prefile through a filing agent, but such action in no way alters the responsibility of the Delegate/Alternate candidate nor extends the 5:00 p.m. April 9, 2016 prefiling deadline.

All Delegate/Alternate Prefiling Forms must be received by the Chair of the City of Richmond Democratic Committee from his or her designated Filing Officers. These Delegate/Alternate Prefiling Forms shall be delivered in person or by messenger in order that the filing may be checked and ballots prepared. These prefiling forms must be delivered to James Minor, Chair, no later than 7:00 pm on April 9, 2016 at 900 N 35th Street, Richmond, VA 23223, (804) 677-7340.

B. Each Delegate/Alternate Prefiling Form Shall Include:

Certification by original signature of the person filing the form (facsimile signatures are not permitted) that the candidate is a Democrat; a resident of and lawfully registered to vote in the City of Richmond, Virginia; that he or she does not intend to support any candidate who is opposed to a Democratic nominee; and that he or she is not a member of any other political party.

C. A false or misleading statement or incomplete information on the Delegate/Alternate Prefiling Form may invalidate the form and disqualify the person from being a candidate. Determination of invalidation shall be made by the Chair.

D. Photocopies of the prefiling form may be submitted for filing, but a Delegate/Alternate candidate's original signature must appear on a prefiling form to be valid. Thus signatures sent by fax will not be accepted as valid.

E. A voluntary administrative fee of \$25.00 shall accompany each Delegate/Alternate Prefiling Form, made payable to the City of Richmond Democratic Committee. The total maximum voluntary administrative fee is \$25 (\$10/\$5/\$10 for the State Convention/Congressional District/Local Committee). Payment of this fee is completely voluntary. No statement is required in order to waive payment.

F. The Chair of the City of Richmond Democratic Committee shall make available for public inspection the lists of properly filed Delegate/Alternate candidates, if requested to do so.

G. Delegate/Alternate Prefiling Forms shall be available from, and completed forms along with the administration fee of \$25.00 shall be filed with any one of the following individuals:

- a) James JJ Minor, 900 N 35th Street, Richmond, VA 23223,
(804) 677-7340
- b) Jamie Nolan, 815 Perry Street Apt 314, Richmond, VA 23224,
(804) 399-0330
- c) Ben Ragsdale, 3821 Curtis Road, Richmond, VA 23225,
(804) 330-3959
- d) Betty Squire, 1600 N 27th Street, Richmond, VA 23223,
(804) 225-8331
- e) Mieko Timmons, 929 W Clay Street, Richmond, VA 23220,
(804) 643-7752
- f) Sandra Antoine, 3714 Moody Avenue, Richmond, VA 23225,
(804) 690-9119
- h) Eric Payne, 3320 Hanover Avenue, Richmond, VA 23221,
(804) 928-3949

3. CONDUCTING THE UNASSEMBLED CAUCUS

A. All times shall be read from the official clock located in the check in area.

B. The doors of the caucus room will open and the certification process will begin at 12:00 p.m. on Saturday, April 16, 2016.

C. The doors to the caucus room will be closed promptly 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.

D. Every person who participates in the caucus must complete a Caucus Participation Form and sign a statement that says they are a registered voter, 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 the Democratic nominee in the next ensuing election.

D. The Chair of the Richmond City Democratic Committee shall act as the permanent chair of the caucus.

F. The recording secretary of the Richmond City Democratic Committee shall act as the permanent secretary of the caucus.

G. Caucuses shall be conducted in accordance with the Virginia Democratic Party Plan and the Call to Caucus.

H. The permanent chair shall appoint a tellers committee.

I. Only those slates properly filed as a slate of delegates on or before the deadline will be recognized as such and included on the ballot.

J. Ballots will be prepared listing the first name, middle initial, and last name of each candidate properly filed in alphabetical order. Each name will be numbered. Slates will appear at the bottom of the ballot and designated as "Slate A," "Slate B," etc. It is prohibited to give any preferential treatment to any slate and none will be listed as the "official slate."

K. Caucus participants will declare a presidential preference and be given a ballot for that candidate.

L. Caucus participants will be instructed when they are given a ballot as to the maximum number of candidates for whom they may vote. Those wishing to vote for a slate only may mark the slate in the appropriate space provided. Ballots showing votes of more candidates than are allowed will be declared invalid. If a slate is offered which does not contain the maximum number of candidates, a participant may vote for the slate simply by marking in the appropriate space and then marking the names of other candidates listed in alphabetical order so long as the maximum number is not violated.

M. Caucus participants may vote for individual candidates by placing an "X" beside the appropriate name. They may vote for a slate by placing an "X" on the slate space provided on the ballot.

N. Alternates elected shall be those persons receiving the next highest number of votes from the delegates.

O. The tellers committee shall count the ballots.

P. There shall be no campaigning inside the caucus room or check in area.

Q. The Clinton and Sanders campaigns may designate one observer each to be present in the caucus location. No other observers will be allowed in the caucus.

R. Tie votes will be decided by the flip of a coin.