

Call to Caucus for the Richmond City Democratic Committee's 2022-23 Officer Elections

Virtual Meeting - Thursday, January 6, 2022, 6:30 pm

Unassembled Caucus - Thursday, January 6, 2022, 7:30 pm - Friday, January 7, 2022, 7:30 pm

The Richmond City Democratic Committee (RCDC) will hold a virtual unassembled caucus beginning Thursday, January 6, 2022, 7:30pm, and ending Friday, January 7, 2022, 7:30 pm, for the purpose of electing certain committee officers and ward chairs for the 2022-23 biennium.

I. PARTICIPATION AND ORGANIZATION

A. Date & Location. By authority of the Richmond City Democratic Committee, acting pursuant to the Virginia Democratic Party Plan, a virtual unassembled caucus is hereby called to meet beginning Thursday, January 6, 2022, 7:30pm, and ending Friday, January 7, 2022, 7:30 pm, for the purpose of electing certain committee officers and ward chairs for the 2022-23 biennium.

B. Officer Positions. During the Caucus, committee members will elect the following officers:

1. Chair
2. First Vice Chair for Organization
3. Second Vice Chair for Finance
4. Third Vice Chair for Voter Registration
5. Secretary
6. Treasurer

C. Eligibility. The Caucus is open to all 2022-23 RCDC members.

D. Governance. The Virginia Democratic Party Plan and the Bylaws of the City of Richmond Democratic Committee are incorporated by reference into this call.

E. Officials. The Chair of the City of Richmond Democratic Committee is authorized to appoint such officers as she deems necessary and to delegate to those appointees such duties as she deems appropriate for the proper conduct of the Caucus, including:

1. Caucus Chair
2. Caucus Secretary

3. Sergeant-at-Arms
4. Credentials Officers
5. Teller(s)

The Caucus Chair and Caucus Secretary may not publicly endorse or support any candidate for RCDC office described in Rule I-B.

F. Cancellation of Caucus. The Chair of the City of Richmond Democratic Committee may cancel the Unassembled Caucus scheduled to begin on Thursday, January 6, 2022, 7:30 pm, and ending Friday, January 7, 2022, 7:30 pm, under the following conditions: After receiving all candidate filing forms on Monday, January 3, 7:30 pm, if the Chair finds that there is no opposition for any of the officer positions, then the Chair may cancel the Unassembled Caucus. If the Chair finds that one or more officer positions are contested, then the Unassembled Caucus will be held for only those contested positions.

II. CITY-WIDE CANDIDATE FILING

A. Filing Deadline. In order to be eligible for election by the participants in the Caucus, candidates for RCDC city-wide officer positions described in Rule I-B must file with the Caucus Secretary or their designated representatives (Filing Officers) by Monday, January 3, 2022, 7:30 pm. Filing forms postmarked on or before January 3, 2022, but not received by 7:30 pm on January 3, 2022, will not be considered to be timely filed. Candidates for officer positions assume full responsibility for the timely filing of their own candidate filing form. Candidates for officer positions may file through a filing agent, but such action in no way alters the responsibility of the candidate nor extends the 7:30 pm, January 3, 2022, filing deadline.

The Caucus Secretary shall be informed of all filing forms received by designated Filing Officers no later than the 7:30 pm, January 3, 2022, filing deadline. All candidate filing forms shall be received by the Caucus Secretary from their designated Filing Officers no later than 8:00 pm, January 3, 2022. These candidate filing forms shall be delivered in person or by messenger in order that the filing may be checked and ballots prepared.

B. Candidate Filing Form. Each candidate filing form shall include the name of the candidate and the RCDC officer position sought. Candidates may file for only one officer position.

C. Filing Method. Candidates may file for officer positions online or in writing with the Caucus Secretary beginning on December 23, 2021. Candidates may contact the Caucus Secretary, or other filing officers, to arrange filing: Tavaris Spinks, 1722 Floyd Ave, Richmond, VA 23220, (804) 350-5728, tavaris@gmail.com.

D. Filing Officers

1. Jamie Nolan, 6935 Old Westham Rd, Richmond, VA, 23225, (804) 399-0330, jamie.nolan.va@gmail.com.

2. Tavaris Spinks, 1722 Floyd Ave, Richmond, VA 23220, (804) 350-5728, tavaris@gmail.com

E. No Candidates. If the Caucus Secretary determines that no candidate properly filed for any position, nominations for the position will be taken during the virtual meeting.

III. CONDUCTING THE UNASSEMBLED CAUCUS

A. Commencement of the Caucus. At 7:30 pm, Thursday, January 6, 2022, the Caucus Chair will declare that the Caucus has begun.

B. Eligibility. All current members are eligible to vote.

C. Order of Elections. Officer elections will proceed in the following order:

1. Chair
2. First Vice-Chair for Organization
3. Second Vice-Chair for Finance
4. Third Vice-Chair for Voter Registration
5. Secretary
6. Treasurer

D. Method of Voting. At 7:30 pm, Thursday, January 6, 2022, current voting members will begin to receive their ballot at the email address provided in their registration. The virtual ballot will close on Friday, January 7, 2022, 7:30 pm.

E. Candidate Speeches. Two minutes total time shall be allowed for each candidate in contested elections. One minute may be allowed for candidates in uncontested elections. Time may be divided among as many speakers as the candidate desires. The order of speeches by candidates for each office shall be determined randomly unless all candidates for that office agree otherwise.

F. Ballot format. Ballots will be prepared listing properly filed candidates in the order in which they filed.

G. Marking of Ballots. Caucus participants will be provided instructions when they receive their virtual ballot. In accordance with the Democratic National Committee Charter & Bylaws, each voter must initial their ballot.

H. Ballot Support. A participant may request assistance of one or more Caucus officials to execute any of the tasks listed in this section (e.g., to read and/or mark any form).

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

IV. DETERMINATION

A. Ballot preservation. No ballots will be counted until the virtual ballot closes on Friday, January 7, 2022, 7:30 pm.

B. Teller Committee. The Chair will appoint a Teller Committee to count the votes. The Teller Committee will comprise a Head Teller and up to four Tellers.

D. Conduct of Teller Committee. The Teller Committee will count, record, and verify the results of the Caucus voting. At the conclusion of their activities, the Teller Committee must agree upon their tabulations and affix their signatures upon the written certification of the results. All activities of the Teller Committee will occur under the direction of the Head Teller.

F. Tallying. The members of the Teller Committee will tally vote totals for each contested membership position. Ballots showing votes for more candidates than are allowed will be declared invalid.

G. Certification of results. Immediately upon the conclusion of all counting, the Chair will ensure that each member of the Teller Committee certifies the tabulation; no announcement of the results will be made until all reasonable efforts at this certification have been undertaken.

H. Announcement of results. The Chair will announce the certified results of each office to those assembled..

I. Ties. In the event two candidates are tied, the Caucus Chair will flip a coin to determine the nominee. In the event three or more candidates are tied for first place, one candidate will be determined by drawing lots by the Caucus Chair, or their designee.

V. WARD CHAIR ELECTIONS

During the virtual meeting, committee members will caucus by Ward to elect one Ward Chair to serve on the RCDC Steering Committee. Committee members may only vote in the Ward Caucus where they are registered to vote. Nominations for Ward Chair will be taken from amongst that ward's membership during the virtual meeting. Two minutes total time shall be allowed for each candidate in contested elections. Ward Chair elections will be held by voice vote or show of hands. The results of the Ward Chair elections will be reported to the Caucus Secretary.

VI. APPEALS

If there are any challenges to the conduct of the election, they will be resolved by the Caucus Chair. If there are further challenges to the Chair's decision, they will be resolved by referring to the Democratic Party of Virginia Party Plan.