

**Call and Rules for the 2024 Assembled Caucus and Reorganization Meeting for the Arlington
County Democratic Committee**
[adopted on 1 Nov 2023]

I. Date and Time

At 7:15 pm on January 3, 2024, the Arlington County Democratic Committee ("County Committee") will convene an Assembled Caucus to elect Precinct Captains and conduct a Reorganization Meeting pursuant to Section V.A of its Bylaws. This caucus and meeting will be held at Dr. Charles R. Drew Elementary School, 3500 S. 23rd Street, in Arlington, Virginia.

II. Candidate Filing

(a) To be eligible for election as a Precinct Captain by the participants in the Assembled Caucus, an individual must deliver:

(i) Written notice of their intent to seek election, specifying their precinct; and

(ii) a signed statement that says he, she or they is a Democrat, is a registered voter of Arlington, believes in the principles of the Democratic Party, does not intend to support, endorse, or assist any candidate who is opposed to a Democratic nominee or endorsee, and is not a member of any other political party.

(b) In the event the number of candidates that have timely filed for Precinct Captain is less than or equal to the number of Precinct Captain positions to be filled in a particular precinct, the County Committee Chair shall certify the precinct as uncontested. If all precincts are uncontested, the County Committee Chair may cancel the Assembled Caucus. Uncontested candidates for Precinct Captain shall be seated at the Reorganization Meeting.

(c) Candidates for the County Committee offices of Chair, Deputy Chair, Precinct Operations Chair, Voter Support Chair, Treasurer, Finance Chair, Press and Public Relations Chair, Outreach and Visibility Chair, Secretary, Communications Director, Volunteer Coordinator, Sergeant-at-Arms, Parliamentarian, and Inclusion & Equity Chair, must deliver written or emailed notice of their intent to seek election, specifying the office(s) that they seek, along with a signed statement described above, to the County Committee Chair (or their designated representative), by mail, by email or in person or at County Committee Headquarters, 1235 South Clark St., Suite 207, Arlington, VA 22202, by no later than 7:00 p.m. on Friday, December 1, 2023.

(d) In order to certify the eligibility of a candidate for election as a Precinct Captain or County Committee officer, the County Committee Chair (or their designated representative) shall verify that the candidate is a resident of and registered to vote in Arlington County, and, for candidates for Precinct Captain, that the candidate is a resident of and registered to vote in the precinct he, she or they seeks to represent or has served as a Precinct Captain for six months or more immediately prior to the date of the caucus.

(e) Candidates who have filed for Precinct Captain and/or County Committee officer may view the list of all candidate filings, upon request to the County Committee Chair.

(f) The County Committee Chair shall share with the Steering Committee the names of all candidates who have met the filing requirements for Precinct Captain and/or County Committee officer by no later than Monday, December 18, 2023.

III. Chair of the Caucus

The current County Committee Chair shall act as the Chair of the Assembled Caucus to elect Precinct Captains ("Caucus Chair").

IV. Certification of Voters in Caucus to Elect Precinct Captains

Anyone wishing to cast a vote in the Assembled Caucus to elect Precinct Captains must complete a Caucus Participation Form and sign a statement that says he, she or they is a Democrat, is a registered voter of Arlington, believes in the principles of the Democratic Party, will support Democratic candidates in the next general election, and does not intend to support, endorse, or assist an opponent of any Democratic nominee or endorsee in such general election. The form shall designate the precinct in which the voter is registered. Voting in the Assembled Caucus to elect Precinct Captains is only for the purpose of electing Precinct Captains for those precincts that have not been certified as uncontested under Section II(b) above, and thus only voters registered in precincts with contested elections shall be certified as voters in the Assembled Caucus to elect Precinct Captains. Only voters who are on the registered voter list for their precinct as of Monday, December 18, 2023, shall be allowed to vote in the caucus. No fee is required to become a voter in the Assembled Caucus to elect Precinct Captains.

V. Temporary Credentials Committee

A Temporary Credentials Committee appointed by the Caucus Chair shall be responsible for verifying that each caucus participant signs the certification required in Section IV, appears on the registered voter list identified in Section IV, and is, in fact, a Democrat. Upon such verification, the Temporary Credentials Committee shall provide that participant with a ballot containing the names of all candidates who have filed for the position of Precinct Captain for the caucus voter's precinct.

VI. Doors Open and Close

The Temporary Credentials Committee shall begin checking in caucus participants at 6:30 p.m. and shall cease checking in caucus participants at 7:15 p.m. Any person wishing to participate in the Assembled Caucus to elect Precinct Captains who is in line for the Temporary Credentials Committee at 7:15 pm shall be permitted to vote in the caucus if otherwise qualified by the Temporary Credentials Committee. No one arriving in line at the caucus after 7:15 pm will be permitted to vote.

VII. Call to Order

At 7:15 p.m., or as soon as temporary credentialing is completed, the Caucus Chair shall call to order the Assembled Caucus to elect Precinct Captains.

VIII. Election of Precinct Captains

The only business for the Assembled Caucus to elect Precinct Captains shall be the election of Precinct Captains for precincts where there is a contest.

a) Up to two Precinct Captains may be elected from each precinct, except that each of the eighteen (18) precincts that have the most active registered voters as of November 15, 2023, shall have one additional Precinct Captain. The County Committee Chair has the discretion to make reasonable deviations from these Precinct Captain allocations subject to the approval of the Steering Committee and the County Committee.

b) For any precinct where there is a contested election – *i.e.* more candidates have filed for election in the precinct than the maximum number of Precinct Captains for that precinct designated in Section VIII(a) – the Caucus Chair shall allow each candidate one minute to speak to the caucus explaining why he, she or they should be elected.

c) Following all speeches contemplated by Section VIII(b), the Caucus Chair shall call, on a precinct by precinct basis, the election of Precinct Captains to a vote. Credentialed caucus participants may vote only for the Precinct Captains for the precinct in which they are registered. Each vote shall be by written ballot.

d) A Teller Committee appointed by the Caucus Chair shall be responsible for counting all ballots submitted by credentialed caucus participants. The candidates may observe the counting of the votes. After such counting, the Caucus Chair shall announce the totals of each vote to the Assembled Caucus to elect Precinct Captains. In the case of a contested election for Precinct Captain, the two or three candidates (depending on the precinct) that receive the most votes shall be declared the winners by the Caucus Chair.

e) If fewer candidates have filed for Precinct Captain than positions exist, the remaining positions will be filled no earlier than the first meeting of the County Committee following the Reorganization Meeting.

IX. Reorganization Meeting of the County Committee

Following the Assembled Caucus to elect Precinct Captains, the County Committee Chair shall convene an organizational meeting of the County Committee with only “Reorganization Meeting Voters” being allowed to vote at this meeting. However, if the County Committee Chair is a candidate for any elected office at the Reorganization Meeting that is contested, he, she or they shall designate a Temporary Chair of the Reorganization Meeting who is not a candidate, subject

to the approval of the Steering Committee. The County Committee Chair or the Temporary Chair, as the case may be, is hereinafter referred to as the "Reorganization Chair."

X. Reorganization Meeting Voters

Any eligible Arlington County voter who complies with the following requirements ("Reorganization Meeting Voter"), subject to confirmation by the Reorganization Chair, shall be eligible to vote in the Reorganization Meeting: (i) submits a Reorganization Meeting Registration Form to the Secretary or the Reorganization Chair's designee by Monday, December 18, 2023; and (ii) is a Democrat, subscribes to the principles of the Democratic Party and will support Democratic candidates, and signs a pledge to that effect.

XI. Re-credentialing of Reorganization Meeting Voters

The Temporary Credentials Committee will certify Reorganization Meeting Voters, as described in Section X of these Rules, at the same time that Assembled Caucus voters are certified. Separate ballots for each of the contested County Committee Officer positions shall be distributed at the time of credentialing.

XII. Election of County Committee Officers

The following process shall be followed with respect to each County Committee Elected Officer position:

a) The order of election of officers shall be: Chair, Deputy Chair, Precinct Operations Chair, Voter Support Chair, Finance Chair, Press and Public Relations Chair, Outreach and Visibility Chair, Communications Director, Volunteer Coordinator, Secretary, Treasurer, Sergeant-at-Arms, Parliamentarian, and Inclusion & Equity Chair.

b) The Reorganization Chair shall announce the filed candidates for each office in order.

c) If only one candidate has filed or accepted a nomination for the office, the Reorganization Chair shall declare the election uncontested and ask for election of the candidate by acclamation. If more than one office in the list in a), above, is uncontested, the Reorganization Chair may ask for election by acclamation of all such candidates en bloc.

d) If more than one candidate has filed or accepted a nomination for the office, the Reorganization Chair shall declare the election contested.

e) For each contested election, each candidate may address the Reorganization Meeting for three minutes. No questions of such candidates from the audience will be permitted.

f) The Reorganization Chair shall call for a vote, and the Teller Committee, designated by the Reorganization Chair, shall collect and count the ballots. For contested offices, the Sergeant-at-Arms (or their designee) shall prepare the ballots in advance. If three or more candidates have filed for an office, the election for that office shall be conducted using "ranked choice voting," and the Sergeant-at-Arms (or their designee) shall prepare the ballot for such an

office to accommodate ranked choice voting. Each candidate or one representative from each candidate may observe the counting of the ballots.

g) After such counting, the Teller Committee shall inform the Reorganization Chair of the totals of the vote, and the Reorganization Chair shall announce them to the Reorganization Meeting. For contested offices, the candidate that receives the most votes (including, in the case of an officer election with three or more candidates, the candidate that receives the majority of the votes after one or more rounds of ranked choice voting) shall be declared the winner. In the event of a tie vote, the Reorganization Chair shall then cast the deciding vote.

XIII. Adjournment

Upon the announcement of the results of the election of the County Committee Elected Officers, the County Committee shall take up other business on its agenda.

XIV. Advertisement

Announcement of the date and time of the Assembled Caucus to elect Precinct Captains and the Reorganization Meeting, as well as the filing deadlines described in these Rules, shall be posted prominently on the County Committee website (www.arlingtondemocrats.org) beginning promptly upon the adoption of these Rules through January 3, 2024. Such announcements shall also be e-mailed to the County Committee mailing list at least two times between the adoption of these Rules and January 3, 2024 and shall be provided via press release to any media outlets selected by the County Committee Chair in his, her or their sole discretion.