

**Call and Rules for Assembled Caucus and Reorganization Meeting
for the Arlington County Democratic Committee**
[adopted on November 5, 2025]

I. Date and Time

At 7:15 p.m. on January 7, 2026, the Arlington County Democratic Committee (“County Committee”) will convene an Assembled Caucus to elect Precinct Captains and conduct a Reorganization Meeting to elect officers pursuant to Section VI.A of its Bylaws. The caucus and the meeting will each be held at Dr. Charles R. Drew Elementary School, 3500 S. 23rd Street, in Arlington, Virginia, and the doors to such caucus and such meeting will open at 6:30 p.m.

II. Candidate Filing

- (a) To be eligible for election as a Precinct Captain by the participants in the Assembled Caucus, an individual must deliver by mail to Arlington Democrats, P.O. Box 7132, Arlington, VA 22207, by email in PDF form to reorg@arlingtondemocrats.org, in person at County Committee headquarters, 1235 South Clark St., Suite 207, Arlington, VA 22202, by no later than 7:00 p.m. on Friday, December 5, 2025, or electronically using the link provided on the County Committee website (<https://arlingtondemocrats.org>):
 - (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 in 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 Captain election for such precinct as uncontested. If more than one Precinct Captain election is uncontested, the County Committee Chair may ask for election of all such Precinct Captains by acclamation. 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 notice of their intent to seek election, specifying the office(s) that they seek, along with a signed statement described in Section II.(a)(ii) above, to the County Committee Chair (or their designated representative), by mail to Arlington Democrats, P.O. Box 7132, Arlington, VA 22207, by email in PDF form to chair@ngtongdemocrats.org, 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 5, 2025, or electronically using the link provided on the County Committee website (<https://arlingtondemocrats.org>).

(d) The forms of written notice of intent to seek election as a Precinct Captain or as a County Committee officer will be available on the County Committee's website (<https://arlingtondemocrats.org>) and must be received no later than 7:00 p.m. on Friday, December 5, 2025.

(e) 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.

(f) 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.

(g) 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 15, 2025.

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 Reorganization Voter Filing Form in which he, she or they expresses a desire to vote in the Assembled Caucus and signs a statement that says he, she or they is a Democrat, is a registered voter of Arlington, subscribes to 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; therefore, only voters registered in precincts with contested elections shall be certified as voters in the Assembled Caucus. A Reorganization Voter Filing Form must be accessed and completed electronically using a link provided on the County Committee's website (<https://arlingtondemocrats.org>) or be downloaded from the County Committee's website and delivered by mail to Arlington Democrats, PO Box 7132, Arlington, VA 22207, by email in PDF form to reorg@arlingtondemocrats.org, or in person at County Committee headquarters, 1235 South Clark St., Suite 207, Arlington, VA 22202. The Reorganization Voter Filing Form must be received no later than 7:00 p.m. on Monday, December 15, 2025. Only voters whose Reorganization Voter Filing Form was received by 7:00 p.m. on Monday, December 15, 2025, and who are on the Arlington County registered voter list for their precinct as of Monday,

December 15, 2025, shall be allowed to vote in the caucus. No fee is required to become a voter in the Assembled Caucus.

V. Credentials Committee

A Credentials Committee consisting of three (3) County Committee members appointed by the Caucus Chair shall be responsible for verifying that the Reorganization Voter Filing Form of each caucus participant was received no later than 7:00 p.m. on Monday, December 15, 2025, and that each such caucus participant has signed 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, at the Assembled Caucus, the Credentials Committee (or designees of the Credentials Committee approved by the Caucus Chair) shall provide each such participant during the check-in period described in Section VI with a written ballot containing the names of all candidates who have filed for the position of Precinct Captain for the caucus voter's precinct if there is a contested election for Precinct Captain in such precinct.

VI. Doors Open and Close

The Credentials Committee (or designees of the Credentials Committee approved by the Caucus Chair) shall begin checking in caucus participants at 6:30 p.m. and, subject to the immediately succeeding sentence, 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 check-in by the Credentials Committee by 7:15 p.m. shall be permitted to vote in the caucus if otherwise previously verified by the Credentials Committee. No one arriving in line at the caucus after 7:15 p.m. will be permitted to vote.

VII. Call to Order

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

VIII. Election of Precinct Captains

The only business of the Assembled Caucus shall be the election of Precinct Captains for precincts in which there is a contest.

a) Up to two (2) 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 14, 2025, 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 County Committee.

b) For any precinct in which 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 a registered voter. Each vote shall be by written ballot.

d) A Teller Committee consisting of three (3) County Committee members 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, which counting shall take place in a room separate from the room in which the Assembled Caucus is held. 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 (2) or three (3) 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 in a precinct than positions exist in such precinct, the remaining position(s) shall 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

Anyone wishing to cast a vote in the Reorganization Meeting must complete a Reorganization Voter Filing Form in which he, she or they expresses a desire to vote in the Reorganization Meeting and signs a statement that says he, she or they is a Democrat, is a registered voter of Arlington, subscribes to 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. A Reorganization Voter Filing Form must be accessed and completed electronically using a link provided on the County Committee’s website (<https://arlingtondemocrats.org>) or be downloaded from the County Committee’s website and delivered by mail to Arlington Democrats, PO Box 7132, Arlington, VA 22207, , by email in PDF form to reorg@arlingtondemocrats.org, or in person at County Committee headquarters, 1235 South Clark St., Suite 207, Arlington, VA 22202, by no later than 7:00 p.m. on Monday, December 15, 2025. Only voters whose Reorganization Voter Filing Form was received by 7:00 p.m. on Monday, December 15, 2025, and who are on the registered voter list as of Monday, December 15, 2025, shall be allowed to vote in the Reorganization Meeting.

No fee is required to become a voter in the Reorganization Meeting to elect County Committee officers.

XI. Credentialing of Reorganization Meeting Voters and Ballot Preparation

The Credentials Committee shall be responsible for verifying that the Reorganization Voter Filing Form of each Reorganization Meeting Voter was received no later than 7:00 p.m. on Monday, December 15, 2025, and that each such voter has signed the statement required in Section X, appears on the registered voter list and is, in fact, a Democrat. Upon such verification, at the Reorganization Meeting, the Credentials Committee (or designees of the Credentials Committee approved by the Reorganization Chair) shall provide each such participant during the check-period described in Section VI. above with a numerical code (either in writing or electronically) that enables such participant to obtain from, and cast an electronic ballot using, the ElectionBuddy voting platform (“ElectionBuddy”). In the event such a participant does not have at the Reorganization Meeting an electronic device with which to cast an electronic ballot, the Credentials Committee (or designees of the Credentials Committee approved by the Reorganization Chair) shall provide such participant with access to a laptop computer.

- a) The Credentials Committee (or designees of the Credentials Committee approved by the Reorganization Chair) shall begin checking in Reorganization Meeting participants at 6:30 p.m. and, subject to the immediately succeeding sentence, shall cease checking in participants at 7:15 p.m. Any person wishing to participate in the Reorganization Meeting who is in line for check-in by the Credentials Committee by 7:15 p.m. shall be permitted to vote in the Reorganization Meeting if otherwise previously verified by the Credentials Committee. No one arriving in line at the Reorganization Meeting after 7:15 p.m. will be permitted to vote.
- b) The Credentials Committee shall prepare a ballot that is compatible with ElectionBuddy and that uses the randomization feature provided by ElectionBuddy to list on the ballot the candidates for all County Committee officer positions for which there is a contested election. The officer positions for which there is a contested election shall be listed on the ballot in the order set forth in Section XII below.
- c) If three (3) or more candidates have properly filed for any particular officer position, the election for that officer position shall be conducted using “ranked choice voting,” and the Credentials Committee shall prepare the ballot to accommodate ranked choice voting for such officer position.
- d) No ballot may be cast until the Reorganization Chair announces at the Reorganization Meeting that voting is open for the election of County Committee officers.

XII. Election of County Committee Officers

The following process shall be followed with respect to each County Committee elected officer position:

a) The Reorganization Chair shall announce at the Reorganization Meeting the properly filed candidates for each officer position in the following order: 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) If only one candidate has properly filed for any particular officer position, the Reorganization Chair shall declare the election for that officer position uncontested and ask for election of the properly filed candidate for that officer position by acclamation. If the election for more than one officer position listed in a) above is uncontested, the Reorganization Chair may ask for election by acclamation of all such candidates en bloc.

c) If more than one candidate has properly filed for any particular officer position, the Reorganization Chair shall declare the election with respect to that officer position contested.

d) For each officer position for which there is a contested election, each candidate for that position may address the Reorganization Meeting for three (3) minutes. The order in which such candidates may address the Reorganization Meeting shall be determined by drawing numbers out of a hat under the supervision of the Reorganization Chair. No questions of such candidates from the audience will be permitted.

e) Only after all candidates for all officer positions that are contested have made their three-minute presentations to the Reorganization Meeting may the Reorganization Chair call for a vote and announce that voting is open. If three (3) or more candidates have properly filed for any particular officer position, the election for that officer position shall be conducted using “ranked choice voting.” The Reorganization Chair and each candidate for any contested officer position or one representative from each such candidate may observe the tabulation of the ballots by the Teller Committee using ElectionBuddy. Such tabulation of ballots shall be conducted in a room separate from the room in which the Reorganization Meeting is held.

g) After such tabulation, the Teller Committee shall inform the Reorganization Chair of the totals of the vote, and the Reorganization Chair shall announce them to the participants in the Reorganization Meeting. For contested officer positions, the candidate that receives the most votes (including, in the case of an officer position election with three (3) or more properly filed 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, time and place of the Assembled Caucus 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 7, 2026. Such announcements shall also be e-mailed to the County Committee mailing list at least two (2) times between the date of adoption of these Rules and January 7, 2026 and shall be provided via press release to any media outlets selected by the County Committee Chair in his, her or their sole discretion.