

Rules
Norfolk City Democratic Committee
Nominating Caucus
Clerk of Court
April 27, 2019

1. The Chair of the Norfolk City Democratic Committee (NCDC) shall appoint persons to assist in the conduct of the Caucus:
 - a. Arrangements
 - b. Credentials
 - c. Tellers
 - d. Sergeant-at-arms
2. The Chair of the NCDC shall serve as the Chair of the Caucus. In the event the Chair cannot serve, the Vice Chair of the NCDC shall Chair the Caucus.
3. The Caucus shall be conducted in accordance with the Call to Caucus to Nominate a Democratic Candidate for Clerk of Court for the City of Norfolk and the Party Plan of the Democratic Party of Virginia (DPVA).
4. There shall be no campaigning within 10 feet of the entrance to the building.
5. The Caucus will begin at 10 AM and end promptly at 2 PM preceded by a five-minute warning.
6. Persons standing in line at 2 PM waiting to vote will be allowed to complete the Caucus Participation form and vote.
7. All times shall be synchronized with the Caucus Chair and a candidate representative, if present.
8. Each candidate will be allowed one representative to be their official representative and two observers to oversee the general conduct of the election. Only the official representative may move about; that person cannot disrupt the conduct of the Caucus.
9. Candidates and supporters shall not campaign inside the building. While buttons or lapel stickers may be worn, no campaign material may be distributed in the building. Any material must be distributed outside of the building. In case of rain, only properly filed candidates will be allowed inside the building in an area designated by the Caucus Chair. Candidates may greet the participants as they enter the building, but may not attempt to disrupt the conduct of the election.
10. Only those candidates who properly pre-filed will be recognized as such and included on the ballot.
11. Ballots will be prepared by the Arrangements Committee. The order of names on the ballot will be determined by the order of filing. For candidates filing at the same time, the order will be determined by lot.
12. Every person who participates in the Caucus must complete a participation form and sign a statement pledging that they 1) Is a Democrat and not a member of any other political party, 2) Do not intend to support any candidate who is opposed to a Democratic nominee in the November 5, 2019 general election, 3) Have not participated in and will not participate in the nominating process of any other party for the November 5, 2019 general election, 4) Do not intend to file as an independent candidate for this office in the November 5, 2019 general election, 5) Is registered to vote in the City of Norfolk.
13. Each participant will be certified as a voter in the City of Norfolk. If a voter cannot be certified, they will be given a provisional ballot.
14. A ballot will only be given to a participant in exchange for a properly certified Caucus participation form.
15. Caucus participants will be instructed when they are given a ballot that they may vote for not more than one person. Ballots showing votes for more than one person will be declared invalid.
16. Caucus participants may vote for a candidate by placing an "X" beside the appropriate name. Other clearly identifiable types of marks are acceptable. It will be the sole discretion of the Tellers Committee to determine the intent of the participant.
17. Write-in votes will not be counted.
18. The Caucus Chair will provide reasonable accommodations to provide for full participation for any Caucus participant who has a disability. Curbside voting may be permitted and the vehicle shall be designated and treated as a voting area, and there will be no campaign activity allowed outside the vehicle.
19. Only Tellers, the Caucus Chair, and official candidate representative will be permitted where the ballots are being counted.

20. The Tellers shall count the ballots after the last person in line at 2 PM has voted.
21. The candidate with the most votes cast will be declared the winner. If there is a tie vote the ballots will be recounted. If there remains a tie after the recount, the election will be decided by a drawing of straws. The longest straw shall win. If the outcome of the election is in doubt due to the number of provisional ballots, the Caucus Chair or a duly appointed representative will bring the provisional ballots to the Office of Elections on the first Monday following the election. The final determination of registration status will be made by the Office of Elections.
22. Candidates and provisional voters will be told the time of the provisional ballot count and the official determination of the election during the Caucus proceedings. If there are any challenges to the conduct of the election, they will be resolved by referring to the DPVA Party Plan.
23. All forms, ballots and other published material shall be approved by the Chair of the NCDC.

Adopted by the Norfolk City Democratic Committee:

_____/s/	March 20, 2019
Barbara Klear, Secretary	Date

Authorized by the Norfolk City Democratic Committee