

**Rules
Reorganization Caucus
December 11, 2021
Norfolk City Democratic Committee**

1. The Chairman of the Norfolk City Democratic Committee (NCDC) shall appoint the following committees:
 - a. The Arrangements Committee
 - b. The Credentials Committee
 - c. The Tellers Committee

and appoint one or more Sergeants at Arms.

2. The Chairman of the NCDC shall act as the permanent chair of the caucus. If the Chairman cannot serve, he shall name a replacement.
3. The caucus shall be conducted in accordance with the *Call to Caucus for the Reorganization of the Norfolk City Democratic Committee for the 2022-2023 Term*, the *Party Plan* of the Democratic Party of Virginia, and *Robert's Rules of Order*.
4. The caucus will begin at 9 AM and end promptly at 11:00 AM preceded by a five-minute warning. Persons standing in line waiting to complete a caucus participation form or to vote will be allowed to complete the form and/or vote. All times shall be announced.
5. There shall be no campaigning inside the voting facility. While buttons or lapel stickers may be worn, no campaign material may be distributed. Any material must be distributed outside of the building.
6. Only those candidates properly pre-filed will be recognized as such will be included on the ballot.
7. Ballots will be prepared by precinct listing the first and last name of each person properly pre-filed in alphabetical order. Each name will be numbered. There are no slates.
8. Every person who participates in the caucus must complete a participation form and sign a statement which says he or she is a registered voter in the City of Norfolk, a Democrat; believes in the principles of the Democratic Party; and that he or she does not intend to support a candidate opposed to any Democratic nominee as long as they are a member of the NCDC.
9. Ballots will only be given to participants in exchange for a properly certified caucus participation form.
10. Caucus participants will be instructed when they are given a ballot that they may vote for only one person per precinct. Ballots showing votes for more than one person per precinct will be declared invalid or that precinct.
11. Caucus participants may vote for a candidate by placing an "X" beside the appropriate name. Other clearly identifiable types of marks are acceptable.
12. The Tellers Committee shall count the ballots after the last person in line at 11:00 AM has voted.
13. There will be no press or other observers permitted where the ballots are being counted.
14. The candidate in each precinct 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 a recount, the election will be decided by a flip of a coin.

Adopted by the Norfolk City Democratic Committee.

Barbara Klear, Secretary

November 17, 2021
Date