

**Call to Caucus  
for the  
Reorganization  
of the  
Norfolk City Democratic Committee  
for the 2024-2025 Term**

1. The Norfolk City Democratic Committee (NCDC) will hold a citywide, unassembled caucus Saturday, December 9, 2023, from 11:00 AM to 1:00 PM, at Teamsters Local 822, 5718 Barte Street, Norfolk, VA 23502, to elect precinct captains for the 2024-2025 term. The sole agenda of the caucus will be to elect precinct captains from each precinct in the City of Norfolk.
2. The rules of the caucus shall be governed by the Virginia Democratic Party Plan, revised December 4, 2021, and by the By-Laws of the NCDC, revised August 16, 2023.
3. All candidates for precinct captain must pre-file by 5:00 PM, Thursday, November 30, 2023, by mail, email, or in person with Barbara Klear, Secretary, 7320 Glenroie Ave, #12E, Norfolk, VA 23505. The filing form will be available on the NCDC web site, (NorfolkDemocrats.org), or by emailing Norfolk Democrats (NorfolkDemocrats@gmail.com). There is a \$20 filing fee, which will count toward the filer's committee dues for 2024 if elected to the Committee. The filing fee may be waived due to financial hardship.
4. Candidates for precinct captain must be registered to vote in the precinct for which they file.
5. If only one person files in a precinct, then that person shall be elected. If there is no opposition in any precinct, then the caucus shall be canceled. All persons filing for precinct captain shall be notified within four (4) days of the filing deadline if the caucus will be held. Any registered voter in the City of Norfolk is eligible to participate and vote for any precinct contest.
6. The Chair of the NCDC shall appoint the Caucus Chair and members of the Arrangements, Rules, Credentials and Balloting Committees.
7. A notice of the reorganization caucus shall be published on the NCDC web site, NorfolkDemocrats.org, and the Democratic Party of Virginia web site, VaDemocrats.org, and shall be provided to a newspaper of general circulation, according to Article 9, Section 9.1 of the Virginia Democratic Party Plan.
8. Every Democrat who is a registered voter in the City of Norfolk is urged to attend and participate in the caucus. Each participant must affirm by written certification that he or she:
  1. Is a Democrat.
  2. Is a registered voter in the City of Norfolk.
  3. Believes in the principles of the Democratic Party.
  4. Does not intend to support any candidate opposed to any Democratic nominee as long as they are a member of the committee.
9. The precinct captains elected at this caucus, the current officers, and *ex officio* members of the NCDC will elect new officers for the 2024-2026 term at a business meeting at 10:30 AM (or immediately following the monthly breakfast) on Saturday, January 6, 2024, at Boss Queens Soul Café, 5802 E. Virginia Beach Blvd., #140, Norfolk, VA 23502. The election of officers will be the sole agenda of the meeting. The officers to be elected at this business meeting are Chair; Vice Chair; Secretary; and Treasurer.
10. All candidates for officer must pre-file by 5:00 PM, Wednesday, December 29, 2023, by mail, email, or in person with Barbara Klear, Secretary, 7320 Glenroie Ave, #12E, Norfolk, VA 23505. The filing form will be available on the NCDC web site, (NorfolkDemocrats.org), or by emailing NorfolkDemocrats@gmail.com. There is a \$20 filing fee, which will count toward the filer's committee dues for 2023 if elected to the Committee. The filing fee may be waived due to financial hardship. Nominations from the floor will not be recognized at the election meeting except for offices for which there are no pre-filed candidates.
11. All officer candidates must be registered to vote in the city of Norfolk. Candidates for officer do not have to be a member of the NCDC at the time of filing or election.
12. Filing fees for those not elected either Precinct Captain or Officer shall not be returned but may be applied to application for another position.

Adopted November 15, 2023:

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/s/  
Secretary, Barbara Klear