

CALL TO CAUCUS
Assembled Caucus
Democratic Nomination
Special Election
Roanoke, VA

Adopted May 19, 2022

The Roanoke City Democratic Nominating Committee (“Nominating Committee”) will hold an assembled caucus on June 11, 2022, at 9:00 AM at Patrick Henry High School Auditorium, 2102 Grandin Rd SW, Roanoke, VA 24015, for the purpose of nominating a Democratic candidate for the special election to be held at the November 2022 general election to fill the remainder of an unexpired Roanoke City Council term of office, commencing January 1, 2023, and expiring December 31, 2024.

I. Candidate Filing:

Each person seeking to become the Democratic nominee for the November 2022 special election for the unexpired term Roanoke City Council unexpired term of office shall file the following:

- A completed and notarized Declaration of Candidacy Form ([SBE-505/520 REV 1/15](#))
- A \$460 non-refundable cashier’s check (cash or money order not accepted) made payable to the Roanoke City Democratic Committee
- At least 60 verifiable signatures of registered Roanoke City voters gathered during the filing period of May 20, 2022 to June 2, 2022 using the Virginia Petition of Qualified Voters form which must be properly notarized before submission ([ELECT-506/521 Rev. 12/2020](#))
- A signed and properly notarized [Declaration and Oath](#) that he/she/they:
 - Is a Democrat and not a member of any other political party;
 - Meets all requirements of state law to be placed on the ballot for the Special Election;
 - Is eligible to be a Roanoke City Councilperson under the laws of the Commonwealth of Virginia;
 - Does not intend to support, endorse, or assist any candidate who is opposed to any Democratic nominee this year;
 - Will not participate in the nominating process of any other political party for this Special Election; and
 - Agrees to abide by the Caucus Rules, the Virginia Democratic Party Plan, and all laws applicable to this nominating process and the Special Election.

Candidate filings shall be made from May 20, 2022 to June 2, 2022 at 6:00 PM by appointment with Nominating Committee Chair (SWRYALS@aol.com) or in person on June 2, 2022 from 12 noon until 6:00 PM at Roanoke City Main Library, Second Floor, Room B, 706 S Jefferson St, Roanoke, VA 24016. Only those candidates who have timely and properly filed a Declaration of Candidacy form, paid the filing fee, submitted the required verifiable signatures, and signed the Declaration and Oath will have their names placed in nomination.

II. Public Notice:

The Nominating Committee shall provide public notice of this caucus by placement of a general notice of the caucus, including noticing the caucus date, time, and location, along with the Call to Caucus, on the Democratic Party of Virginia website, the Roanoke City Democratic Committee website; by email notification to all members and subscribers of Roanoke City Democratic Committee email list; through a press release provided to Roanoke Times and Roanoke Tribune newspapers; and through other reasonable means that will disseminate information about the caucus to registered voters in Roanoke City. In addition, reasonable actions shall be taken to promote participation in the caucus in accordance with the Affirmative Action provisions of the Party Plan of the DPVA.

III. Participation:

Every Democrat who is a registered voter in Roanoke City is urged to attend and participate. Registration to participate will be available on-site on the day of the Caucus. Participants are encouraged to pre-register online prior to the assembled caucus using the online Assembled Caucus Participant Pre-Registration Online Form (<https://forms.gle/KxCokJobaJ6G3FET6>). The online option to pre-register will be available until 11:59 PM June 8, 2022.

Each participant MUST sign a written declaration and oath that he/she/they:

- is a Democrat and not a member of any other political party;
- does not intend to support any candidate who is opposed to any Democratic nominee this year;
- has not participated in and will not participate in the nominating process of any other party for this election; and
- is registered to vote in Roanoke City.

IV. Conduct of Caucus:

The doors to the caucus will open at 9:00 AM and will close at 10:00 AM and no further persons will be permitted to enter. Those in line will be permitted to complete the check-in process and will be permitted to participate.

The Chair of the Nominating Committee shall be the Temporary Chair of the Caucus and shall appoint a Temporary Secretary and such other Officers of the Caucus as is deemed appropriate. The Nominating Committee will prepare Temporary Rules for the Caucus to be approved by the full membership of the RCDC. Caucus participants will adopt permanent Rules for the Caucus.

V. Determination of Nominee:

If more than one candidate files properly for the Democratic nomination for the Roanoke City special election by the filing deadline, the candidates will be listed alphabetically on the ballot and will be elected by a plurality of the votes of the assembled caucus.

If only one person files properly to be a candidate for the Democratic nominee for the Roanoke City special election by the filing deadline, the Nominating Committee shall cancel the caucus and declare that person the nominee.

VI. Waivers:

The Nominating Committee shall seek appropriate waivers from the Democratic Party of Virginia (DPVA) regarding expediting the time frames required by the Party Plan, if necessary.

ADOPTED: 5/19/2022 Sandra Ryals
Date Chair, Roanoke City Democratic Nominating Committee

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Roanoke City Democratic Committee
Not authorized by any candidate or candidates committee.
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