

TEMPORARY RULES
ASSEMBLED CAUCUS
Democratic Nomination
Special Election
Roanoke, VA

Adopted May 19, 2022

I. PURPOSE:

The Roanoke City Democratic Nominating Committee (“Nominating Committee”) will hold an assembled caucus on June 11, 2022 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.

II. GENERAL PROVISIONS:

1. The Chair of the Nominating Committee shall act as the Temporary Chair of the Caucus. In the event that the Chair cannot serve, the Chair shall name a replacement.
2. The Chair shall temporarily appoint, to be confirmed by the caucus, persons to assist in the conduct of the assembled nominating caucus, to include but not limited to:
 - a. Rules Chair & Committee
 - b. Tellers Chair & Committee
 - c. Timekeeper
 - d. Credentials Chair & Committee
 - e. Sergeant-at-arms
 - f. Secretary
3. This caucus shall be conducted in accordance with the *Virginia Democratic Party Plan* and the *Roanoke City Nominating Committee Call to Caucus*.
4. This caucus shall occur at the Patrick Henry High School Auditorium, 2102 Grandin Rd SW, Roanoke, VA 24015. The doors to the caucus will open at 9:00 AM and close promptly at 10:00 AM preceded by a five-minute warning. Persons standing in line at 10:00 AM waiting to complete a caucus participation form will be allowed to complete the form and participate. All times shall be read from a watch maintained by the Timekeeper.
5. Only those candidates who properly pre-filed will be recognized as such and included on the ballot.
6. All forms, ballots, and other published material shall be approved by the Nominating Committee.
7. The Chair or the authorized designee must secure all marked ballots. Ballots that were not used during the initial process must be destroyed at the close of the caucus.

III. CONDUCT OF THE CAUCUS:

1. Every person who participates in the caucus must complete a registration form and sign a statement stating that the person is a Democrat and not a member of any other political

party, does not intend to support, endorse, or assist any candidate who is opposed to any Democratic nominee this year, has not participated and will not participate in the nominating process of any other party for the Roanoke City Special Election and is registered to vote in Roanoke City.

2. A ballot will only be given to a participant in exchange for proof of properly certified completion of a caucus registration form. A provisional ballot will be given to any participant in exchange for proof of completion of a caucus registration form but could not be certified as a Roanoke City voter.
3. Each candidate may speak for 5 minutes and answer questions for 5 minutes. The candidates shall speak in alphabetical order.
4. 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.
5. The Nominating Committee will assure caucus location is accessible for caucus participants who have a disability.
6. Press and observers are permitted in the room in which the caucus takes place; however, they shall be restricted to a designated area where they will not interfere with certification or the conduct of the caucus. No audio or videoing recording or photography in the caucus room.

IV. BALLOTS AND VOTING:

1. Only those candidates who properly pre-filed will be recognized as such and included on the ballot.
2. Ballots will be prepared by the Nominating Committee, listing the name as indicated on the application form of each properly filed candidate. The candidate names shall be listed on the ballot alphabetically.
3. 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.
4. Caucus participants may vote 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.
5. Write in votes are not valid and will not be counted.
6. Each participant will be certified as a voter in Roanoke City. If a voter cannot be certified, they will be given a provisional ballot.

V. TALLYING AND DETERMINATION:

1. The Tellers Committee shall count the ballots at the caucus location after the caucus participants have voted.
2. If there are more ballots than registration forms, all ballots will be returned to the ballot box. Random ballots will be selected and discarded so that the number of ballots equals the number of registration forms.
3. Only Tellers, the Caucus Chair, and official candidate representative will be permitted where the ballots are being counted.
4. The candidates with the most votes cast will be declared the winner. If the margin of

victory is greater than the number of provisional ballots, then the candidate with the highest certified vote total will be declared the Democratic nominee.

5. If there is a tie vote the ballots will be recounted. If there is still a tie vote, the ballots will be recounted again. If that still results in a tie, the tie will be broken by coin flip.
6. 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 Roanoke City Office of Elections on the first Monday following the caucus. The final determination of registration status will be made by the Office of Elections. Candidates and provisional voters will be told the times of the provisional ballot count and the official determination of the election during the caucus proceedings.
7. If there are any challenges to the conduct of the election, they will be resolved by referring to the Democratic Party of Virginia Party Plan. Challenges must be filed within 5 days. All ballots will be held until the challenge period ends.
8. The Chair of the Nominating Committee shall file the results with the Democratic Party of Virginia and with the State Board of Elections as soon as possible following the caucus.

ADOPTED: 5/19/2022
Date

Sandra Ryals
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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