

**Stafford Democratic Committee**  
**Temporary Rules for Assembled Caucus**  
**Monday, January 30, 2012 – 7:30 p.m.**

Stafford County Administration Bldg, ABC Conference Room  
1300 Courthouse Road, Stafford VA 22554

1. The Stafford Democratic Committee will host a caucus at 7:30 p.m. on January 30, 2012, for the purpose of nominating a Democratic Candidate for the Garrisonville District member of the Stafford County Board of Supervisors, to be elected in a special election on Tues., April 3, 2012.
2. The doors of the caucus room will open and the certification process for the caucus will begin at 7:00 p.m. An official clock will be identified by the Temporary Chair of the caucus. This clock will be used for all timekeeping.
3. **The doors of the caucus meeting room will be closed promptly at 7:30 p.m.** A five minute warning will be issued by the Temporary Chair at 7:25 p.m. Persons standing in line to complete a certification form at the time the doors close will be allowed to complete their forms and participate in the caucus.
4. The Temporary Credentials Committee will be responsible for checking in caucus participants by confirming that they are duly certified. Every person who participates in the caucus must complete a certification form and sign a statement that says they are a registered voter of Stafford County, a Democrat, and that they do not intend to support a candidate opposed to the Democratic nominee in the next ensuing election.
5. The caucus will be called to order by the Temporary Chair. The Chair of the Stafford Democratic Committee, or his/her designee, shall act as Temporary Chair.
6. The first order of business shall be the election of a Permanent Chair.
7. The permanent chair shall appoint the Permanent Secretary of the caucus and the permanent Credentials Committee.
8. The Chair shall call upon the Credentials Committee for a report of the number of credentialed participants in the caucus.
9. The Chair shall thereupon offer a report of the Temporary Rules. Upon a motion for adoption, the Temporary Rules may be amended from the floor (but must comply with the Call to Caucus), put to a vote, and adopted.
10. The Chair shall introduce, in alphabetical order, each candidate who properly filed before the filing deadline on Sat., Jan. 28 at 12 noon. Candidates may address the caucus assembly for up to five minutes each. The first name, middle initial, and last name of each of those properly filed candidates shall be listed on the caucus ballot in alphabetical order.

a. If only one candidate has properly filed, voting will proceed as scheduled. Absent a motion from the floor to nominate the candidate by acclamation, the ballot will include both the candidate's name and an option to nominate no candidate.

b. If no nominee has filed by the deadline, the Chair shall call for nominations from the floor. If there is only one nominee from the floor, voting shall proceed as in section 10a above, with a space on the ballot for participants to write in the name of the nominee. If there are two or more nominees from the floor, a blank ballot will be distributed on which caucus participants write the name of the candidate they vote for. No candidate will also be an option.

11. Ballots will be distributed only to those persons who produce a signed copy of the certification form in exchange for a ballot.

12. Each duly certified participant may vote for no more than one nominee on a ballot. Ballots showing votes for more than one nominee will be declared invalid. All ballots will be pre-printed with the words *Official Ballot* at the top.

13. A Tellers Committee, representative of the assembly, shall be appointed by the Chair to collect and count the ballots. Each candidate is entitled to have one representative who may observe the Tellers Committee count the ballots.

14. Ballots will be turned in to a ballot box. Upon collection of all ballots, the caucus meeting shall stand in recess until the Tellers Committee has reported its count to the Chair. In order to be declared the candidate, a nominee must obtain a majority of the votes cast. The Tellers Committee shall report directly to the Chair who will announce the vote. The number of ballots may not exceed the number of credentialed participants as reported by the Credentials Committee.

14. In the event of a tie vote, or if no nominee obtains a majority of the votes cast, a run-off election will be conducted by ballot between the two nominees with the highest number of votes.

15. All ballots used in the caucus will be retained for a minimum of 30 days in the possession of the Permanent Chair.

16. Upon the announcement of the results and the collection of all documentation, the caucus will adjourn.

Signature \_\_\_\_\_ Date \_\_\_\_\_