REPORT OF THE TEMPORARY RULES COMMITTEE

FOR THE ASSEMBLED 5TH DISTRICT CAUCUS OF

THE FAUQUIER COUNTY DEMOCRATIC COMMITTEE

1. The doors of the caucus room will open and the certification process will begin at 1:30 pm, Saturday, April 21, 2018.
2. All times shall be read from the clock located on the wall which will be marked as the official clock.
3. The doors to the caucus meeting room will be closed promptly at 2:30 p.m. Persons standing in line to complete a Caucus Participation Form at the time the doors close will be allowed to complete their forms and participate in the caucus.
4. Once the doors have closed, no one will be allowed to enter or re-enter after leaving.
5. The Temporary Credentials Committee will be responsible for checking in caucus participants and verifying that each is registered to vote in Fauquier County and the 5th Congressional District. Each person who participates in the caucus must complete a Caucus Participation Form and sign a statement that says he or she is a registered voter in the 5th Congressional District in the County of Fauquier, a Democrat, believes in the principles of the Democratic Party, and that he or she does not intend to support a candidate opposed to the Democratic nominee in the next ensuing election.
6. The caucus will be called to order by the temporary chair. The Chairs of Fauquier County Democratic Committee shall act as the temporary chair of the caucus.
7. The first order of business shall be the election of a permanent Chair.
8. The secretary of Fauquier County Democratic Committee shall act as the permanent secretary of the caucus.
9. The Credentials committee shall be elected by vote of those participating in the caucus.
10. The Chair shall call upon the Chair of the Credentials Committee for a report of the number of credentialed participants and the number of pre-filed delegates for each candidate, uncommitted or no candidate.
11. The Rules Committee shall be elected by vote of those participating in the caucus.
12. The chair shall call upon the Chair of the Rules Committee for its report. Upon a motion for adoption, the Rules may be amended from the floor (but must comply with the Call to Convention of the 5th District), put to a vote, and adopted.
13. The chair shall introduce the members of the Tellers Committee who will be assigned to each candidate’s caucus to count the number of caucus participants, distribute and collect the delegate selection ballots and count the ballots.
14. Participants will be directed to separate into caucuses based on the Congressional candidate whom they support. Participants may also choose to form a caucus for "Uncommitted" or for “No Candidate”. The chair should instruct participants that they can mingle and discuss their decisions with each other. Though there is no official time limit on how long participants have to make their decisions, it will help speed the process if the chair provides a rough time guideline – e.g. “ We’ll aim to begin counting caucus members in five minutes.”
15. A member of the Tellers Committee shall give the number of participants in each caucus to the Chair of the Meeting. To be “viable”, a caucus must obtain a minimum threshold of 15% of the number of total participants. If that number is not met, then attendees of that caucus will have the opportunity to join another caucus. Participants do not have to join one of the caucuses that was viable in the first round; two caucuses that failed to meet the first-round threshold can merge to form a caucus that is viable in the second round. As in the first round, participants can mingle and discuss their decision to move with each other. Though there is no official time limit on how long participants have to make their decisions, it can help if the chair provides a rough time guideline – e.g. “ We’ll aim to begin counting participants again in five minutes.”
16. The Chair of the Meeting will then calculate the number of District delegates and alternates that each candidate caucus can elect. This calculation will be based on dividing the number of participants in a candidate caucus by the total number of people participating in the caucus (the Pro Rata Share), which shall be calculated to six decimal places and rounded to the nearest thousandth of a percent, multiplied by the number of allocated delegates (17). The number of delegates shall be calculated to the nearest hundredth of a delegate. Whole numbers of delegates shall be allocated first. Fractional remainders shall be allocated in order of the magnitude of the fraction until the total Fauquier County Delegate allocation has been allocated. Ties shall be decided by lot. The Chair will calculate the number of alternates that each candidate caucus can elect by multiplying the Pro Rata Share by allocated alternates (5) in the same manner as the allocation of Delegates. These results will be known as the Caucus Allotment of Delegates and the Caucus Allotment of Alternates.
17. The Permanent Chair of the Meeting will designate a Temporary Chair of each candidate caucus.
18. The first order of business of all caucuses is to elect permanent chairs.
19. Candidates for delegate will be allowed to speak to the caucus at the consensus of caucus participants. Slates of delegates will not be permitted.
20. Members of the Teller Committee shall distribute the ballots, one per caucus participant. Unused ballots will be returned to the envelope.
21. All voting shall be by paper ballot. Printed ballots, each marked as official, will be prepared ahead of time, each with names of pre-filers preferring the stated Congressional candidates and one containing names of pre-filers for the “uncommitted” or “no candidate” caucus. Any vote cast for any person who did not pre-file will be invalid (voting for someone who did not pre-file will NOT invalidate any votes that that participant may have cast for pre-filed candidates). Each voter must sign and print their name.
22. The ballots for each candidate caucus, the “no candidate caucus” and the “uncommitted caucus” will be of different colors. The names of all properly filed delegate candidates, for each caucus, will be listed in alphabetical order by last name, with the first name, and last name of each. The names will also be numbered.
23. Participants may vote for no more than the Caucus Allotment of Delegates. Ballots which contain votes for more than the Caucus Allotment of Delegates will be invalid.
24. Caucus participants may vote for individual candidates by placing an “X” or “checkmark” in the appropriate space. Ballots showing votes of more candidates than are allowed will be declared invalid.
25. The ballots shall be counted in each caucus by the Teller Committee. The candidates for delegate shall be ranked by the number of votes received. The top vote getters will be deemed elected as Delegates up to the allotted number for each caucus. The Alternates for each caucus will be the unsuccessful candidates for delegate who received the next highest vote totals. Tie votes will be decided by the flip of a coin. The results shall be announced in the caucus. The ballots may be examined by any participant in the caucus.
26. When the counting is complete, the Chair of each caucus shall report the results to the Chair of the Meeting and shall give the ballots to the Chair of the Meeting, who shall keep them for at least 30 days. It shall be the duty of the Chair of the Local Committee to report the results of the meeting and to submit a list of delegates and alternates to the District Credentials Committee.
27. Upon the announcement of the results and the collection of all documentation, the caucus will adjourn.
28. Each caucus participant will be issued two tickets at check in. These tickets will be used for the official count of candidate caucuses for purpose of allocating delegates, and to manage distribution of ballots for selection of delegates.
29. At the time of the official count, each participant will deposit one of the tickets issued at check-in into the ballot box identified to their chosen candidate to facilitate counting of members of that candidate caucus. The tally of tickets deposited in candidate ballot boxes will be the official count.
30. After delegates have been allocated to candidate caucuses, participants will exchange their second ticket for a ballot to vote for delegates to represent the chosen candidate caucus.
31. Non-participants shall wear a name badge indicating that they are observers. During the assembly and voting process, observers should remain in the area designated for observers. This includes campaign staff.
32. Participants and observers should silence cell phones during the caucus.
33. Campaign activity must remain at least 40 feet away from any entrance to the building in which the caucus is located. This 40-foot "campaign-free" zone is referred to as the "Prohibited Area." Restrictions which apply to the Prohibited Area also apply to the caucus venue.
34. Campaigners cannot hinder or delay a person from entering or leaving the caucus.
35. Loudspeakers cannot be used within 300 feet of the caucus.
36. Campaign materials, including sample ballots, may be distributed outside of the Prohibited Area.
37. Campaign signs/posters may not be posted inside the Prohibited Area or caucus venue.
38. In the event that the number of participants and observers exceeds the capacity of the building, the caucus venue may be extended to include the covered walkways outside of the building, and these rules shall also be in effect for those additional areas outside the building.