

**CALL TO CAUCUS FOR 2018 DEMOCRATIC PARTY CITY COUNCIL NOMINATIONS
ROANOKE CITY DEMOCRATIC COMMITTEE**

WHEREAS, It is the duty of the Roanoke City Democratic Committee to issue a Call to Caucus for the purpose of electing Democratic nominees for the Tuesday, May 1, 2018 Roanoke City Council general election.

Three (3) seats are available for party nomination to City Council in Roanoke City.

BE IT RESOLVED, That the Roanoke City Democratic Committee hereby issues this Call to Caucus in order to convene an Unassembled Caucus (Firehouse Primary) at the following location and time:

**Berglund Center, 710 Williamson Rd NE, Roanoke, VA 24016
9:00am to 6:00pm on Saturday, February 10, 2018**

THE CAUCUS WILL BE HELD UNDER THE FOLLOWING RULES:

1. **Candidates wishing to be listed on the ballot to nominated by the Roanoke City Democratic Committee for a seat on City Council must declare by Pre-Filing by 5:00pm, Wednesday, January 31, 2018.**

To successfully Pre-File, Candidates must fill out a Declaration of Candidacy Form

- a. To obtain and file a Declaration of Candidacy form and instructions for Pre-filing, visit our website:

<http://www.roanokedems.com/press-releases/pre-filing-for-nomination-to-roanoke-city-council-forms-now-available/>

Follow the instructions included with the form to properly submit your ballot.

Mark Lazar, Chair of our Nominations and Elections Committee, will be available from 4:00pm - 5:00pm, Wednesday, January 31 in the lobby of the Noel C. Taylor Municipal Building, 215 Church Ave SW, Roanoke, VA 24011 for individuals wishing to file in person.

- b. **If not filing in person, immediately contact the chair via text or call at (540)519-4211 to notify your submission of the Pre-Filing form.** This will help avoid any unnecessary confusion and provide a second level of verification of your intent. This text or call should be placed by 5:00pm, Wednesday, January 18, 2018. Leave a voicemail if you don't get through by call.
 - c. Keep a copy of the form and any relevant receipts for your records.
2. **Candidates must pay a filing fee of \$1000.00 (one thousand dollars) payable to the Roanoke City Democratic Committee.** This fee will be used to pay for the Firehouse Primary.

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- a. Instructions for payment are included in the Declaration of Candidacy form.
 - b. If paying online, please add a 4% internet surcharge of \$40, making the total submitted \$1040
 - c. If no more than three (3) candidates file, the Firehouse Primary will be canceled and payment will be returned.
- 3. Call to Caucus Notice Requirements:**
- a. The Roanoke City Democratic Committee shall publicize the time, date, and location of the caucus by emailing to the Roanoke City Democratic Committee Distribution List, posting to the Roanoke City Democratic Committee website and Facebook page, and submitting a press release to the local media.
 - b. This Call to Caucus notice will be distributed on Wednesday, January 24, 2018.
 - c. The Pre-Filing Notice was published on Wednesday, January 17, 2018.
- 4. Conduct of the Caucus**
- a. There will be no fee charged to attend and vote at the caucus.
 - b. Caucus voters will be required to sign a pledge to vote for the Democratic Nominees.
 - c. The following committees will be formed to govern the conduct of the caucus:
 - i. The Credentials Committee will be responsible for verifying that each participant is a registered voter in the City of Roanoke and has signed the Caucus Participation form, as mandated by the Virginia State Democratic Party Plan.
 - ii. A Rules Committee will, in advance of the caucus, prepare the draft rules which will govern the caucus.
 - iii. A Teller Committee will distribute, collect and count the ballots.
 - d. The doors to the caucus will open at 8:00 am.
 - e. The doors to the caucus will be closed promptly at 7:00pm and no further persons will be permitted to enter. Persons standing in line at 7:00pm will be allowed to complete the check in process and participate in the caucus.
 - f. Stephen Niamke, Chairperson of the Roanoke City Democratic Committee will be the permanent chair of the caucus.
 - g. Christopher Fury, Secretary of the Roanoke City Democratic Committee will serve as permanent secretary of the caucus.
 - h. Refer to the Rules for an Unassembled Caucus (Firehouse Primary) 2018 below for more information on the conduct of this caucus
- 5. Call Distribution.** It shall be the duty of Stephen Niamke, Roanoke City Democratic Committee Chairperson, and/or his appointed delegates to distribute a copy of the Call to Caucus to the appropriate channels.

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6. **Cause for Cancelling the Caucus.** If the Roanoke City Democratic Committee determines that three (3) or fewer Candidates have properly Pre-Filed and made payment in time per the rules of this Call to Caucus, this Unassembled Caucus will be CANCELLED, and those who Pre-Filed and made payment will be considered the Nominees of the Democratic Party in the City of Roanoke.

Any announcement of cancellation will be distributed in the same manner as the announcement of the caucus.

Call to Caucus Adopted: Tuesday, January 23, 2018

Signed:

Stephen Niamke, Chair

Roanoke City Democratic Committee

chair@roanokedems.com

(540) 519-4211

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**RULES FOR UNASSEMBLED CAUCUS (FIREHOUSE PRIMARY) 2018
Roanoke City Democratic Committee**

- The caucus shall be conducted in accordance with the Virginia Democratic Party Plan and the Call to Caucus.
- The Chair of the Roanoke City Democratic Committee shall act as the chair of the caucus.
- The Secretary of the Roanoke City Democratic Committee shall act as the secretary of the caucus.
- All times shall be read from the official clock designated by the Chair.
- The doors of the caucus will open and the certification process will begin at the time stated in the 2018 Call to Caucus for Roanoke City Council.
- The doors to the caucus will be closed promptly the time specified in the 2018 Call to Caucus for Roanoke City Council. 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.
- Every person who participates in the caucus must complete a Caucus Participation Form and sign a statement that says that he or she is a Democrat, is a registered voter in the City of Roanoke, believes in the principles of the Democratic Party, and does not intend to support a candidate opposed to the Democratic nominee in the next ensuing election.
- There shall be no campaigning inside the caucus room or check-in area, or within 40 feet of any entrance to the voting area.
- The Caucus will be conducted according to the rules pertinent to prohibited activities at polls: During the times the polls are open and ballots are being counted, it shall be unlawful for any person (i) to loiter or congregate within 40 feet of any entrance of any polling place; (ii) within such distance to give, tender, or exhibit any ballot, ticket, or other campaign material to any person or to solicit or in any manner attempt to influence any person in casting his vote; or (iii) to hinder or delay a qualified voter in entering or leaving a polling place.
- There will be no Press permitted in the room in which balloting takes place.
- Only those candidates for nomination who have filed and paid the filing fee of \$1000.00 (One Thousand Dollars) by 5:00 p.m. on Wednesday, January 31, will be listed on the ballot.
- Ballots will be prepared listing the name of each properly filed candidate for city council member in alphabetical order.

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- Caucus participants will be instructed when they are given a ballot as to the maximum number of candidates for whom they may vote. Ballots showing votes for more candidates than are allowed for a single office will be declared invalid.
- Caucus participants may vote for individual candidates for mayor or city councilmember by placing an “X” or checkmark beside the appropriate name.
- The Tellers Committee appointed by the Chair shall count the ballots.
- The Teller Committee will be required to remain in the Teller Area throughout the course of the primary. No cell phones will be allowed in the Teller Area. No preliminary counts will be communicated to anyone. Food and drink will be supplied.
- Each candidate is allowed to have one observer in the Teller Area. These observers will remain in the Teller Area throughout the course of the primary. The observers will not be allowed cell phones in the Teller Area, nor will they communicate preliminary counts to anyone. Food and drink will be supplied.
- At 10am, noon, 2pm, 4pm, 6pm and 7pm, Ballot Box will be taken to the Teller Committee Area. A new Ballot Box will be returned to Voting Area. The Teller Committee will begin count.
- At 10am, noon, 2pm, 4pm, 6pm and 7pm, Teller Committee will collect Caucus Participation Forms from Ballot Keepers. The Teller Committee will count the Caucus Participation Forms and record counts. The Teller Committee will bind and label the Caucus Participation Forms. The counts will be used to balance to the Teller Committee Reports, if need be.
- The Teller Committee will report the results upon completion of the final tally.
- Tie votes will be decided by the flip of a coin, to be administered by the Chair.
- At end of primary, Caucus Secretary and Committee Treasurer will collect all Caucus Participation Forms, Ballots, Counts Form and Teller Report.

Rules Adopted: Tuesday, January 23, 2018

Signed: Stephen Niamke
Chair, Roanoke City Democratic Committee
chair@roanokedems.com
(540) 519-4211

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