

DEMOCRATIC CALL TO CAUCUS

For 2016 Presidential and Congressional Election

Whereas it is the duty of the New Kent County Democratic Committee to issue the Call to Caucus for the purpose of electing delegates to the 2016 Seventh District Convention which will be held on the 7th day of May, 2016, at 10:30 a.m. - 11:30 am at the Suntrust Building at the intersection of 10th and Main St, Richmond, VA. Please arrive by 10am in order to pick up your credentials.

Now therefore be it resolved that the New Kent County Democratic Committee hereby issues the Call to Caucus for the 2016 New Kent County Democratic Committee Caucus. The Caucus will convene at 2:00 p.m. on 16 April, 2016, at Aspen Burger, for the sole purpose of electing delegates to the Seventh District Democratic Convention which will select 5 national delegates (3 males, 2 females) and one national alternate (1 female) to the Democratic National Convention and 1 presidential elector. The following provisions shall govern the unassembled caucus, to wit:

1. Notice Requirements

The New Kent County Democratic Committee shall cause to be published the time, date and location of the Caucus at least 7 days prior, but not more than 2 weeks before said caucus. All notices shall be published in a paid political advertisement in a newspaper or website of general circulation in each precinct in which the Caucus is to be held. The Seventh District Committee or local committee website meets these requirements.

The caucus shall be held at Aspen Burger, New Kent, Virginia. Doors will open at 2:00 p.m. and voting will cease at 3:30 p.m. The caucus shall be an unassembled caucus. All registered voters in New Kent who are willing to sign the caucus participation form shall be allowed to participate. The four candidates with the most votes at the close of the caucus shall be declared the delegates to the Seventh CD Convention. The one candidate with the next highest number of votes shall be declared the alternate to that convention. The Caucus shall be held on April 16, 2016 from 2:00 p.m. to 3:30 p.m. If the allotted number of delegates or fewer file, then the caucus shall be cancelled and those properly prefiled persons shall be declared elected as delegates to the 2016 7th CD Convention.

2. Prefiling

Those individuals who wish to be delegates should prefile with Donna Friend, Chair, New Kent County Democratic Committee. These forms should be downloaded from the New Kent County Democratic Committee Website www.newkentdems.org and be delivered electronically by email to chair@newkentdems.org, by mail to New Kent County Democratic Committee, c/o Donna Friend, P.O. Box 172, New Kent, VA 23124 and/or in person. Prefiling forms are due by 5:00 p.m. on Saturday, April 9, 2016.

3. Conduct of the Caucus

The watch of the chair of the New Kent County Democratic Committee shall be the official clock of the caucus. The chair of the New Kent County Democratic Committee shall oversee the caucus. The chair will publicly announce the opening of voting at 2:00 p.m. and shall publicly announce at 3:25 p.m. when five minutes are left for voting. At 3:30 p.m., the chair shall note the last person in line to vote. No person who enters the line after 3:30 p.m. (at the New Kent County Democratic Committee Chair's designation) shall be allowed to vote.

Prior to the start of the caucus, the New Kent County Democratic Committee chair shall appoint a Tellers' Committee to count the ballots.

All participants in the caucus must fill out a caucus registration form stating that they are registered voters in New Kent in the appropriate Congressional District and that they are Democrats.

4. Candidate Requirements

All candidates for delegate shall file a declaration of candidacy on or before 5:00 pm, April 9, 2016, with Donna Friend, Chair, New Kent County Democratic Committee. These forms should be downloaded from the New Kent County Democratic Committee Website www.newkentdems.org and be delivered electronically by email to chair@newkentdems.org, by mail to New Kent County Democratic Committee, c/o Donna Friend, P.O. Box 172, New Kent, VA 23124 and/or in person. Only those candidates properly prefiled may have their names on the ballot at the unassembled caucus.

All delegate candidates will declare on their prefilling form their preference for one of the presidential candidates; blank forms will not be accepted.

Voluntary Administrative Fee

All those candidates for delegate are expected to pay a voluntary administrative fee of \$20 (\$10 DPVA fee, \$5 District fee, and \$5 local committee fee) payable to the New Kent County Democratic Committee. No individual shall be turned away or treated any differently for failure to pay the fee. Payment of the fee shall not be noted on the ballot or in any other public document.

5. Affirmative Action

It shall be the duty of each New Kent officer and New Kent member to take all feasible steps to encourage broad participation in the caucuses. Discrimination on the basis of race, sex, age, color, national origin, religion, ethnic identity or economic status in the delegate selection process is prohibited.

6. Call Distribution

It shall be the duty of the New Kent County Democratic Committee Chair to distribute a copy of the Call to Caucus to all members of that local committee and any other individuals interested in participating.

It shall further be the duty of the New Kent County Democratic Committee Chair to cause this Call to Caucus to be publicized in a paid political advertisement in a newspaper or website of general circulation in each precinct in which the Caucus is to be held.

Adopted _____ (Date)

(Signature of New Kent County Democratic Committee Chair)