

**CALL TO CAUCUS**  
**MADISON COUNTY DEMOCRATIC COMMITTEE CAUCUS**  
**TO NOMINATE DELEGATES TO THE**  
**2014 FIFTH CONGRESSIONAL DISTRICT NOMINATING CONVENTION**

1. **Call.** Pursuant to the authority provided by the Virginia Democratic Party Plan, the Madison County Democratic Committee hereby calls an Assembled Caucus to be held at 11 a.m., Saturday, May 10, 2014, at the Madison Presbyterian Church, 1236 Fishback Road, Madison, VA 22727.

2. **Incorporated Documents.** All appropriate provisions of the Virginia Democratic Party Plan ("State Party Plan"), as amended, and the Call to Convention issued by the Fifth District Committee of the Democratic Party of Virginia dated April 4, 2014, are incorporated into this Call by reference and made a part hereof.

3. **Purposes and Allocation.** The purpose of the Caucus shall be to elect 3 delegates and 2 alternates to the Fifth District Nominating Convention to be held at the Fluvanna County High School, 1918 Thomas Jefferson Pkwy, Palmyra, VA 22963, at 11 a.m. on Saturday, May 31, 2014.

4. **Participation and Outreach.** Participation in Virginia's Democratic delegate selection process is open to all registered voters who wish to participate as Democrats. All meetings shall be open to all members of the Democratic Party regardless of race, sex, age, color, creed, national origin, religion, ethnic identity, sexual orientation, economic status, or disability, and all meetings should be publicized fully. The Madison County Democratic Committee shall conduct outreach to encourage full participation by all Democrats in the delegate nomination process, including notice, publicity and education programs. Such outreach should be directed to all Democratic constituencies, including groups such as ethnic minorities, young people, persons over 65 years of age, lesbians and gay men, persons with a high school education or less, persons with disabilities and persons of low and moderate income.

5. **Rules.** The Madison County Democratic Committee shall establish rules for the cause in conformity with the Fifth District Democratic Committee's call the State Party Plan. Such rules shall be adopted in a timely manner and shall provide for required public notification of the time, place and method of filing to be a delegate and the time and place of the caucus. A copy of the rules shall be furnished to any Democrat requesting such information.

**Notice.** The Madison County Democratic Committee shall issue a Call to Caucus that includes time, place, and method of selection of delegates. Such notice shall be given at least seven (7) days prior to the date of such caucus. This Call to Caucus provides the required notice and shall be communicated using the widest possible dissemination within Madison County, e.g., [www.madisondems.org](http://www.madisondems.org) website, *Madison Eagle* weekly newspaper, and Madison Dems email database and social media outlets. The Madison County Democratic Committee shall provide a copy of its Call to Caucus to the Fifth Democratic Committee Chairs, to the Chair of the District Rules Committee, and to the State Democratic Party by April 21, 2014.

6. **Method of Selection of Delegates.** Delegates must be chosen on a pro rata basis, based on the candidate preferences of the participants in the meeting. All participants must complete a Declaration, as described more particularly below. After caucus participants have been certified as eligible to participate, all participants will be asked to assemble into caucuses, with one caucus for each filed Congressional candidate, a "No Candidate" caucus, and an "Uncommitted" caucus. The Chair will then calculate the number of delegates and alternates that each caucus can elect. This calculation will be based on the number of participants in a caucus divided by the sum of the people participating in all of the caucuses (the Prop Rata Share), multiplied by the Allocation of Delegates for the locality. The Chair will calculate the number of alternates that each caucus can elect by multiplying the Pro Rata Share by the Allocation of Alternates for the locality. These results will be known as the Caucus Allotment of Delegates and the Caucus Allotment of Alternates. When the numbers of delegates and alternates (the Caucus Allotments) for each caucus have been determined, each caucus will elect

delegates and alternates to fill the delegate and alternate Allotments. Only those people who have filed may be nominated or elected. Filers do not have to be present at the caucus. Even if a Caucus Allotment is greater than the number of filed delegates for that candidate, the caucus may elect only delegates who have filed; this may result in some delegate seats not being filled.

**7. Method of Selection of Alternates.** Alternates will be those persons with the next highest number of votes after the persons with the highest number of votes have been elected delegates. There shall be no filing for alternates; i.e., someone who has filed as a delegate but who was not elected as a delegate may be elected as an alternate.

**8. Filing.** Any Democrat wishing to be a delegate to the District Convention must file a Delegate prefilling form with the Chair of the Madison County Democratic Committee, Suzanne Long, PO Box 66, Leon, VA 22725 or by email to [suzannelongfarm@gmail.com](mailto:suzannelongfarm@gmail.com) (in Word or pdf format) by the filing deadline of 5:00 p.m. on Monday, May 5, 2014. Only those delegate candidates who have filed by the deadline will appear on the ballots distributed at the caucus. If no more than 5 persons have prefiled to be delegates, those who have prefiled will be deemed to have been elected as delegates and alternates, and the Caucus shall be canceled.

A delegate candidate may indicate a preference for a filed Congressional candidate on his or her filing form, or he or she may file as a "No Candidate" delegate or as an "Uncommitted" delegate. If a delegate candidate fails to indicate a preference on the filing form, the committee shall list such persons as "uncommitted". Any Democrat may inspect, at reasonable times and in a reasonable manner, lists of filed candidates for delegate.

**9. Filing fees.** Each person who is elected to be a delegate or alternate to the Congressional District Convention shall be asked to pay an administrative fee to the Fifth District Democratic Committee in the amount of \$5.00, plus an additional \$5.00 fee for the Madison County Democratic Committee. These fees are voluntary; no person shall be denied the right to participate in the delegate selection process or participation in the Convention due to nonpayment of the \$10 total voluntary administrative fees.

**10. Declaration.** Participants in the Madison County Democratic Committee caucus, including those candidates for delegate, are required to sign a Caucus Declaration Form certifying that the participant:

- Is a Democrat;
- Is a registered voter in Madison County;
- Believes in the principles of the Democratic Party; and
- Does not intend to support any candidate who is opposed to a Democratic nominee in the next ensuing election.

This is a required statement and must be signed by every caucus participant.

**11. Certification of District Delegates.** Within five days after the caucus, the Madison County Democratic Committee chair shall provide a certified list of delegates and alternates to the Chair of the Fifth District Committee and the Chair of the Credentials Committee. This list will include names, addresses, telephone numbers, and/or email addresses (if available), and any expressed candidate preference or "No Candidate" preference.

**12. Filing Vacancies in Delegations.** If before May 31, 2014, a delegate is unable to undertake or continue in his or her duties as delegate, he or she shall select an alternate to succeed to delegate status or may designate the Chair of the Party for the locality to select the alternate; failing either, the delegation may select the alternate. Whenever the number of alternates is less than the allowable number, the delegation may elect alternates to fill the vacant positions from persons within the congressional district. Any alternate selected to become a delegate, or any new alternate chosen, shall have the same candidate preference as the delegate or alternate they replace.

Date: April 12, 2014

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Suzanne Long, Chair, Madison County Democratic Committee