

**PRINCE EDWARD DEMOCRATIC COMMITTEE
2024 CALL TO CAUCUS
TO NOMINATE DELEGATES / ALTERNATES TO THE
FIFTH CONGRESSIONAL DISTRICT DEMOCRATIC CONVENTION**

Pursuant to the authority provided by the Virginia Democratic Party Plan, the **PRINCE EDWARD** Democratic Committee hereby calls a Caucus to be held at **6 p.m. on Monday, April 22, 2024, at the Virginia Tech Extension Service Building at 100 Dominion Drive, Farmville, VA 23901.**

1. **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 March 7, 2013, are incorporated into this Call by reference and made a part hereof.
2. **Purposes.** The purpose of the Caucus shall be to elect **[5]** Delegates and **[5]** Alternates to the Fifth District Convention to be held at the Fluvanna County High School in Palmyra, Virginia, at 11 AM on May 18, 2024.
3. **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.

Each District and local committee should conduct outreach programs 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.

4. **Pre-filing.** The pre-filing deadline for State Delegate* and Alternate* candidates shall be 5:00 p.m., Saturday, April 13, 2024, for caucuses held on Saturday, April

20, 2024. The pre-filing deadline will be Monday, April 15, 2024, at 5:00 p.m., for caucuses held on Monday, April 22, 2024.

Any Democrat wishing to be a delegate to the Fifth District Convention and the State Convention must file an electronic Delegate pre-filing form available after March 5, 2024, at [2024 Delegate Selection - Democratic Party of Virginia](#) for the **Prince Edward Democratic Committee** by the filing deadline of **April 15, 2024, at 5 p.m.**

A. Alternates shall be selected as the next highest vote-getter for each pledged candidate.

a. Example: If you are allotted 5 Delegates and 1 Alternate, your 5 top vote-getters will be deemed elected Delegates, and the next highest vote-getter will be deemed elected Alternate.

Only those Delegates or Alternate candidates who have filed by the deadline will appear on the ballots distributed at the caucus. If no more than **[5]** persons have pre-filed to be Delegates and no more than **[5]** persons have pre-filed to be Alternates, those who have pre-filed will be deemed to have been elected, and the Caucus shall be cancelled.

5. **National Delegate Pre-filing:** Each person seeking to become a Delegate to the National Convention shall need to file an electronic Declaration of Candidacy form **by no later than 5:00 p.m. on May 10, 2024**. This declaration form shall include the Presidential Candidate the Delegate seeks to represent. This declaration form will be posted at [2024 Delegate Selection - Democratic Party of Virginia](#) after the March 5, 2024, Presidential Primary.

Persons wishing to be elected as a District-level Delegate or Alternate to the National Convention or as a Congressional District Elector must pre-file online with the Congressional District Chair (and with a copy to the State Party Chair) by 5:00 p.m., May 15, 2024, fifteen (15) days prior to the Congressional District Convention at which the individual seeks election.

*If you decide to file for Delegate and Alternate, you must file separate forms to identify each position.

National at-Large Delegate or Alternate, Pledged PLEO, Democratic National Committee member, or Democratic Elector must pre-file with the State Party by 5:00 p.m. May 30, 2024. All filing forms, both paper (where applicable) and

online filings, can be found on the Democratic Party website, [2024 Delegate Selection - Democratic Party of Virginia](#).

6. **Declaration.** All candidates for Delegate or Alternate, and all persons participating in the Caucus, shall sign a Declaration form which includes an affirmation that the person is a resident of, and registered to vote in, the jurisdiction holding the Caucus; does not intend to support any candidate who is opposed to the Democratic nominee in the next ensuing general election; is a Democrat; is not a member of any other political party; and has not participated and will not participate in the nominating process of any other political party for the 2024 General Election.

7. **Filing fee.** The Democratic Party of Virginia has requested a voluntary administrative fee of \$10.00 in the 2024 DPVA Call to Convention for each candidate for State Delegate and Alternate. The Fifth District Committee requests an additional \$5.00 voluntary administrative fee to be used for convention expenses. Local county or city committees may request an additional fee of no more than \$10.00, so the maximum total voluntary administrative fee is \$25.00. No person shall be denied the right to participate in the delegate selection process due to nonpayment of the voluntary administrative fee. **This fee is voluntary; no person shall be denied the right to participate in the delegate selection process due to no payment of the voluntary administrative fee.**

8. **Certification of District Delegates.** Within three days after the caucus, the **PRINCE EDWARD** Democratic Chair shall confirm names of Delegates and Alternates with the Chair of the Fifth District Committee, Patricia Harper-Tunley, via email at 5thcdchair.vadems@gmail.com and DPVA at political@vademocrats.org with a Word document or .pdf. If you have any questions, contact Patricia Harper-Tunley at 434-321-8404

CHAIR, PRINCE EDWARD Democratic Committee

**PRINCE EDWARD DEMOCRATIC COMMITTEE
TEMPORARY RULES**

[March 17, 2024]

The **PRINCE EDWARD** Democratic Committee Caucus will be held at **6 p.m. on Monday, April 22, 2024, at Virginia Tech Extension Service Building at 100 Dominion Drive, Farmville, VA 23901**. The sole purpose of the Caucus will be to select **[5]** Delegates and **[5]** Alternates to the Fifth District Democratic Committee Convention on May 18, 2024. The doors will open at 5 pm and close at 6 pm to start the meeting.

The Caucus will be called to order by the Chair of the **PRINCE EDWARD** Democratic Committee, who shall serve as temporary Convention Chair.

I. ORDER OF BUSINESS

- § Call to Order
- § Introduction of Temporary Chair and Secretary
- § Election of Permanent Chair and Permanent Secretary
- § Election of **[5]** Delegates and **[5]** Alternates to the District Convention
- § Adjournment

II. QUALIFICATIONS TO PARTICIPATE

All persons participating in the Caucus shall sign a Declaration form which includes an affirmation that the person is a resident of, and registered to vote in, **Prince Edward**; does not intend to support any candidate who is opposed to the Democratic nominee in the next ensuing general election; is a Democrat; is not a member of any other political party; and has not participated and will not participate in the nominating process of any other political party for the 2024 General Election.

III. ELECTION OF DELEGATES AND ALTERNATES

Any Democrat wishing to be a delegate to the District Convention must file an electronic Delegate pre-filing form available after March 5, 2024, [2024 Delegate Selection - Democratic Party of Virginia](#) for **Prince Edward** Democratic Committee by the filing deadline.

IV. BALLOT OF DELEGATES AND ALTERNATES

The Committee Chair shall have prepared a ballot listing all persons who pre-filed to be delegates or alternates to the Fifth Congressional District Convention. Each

caucus participant may vote for up to, but no more than, [5] Delegates and [5] Alternates.

If a ballot has votes cast for more than [5] Delegates, none of the votes for Delegate will be counted. If a ballot has votes cast for more than [5] Alternates, none of the votes for alternates will be counted. If a ballot has been cast for a slate, and contains votes cast for individuals, that ballot **will not** be counted at all.

Alternates shall be selected as the next highest vote-getter for each pledged candidate.

- a. Example: if you are allotted 5 Delegates and 1 Alternate, your 5 top vote-getters will be deemed elected Delegates, and the next highest vote-getter will be deemed elected Alternate.

The Head Teller and Assistant Tellers shall count the ballots and shall report the results to the Secretary. There shall be only one ballot. Any ties shall be broken by chance, in a method determined by the Chair.

V. Certification of District Delegates.

Within three days after the Caucus, the **Prince Edward Democratic Committee** Chair shall confirm names of Delegates and Alternates with the Chair of the Fifth District Committee, Patricia Harper-Tunley, via email at 5thcdchair.vadems@gmail.com and DPVA political@vademocrats.org with a Word document or .pdf. If you have any questions, contact Patricia Harper-Tunley at 434-321-8404.

VI. MISCELLANEOUS RULES

The Permanent Chair shall appoint a Parliamentarian, a Sergeant-at-Arms, a Head Teller, and Assistant Tellers and fill any other positions deemed necessary. It shall be the responsibility of the Chair to conduct and expedite the business of the Caucus and to preserve order and decorum. Each participant is called upon and directed to assist in completing the business of the Caucus in an orderly and timely manner.

Except as set forth in these rules, the Caucus shall be governed by the Virginia Democratic Party Plan, as amended, and *Robert's Rules of Order*.

Respectfully submitted,

Temporary Rules Committee Chair