

**Rules for the 2013 School Board Endorsement  
by the Arlington County Democrats**

**Including the Unassembled Caucus to be held on  
Thursday, May 9 (7 p.m. to 9 p.m.) at Drew Model School and  
Saturday, May 11 (11 a.m. to 7 p.m.) at Washington-Lee High School**

**I) Candidate filing requirements:**

- a) In order to be eligible for endorsement by the participants in the unassembled Caucus, candidates for Arlington County School Board must file a letter of intent to seek the Democratic endorsement with the Chair of the Arlington County Democratic Committee, or his designated representative, in person or by delivery to Arlington County Democratic Headquarters, 2050 Wilson Blvd., Suite 200, Arlington, VA 22201 after January 1, 2013, and before 7:00 p.m. on Monday, March 4, 2013.
- b) Each letter of intent must include:
  - 1) An affirmation that the candidate is legally eligible to run for Arlington County School Board; a Democrat; a resident of and registered to vote in Arlington County, Virginia; that he or she does not intend to run against – or support, endorse or assist any candidate who is opposed to – a Democratic nominee or endorsee in the general election; that he or she is not a member of any other political party; that he or she has not participated and will not participate in the nomination process of any other political party for the general election; and that he or she has read, understood and agrees to abide by the Rules of the Caucus.
  - 2) An original signature (faxed letter of intent is not sufficient).
  - 3) Contact information including a physical mailing address, e-mail address and telephone number where the candidate or the candidate’s representative can be reached for purposes of formal notification.
- c) To constitute a valid candidate filing, a non-refundable fee of four hundred and thirty-two dollars and 16 cents (\$432.16) (two percent of the starting salary of a School Board member) in the form of and made payable to the Arlington County Democratic Committee must accompany the letter of intent.
- d) Candidate filings must be received by not later than 7 p.m. on Monday, March 4, 2013. Candidates may file through a designated agent, but such action in no way alters the responsibility of the candidate nor extends the 7 p.m. Monday, March 4, 2013 filing deadline. Candidates and/or their agents must be present at Arlington County Democratic Headquarters at 7 p.m. on Monday, March 4, 2013 to draw lots for choice of ballot placement. Campaigns not present at that time will be given the remaining slots in random order, determined by lot under the supervision of the Chair or his designee in the presence of any filed candidates or their agents who wish to attend.
- e) Only those candidates who have properly filed by 7 p.m. on Monday, March 4, 2013, will be listed on the official ballot and be eligible for endorsement. A candidate may request a receipt from the Chair confirming acceptance of a valid

filing. The Chair will also provide to each filed candidate a list of ACDC resources and privileges given to duly filed candidates. At any time before 5 p.m. Monday, April 22 the Party Chair may rule ineligible for endorsement any candidate making false or misleading statements on his or her Candidate filing, or failing to pay the filing fee. The candidate may file an appeal to overrule the Chair to the ACDC Steering Committee as provided in rule **VIII**. In the event a candidate is declared ineligible, the provisions of rule **III-b** will apply as if the candidate had withdrawn.

- f) In the event that exactly one candidate has made a valid filing by the Monday, March 4, 2013 deadline, the Caucus will be canceled, that individual will be considered proposed for the ACDC endorsement for School Board, and the list of possible candidates will be considered closed. At the April 3, 2013 ACDC meeting, ACDC will vote to determine whether the proposed candidate would effectively represent the principles of the Democratic Party. Unless otherwise determined by the Steering Committee, debate on the motion will be limited to 10 minutes after a 5-minute statement by the proposed candidate, unless extended by a 2/3 vote of ACDC. The Steering Committee may issue special rules for debate of such a motion, except that:
  - 1) A motion to endorse the proposed candidate (without extraneous elements) – will automatically be considered in order, and not subject to amendment by less than a 2/3 vote of ACDC; and
  - 2) A majority vote in favor of the motion to endorse the School Board candidate will be necessary for that motion to endorse to pass. The failure of an endorsing motion to be made and pass will result in the application of rule **I-g** as if no candidates had filed.
- g) In the event that no candidates have made a valid filing by the Monday, March 4, 2013 deadline, the Caucus will be canceled and the Steering Committee will have the sole power to determine when and/or whether a motion to endorse a School Board candidate at a subsequent meeting of ACDC will be in order. The Steering Committee may also issue special rules for debate of such motion.

## **II) Candidate Forum**

If more than one candidate has filed, ACDC will sponsor a candidate forum on or before May 8, 2013 to be conducted by the Caucus Director, to which all qualified candidates will be invited. The forum will provide all candidates an equal opportunity to present their views, and the order of speaking will be determined by lot.

## **III) Ballots**

- a) A ballot will be prepared that lists the names of all qualified candidates in an order determined according to rule **I-d**. Candidates' names will appear as they are intended or expected to appear on the General Election ballot.
- b) If a candidate wishes to withdraw from consideration by the Caucus participants, he or she must notify the Party Chair in writing by 5 p.m. on Tuesday, April 30, 2013. If enough candidates withdraw before 5 p.m. Tuesday, April 30, 2013 such that there is one or fewer candidates remaining, the Caucus will be cancelled and the provisions of rule **I-f**, or **I-g** will apply, respectively, except that the May 1,

2013 ACDC meeting will be substituted for the April 3, 2013 ACDC meeting. Candidates that withdraw prior to 5 p.m. Tuesday, April 30, 2010 will not appear on the ballot. Otherwise, withdrawn candidates will remain on the ballot, but a list of those candidates that have withdrawn will be posted in a prominent place at the Caucus location and votes for the candidate will not be counted toward that candidate.

- c) A participant in the assembled caucus may not vote for more than one candidate. The ballot will instruct participants to vote for one candidate.

#### **IV) Caucus Officers, Officials and other authorized persons and activities**

- a) The Chair of the Arlington County Democratic Committee will serve as Chair of the Caucus.
- b) The Secretary of the Arlington County Democratic Committee will serve as the Secretary of the Caucus.
- c) The Sergeant-at-Arms of the Arlington County Democratic Committee will serve as the Sergeant-at-Arms of the Caucus.
- d) The Parliamentarian of the Arlington County Democratic Committee will serve as the Parliamentarian of the Caucus.
- e) The Chair, in consultation with the Sergeant-at-Arms, will appoint and the ACDC Steering Committee will approve, a Caucus Director to manage the Caucus event. The Chair may also exercise all duties of the Director in the absence of the Director. The Director will appoint (and remove) all caucus officials (other than the officers designated in rule **IV-a through -d**) and may appoint substitutes for the officers of the Caucus if the individuals designated for those positions are not present and willing to serve.
- f) An Assistant Director will be responsible for volunteer recruitment and outreach to the Young Democrats.
- g) A Curbside Voting Official will be responsible for accepting curbside ballots from mobility-impaired voters.
- h) A Caucus Database Manager will be responsible for obtaining a registered voter list and for supervising the checking of all voters against that list.
- i) There will be as many additional Caucus officials as the Director deems necessary for the operation of the Caucus.
- j) All Caucus officials must wear official Caucus credentials while performing their duties at the Caucus. No Caucus official may engage in partisan activity (i.e. activity supporting or opposing a particular candidate) while performing the duties of a Caucus official, or while wearing official credentials.
- k) Each candidate (or campaign) may designate up to two (2) poll watchers. With the permission of the Director, a campaign may “swap out” one individual serving as a poll watcher for another. Each poll watcher must wear credentials identifying him or her as such. No person will be allowed to serve as a poll watcher and a Caucus official at the same time. No individual may engage in partisan activity while performing the duties of a poll watcher, or while wearing official credentials. No poll watcher may initiate a conversation with any voter (though he or she may assist a voter who requests it) without the permission of the Director, nor may a poll watcher interfere with the privacy of individual voters casting

ballots. Poll watchers may observe all aspects of the election (other than those of the Teller Committee), including the setting up of the Caucus site and the activities of the Expediting Committee.

- l) Representatives from the press and other media outlets will be issued credentials as observers. Those issued credentials must not interfere with the voting process or the privacy of individual voters.
- m) The Director may request that the Sergeant-at-Arms eject any person from the Caucus whose behavior is disruptive to the good order, conduct, fairness, effectiveness, security and/or decorum of the Caucus. Such request will result in the immediate and automatic loss of whatever rights, privileges or actions to which the person might otherwise have thereafter been entitled (e.g. to apply for a ballot, cast a ballot, or observe the election), and to any organization the person may represent. Readmission to the Caucus (if at all) of the person or represented organization, and/or restoration of any lost right, privilege or entitled action will thereafter be in the discretion of the Director. For purposes of this rule, “the Caucus” includes all parts of the facility and surrounding property on which the Caucus is conducted.
- n) Any and all decisions by any Caucus official (including those of the Director but excluding certifications by the Teller, Expediting, and Provisional Teller Committees) may be appealed to the Director, and then to the Chair. Except as otherwise provided in rule **VIII**, the decision of the Chair will be final.
- o) The following individuals may not publicly endorse or support any candidate seeking the school board endorsement:
  - Party Chair
  - Party Deputy Chair
  - Caucus Director
  - Caucus Assistant Director
  - Curbside Voting Official
  - Caucus Database Manager
  - Head Teller
  - Tellers (other than campaign-designated)

The Chair shall remain neutral except in extraordinary circumstances where the Chair together with a 2/3 vote of the ACDC Steering Committee perceives that a candidate is not a Democrat or that a candidate's behavior violates the tenets of the Arlington County Democratic Committee.

## **V) Caucus Procedures**

- a) No more than 1 hour before the start of each day of the election, the Director will, in the presence of the Chair, and any candidate representatives, open a ballot box to ensure that it is empty, and seal the box in a manner that makes it impractical to open without evidence of tamper. During the course of the Caucus, if a second or subsequent ballot box is required, it will be opened, inspected and then sealed using the same procedure.
- b) At 7 p.m. on Thursday, May 9, 2013, the Director will open the doors to the Caucus and declare that the Caucus has begun. The vote will be held from 7:00 p.m. until the last person in line to vote at 9:00 p.m. has cast his or her ballot.

- c) After the last eligible person has voted on Thursday, May 9, 2013, the ballot box must be sealed and secured until the resumption of voting at 11 a.m. on Saturday, May 11, 2013. The Director will be responsible for ballot security during this interval.
- d) At 11 a.m. on Saturday May 11, 2013, the Director will open the doors to the Caucus and declare that the Caucus has resumed. The vote will be held from 11:00 a.m. until the last person in line to vote at 7:00 p.m. has cast his or her ballot.
- e) The Secretary will maintain a formal record of the proceedings, including the certifications indicated in rule **VI** and rule **VII**.
- f) No campaigning or other partisan activities will be permitted inside either Caucus building, and all campaigning and partisan activities are prohibited within forty (40) feet outside any entrance to the building. The use of any amplified audio system will not be permitted within three hundred (300) feet of the building.
- g) At the door of the Caucus, the participants will receive the Democratic Party declaration form, which will require each participant's full name and address, and a location for the participant to sign the following pledge:

I certify that I am a resident of and registered to vote in Arlington County, Virginia; I am a Democrat; I believe in the principles of the Democratic Party; and I do not intend to support, endorse or assist any candidate who is opposed to a Democratic nominee or endorsee in the ensuing election.

- h) The list of voters who participate in the caucus is the property of ACDC, and ACDC has the right to disclose to any person the fact that a person has participated in the Caucus. However, if a participant specifically asks to limit future communications unrelated to the ensuing election from ACDC or its affiliates by mail, phone and/or e-mail as a result of the participant's in the caucus, ACDC will take reasonable steps to honor that request.
- i) After participants have completed and signed the declaration form, they will submit the form to a Caucus official who will ensure that the form is completed in full, including signature, after which a Caucus official will check the information against the Registered Voter List ("RVL"). A form identified by a Caucus official as not having been completed accurately and in full, as not including a signature, or as containing alterations to the pledge, will be rejected, although the participant will be eligible to complete a new form.
- j) The candidate poll watchers may observe, but not interfere with, the validation process. Any question regarding the eligibility of a voter should be taken immediately to the Database Manager or the Caucus Director. On Saturday, May 11, poll watchers (or other campaign representatives specifically approved by the Director) may have access to the completed registration forms, for the purposes of check-off, under terms and conditions set by the Caucus Director to avoid interference with registration and to provide equitable access to the data for all candidates.
- k) A person fulfilling the requirements of rule **V-g**, above is eligible to vote if the person is validly registered by the Arlington County Voter Registrar on or before

the time they present themselves at the Caucus. Each participant with a properly completed declaration form will be checked against the Caucus copy of the RVL to ascertain his or her voting eligibility. If an individual is not listed on the Caucus copy of the RVL, the voter may offer a certificate of voting eligibility (i.e. a voter registration card) issued by the Arlington Voter Registrar on or after April 1, 2013, in which case the individual will be allowed to vote in the ordinary fashion. If the voter believes he or she is registered to vote in Arlington, but is not on the RVL and does not have a certificate of voting eligibility from the Registrar (DMV receipts do not count), and his or her registration cannot be confirmed on the State Board of Elections website, the Director will instruct a Caucus official to provide the individual with a provisional ballot which must be marked and returned to the Director, who will seal the ballot and affix to the sealing instrument the voter's identifying information. ACDC will seek to have the Arlington Registrar of Voters verify on Monday, May 13, 2013 whether those individuals who cast provisional ballots were registered voters as of the above deadlines. Those verified as registered voters of Arlington County as of the time specified in this rule will have their provisional ballot included in the official count (also see rule **VII** below).

- l) Participants who successfully register to participate in the Caucus will be given a vote ticket and instructed to proceed towards the area where the ballots are located.
- m) When participants with a vote ticket arrive at the location where ballots are located, a pair of Caucus officials will hand them one official paper ballot in exchange for the vote ticket, with a procedure ensuring only one ballot is given to each participant. The Caucus officials will take the participant's vote ticket, provide any needed voting instruction, and direct the voter to the location where he or she may make his or her ballot selection.
- n) Voters will mark their ballots in a setting that permits observation by Caucus officials, but also permits voter privacy and confidentiality of voter choice.
- o) Upon marking his or her ballot, each voter may fold the ballot and must place the ballot into the ballot box. A vote is not considered cast until it has been placed into the box.
- p) A participant with a physical disability may request the physical assistance of one or more Caucus officials to execute any of the tasks listed in this section (e.g. to read and/or mark any form and/or place a ballot in the ballot box). "Curbside" voting is permitted with the permission of either the Curbside Voting Official or the Director if necessary to accommodate a disabled participant, but such ballots will be cast in the same format as a provisional ballot and delivered to the Curbside Voting Official or to the Director. In the case of a curbside vote, a Caucus official must deliver all materials to the voter, observe the declaration, registration verification, and delivery and marking of such a ballot, and must return the ballot to the Curbside Voting Official or to the Director. The Curbside Voting Official or the Director must place each curbside ballot into the ballot box at some time before the ballot box is removed for counting, and publicly announce his action in the presence of the person(s) watching the ballot box.
- q) Five minutes before the appointed end time of each day, the Director or his

designee will step outside the doors of the Caucus room and again outside the Caucus building to announce that the Caucus voting will end at the appointed time and at that time the doors to the Caucus will be closed. All persons in line at the entrance doors at the appointed end time will be allowed to vote. Any person not in line by the appointed time will not be allowed to vote.

- r) On Friday, May 10, 2013, for not less than a two-hour period, the declaration forms completed on Thursday, May 9, 2013 will be made available for inspection by any candidate representative. The Caucus Chair will determine the location and time slot for this inspection. As a substitute for this inspection, the Caucus Chair may choose to release to each candidate, no later than 4 p.m. Friday, May 10, 2013, the names of those who voted on Thursday, May 9, 2013.
- s) The Director may, in consultation with the candidates/campaigns, make reasonable adjustments to the procedures in this rule for reasons including public safety, force majeure, unavailability of necessary resources or facilities or other unforeseen events. Furthermore the Caucus Chair may, in consultation with the Director, and with reasonable notice to the candidates/campaigns, determine that unforeseen events preclude the safe and effective operation of the Caucus, and in such a case direct that the caucus be re-convened at another suitable time and place. Any cancellation, postponement or rescheduling of the Caucus shall be done with prompt notification to the candidates, the Committee, and the public, including notice of any revisions to any other dates and times in these rules the Chair determines to be necessitated by the rescheduling.
- t) The Director may rent tables located between the voting area and the exit of the caucus to Democratic-related organizations for a fee of **\$100**.

#### **VI) Determination of Endorsees: Counting Votes; Certification; Announcement of Results.**

- a) Except in accordance with this paragraph no ballots will be counted until all eligible voters have cast their votes. In the event that:
  - 1) a suitable sequestration area is available in the Caucus location, and
  - 2) the Teller Committee is present,the Director may, no earlier than 1 p.m. Saturday, May 11, 2013, permit filled ballot boxes to be counted. Otherwise, ballots will be counted immediately at the conclusion of voting on Saturday, May 11, 2013.
- b) The Director will appoint a Teller Committee to count the votes. This committee will be comprised of one or more representatives of each candidate (provided that the same number are appointed from each campaign), as well as a Head Teller and up to three other Caucus Officials as designated by the Director.
- c) All members of the Teller Committee must agree to be sequestered and not to communicate with the outside world from the time the first ballot box is unsealed until the time that the results are certified, and must surrender electronic communications devices during this period to the Sergeant-at-Arms. The Director will make suitable arrangements for escorting tellers incommunicado outside the sequestration area for reasons of acute personal need.

- d) Prior to counting votes therein, each ballot box will be examined outside the sequestration area by candidate representatives and Director. The Director will then deliver each box to the Teller Committee and open it in their presence.
- e) Director, Assistant Director, Caucus Chair, Caucus Sergeant-at-Arms, and Caucus Secretary may observe the activities of the Teller Committee. Only these individuals and the Head Teller may enter the sequestration area or leave it unescorted, and must all agree not to disclose information about the ballot counting to any person other than the Director.
- f) The Teller Committee will tally, record, and verify the results of the Caucus voting. The Teller Committee must agree upon the results and affix their signatures upon the written certification of the results. After consultation with the campaign representatives and the Head Teller, the Director may approve modifications to the procedure outlined below if they will, under the conditions then existing, improve the fairness, accuracy, and/or confidence in the result of balloting. All activities of the Teller Committee will occur under the direction of the Head Teller.
  - 1) The Director will open the ballot boxes in the presence of the Teller Committee. If voting has concluded, the Director will also announce the number of provisional ballots cast and retained by the Director.
  - 2) The members of the Teller Committee will remove the ballots from the ballot box and place them in a central area.
  - 3) The members of the Teller Committee will then unfold the ballots and divide them according to which candidate, or no candidate, was selected on the ballot. If any ballot is unclear, any teller may ask at any time that it be set aside as a “questionable” ballot. The remaining ballots, once unfolded and sorted by candidate selected, will be redistributed for counting.
  - 4) The tellers will then be placed into pairs, with no pair containing two representatives from the same campaign. The Head Teller will give each pair a stack of sorted ballots. Each pair of tellers will stack the votes into piles of 50 like votes, and bind each stack together. Both persons in each pair will be responsible for ensuring that each stack contains 50 votes for a particular candidate, and must each sign a paper given to them by the Secretary so certifying and affix it to the stack. The tellers must alert the Head Teller regarding any wrongly placed or questionable ballots. The resulting certified stacks of 50 votes will be gathered together by the Head Teller in a central place.
  - 5) When all ballots that can be have been placed into stacks, the Head Teller will then assemble the Teller Committee, which will determine how to allocate each of the questionable ballots. The Teller Committee may unanimously declare that such a ballot be allocated to one particular candidate, or to no candidate. If the Teller Committee cannot agree

unanimously, then the ballot will remain a “questionable” ballot and will be indicated as such for purposes of the Teller Committee’s certified total.

- 6) The Head Teller, in the presence of the Teller Committee, will then count aloud the stacks of votes (and any additional votes) for each candidate, or no candidate, in turn. The Caucus Secretary will record these results, and the Head Teller will compute a total for each candidate. The Head Teller must then ensure that all tellers agree on the totals (and report the total number of questionable ballots, if any), and then the Secretary will ensure that each member of the Teller Committee certifies these results in writing.
- g) If the margin of victory is greater than the number of provisional ballots plus the number of questionable ballots, then the candidate with the highest certified vote total will be declared the Democratic endorsee for School Board. (A plurality of the votes, rather than an absolute majority of the votes, is required to win the Caucus.) In such a case, questionable ballots will not be counted in the official total, but any accredited provisional ballots will be included in the official total after being counted as per rule **VII** below.
- h) Following the certification of the results, the Chair of the Caucus will announce the certified result to those assembled, and whether this has resulted in a Democratic endorsee. If so, results will also be posted on the ACDC website in a timely manner.
- i) If the certified result is not a Democratic endorsement for one candidate, an Expediting Committee will immediately convene. The Expediting Committee will consist of the Caucus Chair and up to four additional elected officers of the County Committee who are present at the Caucus at that time (or, if more than four are present, four will be selected by lot). The Expediting Committee will review any questionable ballots, and will determine by plurality vote whether to allocate each ballot to one particular candidate or to no candidate, with any tie votes being broken by the Chair. If the margin of victory is then larger than the number of provisional ballots cast, then the candidate with the highest vote total will be declared the Democratic endorsee for School Board, and this result promulgated as per rule **VI-h**.
- j) After the Chair has announced the results, all ballots (except provisional ballots) will be taken up, sealed, and held by the Chair or his designee in a secure manner until the end of the appeals period or, if there is an appeal, until the conclusion of the appeal. The Director or his designee must retain any provisional ballots in a secure manner until their disposition under rule **VII**, below.
- k) If provisional ballots are cast during the Caucus, and the number of those provisional ballots could potentially alter the outcome if added to the results certified by the Teller Committee (or, if applicable, the Expediting Committee), the Chair of the Caucus will announce the results, but the declaration of a Democratic endorsee will not be made until the provisional ballots are verified and counted on the first business day the Arlington County Office of Voter Registration is open.

## **VII) Disposition of Provisional Ballots, Ties**

- a) On Monday, May 13, 2013, when the Arlington County Office of Voter Registration opens (or a suitable time that day as determined and announced to each campaign in advance by the Director), the Arlington County Registrar or her designee will verify whether those who cast provisional ballots are on the registered voters list of Arlington, as of the time specified in rule **V-k**. Such ballots will be considered accredited. The results of accredited provisional ballots will be included in the final count. Reasonable efforts will be made to protect voter privacy (i.e. to avoid disclosing the selection of a particular identified voter). Unaccredited provisional ballots will not be opened or counted.
- b) Each candidate may designate one observer of the review of the accredited provisional ballots (and as well, the Caucus Officers listed in rule **VI-e** may observe). In the event there are accredited provisional ballots, the Provisional Teller Committee for these results will include the Chair, one representative from each campaign, and up to two other tellers appointed by the Director. If they are in unanimous agreement on how to allocate the accredited provisional ballots, they must all sign a certification to that effect. If they disagree, each member of the Provisional Teller Committee must indicate in writing to which specific candidate (or to no candidate) they would allocate each accredited provisional ballot, and the plurality vote will determine the final allocation for each ballot, with the Chair breaking any tie.
- c) If an endorsee has not been declared due to the need to ascertain the validity and disposition of provisional ballots, following the counting of those ballots, the results of accredited provisional ballots (if any) will be added to the vote total arrived at per rule **VI**. The Chair will declare that the candidate receiving the highest number of votes as the Democratic endorsee for Arlington County School Board. If Democratic endorsee has previously been declared, the official vote total will be adjusted by the accredited provisional votes, and the ACDC website adjusted accordingly. The Chair will then retain any provisional ballots (whether accredited or not) as described in rule **VI-j**.
- d) In the event a tie vote for the first place candidate occurs, the Democratic endorsee will be determined by the toss of a coin by the Chair, unless more than two individuals are tied for first place, in which case, the Democratic endorsee will be determined by the drawing of lots by the Chair.

## **VIII) Appeals**

- a) The informal resolution of grievances is encouraged. Any person having concerns regarding the conduct of the caucus is encouraged to contact the Caucus Director for an expeditious informal resolution of the matter in accordance with rule **IV-n**. This appeals process applies to: (1) declaration of candidate ineligibility under Rule **I-e**, or (2) to declaration of the endorsee under Rule **VI-h**. The finality of appeals is subject to Article 11 of the State Party Plan.
- b) All notices of appeal specified in these rules must be filed in writing with the

- ACDC Chair or his designee in the time period specified, and must bear the signature of a candidate. The Chair must announce the filing and disposition of appeals in the same manner as election results specified in rule **VI-h**.
- c) In general, the ACDC Steering Committee will hear appeals. If the ACDC Chair calls a special meeting of the Steering Committee for the purpose of resolving an appeal, he must give reasonable notice of the meeting to all candidates.
  - d) Candidates and up to three additional representatives from each campaign may observe meetings of the Steering Committee when it is deliberating on an appeal. Candidates may (through the Chair or his designee) submit materials in writing to the Steering Committee, may receive copies of all materials submitted to the Steering Committee by other candidates, and may (with the permission of the Steering Committee) be heard by the Steering Committee and answer questions.
  - e) For purposes of appealing the decision of the Chair under rule **I-e**, the appeal must be submitted within 24 hours after the Chair announces such a decision. The Steering Committee must hear the appeal no later than its next scheduled meeting, or within one week of the filing of the appeal, whichever is later – but if the Steering Committee does not vote to uphold the appealed decision before 10 a.m. Monday, May 6, 2013, the decision of the Chair will be deemed invalidated. The decision of the ACDC Steering Committee on an appeal will be final.
  - f) For purposes of appealing the outcome of the Caucus vote, the appeal must be filed with the Chair and Secretary in writing (and may be done by e-mail) within 24 hours after the Chair announces the name of the Caucus' choice for endorsee. The Steering Committee must hear and dispose of the appeal no later than its next regularly scheduled meeting, or within one week of the filing of the appeal, whichever is later, or else the appeal will be considered granted. The ACDC Steering Committee will have the option to organize a re-count of the ballots prior to determining a disposition of the appeal, and may adopt by majority vote any special rules it deems appropriate for the disposition of the appeal.
  - g) A candidate may appeal a decision of the ACDC Steering Committee with respect to the outcome of a Caucus vote to the Arlington County Democratic Committee, whose decision will be final. Appeals of the Steering Committee decision must be made in writing to the Chair and Secretary (and may be done by e-mail) within 36 hours after the Steering Committee's disposition has been announced. For purposes of this rule, the failure of the Steering Committee to act within the time specified in rule **VIII-f** will be considered as a decision granting the appeal at that time. Appeals will be heard at the next regularly scheduled ACDC meeting, or at another time determined by the ACDC Chair, but no later than 48 hours before the deadline for candidate filing in the general election. Candidates may, through the ACDC Chair, submit written materials to ACDC, and receive copies of written materials submitted by other candidates. Special rules of debate for such an appeal may be determined by the Steering Committee and – unless otherwise determined by the Steering Committee (or amended by a 2/3 vote of ACDC) – debate will be limited to one hour, including a presentation from each candidate limited to 5 minutes, and other speakers limited to 2 minutes per turn.

## **IX) Adoption, Rules of Order**

- a) The rules contained in *Robert's Rules of Order, Newly Revised*, will govern the conduct of the unassembled Caucus, except where those rules are inconsistent with the Rules of the 2013 Arlington County Democratic Unassembled Caucus, the Bylaws of the Arlington County Democratic Committee, or the Virginia Democratic Party Plan.
- b) These rules of the 2013 Arlington County Democratic Unassembled Caucus will be in effect when adopted by a majority vote at the ACDC meeting of December 5, 2012, pursuant to the Call for the Caucus, and may subsequently be amended only by a 2/3 vote of ACDC.