

**Call and Rules for Assembled Caucus and Reorganization Meeting  
for the Arlington County Democratic Committee**  
Adopted on November 3, 2021

**I. Date and Time**

At 7:15 pm on January 5, 2022, the Arlington County Democratic Committee (“County Committee”) will convene an Assembled Caucus to elect Precinct Captains and conduct a Reorganization Meeting pursuant to Section V.A of its Bylaws. This caucus and meeting will be held at the Lubber Run Community Center, 300 N. Park Drive, in Arlington, Virginia.

**II. Candidate Filing**

(a) To be eligible for election as a Precinct Captain by the participants in the Assembled Caucus to elect Precinct Captains, an individual must deliver:

(i) Written notice of their intent to seek election, specifying their precinct;

(ii) a signed statement that says he, she or they is a Democrat, is a registered voter of Arlington, believes in the principles of the Democratic Party, does not intend to support, endorse, or assist any candidate who is opposed to a Democratic nominee or endorsee, and is not a member of any other political party; and

(iii) a non-refundable filing fee of \$25 (payable to the County Committee) to the County Committee Chair (or her designated representative), by mail, by email or in person at County Committee Headquarters, 1235 South Clark St., Suite 207, Arlington, VA 22202, by no later than 7:00 p.m. on Monday, December 27, 2021.<sup>1</sup>

(b) In the event the number of candidates that have timely filed for Precinct Captain is less than or equal to the number of Precinct Captain positions to be filled in a particular precinct, the County Committee Chair shall certify the precinct as uncontested. If all precincts are uncontested, the County Committee Chair may cancel the Assembled Caucus. Uncontested candidates for Precinct Captain shall be seated at the Reorganization Meeting.

(c) Candidates for the County Committee offices of Chair, Deputy Chair, Precinct Operations Chair, Voter Support Chair, Finance Chair, Press and Public Relations Chair, Outreach and Visibility Chair, Communications Director, Volunteer Coordinator, Secretary, Treasurer, Sergeant-at-Arms, Parliamentarian, and Inclusion & Equity Chair, must deliver written or emailed notice of their intent to seek election, specifying the office(s) that they seek, along with a signed statement and non-refundable filing fee of \$25, waivable as specified in footnote 1, to the County Committee Chair (or her designated representative), by mail, by

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<sup>1</sup> The County Committee Chair, upon written request of the individual seeking election and received prior to the filing deadline, may waive the fee for financial hardship.

email or in person or at County Committee Headquarters, 1235 South Clark St., Suite 207, Arlington, VA 22202, by no later than 7:00 p.m. on Friday, December 10, 2021.

(d) In order to certify the eligibility of a candidate for election as a Precinct Captain or County Committee officer, the County Committee Chair (or her designated representative) shall verify that the candidate is a resident of and registered to vote in Arlington County, and, for candidates for Precinct Captain, that the candidate is a resident of and registered to vote in the precinct he, she or they seeks to represent or has served as a Precinct Captain for six months or more immediately prior to the date of the caucus.

(e) Candidates who have filed for Precinct Captain and/or County Committee officer may view the list of all candidate filings, upon request to the County Committee Chair.

(f) The County Committee Chair shall share with the Steering Committee the names of all candidates who have met the filing requirements for Precinct Captain and/or County Committee officer by no later than Monday, December 27, 2021.

### **III. Chair of the Caucus**

The current County Committee Chair shall act as the Chair of the Assembled Caucus to elect Precinct Captains (“Caucus Chair”).

### **IV. Certification of Voters in Caucus to Elect Precinct Captains**

Anyone wishing to cast a vote in the Assembled Caucus to elect Precinct Captains must complete a Caucus Participation Form and sign a statement that says he, she or they is a Democrat, is a registered voter of Arlington, believes in the principles of the Democratic Party, and that he, she or they does not intend to support a candidate opposed to the Democratic nominee in the next election. The form shall designate the precinct in which the voter is registered. Voting in the Assembled Caucus to elect Precinct Captains is only for the purpose of electing Precinct Captains for those precincts that have not been certified as uncontested under Section II(a) above, and thus only voters registered in precincts with contested elections shall be certified as voters in the Assembled Caucus to elect Precinct Captains. Only voters who are on the registered voter list for their precinct as of Monday, December 27, 2021 shall be allowed to vote in the caucus. No fee is required to become a voter in the Assembled Caucus to elect Precinct Captains.

### **V. Temporary Credentials Committee**

A Temporary Credentials Committee appointed by the Caucus Chair shall be responsible for verifying that each caucus participant signs the certification required in Section IV, and appears on the registered voter list identified in Section IV. Upon such certification, the Temporary Credentials Committee shall provide that participant with a ballot containing the names of all candidates who have filed for the position of Precinct Captain for the caucus voter’s precinct.

## **VI. Doors Open and Close**

The Temporary Credentials Committee will begin checking in caucus participants at 6:30 p.m. and will cease checking in caucus participants at 7:15 p.m. Any person wishing to participate in the Assembled Caucus to elect Precinct Captains who is in line for the Temporary Credentials Committee at 7:15 pm shall be permitted to vote in the caucus if otherwise qualified by the Temporary Credentials Committee. No one arriving in line at the caucus after 7:15 pm will be permitted to vote.

## **VII. Call to Order**

At 7:15 p.m., or as soon as temporary credentialing is completed, the Caucus Chair shall call to order the Assembled Caucus to elect Precinct Captains.

## **VIII. Election of Precinct Captains**

The only business for the Assembled Caucus to elect Precinct Captains shall be the election of Precinct Captains for precincts where there is a contest.

- a) Up to two Precinct Captains may be elected from each precinct, except that each of the eighteen (18) precincts which have the most active registered voters as of November 15, 2021 shall have one additional Precinct Captain. The County Committee Chair has the discretion to make reasonable deviations from these Precinct Captain allocations subject to the approval of the Steering Committee and the County Committee.
- b) For any precinct where there is a contested election – *i.e.* more candidates have filed for election in the precinct than the maximum number of Precinct Captains for that precinct designated in Section VIII(a) – the Caucus Chair shall allow each candidate one minute to speak to the caucus explaining why he, she or they should be elected.
- c) Following all speeches noted in Section VIII(b), the Caucus Chair shall call, on a precinct by precinct basis, the election of Precinct Captains to a vote. Credentialed caucus participants may vote only for the Precinct Captains for the precinct in which they are registered. Each vote shall be by written ballot.
- d) A Teller Committee appointed by the Caucus Chair shall be responsible for counting all ballots submitted by credentialed caucus participants. The candidates may observe the counting of the votes. After such counting, the Caucus Chair shall announce the totals of each vote to the Assembled Caucus to elect Precinct Captains .
- e) Where fewer candidates have filed for Precinct Captain than positions exist, the remaining positions will be filled no earlier than the first meeting of the County Committee following the Reorganization Meeting.

## **IX. Reorganization Meeting of the County Committee**

Following the Assembled Caucus to elect Precinct Captains, the County Committee Chair shall convene an organizational meeting of the County Committee with only “Reorganization Meeting Voters” being allowed to vote at this meeting. However, if the County Committee Chair is a candidate for any elected office at the Reorganization Meeting, she shall designate a Temporary Chair of the Reorganization Meeting who is not a candidate, subject to the approval of the Steering Committee.

## **X. Reorganization Meeting Voters**

Any eligible Arlington County voter who complies with the following requirements (“Reorganization Meeting Voter”), subject to confirmation by the County Committee Chair, shall be eligible to vote in the Reorganization Meeting: (i) submits a Reorganization Meeting Registration Form to the County Committee Chair (or her designee) by Monday, December 27, 2021; (ii) is a Democrat and will support Democratic candidates, and signs a pledge to that effect; and (iii) pays a \$25 Reorganization Meeting fee, unless the fee is waived pursuant to the provision below.

The Reorganization Meeting registration fee is waived for the following individuals:

- a) All newly elected Precinct Captains;
- b) All members of the sustaining donors program, as described in Section VII.B.5 of the County Committee Bylaws, as of the November 15, 2021;
- c) All dues-paying members of the Arlington Young Democrats, as of November 15, 2021;
- d) Any person residing in Arlington who is currently in elected office representing Arlington (in whole or in part) after having been elected to office from Arlington as a Democratic nominee or endorsee;
- e) All voting and non-voting members of the County Committee, as defined in Section III.A.1 and III.A.2. of the County Committee Bylaws, as of November 15, 2021;
- f) All candidates standing for election at the Reorganization Meeting to County Committee officer positions, as defined in Section IV.A of the County Committee Bylaws, who have properly filed and timely paid the candidate filing fee; and
- g) Any other individual for whom the registration fee has been waived, including for financial hardship, in the sole discretion of the County Committee Chair. Waivers will be granted for any individual able to demonstrate financial hardship due to the COVID-19 pandemic.

## **XI. Re-credentialing of Reorganization Meeting Voters**

The Temporary Credentials Committee will certify Reorganization Meeting Voters, as described in Section X of these Rules, at the same time that Assembled Caucus voters are certified. Separate ballots for each of the contested County Committee Officer positions shall be distributed at the time of credentialing.

## **XII. Election of County Committee Officers**

The following process shall be followed with respect to each County Committee Elected Officer position:

- a) The order of election of officers shall be: Chair, Deputy Chair, Precinct Operations Chair, Voter Support Chair, Finance Chair, Press and Public Relations Chair, Outreach and Visibility Chair, Communications Director, Volunteer Coordinator, Secretary, Treasurer, Sergeant-at-Arms, Parliamentarian, and Inclusion & Equity Chair.
- b) The County Committee Chair shall announce the filed candidates for each office in order.
- c) If only one candidate has filed or accepted a nomination for the office, the County Committee Chair shall declare the election uncontested and ask for election of the candidate by acclamation. If more than one office in the list in a), above, is uncontested, the County Committee Chair may ask for election by acclamation of all such candidates en bloc.
- d) If more than one candidate has filed or accepted a nomination for the office, the County Committee Chair shall declare the election contested.
- e) For each contested election, each candidate may address the Reorganization Meeting for three minutes. No questions of such candidates from the audience will be permitted.
- f) The County Committee Chair shall call for a vote, and the Teller Committee, designated by the County Commissioner Chair, shall collect and count the secret ballots. For contested offices, the Sergeant-at-Arms (or her designee) shall prepare the ballots in advance. Each candidate or one representative from each candidate may observe the counting of the ballots.
- g) After such counting, the Teller Committee shall inform the County Committee Chair of the totals of the vote, and the County Committee Chair shall announce them to the Reorganization Meeting. In the event of a tie vote, the County Committee Chair shall then cast the deciding vote.

## **XIII. Adjournment**

Upon the announcement of the results of the election of the County Committee Elected Officers, the County Committee shall take up other business on its agenda.

#### **XIV. Advertisement**

Announcement of the date and time of the Assembled Caucus to elect Precinct Captains and Reorganization Meeting, as well as the filing deadlines described in these Rules, shall be posted prominently on the County Committee website ([www.arlingtondemocrats.org](http://www.arlingtondemocrats.org)) beginning promptly upon the adoption of these Rules through January 5, 2022. Such announcements shall also be e-mailed to the County Committee mailing list at least two times between the adoption of these Rules and January 5, 2022 and shall be provided via press release to the Washington Post, ArlNow.com, Arlington Sun-Gazette, Arlington Connection and any other area newspapers and/or media outlets selected by the County Committee Chair in her sole discretion.