

Call to Democratic Party Caucus Special Election for Clerk of the Circuit Court

1. **Call.** Pursuant to Virginia Code Section 24.2-510(5)(ii) and the Democratic Party of Virginia Plan ("the Party Plan"), the Prince William County Democratic Committee (PWDC) and the Manassas & Manassas Park Cities Democratic Committee (MMPCDC) hereby call an Unassembled Caucus for the sole purpose of choosing a Democratic nominee for the Clerk of the Circuit Court Special Election to be held on April 18, 2017.

The Caucus will be held on Sunday, March 5, 2017 at the PWDC headquarters, 4349 Ridgewood Center Drive, Suite 102, Woodbridge, VA 22191. Doors will open at 5PM and voting will cease at 7PM. Persons standing in line at the time the doors close will be allowed to participate in the caucus.

2. **Caucus Rules, Forms, and Information.** Caucus Rules will be posted, along with other pertinent forms and information about the nominating process, at the websites for the PWDC (www.pwcdems.com) and the MMPCDC (www.manassascitydemocrats.org).

3. **General Participation Requirements.** Each participant in the Caucus must be a qualified voter in Prince William County, the City of Manassas or the City of Manassas Park at the time of their participation. No participant in the Caucus may intend to support any candidate who is opposed to the Democratic nominee in that Special Election. Every person who participates in the Caucus must have their voter registration status verified and complete a Caucus Declaration Form.

4. **Voting Opportunities.** Participants in the Caucus may vote only in person and at the time and location noted above. *(Note: Each voter may arrive during the time listed, cast his or her vote, and leave.)*

5. **Candidate Requirements.** Each candidate for nomination must meet all applicable requirements of state law, the Party Plan, and the Caucus Rules. Each candidate for nomination must submit a completed Declaration of Candidacy form plus a filing fee of \$1000.00 in check or money order made out to PWDC, to the Chair of the PWDC no later than 3PM on Friday, March 3, 2017. The filing form and filing fee must be personally delivered to the Chairman at 3525 Waters End Trail, Woodbridge, Virginia 22192. If only one qualified candidate files by the deadline, that person will be the nominee of the Democratic Party and the Caucus will be cancelled. Notice of the cancellation of the Caucus will be posted on the Committee websites.

For questions about the Caucus, please contact Harry Wiggins, Chair of the PWDC at hwiggins01@yahoo.com or (202) 255-6714.