



**CALL TO CAUCUS TO NOMINATE A DEMOCRATIC CANDIDATE
FOR CITY TREASURER AND COMMISSIONER OF THE REVENUE
MANASSAS CITY, VA
NOVEMBER 2017 ELECTION**

1. **Call.** Pursuant to the Democratic Party Plan of Virginia (“the Party Plan”), the Manassas and Manassas Park Cities Democratic Committee hereby calls an Assembled Caucus for the sole purpose of selecting a Democratic candidate for the elected state constitutional offices in the City of Manassas, VA listed below:
 1. **Treasurer**
 2. **Commissioner of the Revenue**

2. **Caucus Rules, Forms, and Information.** Caucus Rules will be posted, along with other pertinent forms and information about the nominating process, at the Manassas and Manassas Park Cities Democratic Committee website <http://www.manassascitydemocrats.org> . Any changes to the Caucus Rules will be updated on that site.

3. **General Participation Requirements.** Each participant in the Caucus must be a qualified voter in the City of Manassas at the time of their participation. Each participant must affirm in writing that they are Democrat, that they believe in the principles of the Democratic Party, and that they do not intend to support any candidate opposing a Democrat in the ensuing general election.

4. **Conduct of the Caucus.** The caucus will be held from 7:00 pm to 8:00 pm on Wednesday, June 7, 2017 at the **Manassas Park Police Station, 329 Manassas Dr.**, Manassas Park VA 20111 in the first floor conference room. The doors to the Caucus will be opened for check-in at 6:30 p.m. and will remain open until 7:00 p.m. Those in line at 7:00 p.m. will be allowed to complete the check-in process and will be permitted to vote. Those arriving after 7:00 p.m. will not be admitted to participate. Voting will commence promptly at the conclusion of the candidates’ speeches described in the Rules for the Caucus.

5. **Candidate Filing:** Each person seeking to become the Democratic nominee for the general election shall submit, to the Manassas and Manassas Park Cities Democratic Committee Chair, Allen Muchnick, 9625 Park St, Manassas, VA 20110, the following by 5:00 PM EDT on Friday, May 26, 2017:
 1. An original copy of the Declaration of Candidacy form, and
 2. A certified check, cashier’s check, personal check, or money order for the filing fee of **\$250.00**, payable to the Manassas and Manassas Park Cities Democratic Committee (MMPCDC).

Only those candidates who have timely and properly filed a Declaration of Candidacy form **AND** paid the filing fee will have their names placed in nomination. The Declaration of Candidacy form shall be available on the Manassas and Manassas Park Cities Democratic Committee (MMPCDC) website, <http://www.manassascitydemocrats.org> .

If the number of qualified candidates who file for a race by the May 26 deadline does not exceed the number of available seats, the Chair may declare those candidates to be the Party's nominees and cancel the respective nominating Caucus. If there are no contested races for any seat, the Chair may cancel the Caucus entirely.

For questions about the Caucus, to request any accommodation necessary to ensure full participation, or to file a Declaration of Candidacy, please contact Allen Muchnick, Chair of the Manassas and Manassas Park Cities Democratic Committee at mmpcdc@gmail.com or 571-358-9893.