



**Rules for the Assembled Caucus to be held June 7, 2017  
to select a Democratic candidate for the elected offices  
in the City of Manassas, VA listed below:**

1. Treasurer
  2. Commissioner of the Revenue
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1. All times shall be read from the official clock.
  2. The doors of the caucus room will be opened and the certification process will begin at 6:30 PM EDT on June 7, 2017.
  3. The doors of the caucus meeting room will be closed promptly at 7:00 PM EDT. Participants standing in line to complete a certification form at the time the doors close will be allowed to complete their forms and participate in the caucus. Participants will have their voter registration verified at the registration table prior to voting in the caucus.
  4. All persons participating in the caucus must provide written certification that he/she:
    - a. Is a Democrat;
    - b. Is a registered voter within the City of Manassas;
    - c. Believes in the principles of the Democratic Party; and
    - d. Does not intend to support a candidate opposing a Democrat in the ensuing general election.
  5. The chair of the Manassas and Manassas Park Cities Democratic Committee shall act as the temporary chair of the caucus.
  6. The secretary of the Manassas and Manassas Park Cities Democratic Committee shall act as the temporary secretary of the caucus.
  7. The caucus shall be conducted in accordance with the Virginia Democratic Party Plan and the Call to Caucus
  8. Each of the candidates for nomination who have properly filed on or before the deadline set out in the Call to Caucus will be permitted to address the caucus for not more than five minutes prior to the commencement of voting.
  9. The ballots will be prepared listing the first name, middle initial, and last name of the candidates. Ballot order will be determined by lot.
  10. The members of the Manassas and Manassas Park Cities Democratic Committee shall act as tellers for the caucus.



11. Caucus participants may vote for a candidate by placing an “X” beside the appropriate name. Participants may select no more than one candidate each for mayor and treasurer and three candidates for city council.
12. The members of the Manassas and Manassas Park Cities Democratic Committee shall count the ballots.
13. There will be no Press or bystanders permitted in the room in which the counting of the ballots takes place. One designated representative from each candidate’s campaign will be allowed to observe the counting of the ballots, provided they have a signed letter from the candidate designating that person as their Authorized Representative.
14. The nomination will be decided by whichever candidate receives a majority of the votes. Ties will be decided by the flip of a coin. If more than two candidates file for any nomination, the ballots will direct the voters to rank all candidates in order of their preference, and an instant run-off procedure will identify the winning candidate; i.e., if no candidate is the first preference of a majority of the voters, the candidate receiving the fewest votes will be eliminated, the second-choice votes on those ballots will be reallocated to the remaining candidates as cast, and this process will be repeated until one candidate emerges with a majority of the votes.