



**Temporary Rules for the Assembled Caucus to be Held January 17, 2018
to Elect MMPCDC Committee Members and Officers
for the 2018-2019 Biennium**

1. The doors of the caucus meeting room will open and the certification process will begin at 6:30 pm EST on January 17, 2018. An official clock will be identified by the Temporary Chair of the Caucus. This clock will be used for all timekeeping. The caucus shall be conducted in accordance with the Virginia Democratic Party Plan and the Call to Caucus
2. The doors to the caucus meeting room will be closed promptly at 7:30 pm EST. A five minute warning will be issued by the Temporary Chair at 7:25 pm. Persons 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.
3. The Temporary Credentials Committee will be responsible for checking in caucus participants by confirming that they are registered to vote in the City of Manassas or Manassas Park. Every person who participates in the caucus must complete a certification form and sign a statement asserting that they are a registered voter of the City of Manassas or Manassas Park, a Democrat, and do not intend to support any candidate opposing a Democratic nominee in any general or special election during the 2018-2019 biennium. The MMPCDC Application for Membership shall serve as this certification form.
4. The caucus will be called to order by the temporary chair. A Co-Chair of the Manassas and Manassas Park Cities Democratic Committee or his/her designee shall act as the temporary chair.
5. The first order of business shall be the election of a permanent chair.
6. The permanent chair shall appoint the permanent caucus secretary and will designate one or more participants, as needed, to act as tellers for the caucus.
7. The chair shall call upon the Temporary Credentials Committee for a report of the number of credentialed participants in the caucus.
8. The chair shall thereupon offer a report on Temporary Rules. Upon a motion for adoption, the Temporary Rules may be amended from the floor (but must comply with the Call to Convention), put to a vote, and adopted.
9. **Election of Committee Members:** The Secretary will read the full list of candidates for membership, and the Chair will ask if there are any objections to electing the full slate of membership candidates by acclamation. A vote to elect all uncontested candidates by a show of hands will then be held. If there are any objections to electing one or more candidates for



membership, separate votes by a show of hands will be then held for each contested candidate. In the event of a tied vote, the vote will be retaken until the tie is broken.

10. Election of Committee Officers: The Nominating Committee Chair will announce all declared candidates for the officer positions (chair or co-chairs, vice chair, secretary, and treasurer), and the Chair will entertain additional officer nominations from the floor. If any officer position is contested, separate votes for each officer position, starting with the chair or co-chairs, will be conducted by a show of hands. Each declared candidate for a contested officer position will be permitted to address the caucus for not more than five minutes prior to the commencement of voting. The officer elections will be decided by whichever candidate has a plurality of the votes on the first ballot. Ties will be decided by the flip of a coin. If all officer positions are uncontested, a single vote will be taken to accept the entire slate of officer candidates by a show of hands.

11. Upon the announcement of the results and the collection of all documentation, the caucus will adjourn.