



**CALL TO CAUCUS TO NOMINATE A DEMOCRATIC CANDIDATE  
FOR CITY COUNCIL, CITY OF MANASSAS, VA  
NOVEMBER 2019 SPECIAL ELECTION**

1. **Call.** Pursuant to [Code of Virginia Section 24.2-510\(3\)](#) and the [Democratic Party of Virginia Party Plan](#) ("the Party Plan"), the Manassas and Manassas Park Cities Democratic Committee hereby calls an Unassembled Caucus for the sole purpose of nominating a Democratic candidate for city council in the City of Manassas, VA to run in the special election set for November 8, 2019.

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 election.

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

5. **Conduct of the Caucus.** The caucus for the Manassas City Council nomination is scheduled for **Wednesday August 14, 2019, 5:00 pm – 9:00 pm**, at the [City of Manassas Public Works and Utilities Building, 8500 Public Works Drive, Manassas VA 20110](#) in the conference room. The doors will open at 5:00 pm for check-in and will close promptly at 9:00 pm. Anyone in line at 9:00 pm will be allowed to vote.

6. **Candidate Filing:** Each person seeking to become the Democratic nominee for the special election shall submit, to the Manassas and Manassas Park Cities Democratic Committee Chair, Mike Freeland, 9002 Peabody St., Manassas, VA 20110, the following **by 5:00 PM EDT on Thursday, August 8, 2019:**

1. An original signed and properly witnessed 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 only one qualified candidate files by the August 8 deadline, the Chair may declare that candidate to be the Party's nominee and cancel the nominating Caucus. **A notice of such a caucus cancellation will be posted on the MMPCDC website by August 8 at 7:30 pm.**

For questions about the Caucus, to request any accommodation necessary to ensure full participation, or to file a Declaration of Candidacy, please contact Mike Freeland, Co-chair of the Manassas and Manassas Park Cities Democratic Committee at [mmpcdc@gmail.com](mailto:mmpcdc@gmail.com) or **571-358-9893**.