Rules for Unassembled Caucus for Manassas City Council Nomination

1. All times shall be read from the phone of the Chair of the Caucus.
2. The doors of the caucus room will open, and the certification process will begin, at 5:00 pm.
3. The doors to the caucus room will be closed promptly at 9:00 pm. Persons standing in line to complete a *Caucus Declaration Form* at the time the doors close will be allowed to complete their forms and participate in the caucus.
4. Every person who participates in the caucus must complete a *Caucus Declaration Form* and sign a statement asserting that she or he is a registered voter in the City of Manassas, is a Democrat, believes in the principles of the Democratic Party, and does not intend to support a candidate opposed to a Democratic nominee in the next ensuing election. They must also have their voter registration status verified.
5. The co-chair of the Manassas & Manassas Park Cities Democratic Committee shall act as the permanent chair of the caucus.
6. The secretary of the Manassas & Manassas Park Cities Democratic Committee shall act as the permanent secretary of the caucus.
7. The caucus shall be conducted in accordance with the *Democratic Party of Virginia Party Plan* and the *Call to Caucus*.
8. The permanent chair shall appoint a tellers committee.
9. Ballots will be prepared listing the first name and last name of each candidate properly filed in alphabetical order by last name. Voters may vote for one candidate only. Voting for more than one candidate shall invalidate the ballot.
10. At the conclusion of voting, the tellers committee shall count the ballots. Each candidate is entitled to have one observer for the counting of the ballots.
11. There shall be no campaigning inside the caucus room, the check-in area, or anywhere else inside the City of Manassas Public Works and Utilities Building.
12. No Press or Observers will be permitted in the room in which balloting takes place.
13. Tie votes will be decided by the flip of a coin.