

REPORT OF THE TEMPORARY RULES COMMITTEE

11th CONGRESSIONAL DISTRICT DEMOCRATIC CONVENTION

May 13, 2017

I. CONVENING OF CONVENTION

The Eleventh District Convention will convene at 10:30 a.m. on Saturday, May 13, 2017, at Luther Jackson Middle School, 3020 Gallows Road, Falls Church, VA 22042-1010. The Convention will be called to order by the Chair of the Eleventh Congressional District Democratic Committee (“District Committee”), who shall serve as temporary Convention Chair.

II. ORDER OF BUSINESS

- Registration (9:00am - 10:30 a.m.)
- Jurisdictional Caucuses – Voting
- Convention call to order following Caucuses
- Introduction of Temporary Chair and Secretary
- Election of Permanent Chair and Permanent Secretary
- Election of Permanent, Credentials, Rules, and Resolutions Committees, which will meet immediately following their election
- Welcoming address, introductions and announcements
- Report of the Permanent Credentials Committee
- Report of the Permanent Rules Committee
- Report of the Permanent Resolutions Committee
- Election of the State Central Committee Members
- Adjournment

III. JURISDICTIONAL CAUCUSES AND SELECTION OF STATE CENTRAL COMMITTEE MEMBERS

A. Jurisdictional Caucuses will be convened by a temporary Chair appointed by the District Chair. After the election of a permanent Chair, the Chair will appoint a head teller and other tellers as necessary. The Jurisdictional Caucuses shall select State Central Committee members, with balloting taking place between 10:30 a.m. and 11:30.

B. The name of each convention attendee shall be checked against a list of registered voters to determine that the attendee is a voter registered in the jurisdiction. Attendees shall be required to sign a Declaration form which includes an affirmation that the person is a resident of, and registered to vote in, the jurisdiction holding the caucus; does not intend to support any candidate who is opposed to the Democratic nominee in the next ensuing general election, is a Democrat and is not a member of any other political party; and has not, and will not, participate in the nominating process of any other political party for the 2017 general election.

C. The Jurisdictional Caucuses shall select twenty members of the Democratic State Central Committee and the names of persons selected shall be presented to the convention. Each caucus shall select the following number of State Central Committee Members:

Fairfax City	One Member
Fairfax County	Fifteen Members
Prince William County	Four Members

D. Candidates for State Central Committee are required to pre-file. Anyone wishing to be a candidate must pre-file with the District chair by 5:00 p.m. on Wednesday, May 3, 2017. Slates must be pre-filed by the same deadline with the membership pre-filing forms of slate members attached. Candidates may be listed on only one (1) slate.

E. Each ballot shall list, in alphabetical order, the female candidates on the left side and the male candidates on the right side. Slates shall also list candidates in like manner.

F. If the total number of pre-filed nominations from a jurisdiction does not exceed the number of members allocated to that jurisdiction, the jurisdiction may elect those candidates without the use of paper ballots.

G. The members selected shall be equally divided between men and women.

IV. CONVENTION AND PERMANENT COMMITTEES

A. Following the jurisdictional caucuses, all voters present may convene as the district convention.

B. Upon completion of the jurisdictional caucuses and counting of the ballots, each jurisdiction's Caucus Chair shall report to the Convention, at the appropriate time, the persons selected by their caucus to the State Central Committee. The Chair of the Convention shall declare that the persons selected by the jurisdictional caucuses are elected as Eleventh District members of the State Central Committee.

C. There shall be three permanent committees of the Convention: Rules, Resolutions and Credentials. Each permanent committee of this Convention shall consist of up to:

Fairfax City One Member

Fairfax County Ten Members

Prince William County Four Members

V. RESOLUTIONS

A. The Temporary Resolutions Committee (hereafter the Committee) will meet to develop a resolutions package for consideration at the 11th Congressional District Convention.

B. Public hearings on resolutions may be held at the discretion of the Committee.

C. In order for a resolution, submitted by a member of the public, to be considered by the Committee for inclusion in its resolutions package, the draft resolution must include the name, address, phone number, and email of the drafter; be submitted as an attachment (in Word, Calibri size 10 font) to the 11th District Chair Robert Haley via email (haleyr@sprintmail.com) , and received **no later than Friday, April 28, 2017, 5 pm.**

D. Action on any resolution submitted by a member of the public is at the discretion of the Committee.

E. At the District Convention, the report of the Permanent Resolutions Committee shall be limited to no more than 30 minutes of the District convention.

F. In presenting the report of the Permanent Resolutions Committee, the Committee Chair shall offer the resolutions for ratification as a single package. No resolutions or amendments to resolutions may be proposed from the floor of the convention.

G. Motions will be accepted from the floor to remove any individual resolution from the package in order to seek a majority vote to eliminate it. Debate on any single resolution removed from the package shall be limited to 10 minutes, the time being equally divided pro and con.

H. Resolutions adopted by the District Convention shall be forwarded to the State Central Committee Resolutions Committee for consideration no later than 10 days from the conclusion of this convention.

VI. MISCELLANEOUS RULES

- A.** All papers to be filed with the Chair of the Eleventh District Democratic Committee shall be filed at the following address: Robert Haley, 2208 Glencourse Lane, Reston, VA 20191; phone: (Fax) 703/476-9440, (C) 703/864-4967; E-mail haleyr@sprintmail.com
- B.** All pre-filed candidates for the 11th District Democratic Committee may obtain a list of pre-filed delegates to the Convention after April 28, 2017.
- C.** The Permanent Chair shall appoint a Parliamentarian, a Sergeant-at-Arms, a Head Teller, and fill any other positions deemed necessary. It shall be the responsibility of the Chair to conduct and expedite the business of the Convention, and to preserve order and decorum. Each attendee is called upon and directed to assist in completing the business of the convention in an orderly and timely manner. The Chair shall be authorized to recess the Convention at any time. The Chair will state, whenever possible, when the Convention is to reconvene. The Chair may recognize special guests at appropriate times.
- D.** Ballots from each jurisdiction will be turned over to the Head Teller as soon as that vote has been counted, and will be maintained by the Convention Chair for at least thirty days.
- E.** Except as set forth in these rules, the Convention shall be governed by the Virginia Democratic Party Plan, as amended and Roberts Rules of Order.

Adopted by the Eleventh Congressional District Democratic Committee

2017 ELEVENTH CONGRESSIONAL DISTRICT DEMOCRATIC CONVENTION

***2017 ELEVENTH CONGRESSIONAL DISTRICT
COMMITTEE MEMBERSHIP PRE-FILING FORM***

Use this form to file to be a candidate for the 11th Congressional District Committee.

I, the undersigned, hereby state that I: wish to be a candidate for election as an Eleventh District Member of the Virginia Democratic Party State Central Committee; am a Democrat, am a registered voter in the precinct, city, or county listed below, that I believe in the principles of the Democratic Party, and I do not intend to support any candidate who is opposed to a Democratic nominee in the next ensuing election.

NAME _____

ADDRESS _____

CITY _____ ZIP _____

MAILING ADDRESS (if different) _____

PHONE (H) _____ (O) _____

EMAIL _____ CONGRESSIONAL DISTRICT - 11th

COUNTY OR CITY _____

PRECINCT/WARD _____

Signature _____ Date _____

You must file this Membership Pre-Filing Form with the District Chair by 5:00 p.m. on Wednesday, May 3, 2017. Forms for candidates on a slate must be filed together. No forms will be accepted after the deadline.

By Email (preferred): haleyr@sprintmail.com

- *By Mail:*
Robert Haley 11th CDDC Chair
2208 Glencourse Lane,
Reston, VA 22191
Phone: 703-864-4967 (C)

- *By Fax:* 703-476-9440

SUGGESTED JURISDICTIONAL CAUCUS ORDER OF BUSINESS

1. Convene
2. Elect Chair
3. Introduce Head Teller & Tellers
4. Distribute Ballots
7. Election
8. Any additional business
9. Adjourn and join convention

SUGGESTED JURISDICTIONAL CAUCUS RULES

I. Convening of Jurisdictional Caucus

A. All attendees from the same jurisdiction shall assemble together and convene a jurisdictional caucus. A Temporary Jurisdictional Chair (e.g., the jurisdiction's Democratic Committee Chair), appointed by the 11th Congressional District Democratic Chair, shall convene the caucus and call the caucus to order.

B. The jurisdictional caucus shall elect a permanent Caucus Chair.

C. The jurisdictional caucus shall elect a caucus secretary to take minutes of the proceedings.

D. The Caucus Chair shall appoint a Jurisdictional Teller(s) and Sergeant at Arms.

E. The Caucus Chair shall explain the Caucus Rules.

II. Election of State Central Committee Members

A. The Caucus Chair shall read the names of those candidates listed on the pre-printed ballots and direct them to assemble before the jurisdictional caucus.

B. Each ballot shall list, in alphabetical order, the female candidates on the left side and the male candidates on the right side and shall clearly state the total number of votes permitted for candidates of each gender, by Magisterial District, if applicable. The ballot shall also state that if more than the allowed number of votes for members of one gender are cast, then none of the votes cast for that gender shall be counted.

D. If the number of candidates, by gender, for election is equal to the number of State Central Committee member slots by gender, allocated to that jurisdiction, the Caucus may dispense with speeches and may also nominate those candidates by acclamation.

E. If the number of candidates, by gender, exceeds the number of State Central Committee member slots, by gender, allocated to that jurisdiction, then each candidate shall have one minute each to address the Caucus. Candidates shall speak in the order in which they are listed on the ballot.

G. The Chair may ask the Sergeant at Arms to time the speeches and enforce the caucus rules to ensure the orderly conduct of business.

H. Following the speeches, if applicable, the Jurisdictional Teller shall distribute one ballot to each registered attendee. Completed ballots shall be returned to the Jurisdictional Teller for immediate counting. The Jurisdictional teller may request assistant tellers if needed.

I. Each candidate for election to the State Central Committee may appoint a caucus attendee to serve as an observer of the vote count.

J. Following the vote count, the Jurisdictional Teller shall report the results. Following the adjournment of the jurisdictional caucus, the Jurisdiction Teller shall present to the Convention Head Teller all of the completed ballots from that jurisdiction.

III. Additional Business and Adjournment

A. The Chair may call for any additional business. Such additional business shall be conducted in a period not to exceed 10 minutes.

B. The Chair shall entertain a motion to adjourn.

C. Following the adjournment of the Jurisdiction Caucus, all attendees shall report and convene with all other 11th Congressional District Jurisdictions as a convention.