

CITY OF FAIRFAX DEMOCRATIC COMMITTEE 2016 CALL TO CAUCUS

Whereas, it is the duty of the City of Fairfax Democratic Committee to issue the Call to Caucus for the purpose of electing 6 delegates and 2 alternates to the 11th District Democratic Convention and the Virginia Democratic State Convention:

Now therefore be it resolved that the City of Fairfax Democratic Committee hereby issues the Call to Caucus to convene an unassembled caucus to be held at the City of Fairfax Region Library room A located at 10360 North Street Fairfax, Virginia 22030 from **12 noon to 2 pm on Saturday, April 16, 2016** for the sole purpose of electing delegates and alternates to the 11th District Democratic Convention and the Virginia Democratic State Convention and the following provisions will govern the Caucus, to wit:

1. **PREFILING:** Those wishing their names to be placed on the ballot at the Caucus shall prefile their candidacy by **5:00 p.m. April 9, 2016**, with the Chairman of the City of Fairfax Democratic Committee Kathy Hackshaw at 4010 Stonewall Avenue Fairfax, Va. 22032.
2. **Voluntary Administrative Fee:** There shall be an administrative fee of \$15.00 For each person filing for delegate, payable to the City of Fairfax Democratic Committee. Payment of this fee is voluntary. No statement is required in order to waive the payment.
3. **Notice Requirements:** The City of Fairfax Democratic Committee shall cause to be published the time, date, and location of the Caucus at least 7 days prior to the Caucus, but no more than 2 weeks before the Caucus. A copy of this call shall (a) be published on the City of Fairfax Democratic Committee website www.fairfaxdems.com and (b) sent to the DPVA.
4. **Conduct of the Caucus:** The doors to the Caucus will open at 12 noon and will remain open until 2 p.m. Those in line at 2 p.m. will be allowed to complete the check-in process and will be permitted to vote. Those arriving after 2:00 p.m. will not be admitted to participate.
5. **The Chair of the City of the Fairfax Democratic Committee** or her designee shall act as the Permanent Chair of the Caucus. The Chair or her designee will appoint other Officers of the Caucus as deemed appropriate. The Order of the Caucus shall be governed by the Virginia Democratic Party Plan and the Virginia Democratic Party 2016 Call to Convention.
6. **Affirmative Action:** It shall be the duty of the City of Fairfax Democratic Committee to take all feasible steps to encourage broad participation in the delegate selection process. Discrimination on the basis of race, sex, age, color, national origin, religion,

ethnic identity, sexual orientation, gender identity or economic status in the delegate selection process is prohibited.

7. **Absentee Caucus:** Absentee-in-person caucus voting for the City of Fairfax City will be held **Thursday, April 14, 2016 from 7 to 9 p.m.** at the residence of the Parmly's located at 10603 Orchard Street Fairfax, Virginia 22030.
8. **Cancellation:** The Caucus Chair may cancel the caucus provided the number of people who prefile by the deadline is equal to or less than the number of delegates and alternates allocated. Notification of the cancellation shall be posted on the City of Fairfax Democratic website and shall appear by 5 pm on Monday, April 11, 2016.
9. **Call Distribution:** It shall be the duty of the Fairfax City Democratic Committee Chair or her designee to publish The Call to Caucus.

Adopted: 3/19/16

Signed: Kathy Hawkshaw