

**Call to Democratic Party Caucus**  
**To Fill the Unexpired Term of the Sheriff of Fairfax County/City of Fairfax**

1. **Call.** Pursuant to the Democratic Party Plan of Virginia (“the Party Plan”), the Fairfax County Democratic Committee and the City of Fairfax Democratic Committee hereby call an Assembled Caucus for the sole purpose of choosing a Democratic nominee to fill the unexpired term for the Sheriff of Fairfax County and Fairfax City.
2. **Caucus Rules, Forms, and Information.** Caucus Rules will be posted, along with other pertinent forms and information about the nominating process, at the Fairfax County Democratic Committee website and the City of Fairfax Democratic Committee website. Any changes to the Caucus Rules will be updated on those sites.
3. **General Participation Requirements.** Each participant in the Caucus must be a qualified voter in either the County of Fairfax or the City of Fairfax at the time of their participation. No participants in the Caucus may intend to support any candidate who is opposed to the Democratic nominee in that Special Election.
4. **Voting.** Caucus will commence at 7:00 pm EDT on July 23, 2013 at a location to be selected by the Chairmen of the Fairfax County Democratic Committee and the City of Fairfax Democratic Committee centrally located to those two jurisdictions (e.g., Fairfax High School, Falls Church High School, Luther Jackson Middle School). Voting will commence promptly at the conclusion of the candidates’ speeches described in the Rules for the Caucus.
5. **Candidate Requirements.** Each candidate for nomination must meet all applicable requirements of state law, the Party Plan, and the Caucus Rules. Each candidate for nomination must submit a completed Declaration of Candidacy form to the Executive Director of the Fairfax County Democratic Committee not later July 16, 2013 at 5:00 p.m. EDT. Each form must bear the original signature of the candidate, and must be accompanied by a filing fee of \$1,000.00 made payable to the Fairfax County Democratic Committee. If only one qualified candidate files by that deadline, that person shall be the nominee of the Democratic Party and the Caucus will be cancelled.

For questions about the Caucus, to request any accommodation necessary to ensure full participation, or to file a Declaration of Candidacy, please contact Frank Anderson, Executive Director of the Fairfax County Democratic Committee at (703) 573-6811.

**RULES FOR THE ASSEMBLED CAUCUS TO BE HELD JULY 23, 2013 TO DETERMINE THE DEMOCRATIC NOMINEE FOR THE UNEXPIRED TERM FOR SHERIFF OF THE COUNTY OF FAIRFAX AND THE CITY OF FAIRFAX**

1. All times shall be read from the official clock located above the check-in area.
2. The doors of the caucus room will open and the certification process will begin at 6:30 pm on July 23, 2013.
3. The doors of the caucus meeting room will be closed promptly at 7:00 p.m. Persons standing in line to compete a certification form at the time the doors close will be allowed to complete their forms and participate in the caucus. Participants will have their voter registration verified at the registration table prior to voting in the caucus.
4. Those persons who are already members of the Fairfax County Democratic Committee or the City of Fairfax Democratic Committee are deemed to have satisfied the requirements of Section 18.3 of the Party Plan. All other persons participating in the caucus must provide written certification that he/she:
  - a) Is a Democrat;
  - b) Is a registered voter within Fairfax County or Fairfax City;
  - c) Believes in the principles of the Democratic Party; and
  - d) Does not intend to support any candidate who is opposed to the Democratic nominee for Sheriff at the special election.
5. The chairs of the Fairfax County Democratic Committee and Democratic Committee of the City of Fairfax shall act as the permanent co-chairs of the caucus.
6. The acting recording secretary of the Fairfax County Democratic Committee shall act as the permanent secretary of the caucus.
7. The caucus shall be conducted in accordance with the Virginia Democratic Party Plan and the Call to Caucus.
8. The members of the Fairfax County Democratic Committee Election Law and Protection Committee shall act as tellers for the caucus.
9. The ballots will be prepared listing the first name, middle initial and last name of the candidates.
10. Caucus participants may vote for a candidate by placing an "X" beside the appropriate name.
11. The members of the Fairfax County Democratic Committee Election Law and Protection Committee shall count the ballots.
12. Each of the candidates for nomination who have filed the necessary papers on or before the deadline set out in the Call to Caucus for Sheriff will be permitted to

address the caucus for not more than five minutes prior to the commencement of voting.

13. There will be no Press or Observers permitted in the room in which the counting of the ballots takes place. One designated representative from each candidate's campaign will be allowed to observe the counting of the ballots, provided they have a signed letter from the candidate designating that person as their Authorized Representative.
14. The nomination 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.