

RULES AND PROCEDURES GOVERNING THE SELECTION PROCESS FOR
CANDIDATES SEEKING ENDORSEMENT BY FCDC FOR TOWN OF HERNDON
COUNCIL AND MAYOR IN THE 2018 GENERAL ELECTION

I. Application and Questionnaire

- A. Candidates seeking an endorsement for Town of Herndon Council or for Town of Herndon Mayor must complete and return the prescribed Application for Endorsement, Questionnaire and a \$250 filing fee to Fairfax County Democratic Committee (FCDC) Headquarters (8500 Executive Park Ave., Suite 402, Fairfax, VA 22031) by 5:00 p.m. eastern daylight time May 10, 2018. The filing fee will be refundable in full to the winners of endorsements, and to all other candidates that sought the endorsement upon FCDC receiving proof that they have withdrawn from the race. Any candidate that does not receive the endorsement and fails to withdraw from race by August 21, 2018 shall forfeit the \$250 which will be divided evenly and then provided to the winner of the endorsement as a contribution from FCDC.
- B. No request for endorsement will be considered without a successful submission of required application form, questionnaire, and payment of filing fees except in cases where the prospective candidate may be subject to the Hatch Act and is prohibited from formally requesting an endorsement. In such cases an FCDC member may submit to FCDC Headquarters by 5:00 p.m. eastern daylight time May 10, 2018 the name of a candidate to be considered. Requests for endorsement must include submission of the required application, questionnaire, and the filing fee, to be paid by the party submitting the application.
- C. The Dranesville District Democratic Committee (DDDC) will distribute no later than May 14, 2018 to its membership the information from the applications and questionnaires to fully inform members about candidates. Upon receipt of the application and paid filing fee, the candidate will be able to request the list of DDDC members subject to signing a privacy agreement.

II. Selection Process

- A. DDDC will vote on endorsement recommendations for nonpartisan, at-large races in the Town of Herndon at the general membership DDDC meeting on June 14, 2018 at 7:30 p.m. eastern daylight time. The location shall be the Herndon Middle School cafeteria.
- B. Upon arrival at the DDDC general membership meeting June 14, 2018, DDDC members will check in with the DDDC secretary and voting eligibility will be confirmed. Only DDDC members in good standing--those whose membership was approved at, or prior to, the May 2018 FCDC General Meeting--may vote. Once voting eligibility is confirmed, a ballot is conferred. Members must check in by the beginning of the meeting at 7:30 p.m. on June 14, 2018 to be eligible to vote. Members must be present in order to vote. No proxies are permitted.

C. The order of process at the DDDC general membership meeting on June 14, 2018 will be as follows:

1. Candidates for Town Council will be presented first. Candidates will be presented in alphabetical order by last name. The chair will introduce each Town Council candidate. Then the candidate will provide an opening statement, up to 5 minutes in length. The length of time will be determined in advance by the chair and communicated to the candidates prior to the meeting. Only candidates will be permitted to speak, surrogates are not allowed except in the case of federal employees. Opening statements shall be followed by a question and answer period, the length of which will be determined by the chair. Questions for the candidates will be drawn randomly from those submitted in writing by DDDC members. Surrogates shall not be permitted to answer questions on behalf of the candidates.
2. After all Town Council candidates have been presented, candidates for Mayor will be presented in alphabetical order by last name. The chair will introduce each Mayoral candidate. Then the candidate will provide an opening statement, up to 5 minutes in length. The length of time will be determined in advance by the chair and communicated to the candidates prior to the meeting. Only candidates will be permitted to speak, surrogates are not allowed except in the case of federal employees. Opening statements shall be followed by a question and answer period, the length of which will be determined by the chair. Questions for the candidates will be drawn randomly from those submitted in writing by DDDC members. Surrogates shall not be permitted to answer questions on behalf of the candidates.
3. Members may vote as soon as checked in by the DDDC secretary and voting will conclude 10 minutes after the completion of the question and answer period for Mayor. Each member may cast only the ballot given to them and may not cast another member's ballot.

D. FCDC will consider DDDC's recommended candidates for endorsement for nonpartisan, at-large races in the Town of Herndon at the FCDC general membership meeting on July 24, 2018 at 7:30 p.m. eastern daylight time. The location shall be the Herndon Middle School auditorium.

1. Recommendations for endorsement must be approved by the county committee for the candidate to be considered endorsed by FCDC.
2. The County Committee may choose not to endorse any of the recommended candidates.

III. Ballots & Method of Voting

A. A ballot will be prepared that lists the names of all qualified candidates in alphabetical order by last name for Town Council and then lists names of all qualified candidates in alphabetical order for Mayor. Candidates' names will appear as they are intended or expected to appear on the General Election ballot in accordance with state regulations for such forms.

- B. If a candidate wishes to withdraw from consideration for an endorsement recommendation, s/he must notify the DDDC chair in writing at least 48 hours prior to the meeting.
- C. The plurality-at-large method of election will be used. Each member will choose up to 6 Town Council candidates for a recommended endorsement and 1 Mayoral candidate for a recommended endorsement. The winning Candidates for Town Council will be the six candidates that receive the most votes. The winning candidate for Mayor will be the candidate that receives the most number of votes.
- D. Ballots will be counted immediately at the conclusion of voting on the date of the meeting. In the event that circumstances (time constraints on meeting space, for example) prohibit completion of ballot counting, the DDDC Chair may direct ballot boxes to be sealed and counting be continued at a time and location to be announced by the Chair
- E. The DDDC Chair will act as, or designate, the Voting Process Director (VPD). The VPD will appoint a Teller Committee to count the votes. This committee will be comprised of one or more representatives of each qualified candidate (provided that the same number are appointed from each campaign), as well as a Head Teller and up to three other DDDC members.
- F. All members of the Teller Committee must agree to be sequestered and not to communicate with anyone outside the Teller Committee from the time the first ballot box is unsealed until the time that the results are certified, and must surrender electronic communications devices during this period to the Head Teller. The VPD will make suitable arrangements for escorting tellers incommunicado outside the sequestration area for reasons of acute personal need.
- G. Prior to counting votes therein, each ballot box will be examined outside the sequestration area by candidate representatives and the VPD. The VPD will then deliver each box to the Teller Committee and open it in their presence.
- H. The DDDC Chair and the DDDC Vice Chair may observe the activities of the Teller Committee. Only these individuals and the Head Teller may enter the sequestration area or leave it unescorted, and all must agree not to disclose information about the ballot counting to any person other than the VPD prior to the time the DDDC Chair announces the Teller Committee's report.
- I. The Teller Committee will tally, record, and verify the results of the endorsement voting. The Teller Committee must agree upon the results and affix their signatures upon the written certification of the results. After consultation with the campaign representatives and the Head Teller, the VPD may approve modifications to the Teller Committee procedures if they will, under the conditions then existing, improve the fairness, accuracy, and/or confidence in the result of balloting. All activities of the Teller Committee will occur under the direction of the Head Teller. The Head Teller is responsible for ensuring that Teller Committee members understand how the ballots will be tabulated.

- The members of the Teller Committee will remove the ballots from the ballot box, place them in a central area, and then each ballot will be tallied by the Head Teller with the tellers viewing the ballots and tallies by candidates for each ballot.
- J. The Head Teller, upon certification of the Teller Committee, will transmit the results of the balloting to the DDDC Chair who shall announce the results in the manner deemed appropriate to best inform the candidates, DDDC membership, and general public (in that order). It's possible this announcement may not occur on the same day as balloting.

IV. Adoption, Rules of Order

- A. These Rules and Procedures Governing the Selection Process for Candidates seeking recommended Endorsement by DDDC in the 2018 General Election for Town of Herndon Mayor and Town of Herndon Council will be in effect upon adoption by the Chairs of DDDC and FCDC.
- B. Except where it may be inconsistent with these Rules and Procedures, the FCDC Bylaws or the Virginia Democratic Party Plan, Robert's Rules of Order, Newly Revised will govern the conduct of the FCDC Meeting at which the Town of Herndon Mayor and Council endorsements for the 2018 election will be decided.