

APPENDIX A

Detailed Rules and Processes

Participant Eligibility

- People who are registered to vote in SD-33 are eligible to participate in the caucus.
- The VAN will be used to verify registration status. If not confirmed by VAN, participants will be given a provisional ballot which will require that they write their name and address on the ballot.
- Anyone who attends the caucus with the intent of casting a vote (“participant”) must sign a statement, or pledge, indicating that they will support the eventual nominee. This statement requires that every participant state that they are a registered voter in SD-33, that they self-identify as a Democrat, and that they will not support any opponent to the eventual nominee as determined by the results of the caucus.
- Participants are not required to be members of a Democratic committee.
- Participants must vote in person.
- No absentee voting.
- No proxy votes.
- Participants may come at any time after 10:00 AM (ET) and prior to 4:00 PM (ET), cast their vote, and leave immediately afterwards.
- Participants who are in line for the check-in table prior to 4:00 PM (ET) will be allowed to cast their vote, otherwise they will not be allowed to cast their vote.

Casting Votes

- Participants will check in at the check-in table.
 - If a participant brings someone with them to assist them with voting, they must fill out an assistance form, and the assistant must provide photo ID. An assistant will not be allowed to assist more than one caucus participant during the entirety of the caucus.
- The volunteer will search for the caucus participant, by name, in the VAN.
 - If the participant is not found in the VAN whatsoever, they will be directed to a table designated for provisional ballots (see provisional ballots).
- When presented with a list of matching names from the VAN, the volunteer will ask the participant for their address to confirm their identity and that the address is within the boundaries of SD33 (the address found in VAN is never stated out loud by the volunteer). The volunteer will then:
 - tag them in the VAN as present
 - write their VANID on both the pledge and ballot
 - hand the participant a perforated page containing the pledge and the ballot to the participant, and instruct the participant to go to a table designated for reading and filling out the pledge.
- In the event that a participant is found in the VAN, but the address provided does not match the address found in VAN, the volunteer will call over the elections chief, who may, at their discretion, take the participant to another table, where the elections chief can verify their identity in the VAN, and if confirmed, go to the Board of Elections website or call the county Board of Elections to verify that the participant is registered at the address they provided, and that it is within SD33.
 - If the elections chief verifies that the participant is eligible to vote, the chief will:
 - confirm the participant’s identity in the VAN

- provide the participant with a regular ballot
 - sign the ballot with a notation that the participant's in-district registration was verified by Board of Elections staff
 - fill in the VAN ID
 - tag the participant in VAN
 - escort the participant to a table to fill out their pledge
- If the elections chief cannot or will not confirm the participant's identity in the VAN, or that the participant is eligible to vote according to the Board of Elections, the participant will be directed to a table to receive their provisional ballot.
- Participants with regular ballots will:
 - sign the pledge and bring it to a volunteer, who will separate the statement from the ballot
 - take the half-sheet ballot to a private voting station and cast their vote for their preferred candidate (only 1)
 - place their ballot in the regular ballot box, and can then leave the caucus
- Participants with provisional ballots will:
 - fill out the pledge, the required contact information (name, address) and, optionally, last 4 digits of social security, at the table designated for provisional ballots
 - take their ballot to a voting station and cast their vote for their preferred candidate (only 1)
 - place their ballot in the provisional ballot box, and can then leave the caucus

CANDIDATES

- The deadline to file for the SD-33 nomination will be 7:00 PM (ET), November 14th, 2018, by which time the following must submit:
 - Declaration of Candidacy for SD-33 (specific form attached to the Call to Caucus)
 - A filing fee of \$1,500 (checks written out to the Loudoun County Democratic Committee)
 - 25 signatures from constituents living in SD33
- The candidates will draw straws on the evening of November 14th (time and location TBD) to determine the order of their name on the ballot. They may send a representative in their place to draw their straw. Candidate placement on the ballot for those who are not present, do not send a representative, or who file after the drawing of straws, will be determined by the nominating Chair in accordance with the preferences of those present for the drawing
- All campaigns should designate a single person ("designee") to represent the campaign for the duration of the caucus and counting. The designation must be submitted in writing via email to the Caucus Chair by 11:59 PM (ET) on November 16th, 2018. Candidates may also have a single observer inside each caucus location, submitted in writing via email to the Caucus Chair before 10 AM (ET) on November 17th, 2018.
- On the morning of November 17th, 2018 (time and location TBD), the designee for each campaign may be present to observe preparation of the ballot boxes prior to their delivery to the polling locations.
- No campaigning, by candidates or their supporters, will be allowed inside the caucus area, and they will not be allowed to campaign within 40 feet of the entrance to the polling venue.
- At the conclusion of the caucus, the designee for each campaign will be permitted to observe the counting.

TALLYING AND VERIFICATION

Our responsibility is to ensure that the vote is conducted in a fair manner. We also have a responsibility to limit the liability of the committees from a legal challenge by a candidate. Therefore it is our obligation to assess, to the best of our ability, the intent of the participant. Should there be a challenge to the results, the committee overseeing the challenge should be able to track down and contact participants who cast challenged ballots so that their intention can be determined.

- The guiding method for tallying votes and determining a winner will be first-past-the-post (FPTP) plurality voting. This is the method used in Virginia's state-run primary and general elections.
- The tellers committee, the caucus committee, and each candidate's designee will meet in a centralized location (TBD) to conduct the tally of ballots by 4:00PM (ET). No other individuals will be allowed to be present for the tallying of ballots.
- For each caucus venue: after the last ballot has been cast, the elections chief will immediately seal both ballot boxes (regular and provisional) and deliver them to the centralized location for tallying. Once the boxes have been delivered, the elections chiefs will be relieved of their duties.
- Prior to unsealing the ballot boxes, each candidate's designee will have an opportunity to verify that the ballot boxes have not been tampered with. Failure to provide such verification will not preclude the tallying of ballots.
- Tellers will begin counting ballots with VANIDs immediately and confirm that the number of ballots with VANIDs matches the number of participants marked in the VAN as having voted. Once confirmed, the tellers will begin tallying the regular ballots with VAN IDs.
- When the tellers have concluded their tallying of ballots with VAN IDs, they will count the number of provisional ballots cast.
 - If the margin by which the candidate with the most votes is leading the candidate with the second most votes exceeds the number of provisional ballots, **the tally of ballots will conclude**, unless a candidate's designee requests a recount.
 - If the number of provisional ballots matches or exceeds the margin by which the candidate with the most votes is leading the candidate with the second most votes, the provisional ballots will be counted subject to the Provisional Ballot Verification Procedure.
- Provisional Ballot Counting Procedures:
 - Tellers will begin counting provisional ballots and verifying them on the Board of Elections website. Unverified ballots will not count towards the tally.
 - Once all verifiable ballots have been tallied, the tellers will count the number of unverifiable provisionals left.
 - If the difference between the tally for the leading candidate and the tally of the candidate in second place exceeds the number of unverifiable provisional ballots, **the tally of ballots will conclude**, unless a candidate's designee requests a recount, and has not yet requested a recount.
 - If the difference between the tally for the leading candidate and the tally of the candidate in second place is less than or equal to the number of unverifiable provisional ballots,
 - All provisional ballots will be verified by the corresponding county Board of Elections by Monday, November 19, 2018, COB.
 - Provisional ballots cast by participants who cannot be confirmed as registered voters by the corresponding county Board of Elections will be deemed invalid and subtracted from the tally.
 - Once all provisional ballots have been verified and counted, or invalidated, **the tally of ballots will conclude**, unless a candidate's designee requests a recount, and has not yet requested a recount.
- Recount Procedures

- Except in the case of a tie, there will be no automatic recounts.
- Each candidate's designee may request, at most, one(1) recount during the tally of ballots.
- If provisional ballots have not yet been counted and the post-recount margin of victory:
 - Is less than or equal to the number of provisional ballots, the provisional ballots will be counted according to the Provisional Ballot Verification Procedure.
 - Is greater than the number of provisional ballots, **the tally of ballots will conclude.**
- If provisional ballots have been counted and:
 - the recount has changed the outcome of the election, the provisional ballots will be verified according to Provisional Ballot Verification Procedures.
 - the recount did not change the outcome, **the tally of ballots will conclude.**
- Tie Procedures
 - If the tally of ballots, including **verified** provisional ballots, results in a tie of the leaders, there will be an automatic recount.
 - If the recount also results in a tie, the nominee will be selected from among the candidates who are tied by lot.
 - If the recount results in one candidate having more votes than the other candidates, the candidate with the most valid votes will be declared the Democratic nominee for the SD33 Special Election.
- Declaring a Nominee: Upon the conclusion of the tally of ballots, the candidate with the most votes will be declared the Democratic nominee for the SD33 Special Election, or if tied, the candidate selected by lot (see Tie Procedures).
- Should any candidate contend the results of the caucus, they may file an appeal with the 10th Congressional District Democratic Committee.