

**Bristol Virginia Democratic Committee**  
**TEMPORARY RULES AND AGENDAS**  
**REORGANIZATION CAUCUS AND JANUARY MEETING**  
**6:00 p.m., December 9, 2019**  
**Meeting at the Bristol Virginia Courthouse**

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**Rules**

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1. The doors of the caucus room will open and the certification process will begin at 6:00 p.m., Monday, December 9, 2019. The Committee Chair acting as Temporary Chair of the Caucus will identify an official clock. This clock will be used for all timekeeping.
2. The doors to the caucus meeting room will close at 6:30 p.m. The Temporary Chair will issue a five minute warning at 6:25 p.m. Persons standing in line to complete a Caucus Participation Form at the time the doors close will be given sufficient time to complete their forms.
3. The Temporary Credentials Committee will be responsible for checking in caucus participants. Each participant in the caucus must complete and sign a Caucus Participation Form that includes the statement that the participant is a Democrat, is a registered voter in Bristol Virginia, believes in the principles of the Democratic Party, and does not intend to support a candidate opposed to the Democratic nominee in the next ensuing election.
4. All credentials being verified, the Temporary Chair will call the caucus to order.
5. The Caucus shall elect a permanent caucus chair, hereafter called “the Chair.”
6. The Chair shall appoint the permanent caucus secretary, hereafter called “the Secretary.”
7. The Chair shall offer a report on Temporary Rules. Upon a motion for adoption, the Temporary Rules may be amended from the floor, put to a vote, and adopted.
8. The Chair shall call upon the Temporary Credentials Committee for a report of the number of credentialed participants in the caucus. The Credentials Committee will provide the Secretary with an alphabetical list of credentialed participants.
9. The Secretary will read the name of each participant, and each participant shall have no more than one minute for introduction.
10. A motion to accept participants into membership will be requested, and if the motion is made and seconded, and in the absence of objection, membership will be awarded.
11. The Agenda for the January meeting and election of officers will be distributed, and members will be advised of the quorum requirements for election of officers.
12. All business having been completed, the Chair will adjourn the caucus.

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**Caucus Agenda**

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1. The Temporary Chair (Carl Williams) shall call the caucus to order
2. The Temporary Chair shall request nomination from the floor of the permanent caucus chair
  - 2.1. Nominations
  - 2.2. Election of the permanent caucus chair by show of hands
  - 2.3. The newly elected permanent chair (hereafter referred to as The Chair) assumes the role of Chair for the duration of the caucus
3. The Chair shall appoint the permanent caucus secretary, hereafter called the Secretary, who shall record the minutes.
4. The Chair shall present a Report on Temporary Rules
  - 4.1. Discussion and amendment of the Temporary Rules from the floor, if needed
  - 4.2. Request motion for adoption and second
  - 4.3. Upon a vote of participants for adoption, the Rules will be adopted
5. The Chair shall call upon the Temporary Credentials Committee for a report of the number of credentialed participants in the caucus.
6. The Temporary Credentials Committee will report the number of credentialed participants and provide the Secretary with an alphabetical list of their names.
7. The Secretary shall read the name of each participant, and each participant shall be permitted no more than one minute for introduction.
8. The Chair shall request a motion to accept participants into membership
  - 8.1. Motion will be made and seconded
  - 8.2. Any discussion or objection will be resolved
  - 8.3. Membership will be awarded
  - 8.4. The Secretary will take charge of filing forms of members for the purpose of recording and reporting membership.
9. The Agenda for the January meeting and election of officers will be distributed, and members will be advised of the quorum requirements for conduct of business or elections (35% of voting members).
10. All business having been completed, the Chair will adjourn the caucus.

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**January or Called Meeting Agenda**

As stated in the Call to Caucus, "Committee members elected at the caucus will elect officers for 2018-2019 in a called meeting immediately after the caucus if time remains and nominations are ready. Otherwise, officers will be elected at the next regular meeting. An agenda for this meeting will be distributed at the caucus. Nominations for Chair, Vice Chair, Secretary, and Treasurer will be from the floor. Voting shall be by secret ballot if there is more than one nominee for an office. In case of a tie, the vote shall be retaken by secret ballot."

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1. The Caucus Chair (Carl Williams) shall call the Called Meeting to order for the purpose of determining if the date of selection of officers.
  - 1.1. Nominations – The newly elected members shall have at most five (5) minutes if needed to determine whether they are ready to nominate and vote, or wish to wait for the January date. Business must be concluded by 7:00 to accommodate the regular December meeting, at which Anthony Flaccavento is the guest speaker.
  - 1.2. The Caucus Chair shall request a motion for completion of elections or holding the election of officers on January 8, 2018, at 7:00 p.m.
  - 1.3. Vote shall be taken by show of hands, and the meeting will continue immediately or will be scheduled for January 2018 as appointed.
2. Having stated the purpose of the meeting to be the election of officers for 2020\_2021, the Caucus Chair or designee shall appoint Tellers to distribute ballots and count votes.
3. The Caucus Chair or designee shall call for nominations for the office of Committee Chair.
  - 3.1. Nominations
  - 3.2. Each nominee shall have a maximum of 2 minutes for each of 2 persons with supporting comments. The nominee may be one of the speakers, or may select one or two persons to speak in support, for a total of 4 minutes.
  - 3.3. Distribution, marking, and counting of the ballots
  - 3.4. Resolution of a tie if needed
  - 3.5. Tellers Report and announcement of the Chair
4. Upon announcement of the winner, the Chair elect shall be recognized as the Chair and continue as Chair for the election of the remaining officers and for the 2018-2019 term.
5. The Chair shall call for nominations for the office of Vice Chair.
  - 5.1. Nominations

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- 5.2. Each nominee shall have a maximum of 2 minutes for each of 2 persons with supporting comments. The nominee may be one of the speakers, or may select one or two persons to speak in support for a total of 4 minutes for each nominee.
- 5.3. Distribution, marking, and counting of the ballots
- 5.4. Resolution of a tie if needed
- 5.5. Tellers Report and announcement of Vice Chair
6. The Chair shall direct the Vice Chair elect to assume the duties of Vice Chair.
7. The Chair shall call for nominations for the office of Secretary
  - 7.1. Nominations
  - 7.2. Each nominee shall have a maximum of 2 minutes for each of 2 persons with supporting comments. The nominee may be one of the speakers, or may select one or two persons to speak in support for a total of 4 minutes for each nominee.
  - 7.3. Distribution, marking, and counting of the ballots
  - 7.4. Resolution of a tie if needed
  - 7.5. Tellers Report and announcement of the Secretary
8. The Chair shall direct the Secretary elect to assume the duties of Secretary.
9. The Chair shall call for nominations for the office of Treasurer
  - 9.1. Nominations
  - 9.2. Each nominee shall have a maximum of 2 minutes for each of 2 persons with supporting comments. The nominee may be one of the speakers, or may select one or two persons to speak in support for a total of 4 minutes for each nominee.
  - 9.3. Distribution, marking, and counting of the ballots
  - 9.4. Resolution of a tie if needed
  - 9.5. Tellers Report and announcement of the Treasurer
10. The Chair shall direct the Treasurer Elect to assume the duties of Treasurer.
11. The Chair shall conduct the remainder of the meeting at the Chair's discretion, being aware of the necessary time of adjournment. (7:00 for a called meeting December 9<sup>th</sup>, or 8:00 p.m. for the regular January meeting.)
12. Comments from the floor
13. Adjournment