

**CALL TO CAUCUS TO NOMINATE A DEMOCRATIC CANDIDATE**  
**Radford City**  
**Circuit Court Clerk**  
April 10, 2019

The Radford City Democratic Nominating Committee will hold an assembled caucus on April 25, 2019 between 6 pm and 9 pm at Radford Courthouse – 619 Second Street, for the purpose of nominating a Democratic candidate for the 2019 General Election for the Radford Circuit Court Clerk.

**I. Candidate Filing:**

Each person seeking to become the Democratic nominee for the General Election for the Circuit Court Clerk shall file a Declaration of Candidacy form with the Radford City Democratic Committee Nominating Committee Chair. Filings shall be made by 5 pm, April 17, 2019 at 116 McConnell Avenue. Only those candidates who have timely and properly filed a Declaration of Candidacy form will have their names placed in nomination. The Declaration of Candidacy form shall be available on 8 am, April 10, 2019 by request to radfordcitydemocrats@gmail.com.

**II. Qualification of Candidates:**

The Declaration of Candidacy form, which the candidate must sign, will include a written declaration that the candidate:

- Is a Democrat and not a member of any other political party;
- Meets all requirements of state law to be placed on the ballot for the General Elections;
- Is eligible to be the Circuit Court Clerk under the laws of the Commonwealth of Virginia;
- Does not intend to support, endorse, or assist any candidate who is opposed to the Democratic nominee in this General Election;
- Will not participate in the nominating process of any other political party for this General Election; and
- Agrees to abide by the Caucus Rules, the Virginia Democratic Party Plan, and all laws applicable to this nominating process and the General Election.

**III. Notice:**

The Radford City Democratic Nominating Committee shall provide notice of this caucus by placement of a general notice of the caucus, including noticing the caucus date, time, and location, along with the Call to Caucus, on the Democratic Party of Virginia, the Radford City Democratic Committee website; by email notification to the members of the Radford City

Democratic Committee who reside in the Radford City and through other reasonable means that will disseminate information about the caucus to registered voters in the Radford City. In addition, reasonable actions shall be taken to promote participation in the caucus in accordance with the Affirmative Action provisions of the Party Plan of the DPVA.

#### **IV. Participation:**

Every Democrat who is a registered voter in the Radford City is urged to attend and participate. Each participant must sign a written declaration the he or she:

- Is a Democrat and not a member of any other political party;
- Does not intend to support any candidate who is opposed to a Democratic nominee in this General Election;
- Has not participated in and will not participate in the nominating process of any other party for this election; and
- Is registered to vote in the Radford City.

#### **V. Conduct of Caucus**

The doors to the caucus will open at 6 pm and will close at 7 pm and no further persons will be permitted to enter. Those in line will be permitted to complete the check-in process and will be permitted to participate.

The Chair of the Radford City Democratic Committee, or his or her designee, shall be the Temporary Chair of the Caucus and shall appoint a Temporary Secretary and such other Officers of the Caucus as is deemed appropriate. The Radford City Democratic Committee will prepare Temporary Rules for the Caucus. Participants will adopt permanent Rules for the Caucus.

#### **VI. Determination of Nominee:**

If more than one candidate files for the Democratic nominee for the Radford City by the deadline, the candidates will be listed alphabetically on the ballot and will be elected by a plurality of the votes of the assembled caucus.

If only one person files properly to be a candidate for the Democratic nomination for the Radford City general election by the filing deadline, the Radford City Democratic Nominating Committee may cancel the caucus and declare that person the nominee. If no person files properly to be a candidate for the Democratic nominee for the Radford City Circuit Court Clerk by the deadline, the Radford City Democratic Nominating Committee may cancel the caucus. If there is no filed candidate, or if the properly nominated candidate withdraws or dies, or if the caucus is unable or

does not occur in the times and dates specified, the Radford City Democratic Nominating Committee Chair may, before April 19th, at an agreed upon date and time, convene the Radford City Democratic Committee to consider the nomination of a qualified candidate who may become the Democratic nominee upon first filing with the Chair a Declaration of Candidacy form.

**VII. Waivers:**

The Radford City Democratic Nominating Committee shall seek appropriate waivers from the Democratic Party of Virginia (DPVA) regarding expediting the time frames required by the Party Plan, if necessary.

ADOPTED: April 10, 2019  
Date

Vicki Tolbert  
Chair Radford City Democratic Nominating Committee

Paid for by the Radford City Democratic Committee,  
radfordcitydemocrats@gmail.com, not authorized by any candidate or  
candidates committee.