

**REORGANIZATION CAUCUS RULES FOR THE  
ROANOKE COUNTY DEMOCRATIC COMMITTEE  
December 11, 2021**

1. The doors to the caucus shall open, and the check in process shall begin at **12:00 PM**.
2. The official clock shall be kept by the Chair.
3. The doors to the caucus room shall be closed promptly at **1:00 PM** (one hour after opening). Persons standing in line to complete a Caucus Participation Form at the time the doors close will be allowed to complete their forms and participate in the caucus.
4. The Chair shall oversee the entire process and delegate responsibilities as they see fit. These responsibilities shall include checking in caucus participants, seating them, and serving as tellers for the contested elections.
5. The caucus will be called to order by the Chair. The current Chair will serve as the Chair of the caucus.
6. The Chair shall appoint a Secretary of the caucus.
7. The first order of business will be to adopt these rules as permanent.
8. The Chair shall announce the total number of credentialed participants, and inform the participants of the contested elections to be held in order to elect members.
9. Pursuant to the Call to Caucus, those positions where equal or fewer people filed to the number of available positions shall have their elections, and the duly filed persons shall be declared the winner by acclamation.
10. Participants will be given ballots for the contested elections they are eligible to participate in upon checking in. The ballots shall be filled out by making a mark in the box next to their candidate of choice.
11. Upon the tallying of votes, the Chair shall announce the winners of the contested elections.
12. Upon the announcement of winners, the caucus shall be adjourned, and the room shall be emptied in preparation for the officer elections.