

## **OFFICER ELECTION RULES FOR THE NEWPORT NEWS DEMOCRATIC CITY COMMITTEE**

1. The election of officers shall begin upon the adjournment of the reorganization caucus.
2. The official clock shall be kept by the Chair(s).
3. The Chair(s) shall oversee the entire process and delegate responsibilities as they see fit. These responsibilities shall include checking in participants, seating them, and serving as tellers for the contested elections.
4. The meeting will be called to order by the Chair(s). The current Chair(s) will serve as the Chair(s) of the meeting.
5. The Chair(s) shall appoint a Secretary of the meeting.
6. The first order of business will be to adopt these rules as permanent.
7. The Chair(s) shall announce the total number of credentialed participants, and inform the participants of the contested elections to be held in order to elect officers.
8. 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.
9. Candidates in contested elections shall have up to five (5) minutes to speak before the committee.
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(s) shall announce the winners of the contested elections.
12. Upon the announcement of winners, the meeting shall be adjourned.
13. All campaigning will be outside the meeting space. No campaigning will take place inside the building.