

## **REORGANIZATION CAUCUS RULES FOR THE NEWPORT NEWS DEMOCRATIC CITY COMMITTEE**

1. The doors to the caucus shall open, and the check in process shall begin at 6:00 PM.
2. The official clock shall be kept by the Chair(s).
3. The doors to the caucus room shall be closed promptly at 6:30 PM. 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(s) 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(s). The current Chair(s) will serve as the Chair(s) of the caucus.
6. The Chair(s) shall appoint a Secretary of the caucus.
7. The first order of business will be to adopt these rules as permanent.
8. 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 members.
9. Pursuant to the Call to Caucus, all those present who meet the qualifications shall be declared elected as members of the NNDCC.
10. In the event of objection(s), those elected as members shall convene and vote on said objection(s).
11. The caucus shall then be adjourned, and the room shall be emptied in preparation for the officer elections.