

**REORGANIZATION CAUCUS RULES FOR
THE ROANOKE CITY DEMOCRATIC COMMITTEE**

1. The doors to the virtual caucus shall open via Zoom waiting room, and the check in process shall begin at 10:00 AM.
2. The official clock shall be kept by the Chair.
3. The doors to the virtual caucus room shall be closed promptly at 10:30 AM. Persons standing in line who completed a Caucus Participation Form at the time the doors close will be admitted to the virtual caucus, but they must be in the Zoom waiting room at the time the doors close. Any person in the virtual caucus at the time the doors close who is disconnected shall be readmitted to the virtual 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 held in accordance with Article IV of the ByLaws of the Roanoke City Democratic Committee, Amended December 16, 2021.