

CALL TO CAUCUS TO REORGANIZE THE ROANOKE CITY DEMOCRATIC COMMITTEE

The Roanoke City Democratic Committee, herein referred to as RCDC, will hold an assembled caucus on Saturday, January 10, 2026, from 10 a.m. to 12 p.m. at the L.H. Hamlar Event Center, 4516 Melrose Ave. NW for the purpose of electing the new membership of RCDC, pursuant to the Democratic Party of Virginia Party Plan.

I. Officer Candidate Filing:

Each person seeking to become an officer of RCDC (Chair, 1st Vice Chair, 2nd Vice Chair, Secretary or Treasurer) shall complete and return the RCDC Officer Filing Form to the Secretary by January 3, 2026 at 12:00 p.m. Officer Filing Forms can be mailed to the secretary at P.O. Box 2516, Roanoke, VA 24010. All mail must be **received** before December 31, 2023 at 12:00 p.m. Alternatively, the form can be emailed to secretary@roanokedemocrats.com by January 3, 2026 at 12:00 p.m. Only those candidates who have timely and properly filed the Pre-Filing form will have their names placed in contention. Additionally, candidates may file through the online form at roanokedemocrats.com/general-information. Only those applications submitted before January 3, 2026 at 12:00 p.m. shall be deemed valid. In the event that no individuals have prefilled for an officer position, nominations may be taken from the floor.

There shall be no filing fee for any membership candidates.

II. Qualification for Officers:

The Caucus Pledge Form, which all voting caucus participants must sign, will include the following written declaration:

I hereby declare that I am a Democrat, that I am a registered voter in the city of Roanoke, that I believe in the principles of the Democratic Party and that I will not support any candidate opposed to any Democratic nominee at the next general election.

The Officer Filing Form, which must be submitted in advance as described above, will also include the same declaration.

III. Notice:

RCDC shall provide notice of this caucus by placement of a general notice of the filing deadline and the caucus, including notice of the caucus date, time, and location, along with the Call to Caucus, on the Democratic Party of Virginia website, the RCDC website and social media platforms; by email notification to Democrats who reside in Roanoke City; and through other

reasonable means that will disseminate information about the caucus to registered voters in Roanoke 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.

V. Membership Allocation

There is no limit to the number of members of RCDC; however, each voting committee member shall be either an officer of RCDC, a subcommittee or caucus chair, a precinct captain or an assistant precinct captain. Any number of individuals may become a general member of RCDC, may attend meetings, participate in subcommittees and other committee activities, but may not vote on committee business.

VI. Participation

Every Democrat who is a registered voter in Roanoke City is urged to attend and participate. If an individual does not appear on the Registered Voter List, they will not be allowed to participate. Participants are urged to register in advance by filling out the Caucus Pledge Form, which will be made available in the same ways as the Officer Filing Form. While not required, preregistration will enable advance ascertainment of registration status and shorten waiting time at the caucus. All participants, whether preregistered or not, will be required to sign a Caucus Pledge Form stating that they:

- A. Are a Democrat;
- B. Are a registered voter within the city of Roanoke,
- C. Believe in the principles of the Democratic Party; and
- D. Do not intend to support any candidates opposed to a Democratic nominee in the next ensuing general election.

VII. Conduct of the Caucus

The doors to the caucus will open at 9 a.m. on January 10, 2026, and close at 10 a.m. Upon the closing of the doors, only those participants who have registered or are in line to register at the L.H. Hamlar Event Center will be permitted to participate.

VIII. Determination of Winners

In the event that only one person files for a position, that person shall be declared the winner and the election for that specific position shall be canceled.

If more individuals file than there are positions available, the candidates will be listed on the ballot and will be elected by a plurality of the votes at the assembled caucus.

Vacancies may be filled by the new committee at the first meeting following the election of Officers.

VIII. Affirmative Action

It shall be the duty and goal of all members of the RCDC to seek out and encourage the broadest possible participation within the committee, and in its membership, of all duly qualified citizens without regard to race, sex, age, religion, national origin, sexual orientation, gender identity, ethnic identity, disability, or economic status.

IX. Officer Elections

Immediately following the adjournment of the assembled caucus, the newly formed RCDC will meet at the same site for the sole purpose of electing the officers of the committee.