



11TH CONGRESSIONAL DISTRICT DEMOCRATS

Call to Caucus to Nominate a Democratic Candidate for Congress in the 11th District

The 11th Congressional District Committee will hold an unassembled caucus to elect our nominee for Congress on **Saturday, June 28, 7am to 7pm**. Early voting will be held on **Thursday, June 26, 3pm to 8 pm**.

Location for Early Voting TBD

Locations for Caucus Day voting TBD

Any registered voter in the 11th Congressional District who meets the participation requirements outlined in the call to caucus will be eligible to vote at any of the caucus voting locations.

The following provisions shall govern the caucus:

I. Candidate Filing Requirements:

a. **Candidate filing format.** Each person seeking to become the Democratic Party Nominee for Congress in the 11th District shall file with Manisha Singh, Chair of the 11th Congressional District or a designated representative of the 11th District Democratic Committee:

1. a declaration of candidacy form;
2. petition of qualified voter forms with at least 150 signatures from registered voters in the 11th Congressional District (8.5x11 format or 8.5x14 format);
3. a candidate filing fee of \$6,990 (4 percent of the starting salary of a Member of Congress)

Declaration of candidacy forms and petition of qualified voter forms can be found at <https://www.cd11votes.com> and by request from the 11th CD Chair.

- b. **Mandatory fee.** A filing fee of six thousand nine hundred and ninety dollars \$6,990 (four percent of the starting salary of a Member of Congress) made payable to 11th CD Democratic Committee of Virginia with the completed candidate filing materials.
- c. **Deadline and means of filing.** Candidate Filings must be returned to the Chair or the Chair's designated representative between Wednesday, June 11 at 12:00 pm and Wednesday, June 18 at 5:00 p.m. A candidate whose Filing contains errors or omissions will have the Filing determined as incomplete and not properly filed, and will not receive a filing date. The candidate may supplement or amend the Filing to complete it for proper filing at any time before the deadline; the filing will not be considered complete and properly filed until the Chair so certifies it with a filing date. Candidates may file through a designated agent, but such action in no way alters the responsibility of the candidate nor extends the deadline for receipt. The Chair or the Chair's designated representative must personally receive the Filing for it to be valid. A candidate or candidate representative may contact the Chair at manishamsingh@gmail.com or 571-393 1367 to make arrangements to transmit their Filings. The Chair will take reasonable steps to ensure that candidates or their agents can easily locate and transmit their Filings to the Chair or the Chair's designated representative. The Chair or the Chair's designated representative will confirm acceptance of a candidate Filing with a written receipt. Once a candidate Filing is reviewed and determined to be properly filed, the Chair will make reasonable attempts to notify the candidate by contacting the phone number and email listed on the candidate's declaration of candidacy form.

- d. **Ballot.** Candidates will be listed on the ballot in the order that they properly filed, with the first complete and properly filed candidate listed first on the ballot. In case of simultaneous filing, the order of the simultaneous filing will be decided by drawing lots after all filings are received and verified. To be aligned with Fairfax County's language Equity guidelines the ballot will have information in English, Spanish, Korean and Vietnamese.
- e. **Disqualification as a candidate.** Only those candidates who have properly filed by 5:00 pm on Wednesday, June 18, will be listed on the caucus ballot and be eligible for the Democratic nomination. In the event a candidate is declared ineligible, the caucus process will proceed without that candidate.
- f. **No contest.** If only one person files properly to be a candidate for the Democratic nominee, the Chair shall cancel the caucus and declare the properly filed candidate the Democratic Party Nominee
- g. **Insufficient candidates.** In the event that no candidates have made a valid filing by the Wednesday, June 18, 5pm deadline the Caucus will be canceled. In the event that no candidate has made a valid filing, the 11th CD Committee will have the sole power to determine when and/or whether to nominate a Democratic Candidate for Congress in the 11th District.

II. **Caucus Procedures**

- a. **Ballot box preparation.** No more than 1 hour before the start of the Caucus, the Director at each location, in the presence of any candidate (or designated candidate representative) who wishes to observe, shall open a ballot box to ensure that it is empty and seal the boxes in a manner that makes it impractical to open without evidence of tampering. During the course of the Caucus, if a subsequent ballot box is required, it will be opened, inspected and then sealed using the same procedure with notice to any candidate (or representative) who is present and may wish to observe.
- b. **Voting opportunities.** Qualified voters, any registered voter in 11th Congressional District willing to sign the Democratic Party declaration form will have two opportunities to cast their ballot. The committee are exploring options to have a second early voting day.
 - 1. **Thursday, June 26 2025 from 3 pm until 8 pm. Location TBD**
 - 2. **Saturday, June 28 2025 from 7 am until 7 pm. Locations TBD**

Voters in line at the time of polls closing will be allowed to vote

- c. **Caucus Day rules.** At 7am on Saturday, June 28, the Director at each location will declare that the Caucus has begun; no participant may enter the Caucus area before that time. The vote will be held from 7am until the last person in line to vote at 7pm has cast their ballot.
- d. **Limits on campaigning.** No campaigning or other partisan activities on behalf of or opposed to a Caucus candidate are permitted inside any Caucus building, and all campaigning and partisan activities are prohibited within forty (40) feet outside any entrance to any Caucus building. The use of any amplified audio system is not permitted within three hundred (300) feet of any Caucus building. No campaign or individual may interfere with persons entering or departing any Caucus location.
- e. **Required declaration form.** At the door of the Caucus, the participants will receive the Democratic Party declaration form, which will require each participant's full name and address, and a location for the participant to sign the following pledge: "I certify that I am a resident of and registered to vote in the 11th Congressional District of Virginia; I am a Democrat; I believe in the principles of the Democratic Party; and I do not intend to support, endorse or assist any candidate who is opposed to the 11th CD Democratic nominee in the ensuing election for

Congress.” No participant will be permitted to vote in the Caucus unless they complete the declaration form

- f. **Use of information.** The list of voters who participate in the Caucus is the property of the 11th CDDC, and the 11th CDDC has the right to disclose to any person the fact that a person has participated in the Caucus. Voting is by secret ballot. Therefore, the candidate for whom the voter cast their ballot will not be disclosed.
- g. **Review of declaration.** After each participant has completed and signed the declaration form, they will submit the form to a Credentials Official who will ensure that the form is completed in full and without alterations, including signature, after which a Credentials official will check the information against the registered voter list. A declaration form identified by a Credentials Official as not having been completed accurately and in full, as not including a signature, or as containing any alteration(s) to the pledge, will be rejected, although the participant will be eligible to submit the complete declaration form with an unaltered pledge. Voters with disabilities preventing them from reading or signing may have assistance provided in completing the required declaration.
- h. **Monitoring participant validation.** The candidate poll watchers may observe, but not interfere with, the validation process. Any question regarding the eligibility of a participant should be taken immediately to the Director at that caucus location or the designated Deputy.
- i. **Standards for participant verification.** A participant fulfilling the requirements of Rule II-E above is eligible to vote if they are validly registered as a voter in the 11th Congressional District at the time they seek to participate in the Caucus and if they present a proof of address or photo identification listed in Rule K. When a participant presents a properly completed declaration form and proof of address, a caucus official will check the information from the form and proof of address or photo identification against the registered voter database, NGP VAN, to verify the participant’s voting eligibility. Voters who have completed the declaration form and been verified on the registered voter list will receive either a vote ticket or a ballot and proceed to the area where the ballots are cast. The Credentials Official will check the box on the voter list to indicate the voter has participated in the Caucus. If a participant is not found in the VAN, they may offer a certificate of voting eligibility issued by the Fairfax County or City Voter Registrar (i.e., a voter registration card or receipt) or demonstrate their registration via the Virginia Department of Elections website, in which case the participant will be eligible to vote in the ordinary fashion. A participant who is deemed eligible to participate in the Caucus by the Credentials Official will be instructed to proceed toward the area where the ballots are located.
- j. **Same day registration.** Residents of the 11th Congressional District who are eligible to vote but are not registered will be accepted and allowed to cast a provisional ballot if they submit a completed and signed voter registration application establishing their eligibility to register and vote (i.e., US Citizen, resident in CD11, 18 years old by the date of the Special Election, etc.).
- k. **Please note:** Anyone who submits a voter registration form at a caucus location will have that form submitted to the Office of Elections for the relevant jurisdiction regardless of their willingness to complete the declaration form. A completed declaration form shall be required to cast a ballot in the caucus.
- l. **Proof of address or Photo identification.** A participant must show proof of address or photo identification. Qualifying documents include:
 - Payroll check stub issued by an employer within the last two months
 - U.S. Internal Revenue Service tax reporting W-2 form or 1099 form (not more than 18 months old)
 - U.S. or Virginia income tax return from the previous year.
 - Original monthly bank statement not more than two months old issued by a bank
 - Annual Social Security statement for the current or preceding calendar year

- Utility bill, not more than two months old, issued to the applicant (examples include gas, electric, sewer, water, cable, phone or cell phone bill).
 - Receipt for personal property taxes or real estate taxes paid within the last year
 - Current automobile or life insurance bill (cards or policies are not accepted)
 - Certified copy of school records/transcript or official report card issued within the last year by a school accredited by a U.S. state, jurisdiction or territory
 - Voter registration card
 - DMV Driver's license, learner's permit or DMV-issued photo ID cards, current or expired
 - Current homeowner's insurance policy or bill
 - Canceled check (not more than two months old) with both name and address imprinted
 - Deed, mortgage, monthly mortgage statement, or residential rental/ lease agreement
 - U.S. Postal Service change of address confirmation form or postmarked U.S. mail with forwarding address label (must display the applicant's full name)
 - Current or expired United States passport
 - Any other photo identification card issued by a government agency of the Commonwealth, one of its political subdivisions, or the United States
 - Valid student identification card containing a photograph of the voter issued by any institution of higher education located in the Commonwealth of Virginia
 - Any valid employee identification card containing a photograph of the voter and issued by an employer of the voter in the ordinary course of the employer's business
- m. **Provisional voting.** If a participant believes that they is registered to vote in the 11th CD, but cannot demonstrate registration via the foregoing methods, the Director will instruct a Credentials Official to provide the participant with a ballot to cast provisionally. Provisional ballots must be marked and returned to the Director, who will seal the provisional ballot in an envelope, mark it as provisional, affix to the outside of the sealed envelope the participant's declaration form, and hold the provisional ballot in the sealed envelope without casting it. The 11th CD will seek to have the relevant local registrar's office verify by noon on Tuesday, July 8 whether those individuals who cast provisional ballots were registered voters at the time of their participation in the caucus.
- n. **Distribution of ballots.** Checked-in participants are issued either a ballot or voting ticket, as prescribed in Section H. In locations where a vote ticket is in use, a location will be set up where a Tellers Committee Official shall hand the participant one official paper ballot in exchange for the vote ticket. In either case, a procedure will be in place ensuring that only one ballot is given to each participant.
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- r. **Marking and casting of ballots.** Caucus officials will direct each voter to the location where they may make their ballot selection, and may provide voting instructions as needed. Voters will mark their ballots in a setting that permits observation by Caucus officials, but also permits voter privacy and confidentiality of voter choice. Upon marking their ballot, each voter must place the ballot into the ballot box. A vote is not considered cast until it has been placed into the ballot box. If a voter spoils a ballot before casting it, the voter may request a replacement ballot; however, only the Director or their designee may exchange such a ballot for a fresh ballot. The Director shall keep a record of spoiled ballots.
- s. **Disability Services.** A participant with a physical disability may request the physical assistance of one or more Caucus officials to execute any of the tasks listed in this section (e.g., to read and/or mark any form and/or place a ballot in the ballot box). When a Caucus official determines that a participant should be permitted to cast their vote through Disability Services Voting, a Caucus official must deliver a declaration form to the participant, transmit the complete declaration form for registration verification, obtain a ballot (if the participant is eligible to vote), deliver the ballot to the participant, seal the marked ballot in an envelope to ensure voter privacy, and return the marked ballot to the ballot box.
- t. **End of the Caucus.** Approximately five minutes before the appointed end time, the Sergeant-at-Arms will step outside the doors of the Caucus room and again outside the Caucus building to announce that the Caucus voting will end at the appointed time and at that time the doors to the Caucus will be closed. All persons in line at the entrance doors or in any designated line for Disability Services Voting at the appointed end time will be allowed to vote. Any person not in line or in the voting room by the appointed time will not be allowed to vote.
- u. **Sealing and storage of the ballot box.** After the last eligible person has voted on Saturday, June 28, the Director at each location, in the presence of any candidate (or designated candidate representative) who wishes to observe, will seal their respective ballot box and move it to the counting area. The Directors will make sure the ballot boxes are securely handed to the teller committee. The location Directors and/or Sargent-at-Arms will be responsible for ballot security till it is handed off to the teller committee as to reasonably ensure that they will not be subject to tampering

III. Caucus Officers, Officials, and Other Authorized Persons and Activities – TBD

IV. Determination of Nominee: Counting of Votes, Announcement of Results – TBD

V. Disposition of Provisional Ballots, Ties – TBD

VI. Appeals. If there are any challenges to the conduct of the election, they will be resolved by the Chair of the 11th CDDC. If there are further challenges to the Chair's decision, they will be resolved by appeal pursuant to the Democratic Party of Virginia Party Plan.