



Call to Caucus to Nominate a Democratic Candidate for Virginia House of Delegates in the 11th District

The City of Fairfax and Fairfax County Democratic Committees will hold an unassembled caucus to elect our nominee for the House of Delegates on **Tuesday, December 16th, 2025, 7am to 7pm at the following locations:**

Fairfax Presbyterian Church, 10723 Main Street, Fairfax, VA 22030

Jim Scott Community Center, 3001 Vaden Dr, Fairfax, VA 22031

Fairfax County Government Center, 12000 Government Center Parkway, Fairfax, VA, 22035

Any registered voter in the 11th House of Delegates 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 Virginia House of Delegates District 11 shall file with a designated representative of the HD11 Nominating Committee Chair Susan Weltz at the Fairfax County Democratic Committee Office at 8500 Executive Park Avenue, Suite 402, Fairfax, VA 22031:

- 1. a HD11 Candidate Declaration of Candidacy form;** that form can be found at hd11votes.com
- 2. Mandatory fee:** a candidate filing fee of \$2500 made payable to **Fairfax County Democratic Committee** with the completed candidate declaration form.

B Deadline and means of filing. Candidate Filings must be returned to the Chair or the Chair's designated representative between Saturday December 13th at 9 am and Saturday December 13th at 5 pm. 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's designated representative certifies it with a filing date/time. 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 chair@fairfaxdemocrats.org to make arrangements to transmit their filing. 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.

- C 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.
- D Disqualification as a candidate.** Only those candidates who have properly filed by 5 pm on Saturday, December 13th, 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.
- E No contest.** If only one person files properly to be a candidate for the Democratic nominee, the Chair may cancel the caucus and declare the properly filed candidate the Democratic Party nominee.
- F Insufficient candidates.** In the event that no candidates have made a valid filing by the 5 pm on Saturday, December 13th deadline, the Caucus will be canceled. In the event that no candidate has made a valid filing, the 11th HOD Nominating Committee will have the sole power to determine when and/or whether to nominate a Democratic Candidate for Delegate in House District 11.

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. Caucus Day rules.** At 7am on Tuesday, December 16th, 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 7 am until the last person in line to vote at 7 pm has cast his or her ballot.
- C. 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.
- D. 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 Virginia House of Delegates 11th District; 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 Virginia House of Delegates 11th District Democratic nominee in the ensuing election for House of Delegates." No participant will be permitted to vote in the Caucus unless he or she completes the declaration form.

E. Use of information. The list of voters who participate in the Caucus is the property of the City of Fairfax and Fairfax County Democratic Committees, and will be shared with candidates.

F. Review of declaration. After each participant has completed and signed the declaration form, he or she 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 (NGP VAN). 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 an unaltered or complete declaration form. Voters with disabilities preventing them from reading or signing may have assistance provided, in completing the required declaration.

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.

H. Standards for participant verification. A participant fulfilling the requirements of Rule II-D above is eligible to vote if he or she is validly registered as a voter in Virginia House of Delegates 11th District at the time he or she seeks to participate in the Caucus and if he or she presents a proof of address or photo identification listed in Rule J. 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 a ballot from a credential officer and will be instructed to 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, he or she may offer a certificate of voting eligibility issued by the Fairfax County Registrar or the City of Fairfax Registrar (i.e., a voter registration card or receipt) or demonstrate his or her 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 Officer after a review of their eligibility in this fashion may then be given a ballot and instructed to proceed to the area where votes are cast.

I. Same day registration. Residents of Virginia House of Delegates 11th District who are eligible to vote but are not registered will be accepted and allowed to cast a provisional ballot (this can be done but if challenged it can be a legal issue) if they submit a completed and signed voter registration application establishing their eligibility to register and vote (i.e., US Citizen, resident in HD11, 18 years old by the date of the Special Election, etc.).

J. 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
- Driver's license, learner's permit or DMV-issued photo ID cards displaying the applicant's current address
- 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)
- Valid 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

K. Provisional voting. If a participant believes that he or she is registered to vote in the Virginia House of Delegates 11th District, 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 Virginia House of Delegates 11th District Nominating Committee will seek to have the relevant local registrar's office verify by noon on Wednesday, December 17th whether those individuals who cast provisional ballots were registered voters at the time of their participation in the caucus.

L. Distribution of ballots. When a participant has been checked in and verified in NGP VAN by a credential officer, they will be given a ballot.

M. Marking and casting of ballots. Caucus officials will direct each voter to the location where he or she may make his or her 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 his or her 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 may exchange such a ballot for a fresh ballot. The Director shall keep a record of spoiled ballots.

N. Curbside Disability Services. A participant with a disability may request the 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 his or her vote through Curbside 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.

O. Disability Assistance. A participant with a disability may utilize the assistance of a Caucus Official or friend or family member in signing their declaration form or casting their ballot.

P. End of the Caucus. Approximately five minutes before the appointed end time, a Caucus Official 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 Curbside 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.

Q. Sealing and storage of the ballot box. After the last eligible person has voted on Tuesday, December 16th at 7 pm, 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 Sergeant-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 -

a Nominating Committee: Susan Weltz (Chair) and Penelope Rood (Member)

i Composition of Nominating Committee: One member of the Fairfax County Democratic Committee who resides in HD11 (Susan Weltz), the Chair or the designee of the Chair in the City of Fairfax Democratic Committee (Chair's designee: Penelope Rood) will comprise the nominating Committee. The Chair of the Virginia House of Delegates District 11 Nominating Committee will be Susan Weltz.

b Director and Deputy (one at each voting location)

- i Fairfax County Government Center: Aaron Yohai, Director; Deputy TBD
- ii Jim Scott Community Center: Matt Savage, Director; Deputy Tina Barchik
- iii Fairfax Presbyterian Church: Liam Fischer, Director; Deputy Judy Fisher
- c Sergeant-at-arms (one at each voting location) - personnel TBD
- d Head Teller - TBD
- e Credentials Officers - TBD
- f Members of the Tellers Committee - TBD
- g Greeters/Floaters - TBD
- h Campaign poll watchers and representatives of the media:
 - i Campaigns may designate up to two (2) poll watchers per location.
 - ii Campaigns can swap out their poll watcher for another with the permission of Caucus Director/Chief or their designee staffed at that location, provided that they wear the credential provided by the Director at that location.
 - iii Poll watchers must wear credentials identifying them as campaign poll watchers - these will be distributed by the Director at each location.
 - iv No Caucus Officer will be allowed to serve as a poll watcher or represent any campaign at any time.
 - v No poll watcher may initiate a conversation with any participant without the permission of the Caucus director or their deputy/designee (although they may assist a participant who requests it by directing the participant to a Caucus official)
 - vi A poll watcher will not at any time interfere with the privacy of individual voters casting ballots.
 - vii Poll watchers may observe all aspects of the election, including the setting up of the Caucus site and the activities of the Tellers Committee. However, if at any time they are being an obstruction to the work of the caucus officers, the Sergeant-at-arms will be within their rights to remove such a poll observer from the premises.
 - viii **Media.** Representatives from the press and other media outlets must be issued credentials as observers before or upon entering the voting room. Those issued credentials must not interfere with the voting process or the privacy of individual voters.

I. Neutrality. In accordance with Section 10.11 of the Democratic Party Plan certain party officials may not endorse. Additionally, the following caucus officers may not publicly endorse or support any candidate seeking the Democratic nomination for Virginia House of Delegates District 11:

Director/Chief
Deputy/Designee
Teller

J. Conduct of Caucus Officers

1. All Caucus officers will be appropriately credentialed and required to wear the official credentials at all times while performing the duties of the caucus at the polling locations.
2. No Officers may engage in partisan activities while performing the duties of a caucus officer

IV. Determination of Nominee: Counting of Votes, Announcement of Results -

- a **Determination of nominee** The candidate receiving a plurality of votes will become the Democratic nominee.
- b **Ballot preservation.** No ballots will be counted before all eligible voters have cast their votes on Tuesday December 16 by 7 pm, at the stated locations.
- c **Teller Committee.** The Chair will appoint a Teller Committee to count the votes. The Teller Committee will comprise a Head Teller and at least four Tellers at each voting location. The Teller Committee will meet to tally votes as soon as the poll closes.
- d **Sequestration of tellers.** While counting is underway, all members of the Teller Committee must agree to be sequestered in an area in each of the voting locations and not to communicate with the outside world. The segregated area will be designed to allow other Caucus participants to generally observe the Teller Committee's activities without interfering with them.
 - i Any observer interfering with the counting will be removed from the premises by the designated Sergeant-at-Arms.
- e **Conduct of Teller Committee.** The Location Teller Committee will count, record, and verify the results of the Caucus voting. At the conclusion of their activities, the Teller Committee must agree upon their tabulations and affix their signatures upon the written certification of the results. All activities of the Teller Committee will occur under the direction of the Head Teller.
- f **Sorting.** The members of the Location Teller Committee will sort the ballots according to the candidate, or no candidate, selected on the ballot. If any ballot is unclear, any teller may ask at any time that it be set aside as a "questionable" ballot. The remaining ballots, once unfolded and sorted by candidate selected, will be redistributed for counting pursuant to the provisions of Rule IV-f, below.
- g **Counting.** The tellers will stack the votes into groups of 10 and then build piles of 100 like votes for a given candidate and bind each pile of 100 votes together. Tellers are responsible for ensuring that each stack contains 100 votes for a particular candidate, and each must sign a paper certifying this and affix it to the stack. While counting, the tellers shall also review the ballots to ensure they were assigned to the correct candidate as reflected on the ballot. Any ballots incorrectly assigned shall be reassigned, and if already completed, the count for the correct candidate shall be adjusted accordingly. Any ballots that remain after the stacks of 100 votes are counted and certified will be counted into a short stack, all tellers will certify as to the number of votes in each such stack. The tellers must alert the Head Teller regarding any wrongly placed or questionable ballots. The resulting certified stacks of ballots will be gathered together by the Location Head Teller and move to the next step of reviewing questionable ballots to complete the counting of ballots
- h **Review.** When all ballots that can be have been placed into stacks, the Head Teller will then assemble the Teller Committee, which will determine how to allocate each of the questionable ballots that could affect the totals. The Teller Committee may unanimously declare that such a ballot be allocated to one particular candidate, or to no candidate. If the Teller Committee cannot agree unanimously, then the ballot must remain a "questionable" ballot and will be indicated as such for purposes of the Teller Committee's certified total.
- i **Questionable Ballots.** If a questionable ballot is not resolved at the voting site, it will be brought back to a centralized location in a sealed envelope for resolution according to Rule IV-m below.

- j **Tallying.** The Location Head Teller, in the presence of the Location Teller Committee, will then count aloud the stacks of votes and the number specified in any short stack for each candidate, or no candidate, in turn. The Head Teller will compute a total for each candidate. The Head Teller must then ensure that all tellers agree on the totals (and report the total number of questionable ballots, if any). The Head Teller will report totals for each candidate from each location to compute the overall total of caucus votes for each candidate.
- k **Certification of results.** Immediately upon the conclusion of all counting, the Location Director will ensure that each member of the Teller Committee certifies the tabulation. If there are provisional ballots or questionable ballots that would affect the outcome and those provisional ballots or questionable ballots are ultimately validated, they will be used to adjust the outcome.
- l **Announcement of results.** Election results of each particular caucus location will be publicly posted upon the certification of that location's results. The results will be posted on hd11votes.com.
- m **Preservation of ballots.** All ballot boxes and the ballots will be safely moved to the Fairfax County Democratic Committee Office under the security of the Location officers. After the Chair or her designee has announced the results, all ballots and provisional ballots will be taken up, sealed, and secured for preservation.
- n **Questionable ballots.** If the number of provisional ballots and questionable ballots combined could potentially affect the outcome of the caucus, a committee composed of 6 Head Tellers designated by the Chair shall meet to determine the resolution of questionable ballots and if 2/3rds of this committee agree on resolution of a ballot, that ballot shall be counted.
- o **Provisional ballots.** If provisional ballots are cast during the Caucus, and the number of those provisional ballots could potentially alter the outcome of the Caucus (i.e. the identity of a nominee) if added to the results certified by the Teller Committee, the Chair or her Designee will announce the results, but the declaration of a Democratic nominee will not be made until the provisional ballots are verified and counted on the day specified in Rule V. If no provisional ballots are cast or if an insufficient number of provisional ballots are cast to potentially alter the outcome of the Caucus if added to the results certified by the Teller Committee, the Chair will declare the results and the provisional ballots will not be counted.
- V. **Disposition of Provisional Ballots, Ties**
- a **Accreditation of provisional ballots.** If necessary under IV-n, the Chair will determine a time and day to consult with any relevant local registrars or their designee to verify whether those who cast provisional ballots were registered voters in the HD 11 as of the time of their participation in the caucus. The meeting will be announced to the candidates or their campaign representatives. Ballots cast by voters that the registrar determined qualified will be counted. Reasonable efforts will be made to protect voter privacy (i.e., to avoid disclosing the selection(s) made by a particular identified voter). Any provisional ballots cast by voters who are not determined eligible will not be opened or counted.
- b **Counting of provisional ballots.** In the event there are accredited provisional ballots of sufficient number to possibly determine the election, a Provisional Teller Committee will convene to count them, otherwise the Chair or the Chair's designee will count them. The Provisional Teller Committee will include the Chair and up to four other tellers appointed by the Chair. Each candidate may designate one observer to review the count of any accredited provisional ballots. The Caucus Officers listed in Rule III may also observe such a count. If the Provisional Teller Committee is in unanimous agreement on how to allocate the accredited provisional ballots,

its members must all sign a certification to that effect. If they disagree, each member of the Provisional Teller Committee must indicate in writing to which specific candidate (or to no candidate) they would allocate each accredited provisional ballot, and a plurality vote of the members of the Provisional Teller Committee will determine the final allocation for each ballot, with the Chair permitted to cast an additional vote to break any tie of the Provisional Teller Committee.

- c** **Determination of outcome.** If the nominee has not been declared due to the need to ascertain the validity and disposition of provisional ballots, following the review of those ballots, the results of accredited provisional ballots (if any) will be added to the vote total(s) arrived at per Rule IV-n. If the number of provisional ballots cast are not enough to change the outcome of the caucus, the Chair will declare that the candidate prevailing under the relevant part of Rule IV is the Democratic nominee for House of Delegates in HD 11.
 - d** **Breaking of ties.** In the event two candidates are tied, the Chair will flip a coin to determine the nominee. In the event three or more candidates are tied for first place, one candidate will be determined by the drawing of lots by the Chair.
- VI. Appeals.** If there are any challenges to the conduct of the election, they will be resolved by the Chair of the Virginia House of Delegates District 11 Nominating Committee. If there are further challenges to the Chair's decision, they will be resolved by referring to the Democratic Party of Virginia Party Plan.

Date/Time of final approval: 12/12/25 at 7:39 pm

CAUCUS WEBSITE: hd11votes.com

Nominating Committee

Chair and Fairfax County Member: Susan Weltz

City of Fairfax Member: Penelope Rood