

Procedures for Election of CCDC Officers
January 3, 2024
Snow Date January 8, 2024

1. The outgoing Chair of CCDC will convene the meeting at 6:30 PM at Meadowdale Library (4301 Meadowdale Blvd N. Chesterfield, VA) before turning this over to the Nominating Committee to oversee the election process.
2. The Nominating Committee chair will appoint a timekeeper, a secretary, and a tellers' committee at the onset of the meeting.
3. Only those who have properly filed and joined CCDC on December 5, 2023 for 2024-2025 membership, or filled out membership forms for 2024-2025 membership that were properly received by **December 30, 2023**, are eligible to vote and participate in this election.
4. For membership forms submitted between Dec. 6 and Dec. 30, 2023, the chair will read the names of these individuals and will call for a vote on their membership at the start of the meeting.
5. Only eligible CCDC members as defined in 3. and 4. above may choose to run for office for one of the CCDC offices – chair, first vice-chair of organization, second vice-chair of membership, third vice chair of programs, *fourth vice chair of diversity, equity, and inclusion, and fifth vice chair of communications and technology (pending bylaws revision vote)*, secretary, treasurer.
6. To be considered nominated and to have the name listed on the ballot, each member who chooses to run for an office must fill out an officer filing form (available on the CCDC website or via email sent to Nominating Committee Chair, Lynette Clements, at lp Clements@gmail.com). In addition, each candidate for an officer position must also complete the officer candidate questionnaire which will be posted on the CCDC website.
7. The officer filing form will be submitted electronically to the Nominating Committee Chair.
8. All officer candidate forms and questionnaires must be received by **December 26, 2023 by 5 pm.**

9. The Nominating Committee will review each form to ensure the individual meets the qualifications to be an officer of CCDC (registered voter in the County, is a Democrat, a member of CCDC, and submitted the forms prior to the deadline). The form and questionnaire must be filled out completely. To be eligible, the oath must be signed.
10. The Nominating Committee will prepare the ballots for each office, only listing those who have filed appropriately and in a timely fashion.
11. If an individual wishes to run for more than one office, he or she must submit a separate filing form and questionnaire for each office for which he or she wishes his name to be listed on the ballot.
12. At the January meeting, prior to hearing candidate presentations, Lynette Clements, chair of the Nomination Committee, will present its report. Individuals are only eligible for election and thus listed on the appropriate ballot if those individuals have followed the rules above – joined in a timely fashion and submitted an officer filing form and questionnaire also in a timely fashion.
13. The Nominating Committee Chair will read the names of any individuals properly filed for chair aloud to the meeting.
14. Each individual properly filed shall be entitled to up to two minutes to speak on his/her own behalf. There will be no other speeches on behalf of the nominees.
15. The timekeeper will use a sheet of yellow paper to inform the individual that he or she only has 30 seconds left. The timekeeper will then raise a sheet of red paper to inform the individual that his or her time has expired.
16. The Nominating Committee chair will then call for the vote and the tellers' committee will distribute the prepared ballots.
17. If only one individual is nominated (according to the procedure described above) for any office, that individual will be declared elected.
18. Ballots will be prepared by the Nomination Committee as directed by the DPVA Party Plan: the list of names will be numbered and individuals will be listed in alphabetical order.

19. The meeting will be in recess until the ballots for that office are counted.
20. When the new chair is announced, that individual will then oversee the rest of the election process.
21. Repeat steps 12-20 through each of the offices in this order: first vice-chair, second vice-chair, third vice-chair, *fourth vice-chair*, *fifth vice-chair (pending bylaws revision vote)*, secretary and treasurer until all offices are filled.
22. Should an individual file for more than one office and win an election, he or she will be automatically removed from the ballot for any subsequent office. The Nominating Committee chair will remind the voters to strike through that individual's name and should that individual receive votes on that ballot, the ballot will be considered void.
23. In other words, if an individual files for more than one office, he or she will be on the ballot for every office to which he or she is appropriately filed but stands for election in the order listed above. The first office for which the individual receives the highest number of votes will be the office to which that member is elected. If the individual would prefer to take his or her chances on a different office, he or she must follow the procedure in #24 prior to the election for that office.
24. Should a person who filed for any office wish to remove his or her name from consideration, he or she must publicly tell the chair and the assembled body prior to the distribution of ballots for that office. At such time, the presiding chair will remind the voters to strike through that individual's name, and should that individual receive votes on that ballot, the ballot will be considered void.
25. Highest vote getter for each individual office will be declared the winner.
26. In the case of a tie, the winner will be determined by lots.
27. The new officers will then assume their posts and the election period of the meeting will be considered concluded.
28. No other business or speeches may occur during the election part of the meeting.

29. As is standard DPVA practice, ballots will be retained by the Nominating Committee Chair for 30 days after the election.

30. New members who did not meet the December 30, 2023 deadline shall be elected prior to adjournment so they can vote on all business at the February meeting.

31. Magisterial chairs will be selected by each magisterial district at the conclusion of the February meeting.