

**CAUCUS RULES OF PROCEDURE**  
Wayne County, Indiana Democratic Party  
Richmond Common Council District 2 Caucus Vote

These rules are adopted under Indiana Code 3-13-11, and by the Rules of the Indiana Democratic Party, for the special caucus to fill a vacancy in the position of Richmond Common Council District 2 Representative and to establish the procedure necessary for this caucus to conduct its business. Any dispute over the eligibility of a precinct committee person or his/her eligible proxy participating in a caucus must be filed in written form with the Wayne County Democratic Party Chair (Chris Hardie) for resolution at least twenty-four (24) hours prior to the convening of the caucus. The written eligibility question may be submitted by a candidate seeking nomination in the caucus or by a precinct committee person who is eligible under IC 3-13-11-5 to participate in the caucus. Any dispute that was presented to the caucus chair and not resolved prior to the caucus may be brought to a vote by the members of the caucus excluding those persons named in the dispute.

### **Rule 1: Candidate Declarations**

Interested candidates must file a declaration of candidacy (State Form CEB-5) and the party's interview questionnaire with the County Chairperson no later than 72 hours before the caucus on Saturday July 24th, 2021 at 5:30 PM. No candidacy forms will be accepted after the deadline. All forms are available upon request or on the Party's website at [www.waynecountydemocrats.com](http://www.waynecountydemocrats.com). Forms may be submitted by email to [chris.hardie@waynecountydemocrats.com](mailto:chris.hardie@waynecountydemocrats.com) or via postal mail to

Attn: Chris Hardie  
Wayne County Democratic Party  
P.O. Box 234  
Richmond, Indiana 47375

### **Rule 2: Voting Eligibility & Quorum**

Under IC 3-13-11-5, all elected Precinct Committee persons as well as all Precinct Committee persons appointed no later than 30 days before the vacancy (July 1, 2021), are eligible to vote in the caucus. A majority of the eligible members of the full committee present and voting constitutes a quorum.

### **Rule 3: Proxies**

Under IC 3-13-11-9, a Vice Committee person is eligible to vote as a proxy for their precinct committee person provided that 1) the precinct committee person is otherwise eligible to participate in the caucus, 2) is not present at the caucus, and 3) the Vice Committee person is eligible in accordance with IC 3-13-11-9. A Vice Committee person must file a written proxy from

his/her Precinct Committee person at the convening of the caucus. A Proxy form is provided online at [www.waynecountydemocrats.com](http://www.waynecountydemocrats.com). All Vice Committee Persons are invited and encouraged to attend the caucus, regardless of voting status.

## Rule 4: Interview & Remarks

A) In order to meet the highest standards of transparency and public accountability, the caucus shall follow the follow procedures for candidate interviews and remarks:

1. Candidates will be called forward for a brief public interview utilizing predetermined interview questions (attached) before the attendees of the caucus. The questions shall be read by a proctor designated by the Chair.

2. At the conclusion of the public interview, up to ten minutes shall be permitted for questions from the floor.

3. Following the question period, the candidate shall be provided three minutes to make a closing statement.

4. Candidates not being interviewed shall not be permitted on the caucus floor during other candidate interviews.

B) The candidates will speak and be interviewed in alphabetical order by last name.

## Rule 5: Balloting Procedures

A) Prior to the beginning of voting, the chair shall designate two (2) persons to serve as TELLERS to oversee the counting of ballots for the election. A person who serves as a teller SHALL NOT be a voting member of the caucus.

B) Prior to the beginning of voting, the chair shall recognize each candidate to designate one (1) person to serve as a WATCHER on behalf of the candidate. A watcher MAY be a member of the caucus.

C) All ballots are by secret ballot. The Secretary shall call forward Precinct Committee persons, or their Vice Committee persons voting by proxy, to cast their ballot. As each voter approaches the voting station, a caucus staff person or volunteer shall give one (1) paper ballot to each voter. After marking the ballot, the voter shall deposit the ballot in the ballot boxes provided. When all voters have deposited their ballots, the tellers shall count the ballots in a location designated by the chair, with the consent of the watchers. Candidate watchers are entitled to observe this count, but SHALL NOT handle any ballots.

## Rule 6: Declaration of Majority

The tellers shall provide the chair with a written report specifying the number of votes cast for each candidate. The chair shall then announce the results of the ballot. If a candidate received a majority vote (50% plus one) of those casting a vote for a candidate, the chair shall declare that the candidate has been selected to fill the vacancy.

## Rule 7: Successive Ballots

If no candidate receives a majority of the votes cast on the first ballot, the candidate with the fewest number of votes shall be eliminated from the contest and another ballot held with the remaining candidates. This process shall continue on successive ballots until one candidate secures a majority (50% plus one) and is declared the winner under Rule 5.

## Rule 8: Tie Votes

If any ballot results in a tie vote between the candidates receiving the highest number of votes, the Chair may cast the deciding vote or call for additional ballots.

## Rule 9: Other Considerations

The Rules of the Indiana Democratic Party and requirements of IC 3-13-11 shall govern all remaining questions of conduct regarding the caucus.

## Rule 4 Interview Questions

1. What is your name and residential address?
2. Why do you think you are the best candidate to become the District 2 Representative on Richmond's Common Council?
3. What are some of the issues and challenges facing Council and the City of Richmond that you plan to address if elected, and how would you approach doing that?