

BURLINGTON DEMOCRATIC PARTY

CITY DEMOCRATIC COMMITTEE OF BURLINGTON, VT TMD 2025 CAUCUS RULES

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The City Democratic Committee of Burlington, Vermont (the “Committee”) will hold its District Nominating Caucuses for the 2025 Town Meeting Day Election (collectively referred to as the “Caucus”), on Sunday, January 5, 2024. To promote participation and ensure election integrity, the Committee has determined that the Caucus will be livestreamed and that voters will be offered a virtual ballot, with in-person voting options available to those who require special accommodation. This document outlines the Committee’s rules for the Caucus. Any questions regarding these rules should be relayed to the Committee by email at burlingtondems@gmail.com.

Section I - Caucus Voter Eligibility

A. Who is eligible to vote in the Caucus?

To be eligible to vote in the Caucus, you must:

1. Affirm that you have not voted in another political party’s caucus for the 2025 Town Meeting Day Election.
2. Register for the Burlington Democratic Party Nominating Caucus before 5:00PM on January 3, 2024.
3. Be listed on the Burlington voter roll as a registered voter at your current address on or by Friday 1/3/2024 at 5pm.
4. Affirm that you are not a member of another political party’s committee.

All registered caucus participants will receive an email confirming their eligibility to vote on a rolling basis and no later than 11:59pm on Saturday, January 4, 2025. All eligible voters will be considered “present” at the Caucus, as that term is used in the Committee’s [By-Laws](#). Rules related to the Caucus voting process are separately outlined below in Section V.

Section II - Caucus Registration

A. Is there a deadline to register for the Caucus?

Yes. You must register to vote in the Caucus by 5:00PM on Friday January 3, 2024. As outlined in Section I, you must also be listed on the Burlington voter roll as a registered voter at your current address on or by 5pm on Friday January 3, 2025.

B. If an individual misses the registration deadline, will any exceptions be made for late registration?

No. All eligible voters must register for the Caucus before 5:00PM on Friday January 3, 2025.

C. How do I register to vote in the Caucus?

You can register to vote in the Caucus on the [Official Caucus Registration Form](#). If a voter is unable to access the registration form, they may contact the Committee by email at burlingtondems@gmail.com, and the registration form may be completed on the voter's behalf.

D. Will I receive confirmation that I have successfully registered to vote in the Caucus?

After submitting the registration form, you will be taken to a webpage confirming the form was successfully completed and emailed a copy of your submission. This notice will not include final confirmation of your eligibility to vote. As soon as is practicable after registering for the Caucus, you will receive an email from the Committee confirming your eligibility to vote. If you do not meet the eligibility criteria outlined in Section I, you will be promptly notified by email and offered an opportunity to cure any issue, as long as the registration is received prior to the Caucus registration deadline of 5:00 PM on January 3, 2025.

E. Will candidates be given access to a list of those who are eligible to vote in the caucus?

Yes. Starting on Sunday, December 29, each candidate who has properly declared their intent to seek the Democratic nomination will be provided a daily list of all eligible Caucus voters. This list will include a voter's first and last name, address, ward, and information on whether the voter intends to cast their ballot virtually or in person. Voter email addresses and phone numbers will not be shared with candidates.

Section III - Candidate Declaration

A. How do candidates declare to run in the Caucus?

Those seeking the nomination for City Council, Ward Clerk, or Inspector of Elections must notify the Committee no later than 12:00pm on December 26, 2024, by emailing burlingtondems@gmail.com.

B. When will a list of declared candidates be available to Caucus voters?

A final list of declared candidates will be published after the notification deadline at a time and manner determined by the Party Chair.

C. What information should declared candidates share with the Committee?

In declaring their intent to seek the Democratic nomination, candidates are asked to provide their name and street address. Candidates are also asked to provide their contact information or a link to their website.

Section IV - Caucus Event Details & Logistics

A. When will the Caucus event take place?

The Caucus event will take place at 3:00pm on Sunday, January 5th, 2025.

B. How will voters access the Caucus event?

The Caucus event will be streamed to YouTube and public access television by Town Meeting TV. A link to the YouTube stream will be published prior to the Caucus.

C. How will candidates access the Caucus event?

Prior to the Caucus event, candidates will be provided a link to join the Zoom meeting, which will be broadcast to YouTube and public access television by Town Meeting TV. Each candidate may invite no more than one additional person to join the Zoom meeting with them for the purpose of formally nominating the candidate. The Committee will contact each candidate to provide access to the Zoom for nominations. When candidates access the Zoom meeting with the provided link, they will remain in the meeting "Waiting Room" until the time certain for their mayoral, ward, or district nominating caucus. Once the candidates and their nominators are allowed into the meeting from the "Waiting Room," they will be asked to keep their cameras and microphones off until prompted by the caucus chair.

D. Who else will have access to the Caucus Zoom meeting?

In addition to declared candidates and their nominators, the Committee will provide Zoom access to the following individuals and entities: the Committee Chair, the Caucus

Chair, individual ward nominating caucus chairs, representatives from Town Meeting TV, and any other individuals designated by the Committee as necessary to conduct the Caucus event.

E. What is the agenda for the Caucus event?

The Caucus event will begin precisely at 3:00pm. A final agenda will be published after the candidate declaration deadline on the [Caucus web page](#). The Caucus agenda will include each of the ward/district nominating caucuses. Currently, the Committee's intent is to complete the Caucus in approximately 1 hour and, in order to keep the Caucus on schedule, the Committee will enforce time limits for candidates' formal nominations and speeches to the best of its ability.

Section V: Caucus Voting

A. How will voting be administered for the Caucus?

Voting will be done virtually using the secure, reputable platform of [ElectionBuddy](#). The Committee will also provide the option to vote in-person on site for those who require special accommodation.

B. What time will voting start and end for the Caucus?

Voting will begin when announced at or before 4:00pm and conclude at 5:30pm on January 5, 2025. This voting period is the same for both virtual and in-person voters who require special accommodation.

C. What time will virtual ballots be delivered?

A link to your virtual ballot will be delivered at or before 4:00pm on January 5, 2025. Virtual ballots will be delivered to an eligible voter at the email address they used to register for the Caucus. No ballot links will be active until the beginning of the voting period. You will have until 5:30pm to submit your ballot. Refer to subsection E. of this Section for information on how to deal with issues receiving or accessing your virtual ballot.

D. Will there be reminders sent about voting?

Yes, there will be at least 1 reminder sent throughout the voting period.

E. Who do I contact if I don't receive my virtual ballot or experience other issues with casting my ballot?

If for some reason you do not receive your virtual ballot or if you experience other issues, immediately contact the Committee by email at burlingtondems@gmail.com or number provided on the caucus web page.

F. Will there be a “write-in” option when voting?

No. In accordance with the [By-Laws](#), there will be no option to “write-in” candidates during Caucus votes.

G. Can I vote against a declared candidate’s nomination?

Yes. If a voter wants to vote against a candidate’s nomination, the ballot will provide an option to “abstain.”

H. If I participate in another political party’s caucus and “abstain” from voting in a particular race, may I still vote in the Democratic Caucus?

No. If you submit a ballot in any other party’s caucus, you cannot submit a ballot in the Democratic Caucus.

I. If I register for the Caucus now, how do I let the Committee know that I need a special accommodation to vote in-person?

The option to request a special accommodation to vote in-person is on the [Official Caucus Registration Form](#). Please note that the Committee encourages voting to be done virtually, reserving in-person voting to those who do not have Internet access or otherwise require a special accommodation. A Committee volunteer will contact you to determine a voting plan upon request.

F. Is there a plan to deal with the potential of a runoff election?

Yes. A runoff election will occur if, in any race, a single candidate fails to achieve a majority. All present and voting at the Caucus on January 5, 2025 will be eligible to participate in the event of a runoff, which will be held at a time determined by the Party Chair. Those who register to vote at the Caucus but do not cast a vote will not be eligible to vote in any runoff election.

G. When will the results be reported?

The results of Caucus voting will be reported once all votes are counted. Results will be publicly posted by the Committee and emailed to all candidates.