



Roanoke City Democratic Committee

INSTRUCTIONS

**Declaration of Candidacy for the Democratic Nomination for
November 3, 2020 Roanoke City Municipal Elections**

- 1) Complete the Declaration of Candidacy form. Please print legibly. The name as entered on the form will be the name listed on the ballot.
- 2) Be sure to sign the form.
- 3) Submit the form by **one** of the following methods:
 - a) Email the completed form to Beth Deel, chair@roanokedemocrats.com and Barbara Andes, secretary@roanokedemocrats.com.
 - b) Or, deliver the completed form to the RCDC General Membership Meeting on Thursday, March 19, 2020, 6:00pm at the Williamson Road Branch Library, 3837 Williamson Road NW where an executive officer will be available to accept forms in person.
 - c) Or, deliver the completed form to Chair, Beth Deel who will be available in the lobby of the Noel C. Taylor Building in Roanoke, VA from 4:00pm - 5:00pm on Thursday, March 26, 2020 to accept forms in person.
- 4) Emailed forms must be time-stamped received by 5:00pm, Thursday, March 26, 2020.
- 5) Hand delivered forms must be received no later than 5:00pm, Thursday, March 26, 2020.
- 6) A Filing Fee must be paid by 5:00pm, Thursday, March 26, 2020. The Filing Fee is \$750 for a candidate filing for Roanoke City Councilperson and \$1250 for a candidate filing for Roanoke City Mayor. The Filing Fee can be paid by one of these methods:
 - a) Deliver a cashier's check in the manner described in 3b or 3c above.
 - b) Submit payment electronically; NOTE: A 4% surcharge will be required for those paying electronically. Please email Chair@roanokedemocrats.com for ACTBLUE payment link.
- 7) The Unassembled Caucus (Firehouse Primary) will be held on May 2, 2020 at Berglund Hall from 9am-7pm. All caucus details will be outlined in the *Call to Caucus*.
- 8) There are three (3) City Council seats available for nomination. If no more than three candidates file by the deadline, the Firehouse Primary for the Council seats will be cancelled and filing fees returned to the candidates.
- 9) If only one candidate files for Mayor by the deadline, the Firehouse Primary for the Mayor will be cancelled and filing fee returned.
- 10) If you have questions or need assistance completing the filing form, please contact chair@roanokedemocrats.com.