



Agenda and Instructions

Democratic Party Precinct Caucus

March 6, 2018

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Step 1: Preliminary Business

Conducted by PCP or other volunteer

| Actions | Relevant Documents |
|---|-------------------------------|
| 1. Sign in and welcome. | |
| 2. Post caucus rules sheet. | Caucus Rules (green) |
| 3. Sign people into the caucus, using the Eligible voter list. | Eligible Voter List (white) |
| 4. If a person's name is not on the list, send them to the Site Manager. | |
| 5. Ask attendee to fill in contact sheet information. | Contact Info Sheet (blue) |
| 6. Call caucus to order. | |
| i. Call roll from Eligible Voter list. | Eligible Voter List |
| ii. Pledge of Allegiance | |
| iii. Read caucus rules. | Caucus Rules |
| 7. Elect a Caucus Secretary for today. Read aloud this italicized text. <i>Caucus Secretary does the following:</i> <ul style="list-style-type: none"> ○ <i>Fills out caucus paperwork and records actions legibly.</i> ○ <i>Records all votes.</i> ○ <i>Signs all verified caucus paperwork.</i> | |
| 8. Ask for nominations. | |
| 9. Call for a show of hands vote. | |
| 10. Secretary enters information on Caucus Minutes Sheet. | Caucus Minutes Sheet (yellow) |

Step 1: Preliminary Business (Cont.)

Conducted by PCP or other volunteer

| Actions | Relevant Documents |
|---|-------------------------------|
| 11. Elect a Caucus Chair for today. Read aloud: <i>Caucus chair does the following:</i> <ul style="list-style-type: none"> o <i>Makes sure that everyone has a chance to be heard.</i> o <i>Reads aloud all italicized information.</i> o <i>Calls for votes.</i> o <i>Signs all caucus paperwork.</i> o <i>May be the Precinct Chair.</i> | |
| 12. Ask for nominations from the floor. | |
| 13. Call for a show of hands vote on nominees. | |
| 14. Secretary enters information on Caucus Minutes Sheet. | Caucus Minutes Sheet (yellow) |
| 15. Chair assumes control of caucus. | |

Step 2: Elect Precinct Chairs

Conducted by Caucus Chair

| Actions | Relevant Documents |
|--|--|
| <p>1. Call for election of 2 precinct committee persons (hereinafter called precinct chairs). Read aloud the italicized text. <i>Precinct Chairs do the following:</i></p> <ul style="list-style-type: none"> ○ <i>Attend one Precinct Chair training in person.</i> ○ <i>Attend up to 2 El Paso County Central Committee Meetings per year, in person or by proxy.</i> ○ <i>Spend one hour per week engaging active Democrats in their precinct. Training provided.</i> ○ <i>Precinct Chairs serve until the next caucus, or until they turn in a resignation by hand or email to the County or House District Chair.</i> | |
| <p>2. Call for nominations from the floor.</p> | |
| <p>3. Conduct a show of hands vote.</p> | |
| <p>4. Secretary records information on Caucus Minutes sheet.</p> | <p>Caucus Minutes (yellow)</p> |
| <p>5. Secretary and new precinct chairs fill out Certification of Election sheets.</p> | <p>Certification of Election Sheet (white)</p> |

Step 3: Conduct a Straw Poll for Governor

Conducted by Caucus Chair

| Actions | Relevant Documents |
|---|---------------------------------------|
| <p>1. Call for a Straw Poll for Governor. Read aloud:</p> <ul style="list-style-type: none"> ○ <i>The straw poll is non-binding.</i> ○ <i>Allows for discussion.</i> ○ <i>Will be followed by a binding Preference Poll.</i> ○ <i>Attendees will see how much support their candidate has within the caucus as a whole.</i> ○ <i>Attendees can change their support now.</i> | |
| <p>2. Read the list of gubernatorial candidates, asking supporters of each candidate to gather together in different parts of the room.</p> | <p>Governor Candidate list (pink)</p> |
| <p>3. Allow two minutes for a member of each group to speak on behalf of their candidate.</p> | |
| <p>4. Ask attendees to stay in their groups. Now is the time for anyone who wishes to change their gubernatorial preference as the next vote is <i>binding</i>.</p> | |

Step 4: Conduct a Gubernatorial Preference Poll

Conducted by Caucus Chair

| Action | Relevant Documents |
|--|---|
| <ol style="list-style-type: none"> 1. Determine the number of votes a candidate needs to receive delegates to the County Assembly using threshold Chart on the Math Worksheet. 2. Write that number in the blank space below (blue underline). | <p>Preference Poll Math Worksheet (goldenrod)</p> <p>Governor Candidate list (pink)</p> |
| <ol style="list-style-type: none"> 3. Call for a Gubernatorial Preference Poll. Read aloud: <ul style="list-style-type: none"> ○ <i>This poll is used to determine the number of delegates each caucus will send to the County Assembly in support of each candidate for governor.</i> ○ <i>Only candidates for governor who receive a minimum of _____ votes will be allotted delegates to the County Assembly. The formula for this determination is provided by the State Democratic Party.</i> ○ <i>All votes in this poll are binding and cannot be changed once they are recorded by the Secretary.</i> | |

Step 4: Conduct a Gubernatorial Preference Poll (Cont.)

Conducted by Caucus Chair

| Action | Relevant Documents |
|---|---|
| 4. Announce which candidates have been allotted delegates to the County Assembly and how many delegates they have received. | Preference Poll Math Worksheet (orange) |

Step 5: Elect Delegates to County Assembly

Conducted by Caucus Chair

| Action | Relevant Documents |
|--|---|
| <p>1. Elect Delegates to County Assembly based on Gubernatorial Preference Poll.</p> <p>Read aloud:</p> <ul style="list-style-type: none"> ○ <i>Delegates must be able to attend an all-day County Assembly on March 31.</i> ○ <i>Delegates are chosen from the candidate group in the Preference Poll.</i> ○ <i>Are usually chosen among caucus attendees but may be Democrat non-attendees from that precinct and are nominated by a caucus attendee.</i> ○ <i>If a candidate's caucus supporters do not elect a full roster of delegates to the County Assembly, those seats are lost.</i> ○ <i>However, an elected delegate may resign and substitute a replacement chosen within 72 hours. The substitute must be a registered Democrat in the same State House district. To chair@epcodemparty.org.</i> | <p>Official Call Receipt (lavender)</p> |
| <p>2. Ask candidate preference groups to gather in order to nominate and elect delegates from within their group.</p> | |
| <p>This row left blank intentionally.</p> | |

Step 5: Elect Delegates to County Assembly (Cont.)

Conducted by Caucus Chair

| Action | Relevant Documents |
|---|---------------------------------------|
| 3. If a non-attendee is nominated by a caucus attendee, verify that the non-attendee is on the registered voter list. | Registered voter list |
| 4. Groups report back to whole caucus. Secretary records delegates chosen on the Official Call Receipt and gives each delegate a Notice of Official Call sheet. | Notice of Official Call sheet (white) |

Step 6: Resolutions for Platform

Conducted by Caucus Chair

| Actions | Relevant Documents |
|--|--|
| <p>1. Call for Resolutions. Read aloud the text below. <i>Resolutions:</i></p> <ul style="list-style-type: none"> ○ <i>May be discussed briefly, 1 minute for pro and 1 minute for con.</i> ○ <i>Must be proposed by a caucus participant (not an observer).</i> ○ <i>If passed, will proceed to County Convention for consideration.</i> ○ <i>If passed by County Convention, may become part of the State Platform.</i> ○ <i>Failed Resolutions proceed no further.</i> | |
| <p>2. Ask for show of hands vote on Proposed Resolutions.</p> | |
| <p>3. Proposers of Resolutions which pass must fill out Report to Platform Committee sheet. Typed resolutions may be attached to the back of the sheet.</p> | <p>Caucus Report to Platform Committee Sheet (goldenrod)</p> |

Step 7: Collect Donations/Sign up Election Judges

Conducted by Caucus Chair

| Actions | Relevant Documents |
|--|---|
| <p>1. Pass the buck bag. Read aloud this italicized text.</p> <ul style="list-style-type: none"> ○ <i>The El Paso County Democratic Party is a 100% Volunteer Party made up of committed Democrats like you, working together to make a difference. We are entirely funded by local donations and not by the state or DNC.</i> ○ <i>It is expensive to run caucuses and the County Convention.</i> ○ <i>Please consider contributing to help the Party pay for these expenses.</i> ○ <i>Donations up to \$19.99 do not require you to fill out a donation envelope. Give 20 and take back a penny.</i> | <p>Buck bag and donation envelopes</p> |
| <p>2. Sign up Election Judges. Read aloud:</p> <ul style="list-style-type: none"> ○ <i>Election judges ensure fair, honest elections. We need good Democrats to help with elections.</i> ○ <i>The county clerk hires, trains and pays all judges.</i> ○ <i>If you are interested in serving as a judge, see the Secretary and sign up on the appropriate sheet. She can provide an information sheet as well.</i> | <p>Election Judge Info sheet (white)</p> <p>Election Judge Signup sheet (green)</p> |

Step 8: Adjourn the Caucus and Complete Paperwork

Conducted by Caucus Chair

| Action | Relevant Documents |
|---|---|
| <p>1. Ask for complaints and disputes. Read aloud:</p> <ul style="list-style-type: none">○ <i>Turn in all complaints, disputes, and delegate issues to the El Paso County Democratic Party in writing within 7 days of the caucus.</i>○ <i>Written complaints are taken seriously and all will be considered by the Grievance Committee. Phone complaints will not be considered.</i>○ <i>Send complaints to the address on the business card provided.</i> | <p>El Paso County Democratic Party Business Cards</p> |
| <p>2. Adjourn the caucus with thanks to all who spent their evening as good citizens.</p> | |

Step 8: Adjourn the Caucus and Complete Paperwork (Cont.)

Conducted by Caucus Chair

| Action | Relevant Documents |
|---|--|
| 3. Caucus Chair and Secretary work together to gather and complete final versions of all documents. | <ul style="list-style-type: none"><input type="checkbox"/> Preference Poll Math Worksheet<input type="checkbox"/> Caucus Minutes<input type="checkbox"/> Caucus Report to Platform Committee<input type="checkbox"/> Official Call Receipt Election Judge Sign-up Sheet<input type="checkbox"/> Certification of Election of Precinct Chairs<input type="checkbox"/> Voter list and caucus sign-in sheet.<input type="checkbox"/> Donation basket with cash and envelopes. |

Step 9: Turn in all documents to the Site Manager.