



THE DEMOCRATIC PARTY
OF DENVER

INVESTING IN THE FUTURE

Rules for the Precinct Caucus
Presidential Year
March 6, 2012

1. **Inclusion:** The Democratic Party of Denver and the participants in this caucus are required to take steps to encourage participation in the delegate and candidate selection process of the Democratic Party at all levels – by young people, women, minority groups, and the disabled. Inclusion should occur in reasonable relationship to any given groups' presence in the full population. This goal shall not be accomplished, either directly or indirectly, by the Party's imposition of mandatory quotas.
2. **Who May Participate:** Per state statute, a person may vote at the precinct caucus, be elected a delegate or an alternate from the caucus and/or be elected as a precinct committee person if, according to the registration records of the county clerk and recorder's office, they have resided in the precinct since February 6, 2012, been registered to vote in the precinct since February 6, 2012, and been affiliated as a Democrat on or before January 6, 2012 (CRS 1-3-101(1)). Any person who has attained the age of eighteen (18) or has become a naturalized citizen within the two month period immediately preceding the caucus shall be eligible to vote at the caucus even though that person has not been a registered Democrat for the full two months. A person who has moved to a new precinct after February 6 may vote in their old precinct, but may not become a delegate or committee person. Other persons may attend the caucus but cannot vote.
3. **Additional Rules:** Participants in the caucus may adopt additional rules, provided they do not conflict with either state or county rules, state election laws or other instructions to the caucus chair. Give participants a full opportunity to be heard and permit full discussion of all relevant questions.
4. **Disputes:** Any person desiring to dispute any matter concerning the caucus must file a **written** protest with the County Chairperson within 7 days after the caucus. Disputes are to be sent to the attention of the Chair, Cindy Lowery-Graber, 574 S Broadway, Denver, CO 80209 or emailed to info@denverdemocrats.org.
5. **Secret Ballot:** Per state party rules, voting shall be open at all meetings, except at precinct caucuses. At precinct caucuses, voting shall be open unless a secret ballot is requested by anyone eligible to vote. (State Party Rules, Part 4, Article II, Section A.)
6. **Proxies:** No proxy voting shall be permitted at the caucus.
7. **Late Arriving/Early Leaving:** A person must be present to participate. Those arriving late or leaving early may only take part in caucus business occurring while they are present.
8. **Open Voting:** No delegate or alternate shall be instructed to vote for or against any candidate or measure.

9. **Election Procedure:** Persons receiving the highest number of votes shall be elected.
10. **Ties:** If two or more candidates for delegate or alternate receive an equal number of votes, the winner is to be determined by lot (coin toss or drawing straws) by such candidates. If more than two candidates for the position of committee person receive an equal number of votes the winner shall be determined by lot of such candidates.
11. **Delegate Selection:** Delegates and alternates to all party assemblies are to be chosen in a manner which fairly reflects the division of candidate preference, expressed by those participating in the nominating process, including those expressed by minority and divergent views. Equal division between men and women is to be achieved, if possible.
12. **Becoming a Delegate for a Specific Candidate:** Some people want to participate in only a portion of the election process. The process for becoming a delegate eligible to vote for candidates in certain races is a stepped process. Candidates for the General Assembly are nominated at the County Assembly. Candidates for other offices are nominated as follows:
 - a. For Congressional Delegates:
 - Step 1) Get elected to the Denver County Assembly (March 31, 2012, Evie Garret Dennis School, Green Valley Ranch Blvd and Telluride St.) The official call will be mailed prior to the County Assembly - to all delegates and alternates.
 - Step 2) At the County Assembly, get elected to the First Congressional District Assembly, which will be held on April 11, 2012 at South High School. The official call will be given to CD1 delegates and alternates at the Denver County Assembly/Convention.
 - b. For U.S. Senate, Governor, or other State wide candidates (CU Regent at Large is the only statewide race this year).
 - Step 1) Get elected to the Denver County Assembly (March 31, 2012, Evie Garret Dennis School, Green Valley Ranch Blvd and Telluride St.). The official call will be mailed prior to the County Assembly - to all delegates and alternates.
 - Step 2) At the County Assembly, get elected to the State Assembly, Pueblo County Fairgrounds, April 14, 2012. The official call will be mailed prior to the State Assembly - to all delegates and alternates.
 - c. For U.S. President. (application must also be made by March 15 – see www.coloradodems.org for forms and more information)
 - Step 1) Get elected to the Denver County Convention (March 31, 2012, Evie Garret Dennis School, Green Valley Ranch Blvd and Telluride St.) The official call will be mailed prior to the County Convention - to all delegates and alternates.
 - Step 2) At the County Convention, get elected to the Congressional District Convention, (April 11, 2012 at South High School). The official call will be given to all delegates and alternates to the Congressional District Convention at the County Assembly/Convention.
 - Alternate Step 2) At the County Convention, get elected to the State Convention, (Pueblo County Fairgrounds) on April 14, 2012. The official call will be sent prior to the State Convention - to all delegates and alternates.
 - Step 3) At the either the Congressional District or State Convention, be elected to the Democratic National Convention to be held in Charlotte, NC the week of September 3, 2012.

13. **Threshold (assembly):** A preference poll based upon the House District race shall be used for the selection of delegates and alternates to the County Assembly. **A candidate must receive a minimum of fifteen percent (15%) in a preference poll to be awarded delegates and alternates.** Use the caucus math worksheet to determine the number of delegates to be awarded for each candidate who attained the threshold.
14. **Threshold (convention):** A preference poll based upon the race for United States President shall be used for the selection of delegates and alternates to the County Convention. **A candidate must receive a minimum of fifteen percent (15%) in a preference poll to be awarded delegates and alternates.** Use the caucus math worksheet to determine the number of delegates to be awarded for each candidate who attained the threshold
15. **Uncommitted Votes:** Not every one wants to commit to a candidate. Therefore treat “uncommitted” votes as if the vote was cast for a candidate for determining the threshold and awarding delegates, i.e., pretend there is a candidate named “uncommitted.”
16. **Automatic delegates:** No person shall become an automatic delegate or alternate to a higher assembly by holding any party or public elected office.
17. **Caucus Agenda:**
 1. Check In and determine eligibility of participants
 2. Call meeting to order and read caucus rules aloud
 3. Elect caucus chairperson and secretary
 4. Pass caucus buck bag
 5. Take a preference poll on the Presidential race for Convention delegates and any desired straw polls.
 6. Elect delegates and alternates to County Convention
 7. Take a preference poll on the House District race for Assembly delegates and any desired straw polls
 8. Elect delegates and alternates to County Convention
 9. Elect delegates and alternates to County Assembly
 10. Elect precinct committee people
 11. Announce election judge information
 12. Consider the proposed Party Platform and resolutions
 13. Other business
 14. Adjournment

Turn in materials:

All forms on white paper are to be turned in to the site coordinator. Captains or site coordinators are to take all materials to Denver's Democratic headquarters, at 574 S. Broadway, no later than **11:00 PM ON CAUCUS NIGHT.**