



Caucus 2012

What you need to know to conduct a successful caucus

- March 6, 2012 at 7:00 p. m.

Six things you MUST do:

1. Pass the Buck Bag
2. Preference Polls
3. Elect Delegates to the County Assembly and Convention to be held March 31
4. Elect two new Precinct Committee Persons
5. Review the party platform
6. Accurately complete the delegate election and other forms

Now to the Details



Important Dates!

Deadline to apply to be National Delegate
March 15 (www.coloradodems.org)

County Assembly, March 31
Evie Garret Dennis School

State Assembly April 14
Pueblo County Fairgrounds



What are the functions of Caucus and Assembly/Convention?






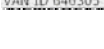


Check-in Process

- Each Precinct has a check-in sheet with names of all registered Democrats in that precinct; people on the list only sign the list by their name.
- Please ask attendees to check their phone number and give us their email.
- Persons not on the list and sure they are in the correct precinct must sign an affidavit to participate. If it is later determined they were not eligible to be a delegate or alternate, their name will be removed from the list and that precinct will lose a vote.



Sign-in Sheet

| | | | |
|---|---|---|---|
|  | Bray, Vance J (303) 388-3443 <i>SIGN HERE</i> | 2990 E 17th Ave Apt 2702 EMAIL | <input type="checkbox"/> DB <input type="checkbox"/> DR <input type="checkbox"/> DU <input type="checkbox"/> AB <input type="checkbox"/> AR <input type="checkbox"/> AU <input type="checkbox"/> P <input type="checkbox"/> A |
| VAN ID 550032 | | | |
|  | Breit, Katherine C <i>SIGN HERE</i> | 2990 E 17th Ave Apt 2006 EMAIL | <input type="checkbox"/> DB <input type="checkbox"/> DR <input type="checkbox"/> DU <input type="checkbox"/> AB <input type="checkbox"/> AR <input type="checkbox"/> AU <input type="checkbox"/> P <input type="checkbox"/> A |
| VAN ID 6742944 | | | |
|  | Brock, Rebekah A (303) 831-1160 <i>SIGN HERE</i> | 2990 E 17th Ave EMAIL | <input type="checkbox"/> DB <input type="checkbox"/> DR <input type="checkbox"/> DU <input type="checkbox"/> AB <input type="checkbox"/> AR <input type="checkbox"/> AU <input type="checkbox"/> P <input type="checkbox"/> A |
| VAN ID 655192 | | | |
|  | Brock, William W (303) 393-6611 <i>SIGN HERE</i> | 1663 Steele St Apt 701 EMAIL | <input type="checkbox"/> DB <input type="checkbox"/> DR <input type="checkbox"/> DU <input type="checkbox"/> AB <input type="checkbox"/> AR <input type="checkbox"/> AU <input type="checkbox"/> P <input type="checkbox"/> A |
| VAN ID 646343 | | | |
|  | Brown, Kevin D (303) 329-5591 <i>SIGN HERE</i> | 1623 Saint Paul St Unit 407 EMAIL brown_kdb@yahoo.com | <input type="checkbox"/> DB <input type="checkbox"/> DR <input type="checkbox"/> DU <input type="checkbox"/> AB <input type="checkbox"/> AR <input type="checkbox"/> AU <input type="checkbox"/> P <input type="checkbox"/> A |
| VAN ID 1411859 | | | |
|  | Brown, Norman E (303) 399-9543 <i>SIGN HERE</i> | 1527 Saint Paul St EMAIL | <input type="checkbox"/> DB <input type="checkbox"/> DR <input type="checkbox"/> DU <input type="checkbox"/> AB <input type="checkbox"/> AR <input type="checkbox"/> AU <input type="checkbox"/> P <input type="checkbox"/> A |
| VAN ID 646940 | | | |
|  | Brown, Stephanie L (303) 523-1556 <i>SIGN HERE</i> | 1623 Saint Paul St Unit 407 EMAIL | <input type="checkbox"/> DB <input type="checkbox"/> DR <input type="checkbox"/> DU <input type="checkbox"/> AB <input type="checkbox"/> AR <input type="checkbox"/> AU <input type="checkbox"/> P <input type="checkbox"/> A |
| VAN ID 830971 | | | |
|  | Brownlee, Judith M (303) 399-2971 <i>SIGN HERE</i> | 1553 Fillmore St EMAIL | <input type="checkbox"/> DB <input type="checkbox"/> DR <input type="checkbox"/> DU <input type="checkbox"/> AB <input type="checkbox"/> AR <input type="checkbox"/> AU <input type="checkbox"/> P <input type="checkbox"/> A |
| VAN ID 646305 | | | |



Check-in Process (cont'd)

- Persons not in attendance may wish to be elected delegates. Do not sign them as present.
- Persons not in attendance may NOT become delegates to the National Convention!
- Persons wishing to be considered as a delegate when not in attendance must make the request in writing. The request must be sent to Party Headquarters at 574 S Broadway, Denver, CO 80209. This can also be done by fax or email. The letter must be received by Friday, February 24. Otherwise a letter can be delivered directly to the caucus on March 6.
- Persons who are not in attendance do not need to be considered as delegates unless the body chooses to consider them.



Start the Meeting

- Caucus Rules must be read aloud – preferably in a larger room before dispersing into individual precincts, otherwise at the start of the meeting.
- The meeting is called to order by a PCP, if present.
- Determine if someone wants to chair the meeting. If more than one wishes to be chair, members present will elect a Chairperson.
- Elect a Secretary by the same process.
- A secret ballot will be held at any point in the meeting if requested by any member.



Buck Bags

- You will have a script to help you explain why the County Party requests cash donations.
- We receive no funds from the State or National Party, we use them to operate the County office, pay for Caucus, Assembly/Convention and to support delegates to the National Convention.
- Pass the 'Buck Bag' envelope and ask every donor to write their name and amount on the back of the envelope, remind attendees that this information is required by state law.



Straw Polls

- A straw poll (*an informal, non-binding initial show of hands for each candidate in a specific race*) can be held for any race, if desired by the members.
- A straw poll for Assembly should be taken in the local House District race. This allows attendees to get an initial measure of support for their candidate.
- Uncommitted is to be treated as a candidate.
- Straw Polls are not recorded.



Straw Polls

- If there is a challenge for President, you may have a request for a straw poll for Convention and it should be held.
- If there is a challenge in any other race (state Senate for instance), straw polls should be held for those, too.



Preference Poll (assembly)

- After any straw polls, conduct the State House preference poll to determine the number of delegates for each candidate.
- Only one preference poll is taken.
- A candidate must receive 15% of the votes in this poll to receive delegates to the County Assembly.
- As you call for votes for each candidate, have the Secretary record votes for each.
- The number of delegates to Assembly for each precinct is written on the precinct caucus packet.
- Sample polls and examples of the candidate math worksheet follow.



Preference Poll (Convention)

- After any straw polls, conduct the Presidential preference poll to determine the number of delegates to county Convention for each candidate.
- Only one preference poll is taken.
- A candidate must receive 15% of the votes in this poll to receive delegates to the County Convention.
- As you call for votes for each candidate, have the Secretary record votes for each.
- The number of delegates to Convention for each precinct is written on the precinct caucus packet.
- Sample polls and examples of the candidate math worksheet follow.

Table 1 – determine threshold

| Candidate Preference (candidate name or uncommitted) | Column A Votes for each candidate | / | Column B Total vote (total of Col A) | = | Column C Product Do not round |
|--|--------------------------------------|---|--|---|-------------------------------------|
| A | 9 | / | 24 | = | . 375 |
| B | 12 | / | 24 | = | . 5 |
| Uncommitted | 3 | / | 24 | = | . 125 |
| | | / | | = | |
| TOTAL | 24 | | | | |

Copy the total votes to column B and do the calculation

Table 1 – determine threshold

| Candidate Preference (candidate name or uncommitted) | Column A Votes for each candidate | / | Column B Total vote (total of Col A) | = | Column C Product Do not round |
|--|--------------------------------------|---|--|---|-------------------------------------|
| A | 9 | / | 24 | = | . 375 |
| B | 12 | / | 24 | = | . 5 |
| Uncommitted | 3 | / | 24 | = | . 125 |
| | | / | | = | |
| TOTAL | 24 | | | | |

Cross out any candidate who does not make 15% (.15 or higher)

Table 1 – determine threshold

| Candidate Preference (candidate name or uncommitted) | Column A Votes for each candidate | / | Column B Total vote (total of Col A) | = | Column C Product Do not round |
|---|--------------------------------------|---|--|---|-------------------------------------|
| A | 9 | / | 24 | = | . 375 |
| B | 12 | / | 24 | = | . 5 |
| Uncommitted | 3 | / | 24 | = | . 125 |
| | | / | | = | |
| TOTAL | 24 | | | | |

Transfer names and votes for candidates who make threshold to Table 2.

Table 2. Allocation of Delegates

| Candidate Preference (candidate name or uncommitted) | Column A Votes in Preference Poll (from Table 1) | Column B (total of Col A) | Column C # of Delegates Allocated to precinct | Column D A /BxC 2 decimal places | Column E Number of Delegates to Elect (see instructions) DO NOT ROUND |
|---|--|------------------------------|--|---|---|
| A | 9 | 21 | | | |
| B | 12 | 21 | | | |
| | | | | | |
| TOTAL | 21 | | | | |

Copy the names and number of votes for each person who made threshold in Table 1 and total the number of votes.

Table 2. Allocation of Delegates

| Candidate Preference (candidate name or uncommitted) | Column A Votes in Preference Poll (from Table 1) | Column B (total of Col A) | Column C # of Delegates Allocated to precinct | Column D A/BxC 2 decimal places | Column E Number of Delegates to Elect (see instructions) DO NOT ROUND |
|--|--|------------------------------|--|--|---|
| A | 9 | 21 | 3 | | |
| B | 12 | 21 | 3 | | |
| | | | | | |
| TOTAL | 21 | | | | |

Add the number of delegates from the top of the math worksheet. The number is also on the front of the caucus packet.

Table 2. Allocation of Delegates

| Candidate Preference (candidate name or uncommitted) | Column A Votes in Preference Poll (from Table 1) | Column B (total of Col A) | Column C # of Delegates Allocated to precinct | Column D A/BxC 2 decimal places | Column E Number of Delegates to Elect (see instructions) DO NOT ROUND |
|--|--|------------------------------|--|--|---|
| A | 9 | 21 | 3 | 1.29 | |
| B | 12 | 21 | 3 | 1.71 | |
| | | | | | |
| TOTAL | 21 | | | | |

Do the math calculation and record the result to two decimal places only.

Column A divided by Column B times Column C

$$9/21 \times 3 = 1.2857 \text{ write } 1.29$$

$$12/21 \times 3 = 1.7142 \text{ write } 1.71$$

Table 2. Allocation of Delegates

| Candidate Preference (candidate name or uncommitted) | Column A Votes in Preference Poll (from Table 1) | Column B (total of Col A) | Column C # of Delegates Allocated to precinct | Column D A/BxC 2 decimal places | Column E Number of Delegates to Elect (see instructions) DO NOT ROUND |
|--|--|------------------------------|--|--|---|
| A | 9 | 21 | 3 | 1.29 | 1 |
| B | 12 | 21 | 3 | 1.71 | 1 |
| | | | | | |
| TOTAL | 21 | | | | 2 |

Look to the left of the decimal point. Each candidate gets one delegate.

There is one delegate left to award.

Table 2. Allocation of Delegates

| Candidate Preference (candidate name or uncommitted) | Column A Votes in Preference Poll (from Table 1) | Column B (total of Col A) | Column C # of Delegates Allocated to precinct | Column D A/BxC 2 decimal places | Column E Number of Delegates to Elect (see instructions) DO NOT ROUND |
|--|--|------------------------------|--|--|---|
| A | 9 | 21 | 3 | 1.29 | 1 |
| B | 12 | 21 | 3 | 1.71 | 2 |
| | | | | | |
| TOTAL | 21 | | | | 3 |

Look to the right of the decimal point and allocate the third delegate to the candidate with the higher number – in this case Candidate B has .71, higher than .29 so they get the third delegate.

Example 2



Table 1 - Threshold

| Candidate Preference (candidate name or uncommitted) | Column A Votes for each candidate | / | Column B Total vote (total of Col A) | = | Column C Product Do not round |
|---|--------------------------------------|---|--|---|-------------------------------------|
| A | 5 | / | 13 | = | .38 |
| B | 6 | / | 13 | = | .46 |
| Uncommitted | 2 | / | 13 | = | .15 |
| | | / | | = | |
| TOTAL | 13 | | | | |

All candidates make threshold, so transfer all candidates and votes to Table 2

Example 2



Table 2. Allocation of Delegates

| Candidate Preference (candidate name or uncommitted) | Column A Votes in Preference Poll (from Table 1) | Column B (total of Col A) | Column C # of Delegates Allocated to precinct | Column D A/BxC 2 decimal places | Column E Number of Delegates to Elect (see instructions) DO NOT ROUND |
|---|---|------------------------------|--|---------------------------------------|---|
| A | 5 | 13 | 3 | | |
| B | 6 | 13 | 3 | | |
| Uncommitted | 2 | 13 | 3 | | |
| TOTAL | 13 | | | | |

Add the number of delegates from the top of the math worksheet. The number is also on the front of the caucus packet.

Example 2

Table 2. Allocation of Delegates



| Candidate Preference (candidate name or uncommitted) | Column A Votes in Preference Poll (from Table 1) | Column B (total of Col A) | Column C # of Delegates Allocated to precinct | Column D A/BxC 2 decimal places | Column E Number of Delegates to Elect (see instructions) DO NOT ROUND |
|--|--|------------------------------|--|--|---|
| A | 5 | 13 | 3 | 1.15 | |
| B | 6 | 13 | 3 | 1.38 | |
| Uncommitted | 2 | 13 | 3 | .46 | |
| TOTAL | 13 | | | | |

Perform the math calculation as in the previous example.

$$5/13 \times 3 = 1.15$$

$$6/13 \times 3 = 1.38$$

$$2/13 \times 3 = .46$$

Example 2

Table 2. Allocation of Delegates



| Candidate Preference (candidate name or uncommitted) | Column A Votes in Preference Poll (from Table 1) | Column B (total of Col A) | Column C # of Delegates Allocated to precinct | Column D A/BxC 2 decimal places | Column E Number of Delegates to Elect (see instructions) DO NOT ROUND |
|--|--|------------------------------|--|--|---|
| A | 5 | 13 | 3 | 1.15 | 1 |
| B | 6 | 13 | 3 | 1.38 | 1 |
| Uncommitted | 2 | 13 | 3 | .46 | 0 |
| TOTAL | 13 | | | | 2 |

This example is to show why rounding is not used.

If rounding were used, A would get one delegate, B would get one delegate and there would be one left over.

Example 2

Table 2. Allocation of Delegates



| Candidate Preference (candidate name or uncommitted) | Column A Votes in Preference Poll (from Table 1) | Column B (total of Col A) | Column C # of Delegates Allocated to precinct | Column D A/BxC 2 decimal places | Column E Number of Delegates to Elect (see instructions) DO NOT ROUND |
|--|--|------------------------------|--|--|---|
| A | 5 | 13 | 3 | 1.15 | 1 |
| B | 6 | 13 | 3 | 1.38 | 1 |
| Uncommitted | 2 | 13 | 3 | .46 | 0 |
| TOTAL | 13 | | | | 2 |

DO NOT ROUND UP OR DOWN

Example 2

Table 2. Allocation of Delegates



| Candidate Preference (candidate name or uncommitted) | Column A Votes in Preference Poll (from Table 1) | Column B (total of Col A) | Column C # of Delegates Allocated to precinct | Column D A/BxC 2 decimal places | Column E Number of Delegates to Elect (see instructions) DO NOT ROUND |
|--|--|------------------------------|--|--|---|
| A | 5 | 13 | 3 | 1.15 | 1 |
| B | 6 | 13 | 3 | 1.38 | 1 |
| Uncommitted | 2 | 13 | 3 | .46 | |
| TOTAL | 13 | | | | 2 |

Looking to the left of the decimal point, Candidates A and B get one delegate each.
There is one delegate left to award.

Example 2

Table 2. Allocation of Delegates



| Candidate Preference (candidate name or uncommitted) | Column A Votes in Preference Poll (from Table 1) | Column B (total of Col A) | Column C # of Delegates Allocated to precinct | Column D A/BxC 2 decimal places | Column E Number of Delegates to Elect (see instructions) DO NOT ROUND |
|--|--|------------------------------|--|--|---|
| A | 5 | 13 | 3 | 1.15 | 1 |
| B | 6 | 13 | 3 | 1.38 | 1 |
| Uncommitted | 2 | 13 | 3 | .46 | 1 |
| TOTAL | 13 | | | | 3 |

Looking to the right of the decimal point, .46 is the highest number.

Uncommitted gets the third delegate.

Table 1 – determine threshold



| Candidate Preference (candidate name or uncommitted) | Column A Votes for each candidate | ÷ | Column B Total vote (total of Col A) | = | Column C Product Do not round |
|--|---|---|--|---|---|
| A | 5 | ÷ | 12 | = | .42 |
| B | 5 | ÷ | 12 | = | .42 |
| Uncommitted | 2 | ÷ | 12 | = | .16 |
| | | ÷ | | = | |
| TOTAL | 12 | | | | |

Cross out any candidate who does not make 15% (.15 or higher)

Example 2



Table 2. Allocation of Delegates

| Candidate Preference (candidate name or uncommitted) | Column A Votes in Preference Poll (from Table 1) | Column B (total of Col A) | Column C # of Delegates Allocated to precinct | Column D A/BxC 2 decimal places | Column E Number of Delegates to Elect (see instructions) DO NOT ROUND |
|--|--|------------------------------|--|--|---|
| A | 5 | 12 | 4 | 1.67 | 1 |
| B | 5 | 12 | 4 | 1.67 | 1 |
| Uncommitted | 2 | 12 | 4 | .67 | |
| TOTAL | 12 | | | | 2 |

Looking to the left of the decimal point, Candidates A and B get one delegate each.
There are two delegates left to award.

Example 2



Table 2. Allocation of Delegates

| Candidate Preference (candidate name or uncommitted) | Column A Votes in Preference Poll (from Table 1) | Column B (total of Col A) | Column C # of Delegates Allocated to precinct | Column D A=B*C 2 decimal places | Column E Number of Delegates to Elect (see instructions) DO NOT ROUND |
|--|--|------------------------------|--|--|---|
| A | 5 | 12 | 4 | 1.67 | 1 |
| B | 5 | 12 | 4 | 1.67 | 1 |
| Uncommitted | 2 | 12 | 4 | .67 | |
| TOTAL | 12 | | | | 2 |

Since you have a three way tie to the right of the decimal point, you could draw lots to assign the additional delegates.

Example 2

Table 2. Allocation of Delegates



| Candidate Preference (candidate name or uncommitted) | Column A Votes in Preference Poll (from Table 1) | Column B (total of Col A) | Column C # of Delegates Allocated to precinct | Column D $A \div B * C$ 2 decimal places | Column E Number of Delegates to Elect (see instructions) DO NOT ROUND |
|--|--|------------------------------|--|---|---|
| A | 5 | 12 | 4 | 1.67 | |
| B | 5 | 12 | 4 | 1.67 | |
| Uncommitted | 2 | 12 | 4 | .67 | |
| TOTAL | 12 | | | | |

The body can decide what is most fair. Lead the group to a decision and **document your choices** – for example, write on the worksheet that the body voted to award the delegates by drawing lots. If there is a challenge to the actions of the caucus the Credentials Committee will make a ruling. Your notes will be very helpful to the committee.



Delegate Selection Process

- Proceed to the election of delegates.
- You will elect delegates to both Assembly and Convention. These may be, but do not need to be, the same people.
- There are no automatic delegates; all must be elected!
- Divide the caucus into preference groups by house candidate. Each group elects its own delegates and alternates based on the numbers from the math worksheet.
- The preference groups may choose to do straw polls within their groups on other contested races.



Delegate Selection Process (cont'd)

- The group may hold an election to choose delegates and alternates or may draw lots, if desired. Lots should be drawn in the case of a tie vote for delegates.
- Record the names, addresses, phone or email, and preferences of all delegates and alternates to Assembly and to Convention (TWO SIDED FORM). If the preference is omitted from the form the delegate will be seated as Uncommitted. (*See the following form*)
- **You must complete BOTH convention and assembly forms or you may lose delegates to one of the meetings!** It is fine to put “same as assembly” if the same people were elected to both, but you must put something, the office cannot assume people were elected.



Caucus Results Form (Assembly)

PCT# _____ Democratic Caucus Results Sheet # of Delegates to Elect _____
To be completed out by the Caucus Secretary

Caucus Chair: Name: _____ Phone/Email: _____ / _____

Caucus Secretary Name: _____ Phone/Email: _____ / _____

.....
 Newly Elected President: _____ Committee People:

1. Name: _____ 2. Name: _____

Phone/Email: _____ / _____ Phone/Email: _____ / _____

(PRINT Name, VAD ID, Phone or Email for each person and Candidate Preference (Benett (B), Bornhoff (B), Uncommitted (U)):

| Delegates | | Preference | Alternates | | Preference |
|-----------------|------|------------|-----------------|------|------------|
| Name: | VAND | | Name: | VAND | |
| Phone or Email: | | | Phone or Email: | | |
| Name: | VAND | | Name: | VAND | |
| Phone or Email: | | | Phone or Email: | | |
| Name: | VAND | | Name: | VAND | |
| Phone or Email: | | | Phone or Email: | | |
| Name: | VAND | | Name: | VAND | |
| Phone or Email: | | | Phone or Email: | | |
| Name: | VAND | | Name: | VAND | |
| Phone or Email: | | | Phone or Email: | | |



Elect Two PCPs

- Precinct Committee Persons serve a two year term.
- The duties of a PCP are listed in the Step by Step Instructions.
- The current PCP's term expires at this caucus. If they are to serve another two years, they must be elected now.
- Precinct Committee Persons need not be present to be elected. If they have indicated they are willing to serve, they can be elected.
- After electing PCPs be sure their names and contact information are entered on the Caucus Results sheet. *Note: be sure that the Caucus Chair and Secretary's names are entered in the proper line.*



Platform

- Present the proposed platform and call for any additional platform resolutions.
- Vote on the proposed platform and record the vote. You may wish to break the platform into sections and vote on each section.
- Vote on any additional resolutions and record those votes on the platform forms.



Adjourn the Caucus

**Make sure the site coordinator has all
of the paperwork from your caucus
before you leave the building.**

All materials must be returned to HQ by 11 pm.