



Caucus 2010

What you need to know to conduct a successful caucus

- March 16, 2010 at 7:00 p. m.

Five things you MUST do:

1. Pass the Buck Bag
2. Preference Poll
3. Elect Delegates to the County Assembly to be held April 10, 2010
4. Elect two new Precinct Committee Persons
5. Accurately complete the delegate election and other forms

Now to the Details



Important Dates!

County Assembly, April 10th
Ritchie Center, DU Campus

State Assembly May 22nd
The Odeon, Broomfield
(formerly Broomfield Events Center)
(soon to be 1st Bank Center)











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

 VAN ID 550032	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 6742944	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 655192	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 646343	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 1411859	Brown, Kevin D (303) 320-5591 <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 646940	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 830971	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 646305	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



Check-in Process (cont'd)

- Persons not in attendance may wish to be elected delegates. Do not sign them as present.
- 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, March 12. Otherwise a letter can be delivered directly to the caucus on March 16.
- 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 etc.
- 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 should be taken in the U S Senate 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 Governor, or a contested State House or State Senate seat in your precinct, you may have a request for a straw poll and it should be held. It does not impact the allocation of delegates, which is based on the preference poll results for the U S Senate race.
- A straw poll for a lower race will allow attendees to see who their fellow attendees are supporting in that race, which may impact whether people will get elected as delegates to the county assembly.



Preference Poll

- After any straw polls, conduct the US Senate 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.
- Also record the votes on the Senate Vote Call sheet and deliver it to the site coordinator ASAP!
- The number of delegates 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)	<u>Column A</u> Votes for each candidate	/	<u>Column B</u> Total vote (total of Col A)	=	<u>Column C</u> 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)	<u>Column A</u> Votes for each candidate	/	<u>Column B</u> Total vote (total of Col A)	=	<u>Column C</u> Product Do not round
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Uncommitted	3	/	24	=	.125
		/		=	
TOTAL	24				

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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)	<u>Column A</u> Votes for each candidate	/	<u>Column B</u> Total vote (total of Col A)	=	<u>Column C</u> 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)	<u>Column A</u> Votes in Preference Poll (from Table 1)	<u>Column B</u> (total of Col A)	<u>Column C</u> # of Delegates Allocated to precinct	<u>Column D</u> A /BxC 2 decimal places	<u>Column E</u> 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)	<u>Column A</u> Votes in Preference Poll (from Table 1)	<u>Column B</u> (total of Col A)	<u>Column C</u> # of Delegates Allocated to precinct	<u>Column D</u> A/BxC 2 decimal places	<u>Column E</u> 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)	<u>Column A</u> Votes in Preference Poll (from Table 1)	<u>Column B</u> (total of Col A)	<u>Column C</u> # of Delegates Allocated to precinct	<u>Column D</u> A/BxC 2 decimal places	<u>Column E</u> 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)	<u>Column A</u> Votes in Preference Poll (from Table 1)	<u>Column B</u> (total of Col A)	<u>Column C</u> # of Delegates Allocated to precinct	<u>Column D</u> A/BxC 2 decimal places	<u>Column E</u> 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)	<u>Column A</u> Votes in Preference Poll (from Table 1)	<u>Column B</u> (total of Col A)	<u>Column C</u> # of Delegates Allocated to precinct	<u>Column D</u> A/BxC 2 decimal places	<u>Column E</u> 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)	<u>Column A</u> Votes for each candidate	/	<u>Column B</u> Total vote (total of Col A)	=	<u>Column C</u> 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)	<u>Column A</u> Votes in Preference Poll (from Table 1)	<u>Column B</u> (total of Col A)	<u>Column C</u> # of Delegates Allocated to precinct	<u>Column D</u> A/BxC 2 decimal places	<u>Column E</u> 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)	<u>Column A</u> Votes in Preference Poll (from Table 1)	<u>Column B</u> (total of Col A)	<u>Column C</u> # of Delegates Allocated to precinct	<u>Column D</u> A/BxC 2 decimal places	<u>Column E</u> 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)	<u>Column A</u> Votes in Preference Poll (from Table 1)	<u>Column B</u> (total of Col A)	<u>Column C</u> # of Delegates Allocated to precinct	<u>Column D</u> A/BxC 2 decimal places	<u>Column E</u> 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)	<u>Column A</u> Votes in Preference Poll (from Table 1)	<u>Column B</u> (total of Col A)	<u>Column C</u> # of Delegates Allocated to precinct	<u>Column D</u> A/BxC 2 decimal places	<u>Column E</u> 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)	<u>Column A</u> Votes in Preference Poll (from Table 1)	<u>Column B</u> (total of Col A)	<u>Column C</u> # of Delegates Allocated to precinct	<u>Column D</u> A/BxC 2 decimal places	<u>Column E</u> 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)	<u>Column A</u> Votes in Preference Poll (from Table 1)	<u>Column B</u> (total of Col A)	<u>Column C</u> # of Delegates Allocated to precinct	<u>Column D</u> A/BxC 2 decimal places	<u>Column E</u> 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)	<u>Column A</u> Votes for each candidate	÷	<u>Column B</u> Total vote (total of Col A)	=	<u>Column C</u> 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)	<u>Column A</u> Votes in Preference Poll (from Table 1)	<u>Column B</u> (total of Col A)	<u>Column C</u> # of Delegates Allocated to precinct	<u>Column D</u> A/BxC 2 decimal places	<u>Column E</u> 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)	<u>Column A</u> Votes in Preference Poll (from Table 1)	<u>Column B</u> (total of Col A)	<u>Column C</u> # of Delegates Allocated to precinct	<u>Column D</u> $A \div B * C$ 2 decimal places	<u>Column E</u> 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 should draw lots to assign the additional delegates.

Example 2



Table 2. Allocation of Delegates

Candidate Preference (candidate name or uncommitted)	<u>Column A</u> Votes in Preference Poll (from Table 1)	<u>Column B</u> (total of Col A)	<u>Column C</u> # of Delegates Allocated to precinct	<u>Column D</u> $A \div B * C$ 2 decimal places	<u>Column E</u> 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.
- There are no automatic delegates; all must be elected!
- Divide the caucus into preference groups. 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.
- 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, phone or email, and preferences of all delegates and alternates. If the preference is omitted from the form the delegate will be seated as Uncommitted. (*See the following form*)



Caucus Results Form

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 Precinct Committee People:

1. Name: _____ 2. Name: _____

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

(PRINT Name, VAN ID, Phone or Email for each person and Candidate Preference (Bennett (B), Romanoff (R), Uncommitted (U)):

Delegates		Preference	Alternates		Preference
Name:	VAN#		Name:	VAN#	
Phone or Email:			Phone or Email:		
Name:	VAN#		Name:	VAN#	
Phone or Email:			Phone or Email:		
Name:	VAN#		Name:	VAN#	
Phone or Email:			Phone or Email:		
Name:	VAN#		Name:	VAN#	
Phone or Email:			Phone or Email:		
Name:	VAN#		Name:	VAN#	
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 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.