

# Precinct Caucus March 6, 2012

County \_\_\_\_\_

Precinct # \_\_\_\_\_  
(PLEASE USE THE 10 DIGIT PRECINCT NUMBER)

Site \_\_\_\_\_

Manager: \_\_\_\_\_

# of Delegates: \_\_\_\_\_

This packet must be returned to your county party at the conclusion of the caucus meeting.

Documents prepared by the Colorado Democratic Party

## Rules for the Precinct Caucus

1. **Inclusion:** The Colorado Democratic Party 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 imposition of mandatory quotas.
2. **Who May Participate:** 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 they have been:
  - A resident in the precinct for at least thirty (30) days, and
  - Registered to vote in the precinct for at least 29 days and
  - A registered Democrat for not less than two months prior to the date of the caucus as shown on the registration books of any county clerk and recorder in the State of Colorado (Date to be confirmed per the Secretary of State’s election calendar). However, any person who attained the age of 18 or who became a naturalized citizen within a two-month period immediately preceding shall be eligible to vote at precinct caucuses even though he/she has been a registered Democrat for less than two months. If a registered Democrat has become a resident of the county during the two months immediately preceding the precinct caucus, such affiliation with the party at said prior residence shall be counted in determining whether the person has been a registered Democrat for two months.
3. **Additional Rules:** Participants in the caucus may adopt additional rules, provided they do not conflict with either state, county or national party 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 of the caucus. Otherwise, the certification of the caucus results will be final.
5. **Secret Ballot:** All Democratic meetings are open however, a secret ballot is permitted in precinct caucus if requested
6. **Proxies:** No proxy voting shall be permitted at the caucus. One must be present to vote in the caucuses. If an individual is unable to attend their individual caucus, they may submit a request to the caucus to be considered for a delegate slot. The decision to approve the request rests with the individuals attending the precinct 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 as delegates and/or alternates and as committee people. No delegate or alternate may be added to the list of elected delegates/alternates after the close of the caucus. Unfilled slots are considered “lost”.

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). If two or more candidates for the position of committee person receive an equal number of votes, the winners shall be determined by lot of such candidates.
11. **Delegate Selection:** Delegates and alternates to all party assemblies and conventions 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. **Threshold:** A preference poll based upon the presidential race will determine convention delegates and alternates to your county convention. The preference poll will be between the President and Uncommitted to determine Convention Delegates. Assembly Delegates are determined by the highest contested race in your County. This contested race shall be used for the selection of delegates and alternates to the assembly. **A candidate must receive a minimum of fifteen percent (15%) in the preference poll to be awarded delegates and alternates for both preference polls.** Use the caucus math worksheets to determine the number of delegates to be awarded for each candidate who attained the threshold.
13. **Uncommitted Votes:** 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.”
14. **Automatic delegates:** No person shall become an automatic delegate or alternate to a higher assembly by holding any party or public elected official.

## **STEP BY STEP CAUCUS INSTRUCTIONS**

### **COMMITTEEPERSON STARTS CAUCUS**

#### **I. Call to order and reading aloud of caucus rules.**

- A. A precinct committee person (or someone designated as chairperson) shall call the caucus to order promptly at the designated time on March 6, 2012, and shall have on hand the caucus rules. In the absence of a committee person, any person eligible to vote at the caucus may call it to order.
- B. Read aloud the caucus rules issued by the State Party or provide a copy to each person.

#### **Determination of Eligible Participants**

- C. Each person qualified to participate in the caucus shall sign a caucus attendance sheet, if this has not been done previously as persons enter the room. (Refer to the section on *WHO MAY PARTICIPATE*) A list of registered Democrats in the precinct who are eligible to participate in the caucus shall be provided by the county chairperson (*lists of registered Democrats can be obtained from the VAN system*). Note: the Caucus Secretary reviews and completes the caucus reporting form after the caucus adjourns.

#### **Selection of Caucus Chairperson and Secretary**

- D. The caucus selects a chair and a secretary. It is not necessary that these are the elected committeepersons, but it is important that the chair be familiar with caucus rules and procedures. The secretary should print legibly and be able to stay until the necessary forms are completed **that night.**
- E. Either the caucus chair or the secretary must deliver the materials to the location designated by the county chair or to county headquarters following the caucus meeting. The County Chair or Secretary will report results of the designated race to the State Party no later than 9:30pm on March 06, 2012. If you cannot meet this deadline, please call the State Party and detail when the results will be reported.

#### **Preference Poll on Contested Races for Convention Delegates**

##### **Preference Poll on Presidential Race for Convention Delegates and Alternates**

- A. The preference poll for delegates and alternates to your county CONVENTION will be on the presidential race. Uncommitted must be treated as a preference
- B. The number of delegates to the county assembly and convention are the same. Although the persons selected as delegates to a convention are often also selected as delegates to an assembly, the delegates to both bodies need not be the same persons.

##### **Preference Poll on Contested Races for Assembly Delegates and Alternates**

- A. The statewide preference poll for delegates and alternates to your county Assembly will be on the highest statewide contested race. Since the highest statewide race is uncontested (CU Regent), the next level race will be used. If there is no contested Congressional race, then it may be a local race. Uncommitted delegates must be treated as a preference.

The statewide preference poll for delegates and alternates to your county Convention will be on the Presidential race. Uncommitted must be treated as a preference.

B. No candidate, or uncommitted, group shall be awarded delegates or alternates unless they receive 15% of the vote in the caucus. This threshold is mandatory. (Delegate Selection Plan as approved by the State Central Committee)

C. It is recommended that caucuses conduct straw polls, (*i.e., you can discuss the candidates; do a show of hands*) before conducting the official preference poll. But once the official preference poll is announced, only one ballot is allowed. The caucus may also conduct straw polls on other races (county, legislative, etc). Straw polls may be conducted in order to select delegates for House, Senate, and Judicial districts. In most causes, multi-country districts do not elect delegates during the caucus process but will at the County Assembly.

- Once the entire caucus is assembled, each person declares a candidate preference and a tally is kept.
- The Chair (or someone good at math) using the math worksheet, determines which groups reach the 15% threshold and how many delegates they receive.

D. Make sure a calculator is available. Advance practice using the work sheet with some sample problems before you go to the caucus will help immensely. If you have any questions as you are reading this in advance, contact the State HQ at 303-623-4762 or e-mail your questions so answers can be provided to all who may have the same question.

E. The number of delegates to the County Assembly is provided by the County chairperson and should be in your materials. If your precinct elects delegates to any other assembly, *the information on that process and the number of delegates to elect will be in your materials from the county.*

**There are no automatic delegates to county assemblies/conventions.** All delegates to the County Convention/Assembly must be elected at the Precinct Caucus. Holding an office in the Democratic Party, such as County Chair or Precinct Committeeperson, DOES NOT make one an automatic delegate to the County Convention/Assembly.

### **Break into Preference Groups**

- F. Divide the caucus into their respective preference groups. Each group will elect the delegates and alternates allotted to that group based on the preference poll. Unless prohibited by County Rules, the caucus may use half-votes for delegates but only to meet the *fair reflection requirement* (doubling the number and dividing more fairly among the groups).
- G. The caucus must strive for equal balance between men and women. Fair Reflection for Affirmative Action is a goal of the Colorado Democratic Party.
- H. Everyone can join a group. A person *can join any preference group – even if he or she voted for another candidate or a candidate that did not make threshold in the poll.* This does not change the poll result or the allocation of delegates.
- I. Election of Delegates and Alternates

**Elect the number of delegates apportioned to your group by the results of the preference polls.** The same number of alternates as delegates shall also be elected. Alternates shall be the persons getting the next highest number of votes after the delegates' slots have been filled.

J. **Filling Positions if Not Enough People Attend the Precinct Caucus**

In some counties one does not have to be present at the caucus to be elected delegate/alternate or committeeperson, however, those people must be eligible to participate just as if they attended the caucus, i.e. registered to vote in the past as a Democrat. If an absent person indicated a desire to be a delegate/alternate, let the preference group know. If a preference is not able to fill their delegate/alternate slots from those present, they may telephone others within the precinct. If necessary, the caucus should set a time limit on this process and if the slots are not filled within the time limit the slots remain unfilled. **No delegate or alternate may be added to the delegate list after the close of the caucus.**

**\*\*\*Note: Some county rules require attendance to be elected. Be sure to check your county instructions.**

**Inform Delegates/Alternates about Convnetion/Assembly Meeting**

K. Inform each delegate and alternate about the time, date and location of the assembly to which they were elected. If the official call materials are to be distributed at the caucus, you must give them to each delegate and alternate as soon as they are elected and have them sign a form indicating their receipt of the materials.

L. **Only a delegate/alternate to the county assembly can become a delegate or alternate to the congressional district or state assembly.**

**Election of Precinct Committee people**

M. **Important Responsibilities of Precinct Committee people**

After the election of delegates, you will elect two precinct committee people who are the heart and soul of the Democratic Party. They are essential to electing our candidates and for party activism. The County Party cannot survive without a solid core of dedicated precinct committee people.

**ANYONE NOT COMFORTABLE WITH THE RESPONSIBILITIES SHOULD RECONSIDER RUNNING.**

N. **Eligibility for Committee person**

Any person eligible to vote at the caucus (see Who May Participate section) may be a nominated committee person with the exception of voters who have since moved away from their precinct and have only returned because they were not in their new precinct by **February 6, 2012**. The two with the highest vote are elected. Anyone desiring to challenge the qualifications of a new committee person must submit said challenge (in writing) to the county credentials committee (or county chair) within 7 days following the caucus.

**Before electing committee people, read the following statement aloud:**

“Committee people are required to:

1. Attend all meetings of the County Central Committee unless properly excused.
2. Attempt to recruit party workers and supervise their activities within the precinct.
3. Distribute and/or supervise distribution of party literature in the precinct.

4. Conduct and/or cause to be conducted within the precinct party activities such as registration drives, fund drives, and canvasses as may be required by rule or resolution of the State or County Central Committees.
5. Notify registered democrats in the precinct of the time and place of the precinct caucus.
6. Support the nominees of the party, with the exception that financial support not be required. Committee people should promise to make good faith efforts to perform these duties to the best of their ability and to recognize that in case of failure of performance, they may be removed from office by the County Central Committee.”

### **Pass Sheet for Election Judge Sign-Up**

- O. When passing around the sheet for interested persons to sign up as election judges, emphasize the importance of this job to conducting efficient elections. Remember that the hours are long and pay is available. Check with your county clerk for rates for becoming an election judge.
- P. Committee people or caucus officers will list these people on the official form in the order they wish the judges to be called for work. The county chair will submit the lists to the county clerk who will call the judges to work as needed.

### **Consideration of Platform Resolutions**

- Q. Resolutions passed by the precinct must go to County *Platform Committee*.
- R. Some counties may provide a set of resolutions to be considered at the caucuses. Please discuss these and vote. Anyone may submit a resolution for the caucus to discuss and vote to send on to the county platform committee. Votes on issues should be recorded on the forms provided and returned to the county chair. Resolutions must pass by a majority vote.
- S. **Resolutions passed by the precinct may also be mailed to: State Platform Committee at 777 Santa Fe Drive, Denver, CO, 80204.**

### **Challenges and Disputes**

- T. **ALL OF THESE INSTRUCTIONS ARE SUBJECT TO THE CAUCUS CHAIR’S COMMON SENSE. IF AN IMPASSE IS REACHED, LEAD THE GROUP TO A SOLUTION, BUT BE SURE TO DOCUMENT WHAT YOU HAVE DONE IN CASE YOU ARE CHALLENGED.**
- U. Don’t worry, most caucuses proceed smoothly. Although help may be available from your county chair or headquarters, caucus night is really too late to seek help from others. The best thing is to lead the caucus itself to solve the problem *even if a challenge is filed later.*
- V. Inform Challenger about the Process to Challenge
- W. If a person is not satisfied with the elections of delegates/alternates or Committee people, then a challenge is allowed. Any person who wants to make a challenge must submit it in writing by March 13, 2012 to the County chair. This challenge is not given to the precinct committee people.
- E. The written challenge statement should include the following information to assure the most complete consideration by the County Credentials Committee:

F. The name, address and telephone number of the person making the challenge and of each challenged party.

G. An identification of the political unit (precinct) in which the challenge arises, and a concise statement specifically setting forth each alleged violation of Party delegate selection rules; a list of the names, addresses and telephone numbers of any persons who would be called as witnesses.

H. Possible Remedies: The Credentials Committee of the County Assembly shall hold a hearing at which interested people may present their views. The committee may take one or more of the following actions upon finding a valid challenge:

- Deny certification to the challenged delegate or delegates; require a new list from the appropriate caucus chair; reallocate votes among unchallenged delegates; certify alternate delegates or delegations; allocate fractional votes; or any other action which insures fair representation of the members of the caucus from which the delegate or alternates were elected.
- When no objections are raised to the list of delegates and/or candidates for precinct offices submitted to the credentials committee, the committee shall recommend certification by the county assembly.

## II. After the Caucus is Adjourned

YOUR WORK IS NOT YET DONE

- ◆ Collect materials
- ◆ Please gather together all the necessary materials to make your report.
- ◆ Refer to attached checklist.
- ◆ Fill out the official Precinct Caucus attendance report, sign and be sure the all names, addresses, phone numbers and e-mails are legible for each attendee.
- ◆ **DELIVER THE COMPLETED MATERIALS TO THE COUNTY CHAIR.  
YOUR COUNTY CHAIR WILL INSTRUCT YOU WHERE THE  
MATERIALS ARE TO BE DELIVERED.**

**REPORTS ON THE preference poll MUST BE PROVIDED TO THE State Party NO LATER THAN 9:30PM.**

# The Math Worksheet County \_\_\_\_\_

**A candidate must receive at least 15% threshold to receive delegates**

Caucus Chair: \_\_\_\_\_

Signature: \_\_\_\_\_

Precinct Number: \_\_\_\_\_

# Of Allotted Delegates: \_\_\_\_\_

# Of Caucus Attendees: \_\_\_\_\_

Threshold (15% of attendees): \_\_\_\_\_  
(use chart at left)

Threshold Chart	
Total number of Caucus Attendees voting in the Preference poll.	Minimum number of votes a candidate MUST receive to get ANY delegates.
1-6	1
7-13	2
14-20	3
21-26	4
27-33	5
34-40	6

A	B	C	D	E	F	G			
Candidate Name	Candidate Votes in Preference Poll	Votes Meeting Threshold	÷ Total of Votes In C	=	Percentage Of Votes	X	Number Delegates	=	Number of Delegates to Elect*
			÷		=		X		=
			÷		=		X		=
			÷		=		X		=
			÷		=		X		=
			÷		=		X		=
			÷		=		X		=
Uncommitted			÷		=		X		=
<b>TOTAL</b>									

\* Column C: Total the votes in Column C and write number in Column D

Column G: round numbers below .5 down and above .5 up to next whole number

In cases where numbers in column F both end in .5 award half delegates or break the tie by lot.

AFFIRMATION OF ELIGIBILITY TO PARTICIPATE IN PRECINCT CAUCUS  
**(TO BE USED ONLY IF THE INDIVIDUAL IS NOT LISTED  
ON THE VOTER FILE.)**

Colorado State Statute 1-3-101 Party Affiliation – Residence

(1) In order to vote at any precinct caucus, assembly, or convention of a political party, the elector shall be a resident of the precinct for thirty days, shall have registered to vote no later than twenty-nine days before the caucus, assembly, or convention, and shall be affiliated with the political party holding the caucus, assembly, or convention for at least two months as shown on the registration books of the county clerk and recorder; except that any registered elector who has attained the age of eighteen years or who has become a naturalized citizen during the two months immediately preceding the meeting may vote at any caucus, assembly, or convention even though the elector has been affiliated with the political party for less than two months.

(2) Notwithstanding subsection (1) of this section and section 1-2-101 (1) (b), an elector who moves from the precinct where registered during the twenty-nine days prior to any caucus shall be permitted to participate and vote at the caucus in the precinct of the elector's former residence but shall not be eligible for election as a delegate or for nomination as a precinct committeeperson in the former precinct.

(3) (a) No later than twenty-eight days prior to the date of the precinct caucus, the county clerk and recorder shall furnish without charge to each major political party in the county a list of the registered electors in the county who are affiliated with that political party.

I, \_\_\_\_\_, affirm under penalty of the law, that I am a registered Democrat in precinct \_\_\_\_\_, that I have read the requirements for eligibility to vote above and to participate in the precinct caucus and to be elected as a delegate or as an alternate, or as a committeeperson, and specifically affirm under penalty of law that I:

Initial applicable box(es):

- \_\_\_\_\_ (1) I have been a resident of the precinct for at least 30 days; AND  
\_\_\_\_\_ (2) I registered to vote no later than 29 days prior to this precinct caucus; AND  
\_\_\_\_\_ (3) I have been registered as a Democrat either:  
\_\_\_\_\_ (a) for at least two months prior to this precinct caucus; OR  
\_\_\_\_\_ (b) attained the age of 18 or became a naturalized citizen less than two months prior to this precinct caucus.

I therefore affirm under penalty of law that I am eligible to vote in this precinct caucus; and unless eligible only under 3(b) above (and not under 3(a)), that I am eligible to be elected as a delegate, alternate, or committeeperson.

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_, CO \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**CERTIFICATION OF ELECTION BY  
PRECINCT CAUCUS COMMITTEEPEOPLE**

COUNTY \_\_\_\_\_ PRECINCT NUMBER \_\_\_\_\_

To the Presiding Officer of the County Assembly of the Democratic Party, County of \_\_\_\_\_, State of Colorado.

This is to certify that a Precinct Caucus of registered electors representing the Democratic Party of Precinct Number \_\_\_\_\_ of the County of \_\_\_\_\_, and the State of Colorado, was held at \_\_\_\_\_ in said Precinct, in the said County, and the State of Colorado, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

That said Caucus was composed of \_\_\_\_\_ registered electors.

That as said Caucus one ballot was taken upon the candidate for Committeepeople, and that each of the following named persons received the number of votes set opposite their names; said votes being the highest number and the second highest number of votes of the registered electors voting at said Caucus, and are duly elected Committeepeople of Precinct number \_\_\_\_\_.

**NAMES AND ADDRESS OF THOSE PERSONS ELECTED AS PRECINCT  
COMMITTEEPEOPLE**

<b>NAME</b>	<b>ADDRESS/PHONE</b>	<b>VOTES</b>
1. _____	_____	_____
2. _____	_____	_____

\_\_\_\_\_  
Signature of presiding officer

\_\_\_\_\_  
Signature of Secretary

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of 20\_\_\_\_\_, by

\_\_\_\_\_ as the presiding officer, and \_\_\_\_\_ as the secretary, of the Precinct Caucus.

**RATIFICATION OF LIST BY COUNTY ASSEMBLY FOR PRECINCT COMMITTEEPEOPLE**

To the Honorable \_\_\_\_\_, County Clerk, County of \_\_\_\_\_, State of Colorado.

This is to certify that the above named candidates were duly elected Precinct Committeepeople in the Precinct number \_\_\_\_\_ for the Democratic Party, and this constitutes a list of their names and addresses.

\_\_\_\_\_  
(Signature of presiding officer at County Assembly)

\_\_\_\_\_  
(Signature of Secretary of County Assembly)

The foregoing certificate of election by County Assembly was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_ as the presiding officer, and \_\_\_\_\_ as Secretary of the County Assembly.

My notarial Commission expires \_\_\_\_\_ Witness my hand and official seal \_\_\_\_\_  
**(SEAL)**

PRECINCT CAUCUS REPORT TO PLATFORM COMMITTEE

**Include this report with the caucus attendance report that you deliver to the county chair. If a resolution is submitted in a legibly written statement, you may simply attach it to this report form.**

**Approved resolutions should be given to the County for the County Platform.**

COUNTY: \_\_\_\_\_ Precinct: \_\_\_\_\_ Date: \_\_\_\_\_

Resolution # \_\_\_\_\_ Caucus vote, For: \_\_\_\_\_ Against \_\_\_\_\_

Name of Sponsor: \_\_\_\_\_

Address: \_\_\_\_\_

City, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Resolution: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Resolution # \_\_\_\_\_ If the caucus voted, For: \_\_\_\_\_ Against \_\_\_\_\_

Name of Sponsor: \_\_\_\_\_

Address: \_\_\_\_\_

City, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Resolution: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_