

TO: County Officers

RE: INSTRUCTIONS FOR CONDUCTING A COUNTY ASSEMBLY/CONVENTION

These instructions are quite lengthy, and are intended to assist you on every step of your 2012 assembly/convention. **Please read these instructions thoroughly and carefully.** Contact the state party staff if you need more explanation for any matter. The phone number is 303-623-4762.

In Presidential years, an Assembly/ Convention is held. The purpose of the county assembly is to nominate non-presidential candidates (state house, state senate, county offices) who will be placed on the June 2012 Primary ballot and approval of the county platform; the purpose the county convention is for continuing the process of electing delegates and alternates to the Congressional District Convention and the State Convention.

In 2012, delegates/alternates to the County Assembly are based on the highest contested race, or if there's no contested race in your county Convention delegates can be allocated as Assembly delegates. Delegates/alternates from the County Assembly to the State Assembly are based on the CU Regent Race. It will be between Stephen Ludwig and Uncommitted.

Delegates/alternates to the Congressional Assembly are based on the Congressional race in your district.

Delegates/alternates to the County Convention, the Congressional Convention and the State Convention are based on the Presidential Preference polls.

Secret ballots or proxies are not permitted at any level of any of the Assemblies or the Conventions.

What you will need:

- Candidate Acceptance and Designation by Assembly forms (obtain from local County Clerk and Recorder)
- Notary
- Sign in sheets
- Credential Committee
- Permanent Organization Committee
- Parliamentarian

APPOINTMENT OF ASSEMBLY/CONVENTION COMMITTEES
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The County Chair must appoint members of the Assembly/Convention Permanent Organization and Credentials Committees, which are different committees from the standing committees you may have in your county. The County Chair may also appoint a Platform/Resolutions Committee to process and report resolutions from the caucus to the County Assembly. Because these committees may have significant work to do before your assembly/convention, it is advisable to appoint them as soon as possible. You may also want to include a balance of representation from among major campaigns.

Members must be delegates or alternates of the county assembly/convention. The number of members may be determined by the county party subject to the following provisions from State Rules, Part three, Article V:

- a. County. Committees shall consist of one member from each election district or ward as the case may be. In counties without official election districts or wards, the membership shall consist of not fewer than 5 nor more than 15 members, no more than one of whom shall be from the same election precinct.

DELEGATE MAILING TO ASSEMBLY/CONVENTION

After the precinct caucus, immediately collect the name, address, phone number, e-mail (if applicable) and a preference of each delegate and alternate to the county assembly/convention. The total of delegates/alternates may be lower than the allocated number of delegates/alternates if each precinct doesn't fill all of its designated slots. The total you receive at caucus results is the total number of delegates/alternate to your Assembly/Convention. **Slots may not be filled after the caucus has adjourned.** Some delegates/alternates to the assembly may be different than those to the convention.

As soon as you have the caucus results, prepare the notification for the "call" to the county assembly/convention. A "call" is the notification to the duly elected delegates and alternates to the county assembly/county convention. You must provide the call of the County Assembly/Convention at least 10 days before the meeting. The call includes the time, date and place of the event and a copy of the agenda. The "call" or the notification for the Assembly/Convention may be mailed or (under new state party rules) e-mailed with certain requirements. If you e-mail, ask for a return receipt to reflect confirmation of the notice. If no receipt is received within 5 days, then a "call" should be mailed to provide for the 10-day notice.

Include in the Call a list of other assemblies that will take place in conjunction with the county assembly. County parties are responsible for the Calls to district assemblies for legislative and judicial districts wholly within the county and for county commissioner district assemblies. You may recess your county assembly/convention in order to conduct district assemblies. If so, include that on your agenda.

COUNTY ASSEMBLY/CONVENTION AGENDA

"The following items must be included on the formal agenda of all assemblies/conventions, however the order of such business shall be recommended by the committee on permanent organization, subject to the approval of the assembly: [State Party Rules)

ASSEMBLY AGENDA

The following items must be included on the formal agenda of all assemblies and conventions, however, the order of the business shall be recommended by the committee on permanent organization, subject to the approval of the Assembly/Convention. You may intermix the assembly and convention by recessing one and convening the other depending on the agenda and the order in which business is conducted.

Assembly:

1. Call to order by the Chair of the Central Committee and reading of the call to order;
2. Selection of temporary officers;
3. Call the roll;
4. Reports of the committee on credentials and permanent organization;
5. Action on reports of committees on credentials and permanent organization;

6. Election of permanent chair, secretary and other officers;
7. Report of committee on resolutions
8. Designation of candidates for direct primary election;
9. Establishment of a committee to fill vacancies in nominations for public office;
10. Selection of delegates to subsequent assemblies;
11. Approval of Precinct Committee persons
12. Ratification of selected candidates
13. Election of members to the State Permanent Organization and State Credential Committees
14. Recess

CONVENTION AGENDA

Convention:

1. Call to order
2. Selection of Convention officers
3. Roll by the County
4. Credentials Committee Report and action
5. Selection of the Delegates to subsequent conventions;
6. other business
7. adjourn

The following are specific:

- You will call the meeting to order and then accept a motion for **temporary officers** (a chair, vice-chair, and secretary). This is generally the officers of the central committee, but you need a motion because the assembly may choose who it wants;
- At that point, you should have a count of those present to declare a **quorum**. A quorum is 40 % of the greatest whole number of certified delegates to the assembly or convention. You must declare a quorum present in order to conduct any business;
- Nomination of candidates requires a majority vote (50% plus 1) for a quorum.
- You will then proceed (in this order) with the:
 1. Reports of Credentials (report that all delegates were properly seated or if any challenges the committee will report the challenges and the proposed resolution;
 2. The Permanent Organization Committee Report, which sets the rules of the meetings. Your permanent organization report may be a combined report for both the Convention and Assembly. It may include the selection of permanent officers, or you may do that by a separate motion. A "recess" on the agenda may be necessary if you have a debate and vote on credentials. The remainder of the agenda can be done in any order recommended by the Permanent Organization Committee.

You must elect members to both the State and Congressional Permanent Organization and the Credentials Committees for both the State Assembly/Convention and the Congressional District Assembly/Convention. These may be done at-large or through your subdivisions.

The State Party will inform you at a later date of the date and location of the state committees meetings. When the date and location is disclosed, be sure to make an announcement so your county will be represented. The CD chair will inform you when the appropriate committees for the Congressional District will be meeting.

Credentials Committee and Challenges

Make sure you have your county credentials committee established. State rules require that the county chair must appoint the members of the credentials committee from among the delegates and alternates elected to the county assembly/convention. No specific number for members of this committee is defined, but you should appoint them early enough so the committee can conduct its business prior to the county assembly/convention. Obviously, you should not appoint anyone who is a party to a credential challenge.

If there is a challenge, the credentials committee must meet and make a recommendation to the assembly/convention.

The rules on disputes follow [Part Three, Article VI, B-3-c].

1. The committee may schedule a hearing at which interested people may present their views.
2. Options for action. The committee may, upon determination of a valid challenge, take any one or more of the following actions:
 - (a) Deny certification to the challenged delegate or delegates;
 - (b) Require a new list from the appropriate chair;
 - (c) Reallocate votes among unchallenged delegates;
 - (d) Certify alternate delegates or delegations;
 - (e) Certify an alternate delegation;
 - (f) Allocate fractional votes;
 - (g) Any other action that insures fair representation of the members of the unit from which the delegate or delegates were selected.
3. Report. The committee shall make its report public as soon as possible and the report shall be made public prior to the opening of the assembly or convention."

If a delegate or alternate is challenged, those persons may not vote until the dispute is resolved. The Credentials Committee will make its report. *It should first report to seat all non-challenged delegates and alternates (and if you have no challenges, that's it).* Then it should report on their recommendations on any disputes. The committee's recommendation is the motion before the assembly and the group votes that recommendation up or down. The committee may have one or more majority reports if 10% of the Credentials Committee voted for a specific report. Do minority reports first (*since they are motions to amend the committee report*) and consider one motion at a time. The motion should state the challenge and the resolution so the vote of the assembly will be a legitimate decision. The Committee must also recommend ratification of all precinct committee people elected at the caucuses.

SEATING OF DELEGATES AND ALTERNATES
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You must set up a system for registration. In counties with district breakdowns it is best to have delegates and alternates register through these districts. Registration must be done prior to the start of your meeting, and you must provide a way to differentiate between delegates and alternates to the assembly and the convention. The use of different color badges between delegates and alternates and different colored badges between the assembly and convention (if your delegates/alternates are different) is one way to help in this process.

Please have plenty of trained volunteers to help on registration; there will be many new participants and we want their first experience to be positive. You must keep a list of all delegates and alternates who actually register. This is critical for a number of reasons. The preference poll results and nominating results are based on the total number of certified delegates (and alternates credentialed to vote) at the assembly/convention

A delegate arriving late immediately replaces the alternate credentialed to vote for him or her. You must know at all times that are eligible and voting. If you have a delegate or alternate who is only an assembly or convention member, be sure to note that so the person only participates on the correct level. In counties with districts, use your district officers as floor leaders. **If necessary, assign and train people to work for you at the assembly/convention.**

Again, follow the Delegate Selection plan for the requirements for seating of alternates as follows.

1. First, any alternate specifically elected as an alternate to a specific delegate who is absent;
2. Second, alternates shall be seated in descending order of votes received within a candidate preference group [from the jurisdiction which elected the delegate];
3. Third, if a candidate preference group cannot seat all of the delegates to which it is entitled, the unfilled seats shall be proportionately divided among remaining candidate preference groups within the same convention delegates;
4. Fourth, alternates shall be seated at the discretion of the Chair of the county [or jurisdiction] delegation.

Permanent Organization Report

The permanent organization committee will write and recommend all the rules for the conduct of your Assembly/Convention. As with the credentials committee, the county chair appoints members from among the delegates or alternates to the assembly/convention. Although many of the rules are defined for you in the national rules, state plan or state rules, you do have a number of items to decide.

1. The time of your preference polls, if needed to elect delegates to higher assemblies. This may be done at check-in with a specific time allotted to change the preference or may also be done by signed ballot. Signed ballots must be retained in case there are questions at a later time or a challenge from a presidential campaign.
2. Discussion of platform resolutions.
3. Seating of alternates
4. How much time will be given to candidates for nominating speeches.
5. Other business.

You can have one permanent organization committee report to cover all events (i.e. assemblies/conventions) conducted that day. Remember to define the duly accredited delegates to the assembly/convention as those persons elected by their precinct caucus who register and are given credentials to vote. The total number of these persons is important for preference polls and designed ballots as well as quorum.

PREFERENCE POLL FOR STATE ASSEMBLY

You will have to conduct a preference poll for the selection of delegates to the State Assembly. In accordance with the approved Delegate Selection Plan, the poll will be based on a preference poll on the highest state wide race.

If there is a contest for nomination in a Congressional District (U.S. House of Representative) a preference poll, can be taken to elect those delegates to the congressional district assembly.

Whether or not a delegate has come from the caucus with a stated preference (uncommitted is a recognized preference), that person is not required to maintain that preference. In conducting a preference poll, please remember the following:

1. Be sure to have the total possible votes in your county. The highest possible vote is based on the number of delegates elected at the precinct caucuses. The total certified is the highest total of those who were elected, registered at the assembly, and were given credentials- to vote. This is the number to determine percentages in preference polls and designation ballots.
2. The 15% threshold applies as it did at the precinct caucus. A preference must receive 15% of the total votes to receive delegates to the congressional or state assemblies.
3. In counties with election districts, you may take the poll by district. However, the 15% threshold applies to the county-wide (or congressional district) total.
4. Establish not only the time for the poll, but also a cut-off time during which alternates may vote for delegates not in attendance. You must also establish a cut-off time for the poll after which no one votes.

There are many ways to conduct a poll and while not recommending a particular method, here are some options for you to consider.

1. Establish a time on the agenda for the poll. Distribute ballots at that time through your floor leaders with the necessary cut-off time.
2. Conduct a poll during registration. When a delegate registers, he or she votes. With this in the call and a pre-determined pre-written time for voting alternates you have followed the correct procedure.
3. Allow a delegate to change a vote. The poll is called for "x" time with a long enough time frame to allow for a vote change in case a delegate or alternate has changed his or her mind. You still need to establish a final cut-off time.

When a delegate votes, you must give him or her some type of a badge indicating the preference. This is based on what the delegate tells you (or your volunteers). It is not based on caucus results. The delegate may vote for one preference and declare for another and that is legal. This badge allows the person to participate in the preference caucus. You may use color codes, names or anything that clearly defines the person's preference. You may do this at registration, but if you conduct your poll later to allow for changes, the badge must reflect the final decision of the delegate. If you have one time to vote, give the code then. If you allow for changes, you must provide for changes in the code. The bottom line is the code reflects what the delegate tells you at the time of the preference poll.

After the poll is finished, you must tabulate all the results and determine the allocation of delegates to the congressional and state assemblies. A worksheet (the same math worksheet for the caucuses) should be used. Provide a calculator and use this worksheet to allocate the delegates among the candidate preferences. It is recommended that you allow each candidate or preference involved in the preference poll to have one person assigned to monitor your calculations. Have the representatives sign the final allocation worksheets. When this is completed, announce the results to your assembly.

Number of Delegates to Assemblies

The number of delegates from county to state, along with the number of delegates to the Congressional Districts, Multi-county House, Senate and Judicial Districts has been e-mailed to all County Chairs and is on the State Party website. You may elect an equal number of alternates. If you have not received your copy, please immediately notify the State Party.

If an allocation is required for any district assembly delegates, take a preference poll first. Then determine the allocation using the math worksheet in this memo. Whether you elect county-wide or by election districts within the county, break into preference groups to elect the number of delegates and alternates allocated to each preference.

If a contested race is particularly divisive, be sure to have a contact person in your county for each applicable preference. You must designate a person to act as chair of the uncommitted preference. It is important you have a contact person in each preference. You then have one person to train and can feel comfortable that person knows the rules.

If you elect your delegates through districts, be sure to apportion the delegates to the congressional assembly in the same manner they were apportioned to the state assembly. Each preference must take into account our affirmative action goals and must divide their delegates equally between men and women. Alternates are not a substitute for delegates on affirmative action goals or equal division, but must also meet these goals.

In order to participate in a preference group, the delegate or alternate must be wearing the correct preference coding (if you use coded badges). The exception to this is any preference that does not make 15%. People identified in a preference that did not make the 15% threshold may fully participate in any other preference group, but they retain the code they asked for.

Be sure to announce the time, date, and locations of all assemblies. It is important for all delegates and alternates to participate. They should know where and when each event will be. The chair of congressional (or other district) will inform you of the particulars.

In order for a person to be nominated, he or she must have provided written notice to the appropriate or district chair at least 10 days prior to the assembly. County candidates write to county chairs, legislative candidates to legislative chairs, etc. If a candidate has not supplied a timely written notice, the assembly may vote to suspend the rules by a majority vote (50% plus 1) to allow the person's name to be placed in nomination.

If you have county races, your assembly will designate candidates for the primary ballot. AN ASSEMBLY SHALL TAKE NO MORE THAN TWO BALLOTS FOR EACH OFFICE. THE PRESIDING OFFICER AND SECRETARY OF THE ASSEMBLY SHALL CERTIFY EVERY CANDIDATE RECEIVING 30% OR MORE OF THE VOTES. IF NO CANDIDATE RECEIVES 30% OR MORE OF THE VOTES, THERE SHALL BE A SECOND BALLOT CAST ON ALL THE CANDIDATES FOR THAT OFFICE (LOW CANDIDATE DOES NOT DROP OFF!). IF ON THE SECOND BALLOT NO CANDIDATE RECEIVES 30% OR MORE OF THE VOTES CAST, THE TWO CANDIDATES RECEIVING THE HIGHEST NUMBER OF VOTES SHALL BE CERTIFIED.

The 30% is defined as those certified. As in previous years, this is 30% of all those certified delegates who have registered. As stated above, there is a possibility of having 2 ballots. This will happen if no one gets 30% on the first ballot. If one or more candidates get 30% on the first ballot, there is only one round. If no candidate gets 30% on the first ballot, there is a second and final vote. If any candidates receive 30% or more of the votes on the second ballot, they are designated. If not, then the top two vote getters are designated for the primary.

COUNTY AND DISTRICT DESIGNATIONS

IMPORTANT

- AFTER THE RATIFICATION OF EACH DESIGNATED CANDIDATE FOR COUNTY OR DISTRICT LEVEL PRIMARY ELECTIONS, BE SURE TO HAVE EVERY CANDIDATE FILL OUT AN ACCEPTANCE OF DESIGNATION FORM.
- THE CHAIR AND SECRETARY OF THE ASSEMBLY MUST FILL OUT AND SIGN A CERTIFICATE OF DESIGNATION FORM. ALL OF THESE FORMS MUST BE NOTARIZED, SO BE SURE TO HAVE A NOTARY ON HAND. BE SURE TO SEND THESE FORMS IMMEDIATELY TO THE SECRETARY OF STATE OR THE COUNTY CLERK.
- PROVIDE STAMPED AS RECEIVED COPIES TO THE STATE PARTY AND THE CANDIDATE.
- THE STATE PARTY WILL FILE FORMS TO BE FILED WITH THE SECRETARY OF STATE IF YOU FAX A COPY TO THE OFFICE, AND PROVIDE THE STAMPED COPIES TO THE COUNTY CHAIR AND THE CANDIDATE. SEND THE ORIGINAL COPIES TO THE STATE PARTY IMMEDIATELY AS THE ORIGINAL DOCUMENTS WITH THE ORIGINAL SIGNATURES MUST BE FILED WITH THE SECRETARY OF STATE. WE WILL NOT FILE DESIGNATIONS AND ACCEPTANCES FOR COUNTY LEVEL RACES WITH THE COUNTY CLERK AND RECORDER. THESE LOCAL DESIGNATIONS AND ACCEPTANCES SHOULD BE HANDLED ENTIRELY ON THE LOCAL COUNTY LEVEL.

IF THE SECRETARY OF STATE OR COUNTY CLERK DOES NOT RECEIVE THE CANDIDATE ACCEPTANCE FORM WITHIN 4 DAYS OF THE ASSEMBLY, **YOU DO NOT HAVE A LEGAL CANDIDATE**. THAT'S THE LAW - - NO EXCEPTIONS. THE POSTMARK DOES NOT MATTER, THE FORMS MUST PHYSICALLY BE IN THE OFFICE WITHIN 4 DAYS AFTER THE ASSEMBLY adjourns. *Designated candidates should be willing to sign a fair campaign practices pledge form with the county clerk and recorder if a county candidate and the secretary of state if a district or state candidate.*

The judicial districts will nominate candidates for District Attorney. In judicial districts comprised of one county, the county assembly delegates are the judicial district assembly delegates. You may, however, elect different officers than the county assembly did. The nominating process and signing of forms must be done just as they were done for other nominations.

In judicial districts comprised of more than one county, you will elect delegates and alternates to the judicial district assembly. Your district chair will provide you with the number of delegates and alternates your county elects, and the date, time, place of the assembly. If the race is contested, please take a poll.

All State House seats and several Senate seats will hold elections this year. Legislative districts that are solely within one county must hold the legislative assembly at some point during the county assembly. The delegates and alternates to the county assembly from each precinct within the legislative district are automatically the delegates and alternates to the legislative district assembly. The rules for nominations and signing of forms are the same for the county races.

If you have a contested race, I would urge you to work with legislative officers and train them thoroughly. You may want to designate a neutral observer from outside the district to sit in on those assemblies.

For multi-county legislative districts, you will elect delegates and alternates from the part of the county within that district. The legislative chairs will provide you with the number of delegates and alternates and date, time, and place of those meetings. If the race is contested, please take a poll.

Vacancy, Committees

YOU MUST ESTABLISH A VACANCY COMMITTEE FOR EACH ASSEMBLY. THIS POINT CANNOT BE OVER-EMPHASIZED. The vacancy committee may be the central committee if the appropriate body, but you must establish this through your assemblies. You should do this through a motion during each assembly (county, judicial, legislative, etc.) or in the permanent organization report.

Without a vacancy committee, we lose the opportunity to fill an unfilled position or choose a new candidate if the original resigns, moves, etc. It is especially important to create the vacancy committee if you have no candidate running for office -- since they can certify a candidate later if one appears. It has happened. Please make the necessary motions.

A STATEMENT SUCH AS, "THE CENTRAL COMMITTEE IS THE VACANCY COMMITTEE" WILL NOT SUFFICE FOR LEGAL PURPOSES. WE MUST HAVE THE INDIVIDUAL NAMES AND ADDRESSES AND PHONE NUMBERS OF EACH INDIVIDUAL MEMBER OF THE VACANCY COMMITTEE IN ORDER TO MEET THE REQUIREMENTS OF THE LAW!

There has been an effort to provide you with step-by-step procedures for each part of the process at your assemblies. You may certainly conduct these events in any order that best suits your needs. In fact, the conduct of contested voting and counting ballots will take time. In order to keep your events moving, plan other agenda items during your counting.

1. In order to keep a quorum, it is recommended you intersperse exciting events at the beginning and end of the day.

2. For example, conduct any preference polls before breaking into preference groups or having nominations at one time or interspersed. Remember, you will need time to count preference poll ballots and possibly nomination ballots. Election of delegates and alternates to state, congressional and other events may also take time.
3. While you move into or out of subordinate assemblies during the course of the day, **you must announce the specific event** that you are dealing with. Your agenda should list the events of the day in order and must be adopted by the assembly. The report or motion for permanent officers should establish one set of officers. Then the permanent chair, following the agenda will announce a recess of one event and call to order another. You must do this each time. It is the only way your participants will be clear as to what is the correct item of business.
4. Secret Ballot. Secret ballots are not permitted at any level. Voting shall be open at all meetings, assemblies and conventions. Paper ballots must be signed. Unsigned ballots are not counted.
5. When you conduct any balloting, use your floor leaders. On paper ballots, distribute ballots to your volunteers just before the vote. Give them in the exact number they should have along with a tally sheet to record total votes cast and unused ballots. Have the floor leaders distribute ballots checking all credentials. The ballots are returned to the floor leaders, checked for signatures, counted, recorded along with unused ballots, and returned to you (or someone you designate). The county and congressional district (if necessary) counts can be done by the tally sheets. Have your floor leaders check carefully. If you need to use hand tallies, your floor leaders can also help by counting their own sections.
6. When electing delegates and alternates, you may take only one ballot. You may do this by a show of hands or paper ballots or any method that allows you - or your volunteers - to count. The method you choose will depend on the number of participants and the number of people to be elected. The election is a plurality - - the top vote getters are delegates and the next ones are alternates. You must provide for equal division between men and women in each preference group. If a group gets 10 delegates, it's the top 5 men and top 5 women who are delegates; then the next 5 men and next 5 women are alternates. If it's an odd number (say 17), have the preference group vote to define the extra delegate (i.e., whether it's an extra man or woman with the exact alternate being of the opposite sex, whether the extra delegate is determined by the most votes cast with the extra alternate of the opposite sex, etc.). The preference groups must also take our affirmative action goals into account and make every effort to elect people representative of our diverse population.
7. Your county assembly may adopt an issues platform. The assembly may also recommend certain issues be considered by the state assembly. If so, these must be forwarded to state headquarters immediately for consideration by the platform committee. You should designate a platform committee and the time frames for debates.
8. At all levels of Democratic Party affairs, steps shall be taken, if possibly, to provide childcare. When childcare is available for these meetings, reasonable notice shall be given. The caucus chairperson, assembly chairperson, or presiding officer shall be responsible for providing childcare. The Commission strongly urges that childcare be provided on site and at low or no cost to participants. Groups may be contracted to help are: Young Dems, teenage sons and daughters,

adult unaffiliated or "Hatched" voters, League of Women Voters, church or service groups, merchants, county social services departments.

When your assembly is completed, you still have work to do!

1. Prepare the following information for the State Party”

- Delegates and alternates to the Congressional Assembly and Convention
- Delegates and alternates to the State Assembly and Convention
- Members to the State Permanent Organization committee
- Members to the State Credentials committee
- Delegates and alternates to the multi-county House, Senate and Judicial District meetings

Please notify the State Party if you will be entering this information directly into the Vote Builder system or will need assistance from the State Party to do the data entry. If you are providing the state party with the information, you may e-mail the information or provide a legible written copy. Second-guessing the correct spelling of the name, address, phone, e-mail simply does not work and will only create a delay or misrepresentation of the individual participating.

2. The address of the state party headquarters is:

Colorado Democratic Party 777 Santa Fe Drive, Denver CO 80204

The state party must have copies of your designation and acceptance of nomination for your candidates and must have a complete list of all delegates and alternates with their preference listed to the Congressional Assembly/Convention, the State Assembly/Convention and multi-county districts. We cannot provide notification to delegates and alternates with their names, addresses, phone numbers, e-mails, and the assembly/convention to which they have been elected.

Please make sure you distinguish between the Delegates and the Alternates so we can clearly provide the required information to the Presidential candidates and mark them properly in the VAN system.

This memo has been long and detailed, but the county assembly and other events are often complex. The people at your assembly are those you count on for votes and for help. A smooth assembly can be fun (for everyone, except possibly you!) Don't try to do it alone - - there is too much to do.

Because the memo is long and complex, PLEASE DO NOT HESITATE TO CALL STATE HEADQUARTERS (303) 623-4762 if there is something you do not understand.

Thank you very much for your help. We look forward to seeing you at the State Assembly/Convention on April 13 and 14th in Pueblo, Colorado at the State Fair Grounds.