Caucus Process Step by Step
For a Presidential Year
March 7, 2020

CALL TO ORDER
READING OF RULES
Precinct Committee People read the rules.

ELECT CHAIR AND SECRETARY OF CAUCUS
The chair and secretary of caucus is responsible for filling out the proper forms, conducting caucus, and filing forms with the county party.

ELECT PRECINCT COMMITTEE PEOPLE (PCP)
Each precinct will elect two PCPs responsible for canvassing, calling, and organizing in your neighborhood.

STRAW POLL
The straw poll is for the U.S. Senate race. This poll is a simple show of hands to determine if a candidate is viable.

ASSEMBLY PREFERENCE POLL
This poll is for the U.S. Senate race. The votes will be counted and recorded by the secretary to determine if a candidate has viability to run.

ELECTION JUDGE
Run to become an Election Judge and help watch polling locations during the election.

ELECT DELEGATES
Elect delegates to run in the County Assembly. Each candidate running for delegate gets time to make their case.

PLATFORM
Help create the Colorado Democratic Party platform. Participants in caucus can vote on motions to amend the state party platform which will be brought to County Assembly and if passed, voted on at the State Assembly.

PREPARE YOUR CAUCUS PRECINCT PACKETS (all the materials to conduct your caucus)
Each precinct caucus should be given a packet/binder/folder with all of the items listed below

• Sign-in Sheets
• Call to county assembly & convention
• Caucus Agenda
• Caucus Rules
• Caucus Math Worksheet
• Platform Resolutions or planks
• Delegate Acceptance form/sheet
• PCP Acceptance form/sheet
• Election judge sign-up forms
• Donation form and envelope (buck bag)
INSTRUCTIONS FOR RUNNING YOUR CAUCUS

1. **Check-In and determine eligibility**

For some counties, the first person to arrive for a precinct should get their caucus packet from the Site Coordinator, which includes all the forms. The voter list is provided and includes the names of all individuals registered as Democrats in the precinct as of the registration cut-off date. Names appear in alphabetical order, and each attendee should sign their name in the space next to their printed name.

**What to do if attendee is not on the list:**

A. Make sure they are in the right precinct by verifying their address is in the precinct. Precinct maps and a map of the district will be with the Site Coordinator. The site coordinator can also help the voter check their precinct on-line at denverdemocrats.org, govotecolorado.com, or via a hotline. The Coordinator will have those details.

B. If the information they give suggests they live in that precinct but their name is not on the check-in list, have the person fill out an affirmation (included in packet). Put the signed affirmation in the precinct packet. The person will be allowed to fully participate BUT NEEDS TO BE MADE AWARE that if elected as a delegate, they will be unseated if it is later determined they were not properly eligible to be in that precinct’s caucus. (Affiliated as Dem by 2/14/20; registered to vote by 2/14/20, resident in the precinct for at least 22 days, since 2/14/20.)

C. People who are not able to attend their caucus can submit, in writing that they wish to be considered as a delegate and which candidate(s) they are supporting. These people are not signed in as present. Their letter should be in the precinct packet, or can be delivered to the caucus. If there is no candidate preference stated in writing then their preference will be recorded as Uncommitted if they are elected as a delegate. They do not have a vote during the caucus, even if their preference is in writing. They may be considered as a delegate if the body chooses to consider them.

2. **Read or Distribute the Caucus Rule**

The Rules must be distributed if sufficient copies are available; or read aloud. In most locations it will be most expedient if the Site Coordinator reads the rules once for all of the precincts. If time doesn’t permit and copies are not available, the rules must be read by the precinct caucus chair or other elector.

3. **Elect a Caucus Chair and Caucus Secretary**

Once the precincts are in their individual locations, the current Precinct Committee Person (PCP), if one is present, should start the meeting and immediately determine if anyone wishes to chair the meeting. If more than one person wishes to be Chair, the members of the caucus will vote for the Chair. A person is then elected to be Secretary by the same process. It is greatly desired by the Party that the person with the best penmanship be elected as the Secretary. These roles do not continue
beyond the end of the Caucus. **A secret ballot may be held if any member of the caucus requests one.** The names of the Chair and Secretary, as well as all positions that are filled, need to be recorded on the “Caucus Results Form” which will be in the caucus packet. The caucus Chair and Secretary must stay until all business of the caucus is finished and complete the recording paperwork.

**4. Pass the Buck Bag (optional)**
This may be a great time to collect enough money to cover costs. If your County does not have donation envelopes, you may use a large envelope with a sheet pasted to the front where everyone can put their name, address, and amount donated. This is information is required to be in compliance with campaign finance laws.

**5. Take any desired straw polls (optional)**
Straw Polls are an **UNOFFICIAL UNRECORDED** informational polls on contested races, such as a State House or Senate race. Straw polls are done by a show of hands only and cannot be recorded anywhere because it is an unofficial vote.

**6. Take the Preference Poll for U.S Senate**

A. **Take a straw poll first.** Read off the name for each candidate for U.S. Senate and have people raise their hand if they support that candidate. This vote is not recorded, and it is an open vote to allow all those present to gauge the level of support for their candidate. Remember that Uncommitted is treated as a candidate.

B. **Take a recorded vote.** Repeat the procedure but this time write down the number of people who vote for each candidate on the Caucus Math Worksheet. Attendees are free to change their vote between the straw poll to the recorded vote, however no one may vote for more than one candidate in a single round of voting. A secret ballot will be used if requested by anyone. Have scrap paper available for ballots if needed.

C. **Caucus Math Worksheet.** Follow the directions on the form. The Math Worksheet will give you the number of delegates to elect for each candidate who makes threshold.

**7. Elect Delegates to the County Assembly/Convention**
Elect your Delegates based on the U.S Senate Preference Poll. The total number of delegates that a precinct may elect should be printed on the front of the caucus packets. **TIP – have Official Call Sheets in your caucus packet for all elected delegates.** Have a “sign-off” sheet verifying that the delegate received the official call. This can eliminate future challenges. If a delegate finds they cannot attend the County Assembly/Convention, if your county is permitting alternates, they will be seated. Otherwise, proxies are allowed and should be sent with the Reminder Call to Meeting. **TIP: Please remind Delegates that this meeting frequently lasts all day.**

Any person wishing to become a delegate to the National Convention **should** be present at caucus and County Assembly/Convention. In order to vote for themselves and other delegates, they will need to be elected at caucus. The application which must be submitted no later than 5 pm on March 23 to the Colorado Democratic Party will be available January 6, 2020 on our website, www.coloradodems.org
Delegates and Alternates to the County Assembly:

i. Using the Caucus Math Step by Step instructions, apportion the number of delegates and alternates allotted to each candidate based on the U.S Senate Preference Poll.

ii. Divide the precinct into groups of supporters for each candidate including “uncommitted” (which is treated as a candidate) if “uncommitted” met the threshold (refer to the Caucus Math Worksheet if this is unclear). Each group will elect from among its members the appropriate number of delegates. Caucus attendees whose candidate did not achieve threshold may join any other group.

Delegate Selection Procedure:

a. If more people wish to be a delegate to the County Assembly than the number of delegates for a given candidate, an election shall be used to determine who will be delegates. (CDP rules Part 3 Article II D) A tied vote may be decided by lot

b. Caucus attendees who were not selected by the previous procedure are free to ask to be considered as a delegate for another candidate by that candidate’s group of supporters. It will be up to that group whether to elect them as a delegate or not at all.

VERY IMPORTANT: The Secretary must record (or use the form provided by CDP) the following information for everyone elected as a delegate: name, email, phone, candidate preference, and VAN ID is ideal. NO delegate spots shall be filled after caucus.

8. Elect Two Precinct Committee People
The Chair will solicit the names of anyone who wishes to be elected as Precinct Committee People. There might also be a letter in the precinct packet from someone who wants to be a PCP but could not attend caucus. Please read that letter out loud so the body may consider that candidate. The Duties of a Committee Person are:

1. attending all meetings of the Central Committee, unless properly excused by subdistrict officers,
2. supporting the nominees of the Party,
3. recruiting Party workers in the precincts and directing their Party activities within the precinct,
4. distribution, and/or supervising the distribution of Party literature within the precinct,
5. conducting and/or causing to be conducted all drives and canvasses required by the Central and Executive Committees, within the precinct,
6. notifying all Democrats living in their precinct of the time, place and date of the precinct caucus, and
7. and possibly attending all meetings of the subdistrict.

Those in attendance will vote for two people. If more than two people express interest, the top two vote-getters will be elected. A person does not have to be present to be elected, but the Party desires to have people elected who will make the time commitment the position requires. Any tie votes will be determined by lot.
The Secretary will record the names, phone numbers, and emails of those who are elected on the Caucus Results Form.

**IMPORTANT** – PCP information MUST be turned into the County Clerk within 4 days of the County Assembly, where they are ratified.

### 9. **Election Judges**

Election Judge Interest Cards should be in your packet, please have anyone who wishes to be an Election Judge complete a form and return it to the packet. Prepare to have volunteers compile the list to be given to the elections division of the Clerk’s office. 

Election Judges perform a wide range of tasks, including using computer databases, checking in voters, verifying information, and processing ballots. They are paid a stipend for this work and will receive training. The hours vary based on the role. The training is mandatory.

### 10. **Review and vote on the Proposed Platform**

Although each county is different, this agenda item may be the entire platform, its major planks, or resolutions to be integrated into the platform.

Each caucus can adopt the platform/planks/resolutions in their entirety or may add or change the content. If your caucus wishes to take a vote on each plank, you should provide space for that. Add space for additions, etc.

### 11. **Adjourn the Caucus**

The Chair should officially adjourn the Caucus and the Secretary will record the time of adjournment.

The materials that MUST be turned into the Site Coordinator are:

1. The Sign-In sheets and any Signed Affirmations.
2. The Caucus Results Form. (Please double check it is filled out completely on both sides)
3. The Caucus Math page
4. Any resolutions that were passed. (Those that failed should be discarded)
5. Sealed Donation Envelope
6. Any notes that were taken
7. Any secret ballots that were taken
8. Election judge interest forms
9. Voting version of the platform

Be a considerate guest!! Please help the end-of-night clean up by throwing away all trash. Any unwanted paper, empty water bottles, etc. should be placed in recycle bins if available, trash cans if not.

Give leftover campaign literature to site coordinator to return to the Party office, so candidates can pick it up there.