

7:40 to 8:20 PM

PRECINCT: 4-17-11-07-202

5 Delegates, 5 Alternates

Caucus Why # 2 Elect delegates to:

county assembly (Congressional candidate Preference Poll)

county convention (Presidential candidate Preference Poll)

Overview – being a Delegate is about showing up!

In the Delegate Selection Process we start the procedure of nominating our candidates.

The goal of this part of the caucus is to elect delegates from your precinct to the county assembly and county convention, which will be held on March 15th at Skyline High School in Longmont. Your delegates will represent your precinct by voting for Democratic candidates, the Party Platform, and other county party business.

IMPORTANT: If you would like to participate in the state or national conventions, you must first be elected as a delegate from your precinct to the county convention.

Unfortunately, electing delegates to the county assembly or convention is not as simple as just voting for the people who want to go. That's because each of the delegates that you send must have a *declared preference* for a particular candidate, or be officially uncommitted to any candidate. The goal is to make sure that the declared preferences of your delegates roughly matches your preferences as a group.

For example, if half of your caucus supports a particular candidate, a quarter supports another candidate and a quarter do not have a preference, then approximately half of your delegates should have a declared preference for the first candidate, a quarter for the other candidate and a quarter should be uncommitted. (Obviously, this will be difficult if you don't have four delegates. That is why we've provided the Preference Poll Worksheet, which will help you determine how many delegates are to be allotted for each candidate based on your preference poll results.)

NOTE: There will be other races on the ballot at the county assembly, but delegates do not have to declare preference for those races. However, you are encouraged to discuss the other races, determine your group's preferences for those other races and elect your delegates accordingly.

With that in mind, here's a quick overview of how this process works:

1. You'll start by **going over the official rules** for who can and cannot be a delegate and how the delegate selection will work exactly.
2. Then you'll **discuss the candidates** and/or give people a chance to speak on behalf of various candidates.
3. Next, you'll **hold a straw vote** just to see where everyone stands.
4. At this point you'll be ready for the **official preference poll**, which will determine how your delegates will be divided among the candidates.
5. You'll then **calculate the delegate allotments** using the Preference Poll Worksheet.
6. And finally, you'll **select the delegates** to send to the county assembly and then **select the delegates** to send to the county convention. For each allotted delegate you will also choose one (1) alternates, who may fill in for delegates unable to attend the assembly.

① Read aloud the Official Rules before you start.

The following is an abbreviated list of rules for delegate selection. If you have any questions about these rules, please see your location’s super-chair, who is wearing a blue sash.

1. **Delegates and Alternates.** Eligibility rules are the same for delegates and alternates. When the rules refer to “delegates”, they mean “delegates and alternates”.
2. **Voting Eligibility.** You must be present at the caucus in order to vote. All voting will be open unless at least one person requests a secret ballot.
3. **Delegate Eligibility.** If you are eligible to participate in the caucus, you are eligible to be a delegate.¹ Any eligible Democrat may be elected as a delegate, even if they are not present at caucus; however, delegates must be chosen before the end of caucus tonight. **No delegates may be added after caucus has adjourned.**
4. **Preference Poll.** Delegate positions will be allocated proportionally among the candidates based on a preference poll taken by caucus attendees, and subject to the rules of threshold (see below).
5. **Threshold.** In order to be awarded *any* delegates, a candidate must receive at least fifteen percent (15%) of the total votes in the preference poll. This is the reason for the straw poll: caucus attendees may prefer to change their votes if the straw poll indicates that one or more of the candidates will not meet the threshold requirement.
6. **Uncommitted.** “Uncommitted” shall be a valid candidate choice and is subject to the threshold requirement.
7. **Diversity.** We recommend that delegates be chosen to reflect the diversity of your precinct. For example, attempting to select half female and half male delegates and making sure that different geographical areas are all represented are both good ideas.
8. **Disputes.** Disputes must be submitted to the County Chair in writing by February 20, 2008.

Elect County Assembly Delegates – (people that will show up!)

② Discuss the Candidates (For County Assembly Delegates – Senatorial Candidates - For County Convention Delegates – Presidential Candidates)

One of the best parts of a caucus process is the chance you have to actually have discussions with your neighbors about Democratic issues and candidates. If you have candidates or candidate representatives in your precinct, this would be a good time for them to present themselves and make a pitch and for the rest of you to ask questions and get more information. Of course, as always, discussion should be fair and polite, and keep in mind that you have only a **limited amount of time to select delegates, so don’t spend too much time on discussion.**

③ Hold a Straw Vote

This is not an official requirement, but we have found that holding a straw vote can be useful, especially as it may show that one or more candidates will not meet the threshold requirement. The straw vote process is simple and unofficial: the caucus chair asks for a show of hands for each candidate and the secretary announces the totals.

¹ If you have recently (since January 7th) moved from one precinct to another, please see your location super-chair (in the blue sash) for clarification of your eligibility.

Total Number of Registered Participants attending the caucus	Number of Votes a candidate MUST receive in order to get ANY delegates at all
1-3	0
4-9	1
10-16	2
17-23	3
24-29	4
30-36	5

Threshold Table

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If someone requests it, the straw vote, like the preference poll, can be conducted by secret ballot.

Your caucus secretary will have already determined the total number of registered participants after collecting registration cards at the beginning of your precinct caucus meeting. Using that number and the Threshold Table (right), you should be able to determine the minimum number of votes that a candidate (or uncommitted) must receive in order to have any declared delegates.

④ Conduct the Preference Poll

The preference poll is simply the official version of the straw poll just held, though participants may change their votes between the straw poll and the official preference poll.

Unless someone requests a secret ballot, the caucus chair will once again ask for a show of hands for each candidate. In the case of a secret ballot, the caucus chair should hand out slips of paper for each participant to record their vote and then the secretary should collect the ballots and announce the results.

The caucus secretary will then record the number of votes for each candidate on the Preference Poll Worksheet included in this packet.

⑤ Calculate the Delegate Allotments

When the votes have been recorded, the caucus secretary will announce which candidates have met the threshold and, using the Preference Poll Worksheet, will determine how many delegates will be committed to each of the candidates.

⑥ Select Delegates and Alternates

Once you have determined how many delegates will be allocated to each candidate, you may then break up by candidate into Delegate Selection groups. These groups will determine who the delegate(s) for that candidate will be, either by consensus (hopefully) or by vote (if needed). The preference poll voting *does not* affect the composition of the Delegate Selection groups; anyone can join any group they wish, no matter how they voted in the preference poll.

For each delegate selected, the Delegate Selection group should also select one alternate for each delegate.

NOTE: Attending the caucus is *not* a requirement for becoming a delegate or alternate. If there are not enough people at the caucus who wish to or are able to be delegates to the county assembly, the extra slots may be filled with other eligible Democrats in your precinct. (We recommend you contact them during caucus to be sure they are willing to participate.)

Keep in mind: all delegates and alternates *must* be chosen before the caucus ends. Empty spaces *may not* be filled at a later date or time.

When delegates and alternates have been selected, the caucus secretary must enter their names on the Official Delegate Record, which can be found in your precinct packet. The caucus chair and secretary will then need to sign the Record and make sure that it is delivered to the headquarters.

Each delegate and alternate who is attending the caucus must then be given an Official Call, also found in your precinct packet. The caucus chair should make sure that an Official Call is delivered to any delegates or alternates who did not attend the caucus. (If caucus participants are unable to hand-deliver the Official Call, you may return it to headquarters with a note that it must be mailed and to whom.)

Elect County Convention Delegates –

Repeat Steps 2 through 6.