

Precinct Abbreviation	020
Precinct Number	2163307020
Caucus Location	Eldorado K8 School, 3351 S. Indiana St, Superior, CO
County Convention Delegates	4
County Convention Alternates	4
County Assembly Delegates	4
County Assembly Alternates	4
HD33 Delegates	4
HD33 Alternates	4

Please check off the following as you place them back in the envelope:

- Caucus Registration Cards (blue and white)
- Official Precinct Leader Record
- Boulder County Convention Official Delegate Record
- Yes / No (circle one) Did all County Convention delegates and alternates receive the Assembly/Convention Official Call? If not, clearly mark on the Official Delegate Record those who need to be mailed the Assembly/Convention Official Call.
- Boulder County Assembly Official Delegate Record
- Yes / No (circle one) Did all County Assembly delegates and alternates receive the Assembly/Convention Official Call? If not, clearly mark on the Official Delegate Record those who need to be mailed the Assembly/Convention Official Call.
- HD13/HD33 Assembly Official Delegate Records
- Yes / No (circle one) Did all HD13/HD33 Assembly Delegates and Alternates receive the appropriate Official Call? If not, clearly mark on the Official Delegate Record those who need to be mailed the Official Call.
- Platform surveys from participants
- Platform New Resolution Forms
- Other: _____

Individual Precinct Caucus Instructions:

We are using rented space and we must have the area cleaned up and be out of the building by 9PM. We plan to finish our business by 8:45. Please remember not to rearrange any the desks or chairs.

Here's our agenda:

- 6:15-6:55 Informal precinct gatherings: do introductions, discuss GOTV & precinct leaders
- 7:00-7:30 Large Joint meeting, overview, candidate endorsements
- 7:30-7:40 Organize our Individual Precinct Caucus Meeting
- 7:40-7:45 Elect Precinct Leaders
- 7:45-8:25 Elect Delegates
- 8:25-8:45 Complete platform surveys and vote on new resolutions to the platform

7:30 – 7:40 Organizing the Caucus Meeting

Your precinct packet contains a few extra blue Caucus Registration Cards for people who arrive after Supersite registration closes. Please have late attendees fill out the front and back of these blue registration cards. The back of these cards has an affirmation on eligibility that must be signed by the attendee. These affirmations will be checked at Headquarters later in the week to validate that only eligible people were elected during the caucus. Only people with a blue or white registration card can vote in the subsequent parts of the Individual Caucus meeting. People should signal their vote by holding up their blue or white registration card to be counted.

1. **Briefly, introduce yourselves.** If you didn't introduce yourself before the Large Joint meeting, now is the time to do it. What's your name: where do you live? If you have helped with elections in the past, please say what you did so that anyone new will get an idea of what is involved in Get Out the Vote (GOTV). Pass around the donation envelopes.
2. **Elect Caucus Chair and Secretary.** The official start of the caucus is the election of the Caucus Chair and Secretary. This is a job for tonight only. The Caucus Chair and Secretary are responsible for running the meeting, completing the paperwork and making sure that everything gets back to the Caucus Supersite Chair.

Note: It is important for the elected Secretary to have clear, legible penmanship.

3. **Divide the paperwork.** Give the newly elected Secretary the caucus forms and give the Chair the caucus instructions.

7:40 – 7:45 Building the Grassroots Precinct Team

In this next part of tonight's Individual Precinct Caucus, we organize our precinct's "Get Out the Vote" team to elect Democrats in November. Those of you who have done this before know that GOTV to elect Democrats is a grassroots effort that relies on neighbors in precincts – the precinct team.

1. **Elect Precinct Leaders.** The job of the precinct's two Precinct Leaders is to lead the precinct team and to interface between the precinct team and the Boulder County Democratic Party (BCDP). Precinct Leaders (also known as Precinct Committee People, PCPs) are the heart and soul of the Democratic Party. Precinct Leaders are members of the BCDP Central Committee with all the rights and privileges that entails. It is a job with important precinct responsibilities, but there will be plenty of support from the precinct team and from the county party, including access to the web-based Precinct Corner.

Ask for a show of hands of people who want to help elect Democrats. They're the Precinct Core Team (along with others who couldn't be here tonight.)

Ask for nominations or volunteers to be a Precinct Leader. By law, there can be at most two Precinct Leaders per precinct. If there are more than two volunteers, you'll need to vote. You may decide to anoint those not elected to be assistants to the two official Precinct Leaders.

2. **Complete the "Official Precinct Leader Record"**. The Secretary should fill out the Official Precinct Leader Record. Both the Secretary and Chair should sign it.

7:45 – 8:25 Election of Delegates

The goal of the next part of the caucus is to elect delegates from your precinct to the County Assembly and County Convention. The delegates who you choose now will represent your precinct by voting for Democratic candidates, the Party Platform, and participating in other county party business.

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 either 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 match your preferences as a caucus group. The way we will determine the preference of the group is called "taking a *preference poll*."

For example, if in our preference poll, half of our caucus supports a particular candidate, a quarter supports another candidate and a quarter do not have a preference, then approximately half of our delegates should have a declared preference for the first candidate, a quarter for the other candidate and a quarter should be uncommitted.

In many cases it's easy to look at the preference poll results and determine how many delegate slots belong to a candidate. But sometimes, especially when there are many candidates, it's not obvious and for those cases we've provided a Delegate Allocation Sheet in the Caucus Secretary's paperwork. The Delegate Allocation Sheet is a calculation that will help apportion out delegate slots to candidates.

Before we get started, it's important that we all know the ground rules that we'll follow as we work our way through these elections. The following is an abbreviated list of the rules. If there are any questions you can reference the full set of rules located at the back of these instructions. Or, you can see someone wearing a red, white or blue sash.

Read aloud the following abbreviated rules:

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. **Automatic delegates.** No person shall become an automatic delegate to a higher assembly by holding any party or public elected office.
3. **Voting Eligibility.** Only eligible Democrats who are present at the caucus may vote. We are required by law to verify eligibility and we use the white and blue Caucus Registration Cards to expedite this. Throughout the proceedings, the Secretary will make sure that only people who have a Caucus Registration Card vote by holding up their blue or white registration card.
4. **Delegate Eligibility.** If you are eligible to participate in the caucus, you are eligible to be a delegate. 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.**
5. **Preference Poll.** Delegate positions will be allocated proportionally among candidates based on a preference poll taken by caucus attendees, and subject to the rules of threshold (see below).
6. **Threshold.** In order to be awarded any delegates, a candidate must receive at least fifteen percent (15% of participants rounded up to the next integer) of the total votes in the preference poll. A straw poll preceding the preference poll is often a good idea: 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.

7. **Uncommitted.** "Uncommitted" shall be a valid candidate choice and is subject to the threshold requirement.
8. **Higher Assemblies.** You must be elected a delegate to the County Assembly if you want to serve as a delegate to any higher assembly (CD, SD or HD). You must be elected a delegate to the County Convention if you want to serve as a delegate to any higher convention (CD or State). The National Convention has its own Delegate Selection Plan¹ and roughly half of Colorado's 70 delegates will be elected through the CD Conventions.
9. **Diversity.** Delegates should 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.
10. **Disputes.** Disputes must be submitted to the County Chair in writing by February 12, 2008, using a Caucus Challenge Form. If people would like to give BCDP informal feedback about their caucus experience, they can email caucus@bouldercountydems.org or use the Contact form on the BCDP Webpage: <http://www.bouldercountydems.org/contact.aspx>

Electing Delegates to the County Convention

With these rules that in mind, we'll now select delegates to the County Convention which will be held on **March 15, 2008 at Skyline High School in Longmont**. Our precinct is allocated 4 delegate slots and 4 alternate slots to the County Convention.

It often helps to think of this as a two step process: knowing that our precinct is allowed 4 delegates, we will first vote to determine how many delegates each Presidential candidate gets. Second, we will vote to determine who in the precinct gets to be each of these delegates. We will then determine who in the precinct gets to be alternates.

① *Discuss the 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. For the County Convention, we will use the Presidential race as the Preference Poll and we will discuss its slate of candidates: Clinton, Edwards, Gravel, Kucinich and Obama. The delegates we elect will be committed to a specific candidate or will be uncommitted.

If you have 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, it's also a good time for any caucus participant to express the reasons for their preference, especially if they would like to be a delegate.

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.**

② *Hold a Straw Poll*

Before you can elect delegates (who from the precinct gets to be a delegate), you need to determine how the precinct's delegate slots will be allocated to candidates (how many delegates each candidate gets). We have found that holding a straw poll is immensely useful, especially as it may show that one

¹ See <http://www.coloradodems.org/docs/2008DSPFinal.pdf>.

or more candidates will not meet the threshold requirement. Knowing this will provide an opportunity for participants to adjust their vote before the preference poll if they would like.

The straw poll process is informal and unofficial:

1. The Caucus Secretary first announces the minimum number of votes that are needed for a candidate to “make threshold” – that is, for a candidate to receive any delegates at all. The Secretary determines this by matching the number of registered participants (attendees with white or blue Caucus Registration Cards) to column 1 of the Threshold Table. The minimum number of votes to “make threshold” is then obtained from column 2.
2. The Caucus Chair then asks for a show of hands/cards for each candidate (in turn), and for those people want to be “uncommitted” to a candidate.
3. The Caucus Secretary announces the totals for each candidate, emphasizing the candidates who would not receive delegates because they didn't make threshold.

Number of Registered Participants attending the PCT caucus	Number of votes needed for a candidate to “make threshold”
1-6	1
7-13	2
14-20	3
21-26	4
27-33	5
34-40	6
41-46	7
47-53	8
54-60	9
61-66	10
67-73	11
74-80	12
81-86	13
87-93	14
94-100	15

Threshold Table

There may be several of rounds of these straw polls, as some candidates fail to reach threshold and people change their candidate choice for the next straw poll round, but at some point the Caucus Chair will call for an official preference poll, which is the next step.

③ Conduct the Preference Poll

The preference poll will officially determine how the precinct's delegate slots are to be allocated to candidates or whether they are uncommitted. The preference poll process is similar to that followed in the straw poll (explained above):

1. The Caucus Chair calls for the preference poll and asks for a show of hands/cards for each candidate (or uncommitted).
2. The Secretary counts and announces the totals.

What makes this different from a straw poll is that the voting results are now used to determine how the precinct's delegates and alternates will be dedicated to candidates:

3. The Secretary will record the vote totals in the County Convention Delegate Allocation Sheet, located in the Secretary's paperwork package. This Delegate Allocation Sheet includes a calculation that will help determine how the precinct's 4 delegate slots and 4 alternate slots are allotted to candidates (or uncommitted).
4. Portions of the County Convention Delegate Allocation Sheet need to be released to the state party for subsequent timely release to the press. As soon as the County Convention Delegate Allocation Sheet has been completed, the secretary should complete the County Convention Preference Poll Results form, also located in the Secretary's packet, and make it available for pickup at 8:40 by the Supersite Chair.

④ Elect Delegates and Alternates

Once you have determined how many delegates will be allocated to each candidate, you may then vote to determine who in the precinct will be the delegates and alternates.

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

1. The Secretary should read out the number of delegate slots allotted to each of the candidates (from Column #7 of the County Convention Delegate Allocation Sheet).
2. Divide the people in the room into Delegate Selection groups by candidate. These groups will meet separately and will determine who (from the precinct) will be the delegate(s) and alternate(s) for that candidate. This determination can either be done by consensus (hopefully) or by vote (if needed). The Delegate Selection group should select the same number of alternates as delegates (in the same proportion for each candidate).

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 example: if Candidate X has the number 3 in Column 7 of the Delegate Allocation sheet, then everyone from the precinct who wants to elect delegates for Candidate X goes to one part of the room. People who want to serve as one of those 3 delegates (for that candidate) announce themselves to the group. If more than 3 people want to be delegates, the group must either come to consensus about who the 3 should be, or must vote to pick only 3. This same group must select 3 alternates for Candidate X, either by consensus or voting. This same selection process must be repeated for each candidate who has numbers in Column 7 the Delegate Allocation sheet: so if Candidate Y has the number 5 in Column 7, a group would meet to choose 5 delegates and 5 alternates for Candidate Y.

3. Once the delegates and alternates have been selected, the Caucus Secretary will enter their names on the County Convention Official Delegate Record, which can be found in the Secretary's paperwork packet. The Caucus Chair and secretary will then need to sign the Delegate Record.
4. Each delegate and alternate must then be given a Boulder County Democratic Party Assembly and Convention Official Call, also found in your precinct packet. The Caucus Chair should also make sure that this document 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.)

Electing Delegates to the County Assembly

We'll now select delegates to the County Assembly, which will also be held on **March 15, 2008 at Skyline High School in Longmont**. We have 4 delegate and 4 alternate slots to allocate to candidates (and uncommitted) using a process similar to the one we followed to elect delegates to the County Convention.

Important: There are other political jurisdictions (CDs, SDs, HDs, JDs, etc) that will be having assemblies this spring. To participate in any of these "higher" assemblies, you must be elected a delegate or alternate to the County Assembly.

① *Discuss the Candidates*

For the County Assembly, we will use the US Senate race as the Preference Poll. The candidates in this race are Benner and Udall. Of course, uncommitted is also a choice.

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.

② *Hold a Straw Poll*

The straw poll process is the same as was previously used:

1. The Caucus Secretary first announces the minimum number of votes that are needed for a candidate to “make threshold”. If participants have left the caucus, the Secretary will need to re-determine this, using the Threshold Table (above).
2. The Caucus Chair then asks for a show of hands/cards for each US Senate candidate in turn and for “uncommitted”.
3. The Caucus Secretary announces the totals for each candidate, emphasizing the candidates who would not receive delegates because they didn’t make threshold.

There may be several rounds of these straw polls, but at some point the Caucus Chair will call for an official preference poll, which is the next step.

③ *Conduct the Preference Poll*

The preference poll process is similar to that previously used:

1. The Caucus Chair calls for the preference poll and asks for a show of hands/cards for each US Senate candidate in turn (or uncommitted).
2. The Secretary counts and announces the totals for each candidate.
3. The Secretary records the vote totals in the County Assembly Delegate Allocation Sheet, and completes the form, thereby allocating delegate slots to candidates (and uncommitted).

④ *Elect Delegates and Alternates*

Once you have determined how many delegates will be allocated to each candidate, you may then vote to determine who in the precinct will be the delegates and alternates.

As before, all delegates and alternates must be chosen before the caucus ends. Empty spaces may not be filled at a later date or time.

Important: There are other political jurisdictions (CDs, SDs, HDs, JDs, etc) that will be having assemblies this spring. To participate in any of these “higher” assemblies, you must be elected a delegate or alternate to the County Assembly.

1. The Secretary should read out the number of delegate slots allotted to each of the candidates (from Column #7 of the County Assembly Delegate Allocation Sheet).
2. Divide the people in the room into Delegate Selection groups by candidate. These groups will meet separately and will determine who (from the precinct) the delegate(s) and alternate(s) for that candidate will be, either by consensus or by vote. The Delegate Selection group should select the same number of alternates as delegates.
3. When delegates and alternates have been selected, the Caucus Secretary will enter their names on the County Assembly Official Delegate Record. The Caucus Chair and Secretary will then need to sign the Record.
4. Each delegate and alternate must then be given a Boulder County Democratic Party Assembly and Convention Official Call.

Electing Delegates to the HD33 Assembly

As mentioned above, there are several higher political jurisdictions that will be having assemblies this spring. Most are within the county and will have their delegates selected through break-out sessions at the County Assembly. Some jurisdictions, however, span county lines and therefore cannot be handled that way. Our precinct is in one of those districts – HD33 – and we will now elect delegates and alternates to its assembly. To be consistent with the process being used for the in-county jurisdictions, these delegates and alternates need to come from the pool of delegates and alternates that were just elected to the County Assembly.

The HD33 Assembly will be held the evening of March 20, 2008 in Denver.

We'll use an abbreviated delegation selection process. These delegates aren't committed to candidates so we don't need straw polls, preference polls or Delegate Allocation Sheets:

1. From the delegates and alternates selected for the County Assembly, ask for volunteers to also attend the HD33 Assembly. Make the selection by consensus or vote. Our precinct needs to identify 4 delegates and 4 alternates.
2. The Caucus Secretary will enter these delegate and alternates on the HD33 Assembly Official Delegate Record. The Caucus Chair and secretary need to sign it.
3. Each delegate and alternate must then be given an HD33 Official Call.

You're finished with delegate elections! Congratulations.

Now we can move on to discussing the platform.

8:25 – 8:45 Complete Platform Surveys, New Resolutions

The Boulder County Democratic Party draft platform results from an 8-month series of public forums in 2007 where issues of concern to Democrats were discussed and prioritized. Copies of the draft have been available on the BCDP website since mid-January.

This caucus provides one last chance to help shape the platform and that is by filling out the Platform Survey. Although we don't have time during the caucus to discuss the platform, we will collect the Platform Survey tally sheets and address any new resolutions for consideration by the Platform Committee. Several tally sheets are attached to the back of this precinct packet.

Democrats who downloaded and completed a tally sheet before caucus may turn them in during caucus. Or, those who have not had time to look at the Platform Survey or complete the tally sheet may complete them at home and turn them in to the BCDP office (1725B Walnut Street, Boulder, 303-442-3423). on or before February 8, 2008.

Note: Only eligible caucus attendees, those with a white or blue Caucus Registration Card, may turn in a Platform Survey. Submitted surveys, whether collected on caucus night or turned in by Feb 8, must have the precinct number and precinct leader's (or Caucus Chair's) signature on them to be accepted. If this is too burdensome during caucus, the Caucus Chair can waive the signature requirement and let participants write in the name and precinct number themselves.

For those who feel that important issues might still be missing from the platform, there is a Platform New Resolutions Form to use for these addendums. Several copies of this form are available in this packet.

The Platform Committee will take these last minute inputs, refine the draft and submit a final platform to the BCDP Executive Committee for approval and the County Assembly for adoption.

We will now do the following to gather these inputs to the platform:

1. The Caucus Secretary will collect the Caucus Registration Cards and any completed Platform Survey tally sheets, making sure that each has the precinct number and precinct leader's (or

Caucus Chair) signature at the top. A signature means that the Platform Survey was collected from an eligible caucus attendee, one with a Caucus Registration Card.

2. For caucus participants who have not filled out a platform survey tally, there are a few in the back of the Caucus Secretary's package. Or, the participant can download one from the BCDP website. Each tally needs to have the precinct number and Caucus Chair's signature for it to be accepted. The Caucus Chair can choose to waive the signature and authorize caucus participants to write in the Caucus Chair's name.
3. The Caucus Chair asks if there are any New Resolutions to the platform. These Resolutions need to be concisely described on a Platform New Resolutions Form. The caucus will briefly discuss and vote on each one. New resolutions with greater than 50% approval will be considered accepted by this precinct's caucus. However, being "accepted" by an individual caucus doesn't mean that it will make it into the platform. What it means is that the resolution will go to the Platform Committee with the weight of one precinct behind it.
4. The Caucus Secretary needs to complete the Precinct Caucus Report to the Platform Committee, which documents the votes that were held on the proposed New Resolutions.

8:45 – 8:50 Wrap Up

There are a few final items for the Caucus Chair and Secretary to do:

Caucus Chair must be sure to:

1. Call for and vote on a motion to adjourn. This legally closes the delegate selection process.
2. Ask caucus participants to please help return the room to its original arrangement.
3. Sign the paperwork.

Caucus Secretary must be sure to:

1. Distribute the appropriate Official Calls to all Delegates and Alternates.
2. Be sure to collect all white and blue registration cards.
3. Complete the paperwork.
4. Sign the paperwork.
5. Place the paperwork back in the Precinct Packet envelope.
6. Return the Precinct Packet envelope to the Supersite Chair.

Complete 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 the Party's imposition of mandatory quotas.
2. **Who May Participate:** A person may vote at the precinct caucus, be elected a delegate or alternate from the caucus, and/or be elected as a precinct committee-person if, according to the registration records of the county clerk and recorder's office, he or she has resided in the precinct since January 7, 2008 and registered as a Democrat on or before December 5, 2007. Also, anyone who attained the age of 18, or became a naturalized citizen after January 7, 2008, provided he or she registered to vote as a Democrat before the caucus and resided in the precinct since January 7, 2008. A person who moved away from the precinct in which he or she registered after the residency date of January 7, 2008 may vote in the old precinct, but may not become a delegate or committee person. Other persons may attend the caucus but cannot vote.
3. **Additional Rules:** Participants in the caucus may adopt additional rules, provided they do not conflict with either state or county rules, state election laws or other instructions to the Caucus Chair. Participants shall have a full opportunity to be heard and to discuss 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, or by February 12, 2008. Otherwise, the certification of the caucus results will be final.
5. **Secret Ballot:** No secret ballot is permitted at any level in the precinct caucus per National Party rules.
6. **Proxies:** No proxy voting shall be permitted at the caucus. One must be present to vote in the caucuses.
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.
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. Half delegate and alternate positions may be used only if required to achieve diversity as described in Rule #1.
12. **Higher Assemblies.** Only delegates and alternates to the County Assembly are eligible to serve as delegates to any higher assembly (including house district assemblies).
13. **Threshold:** A preference poll based upon the highest statewide contested race (US Senate) shall be used for the selection of delegates and alternates to the County Assembly. If no statewide contested race exists, a contested congressional race may be used. If no contested congressional race exists, the County Central Committee may decide what race is to be used. A preference poll based on the Presidential race shall be used for the selection of delegates and alternates to the County Convention. A candidate must receive a minimum of fifteen percent (15%) in the preference poll to be awarded delegates and alternates. Use the Delegate Allocation Sheet to determine the number of delegates to be awarded for each candidate who attained the threshold. Delegates and alternates for the County Assembly and County Convention may be the same individuals.
14. **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."
15. **Automatic delegates:** No person shall become an automatic delegate or alternate to a higher assembly by holding any party or public elected office.

PRECINCT CAUCUS REPORT TO PLATFORM COMMITTEE

Use this form if anyone proposes a new resolution to the Platform. The Caucus Secretary will record caucus votes for each proposed resolution on this form. Please return this form with the rest of the precinct caucus materials. Resolution proposals must be legibly written on a Platform New Resolution Form and attached to this page.

Title as it appears on New Resolution Form: _____

Name of Sponsor: _____

Address: _____

City, Zip: _____ Phone: _____

Amendment to Issue#/Resolution# _____

Caucus Votes For: _____ Against _____

Title as it appears on New Resolution Form: _____

Name of Sponsor: _____

Address: _____

City, Zip: _____ Phone: _____

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Title as it appears on New Resolution Form: _____

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Address: _____

City, Zip: _____ Phone: _____

Amendment to Issue#/Resolution# _____

Caucus Votes For: _____ Against _____

Platform New Resolution Form

Use this format to initiate a new platform plank. Resolutions must be converted to this format in order to be considered for platform inclusion. Please follow the example below and be brief and concise!

Title of Proposed Resolution: _____

Name of Sponsor: _____ **Phone:** _____

Address: _____ **City, Zip:** _____

Section One: Position Statement (General statement of values and principles).

Example:

Affordable health care is a critical human need. The current health care system in the United States is in crisis: far too many are uninsured or under-insured, costs have escalated dramatically, and the administration of the private medical bureaucracy system is wildly inefficient.

Section Two: Policy Preferences (Specific Policy Recommendations for Local, State or Federal enactment).

Example:

We support a universal health care, single payer system that provides equal access to quality health care for every citizen – with medical providers paid through one agency (public or quasi-public), strong cost containment programs and emphasis on prevention.

We call for repeal of the Medicare reform act.

Democrats support legalization of safe prescription drug purchases in the United States from countries such as Canada.

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Section Two: Policy Preferences (Specific Policy Recommendations for Local, State or Federal enactment).

Example:

We support a universal health care, single payer system that provides equal access to quality health care for every citizen – with medical providers paid through one agency (public or quasi-public), strong cost containment programs and emphasis on prevention.

We call for repeal of the Medicare reform act.

Democrats support legalization of safe prescription drug purchases in the United States from countries such as Canada.

Official Precinct Leader Record

Please clearly print the names of the two Precinct Leaders elected during your caucus meeting, as described in the caucus rules.

Legal Last Name	Legal First Name	Phone	Email Address

SAMPLE

It is further certified that no qualified Democratic elector was excluded from these caucus proceedings, and that the Chair or Secretary of the caucus read to those present a statement from the caucus instructions concerning the right of any qualified Democrat to file objections to any improper caucus proceedings. Objections must be filed with the County Chair by the end of the business day on February 12, 2008.

Date: February 5, 2008

Signature of the Caucus Chair: _____

Signature of the Caucus Secretary: _____

Printed name: _____

Printed name: _____

Scratch Paper (for notes on Straw Poll, calculations, discussion results about other races, etc.)

The form consists of 20 horizontal lines for writing. Overlaid on these lines are large, hollow, stylized letters: 'S' at the bottom left, 'A' above it, 'M' to the right of 'A', 'P' to the right of 'M', and a checkmark symbol at the top right.

County Convention Delegate Allocation Sheet

# Delegate Slots available	4
# Registered Participants	
# Votes needed to "make threshold"	

1 Enter the number of Registered Participants in your precinct caucus.

2 Using Threshold Table (pg. 4), find # registered participants in Col 1 and copy Threshold from Col 2.

3 Record the number of votes each candidate received in the Preference Poll.

Candidate	Column 1: Raw Votes in Preference Poll	Column 2: Viable Votes	Column 3: Viable votes times # Delegate Slots	Column 4: Proportional Representation	Column 5: Allocate delegates to whole number part of Column 4	Column 6: Allocate delegates to fractional part of Column 4	Column 7: Delegates for Each Candidate
Clinton							
Edwards							
Gravel							
Kucinich							
Obama							
Uncommitted							
		N =			Sum =		Sum =

4 Enter zero in Col 2 if the candidate's Col 1 votes are below Threshold. Otherwise, copy the votes from Col 1 to Col 2. Then, sum Col 2 to determine N, the total of the votes for candidates who reach Threshold.

5 Multiply Col 2 by the number of delegate slots (4) and enter the results in Col 3.

6 Divide Col 3 by N. Carry results to 3 decimal places. Enter this result in Col 4.

7 Copy the number to the left of the decimal point from Col 4 into Col 5. The sum of these numbers is the number of delegate slots allocated so far. Determine how many slots are left unfilled by subtracting this sum from 4.

8 The unfilled delegate slots should be allocated between the candidates by giving one delegate to the candidate with the highest number to the right of the decimal in Col. 4. Then one delegate to the candidate with the next highest number, etc until all the unfilled delegates are allocated. Resolve ties with a coin toss; half delegates may not be assigned.

9 Determine the total delegates per candidate by adding across Col 5 and Col 6 and entering that sum in Col 7. The sum of the numbers in Col 7 should be 4.

County Convention Preference Poll Results

Instructions:

1. Copy information from the County Convention Delegate Allocation Sheet to this form.
2. Have this signed form available for pickup by the Supersite Chair at 8:40.

Enter the number of **Registered Participants** from the top portion of the County Convention Delegate Allocation Sheet here:

Number of Registered Participants to this precinct caucus	
--	--

Enter the **Raw Votes from Preference Poll** from Column 1 in the County Convention Delegate Allocation Sheet here:

	Clinton	Edwards	Gravel	Kucinich	Obama	Uncommitted
Precinct 020						

Date: February 5, 2008

Signature of the Caucus Chair: _____

Printed name: _____

Signature of the Caucus Secretary: _____

Printed name: _____

County Convention Official Delegate Record

Convention Delegates: 4, Alternates: 4

Please clearly print the names of the delegates and alternates elected during the caucus. Indicate whether they are delegates or alternates, and which candidate they are committed to. Caucus attendees who were not elected as delegates or alternates do not need to be listed on this sheet.

Legal Last Name	Legal First Name	Phone	Del or Alt? (circle one)		Delegate Preference (circle one)					
			Delegate	Alternate	Clinton	Edwards	Gravel	Kucinich	Obama	Uncommit
			Delegate	Alternate	Clinton	Edwards	Gravel	Kucinich	Obama	Uncommit
			Delegate	Alternate	Clinton	Edwards	Gravel	Kucinich	Obama	Uncommit
			Delegate	Alternate	Clinton	Edwards	Gravel	Kucinich	Obama	Uncommit
			Delegate	Alternate	Clinton	Edwards	Gravel	Kucinich	Obama	Uncommit
			Delegate	Alternate	Clinton	Edwards	Gravel	Kucinich	Obama	Uncommit

It is further certified that no qualified Democratic elector was excluded from these caucus proceedings, and that the Chair or Secretary of the caucus read to those present a statement from the caucus instructions concerning the right of any qualified Democrat to file objections to any improper caucus proceedings. Objections must be filed with the County Chair by the end of the business day on February 12, 2008.

Date: February 5, 2008

Signature of the Caucus Chair: _____

Printed name: _____

Signature of the Caucus Secretary: _____

Printed name: _____

County Convention Official Delegate Record

Convention Delegates: 4, Alternates: 4

Please clearly print the names of the delegates and alternates elected during the caucus. Indicate whether they are delegates or alternates, and which candidate they are committed to. Caucus attendees who were not elected as delegates or alternates do not need to be listed on this sheet.

Legal Last Name	Legal First Name	Phone	Del or Alt? (circle one)		Delegate Preference (circle one)					
			Delegate	Alternate	Clinton	Edwards	Gravel	Kucinich	Obama	Uncommit
			Delegate	Alternate	Clinton	Edwards	Gravel	Kucinich	Obama	Uncommit
			Delegate	Alternate	Clinton	Edwards	Gravel	Kucinich	Obama	Uncommit
			Delegate	Alternate	Clinton	Edwards	Gravel	Kucinich	Obama	Uncommit
			Delegate	Alternate	Clinton	Edwards	Gravel	Kucinich	Obama	Uncommit
			Delegate	Alternate	Clinton	Edwards	Gravel	Kucinich	Obama	Uncommit

It is further certified that no qualified Democratic elector was excluded from these caucus proceedings, and that the Chair or Secretary of the caucus read to those present a statement from the caucus instructions concerning the right of any qualified Democrat to file objections to any improper caucus proceedings. Objections must be filed with the County Chair by the end of the business day on February 12, 2008.

Date: February 5, 2008

Signature of the Caucus Chair: _____

Printed name: _____

Signature of the Caucus Secretary: _____

Printed name: _____

County Convention Official Delegate Record

Convention Delegates: 4, Alternates: 4

Please clearly print the names of the delegates and alternates elected during the caucus. Indicate whether they are delegates or alternates, and which candidate they are committed to. Caucus attendees who were not elected as delegates or alternates do not need to be listed on this sheet.

Legal Last Name	Legal First Name	Phone	Del or Alt? (circle one)	Delegate Preference (circle one)
			Delegate Alternate	Clinton Edwards Gravel Kucinich Obama Uncommit
			Delegate Alternate	Clinton Edwards Gravel Kucinich Obama Uncommit
			Delegate Alternate	Clinton Edwards Gravel Kucinich Obama Uncommit
			Delegate Alternate	Clinton Edwards Gravel Kucinich Obama Uncommit
			Delegate Alternate	Clinton Edwards Gravel Kucinich Obama Uncommit
			Delegate Alternate	Clinton Edwards Gravel Kucinich Obama Uncommit

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Date: February 5, 2008

Signature of the Caucus Chair: _____

Printed name: _____

Signature of the Caucus Secretary: _____

Printed name: _____

County Assembly Official Delegate Record

Assembly Delegates: **4** Alternates: **4**

Please clearly print the names of the delegates and alternates elected during the caucus. Indicate whether they are delegates or alternates, and which candidate they are committed to. Caucus attendees who were not elected as delegates or alternates do not need to be listed on this sheet.

Legal Last Name	Legal First Name	Phone	Del or Alt? (circle one)		Delegate Preference (circle one)		
			Delegate	Alternate	Benner	Udall	Uncommit
			Delegate	Alternate	Benner	Udall	Uncommit
			Delegate	Alternate	Benner	Udall	Uncommit
			Delegate	Alternate	Benner	Udall	Uncommit
			Delegate	Alternate	Benner	Udall	Uncommit
			Delegate	Alternate	Benner	Udall	Uncommit

It is further certified that no qualified Democratic elector was excluded from these caucus proceedings, and that the Chair or Secretary of the caucus read to those present a statement from the caucus instructions concerning the right of any qualified Democrat to file objections to any improper caucus proceedings. Objections must be filed with the County Chair by the end of the business day on February 12, 2008.

Date: February 5, 2008

Signature of the Caucus Chair: _____

Signature of the Caucus Secretary: _____

Printed name: _____

Printed name: _____

County Assembly Official Delegate Record

Assembly Delegates: 4 Alternates: 4

Please clearly print the names of the delegates and alternates elected during the caucus. Indicate whether they are delegates or alternates, and which candidate they are committed to. Caucus attendees who were not elected as delegates or alternates do not need to be listed on this sheet.

Legal Last Name	Legal First Name	Phone	Del or Alt? (circle one)	Delegate Preference (circle one)
			Delegate Alternate	Benner Udall Uncommit
			Delegate Alternate	Benner Udall Uncommit
			Delegate Alternate	Benner Udall Uncommit
			Delegate Alternate	Benner Udall Uncommit
			Delegate Alternate	Benner Udall Uncommit
			Delegate Alternate	Benner Udall Uncommit

It is further certified that no qualified Democratic elector was excluded from these caucus proceedings, and that the Chair or Secretary of the caucus read to those present a statement from the caucus instructions concerning the right of any qualified Democrat to file objections to any improper caucus proceedings. Objections must be filed with the County Chair by the end of the business day on February 12, 2008.

Date: February 5, 2008

Signature of the Caucus Chair: _____

Signature of the Caucus Secretary: _____

Printed name: _____

Printed name: _____

County Assembly Official Delegate Record

Assembly Delegates: 4 Alternates: 4

Please clearly print the names of the delegates and alternates elected during the caucus. Indicate whether they are delegates or alternates, and which candidate they are committed to. Caucus attendees who were not elected as delegates or alternates do not need to be listed on this sheet.

Legal Last Name	Legal First Name	Phone	Del or Alt? (circle one)	Delegate Preference (circle one)
			Delegate Alternate	Benner Udall Uncommit
			Delegate Alternate	Benner Udall Uncommit
			Delegate Alternate	Benner Udall Uncommit
			Delegate Alternate	Benner Udall Uncommit
			Delegate Alternate	Benner Udall Uncommit
			Delegate Alternate	Benner Udall Uncommit

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Date: February 5, 2008

Signature of the Caucus Chair: _____

Signature of the Caucus Secretary: _____

Printed name: _____

Printed name: _____

HD33 Assembly Official Delegate Record

Delegates: **4**, Alternates: **4**

Please clearly print the names of the delegates elected during your precinct's caucus meeting in the spaces below. Use the back if you need more space. Caucus attendees who were not elected as delegates or alternates do not need to be listed on this sheet.

Last Name	First Name	Phone	Delegate or Alternate? (circle one)
			DELEGATE ALTERNATE
			DELEGATE ALTERNATE
			DELEGATE ALTERNATE
			DELEGATE ALTERNATE
			DELEGATE ALTERNATE
			DELEGATE ALTERNATE
			DELEGATE ALTERNATE
			DELEGATE ALTERNATE
			DELEGATE ALTERNATE
			DELEGATE ALTERNATE
			DELEGATE ALTERNATE
			DELEGATE ALTERNATE

It is further certified that no qualified Democratic elector was excluded from these caucus proceedings, and that the Chair or Secretary of the caucus read to those present a statement from the caucus instructions concerning the right of any qualified Democrat to file objections to any improper caucus proceedings. Objections must be filed with the County Chair by the end of the business day on February 12, 2008.

Date: February 5, 2008

Signature of the Caucus Chair: _____

Signature of the Caucus Secretary: _____

Printed name: _____

Printed name: _____