

- A megaphone <Megaphone Has> <Megaphone Has not> been reserved for your caucus.
<Megaphone explanation>
- Any special notes about your caucus location: <special notes>

Caucus Preparation (Do This Long Before Caucus Night):

1.) Location Verification:

Visit your caucus site:

- Identify the Large Joint Meeting rooms and Individual Precinct Break-out classrooms that have been reserved for you.
- Determine whether the directional signs provided in your packet will be adequate, or if you will need to make additional signs to direct people to the Individual Precinct Caucus Meeting rooms.
- Speak with a Janitor or Facilities Manager to ensure that there will be enough tables available for both registration and information tables.
- Notice whether there are any potential problems with the rooms, hallways, or parking.
- If you or others would like to bring refreshments for caucus-goers, check with the Facilities Manager before doing this. Most schools allow food or drink in the cafeterias ONLY.
- Make arrangements to post Caucus Location Identification Poster (see next section):
 - Talk with Janitor or Facilities Manager for building
 - Make an appointment to return and put up poster before Jan 24, 2008.

2.) Post Caucus Location Identification Poster:

By law, Caucus Location Identification Posters must be hung no later than **January 24th, 2008**. Please visit the Boulder County Democratic Headquarters (1725 B Walnut St, Boulder) to get the poster. Post the precinct poster in the front window of building.

3.) Collect the Supplies that You Will Need for Caucus Night:

- Calculators (bring one per precinct or remind Precinct Leaders to bring their own)
- Pens (in Superchair Packet)
- Nametags (in Superchair Packet)
- Black Marker (in Superchair Packet)
- Tape (in Superchair Packet)
- Registration signs - A-F, G-L, etc. for the whole alphabet (in Superchair Packet)
- Stopwatch or timer to time candidates (bring your own)
- Sashes for Caucus Informationalist (in Superchair Packet)
- Lists of registered voters (in Superchair packet)
- Precinct stick signs (in Superchair packet)
- Directional signs for Individual Precinct Caucus Meetings (in Superchair Packet)

4.) Recruit Volunteers to Help on Caucus Night:

Arrange for volunteers to help you on Caucus Night. Please recruit help as soon as possible. Some ideas for people who might be willing to help you on caucus night are: precinct leaders, area coordinators, house district team leaders, the GOTV coordinator, members of the Executive or Central committee, or officers of the party. If you do not know who this is for your area, contact Dwight High at 303-842-9877. During the Superchair training you will receive a list of volunteer positions and their job descriptions to do on caucus night. You will need to recruit the following types of volunteers: (note some of these positions can be filled by the same volunteer as long as the timing of the duties does not overlap!)

- People to set up tables & chairs before caucus starts (2-3 people)

- Superchair assistant or meeting co-leader (1 person)
- Greeter (1-2 people)
- Registration volunteers (4-10 people – varies with size of Supersite)
- People to help clean up at the end, take down chairs & tables (2-4 people)
- Caucus Informationalist (person familiar with the workings of caucus, to answer people's questions. Wears a colored sash.) (1-2 people)
- Registration Troubleshooter (help people not found on Registration Lists find their correct caucus location or sign blue Affidavit forms) (1 person)
- Identifier of people who have had a poor experience at Caucus (if any). (1 person)
- Superchairs can call their PCPs before caucus to remind them about Caucus, their duties during registration and for running the Individual Precinct Meetings.

5.) Review Caucus Process:

Go to one of the following Caucus training sessions:

Thurs. Jan. 10, 6:30 PM,
Longmont Public Library

Sun. Jan. 13, 1:30 PM,
Boulder County Dem HQ

Tue. Jan 15, 6:30 PM
Lafayette Public Library

Thurs. Jan 17, 6:30 PM,
Boulder County Dem HQ

6.) Pick up the caucus materials from BODP Headquarters between Jan 26 and Feb 4, 2008:

This is extremely important! These materials will include your Superchair packet, Superchair Instructions, the Precinct Packets for each precinct at your Supersite, and useful signs. It will be impossible to conduct the caucus meeting without these materials!

Caucus Night Site Preparation (Tuesday, Feb 5, 2008):

5:30pm: Arrive at your site (Registration Starts at 6:15)

- 1.) Prepare Large Joint Meeting areas and Individual Precinct Break-out classrooms:
 - Find Janitor or Facilities Manager to unlock all large meeting rooms, break-out classrooms, & bathrooms that have been reserved
 - If the school is providing folding chairs or tables, ask for these at this time
 - Have your volunteers set up folding chairs in large meeting room
 - Post precinct stick signs in Large Joint Meeting room
- 2.) Set up Registration Table(s) in a lobby or entrance area:
 - Registration Lists (from Superchair packet)
 - Signs directing people to the registration table based on last name (A-F, G-L, etc.)
 - White Caucus Registration Cards (from Superchair packet)
 - Pens
 - Remind or teach your registration volunteers about the registration procedures
 - After people have finished registering, direct them to gather at their precinct's stick sign in the Large Joint Meeting room- so that the precinct leader can speak to them
- 3.) Set up Information Table(s) near the Registration Table:
 - List of precincts, precinct leader names, and precinct maps (from Superchair packet)

- List of all supersites in case someone shows up at the wrong one (from Superchair packet)
 - Blue Affidavit Forms for people not on registration list and Troubleshooter instructions what to do with them (from Superchair packet)
 - Your Registration Troubleshooter volunteer should be stationed at the Information table to help people who were not found on the registration lists to either determine where their correct caucus location is or complete their Blue Affidavit Forms.
 - Caucus Long Rules (from Superchair packet)
 - Platform description (from Superchair packet)
 - Information cards about BCDP (from Superchair packet)
 - Candidate materials (from Superchair packet)
 - Election judge forms (Clipboard for Election Judge forms) (from Superchair packet)
 - Democratic Women of Boulder County cards (from Superchair packet)
 - Century Club forms (from Superchair packet)
 - Stack of donation envelopes (from Superchair packet)
 - Your Caucus Informationalist (wearing the colored sash) can answer questions at the Information Table during registration and circulate during the Joint Meeting
- 4.) Post signs in hallways by doors as necessary to direct people to registration table and Large Joint Meeting room
- 5.) Put signs in halls to help direct people to their Individual Precinct Caucus Break-out rooms when group session is over (from Superchair packet)
- 6.) Remind Precinct Committee Persons to gather the people from their precinct at their Precinct Stick Sign area and to start discussions about volunteering, donating, electing PCPs, & GOTV activities. This will save time at the Individual Precinct Caucus Meeting.
- 7.) Make sure that you have the following items with you in preparation for the meeting:
- Phone to call HQ with questions, and to report voting totals to HQ
 - Stopwatch to time candidates speeches
 - A list of the locations or room numbers where each Individual Precinct will meet (fill out sheet included in Superchair packet)
 - Megaphone (if one was rented for your Caucus Location)
 - Superchair Instructions

Caucus Night Meeting:

6:50 pm

Begin to get peoples' attention. Herd people into Large Joint Meeting Room

7:00 pm

Read Out Loud the following info to the Large Joint Meeting:

The Following is a Caucus Overview from me, the Joint Meeting Chair

Thank you for coming tonight. (Or any other short welcome)

We have to get the voting results reported, the building cleaned up and have everyone out of this building before 9:00 pm. Our time is very limited, so let's all try to stay on task.

My name is _____. If you have questions please see someone in a red, white, or blue sash.

If you are not doing so already, we encourage you to sit together with your own precinct- as indicated by the Precinct Number Stick Signs. This will make it easier for everyone to find their Individual Precinct Caucus Meeting rooms later tonight when we leave this room.

We're beginning now with a quick overview of what will happen tonight at Caucus. Right now we're holding the Large Joint Meeting where the first order of business will be to explain a little about the work we will all be doing once we break out into our Individual Precinct Caucus Meetings.

Next, I will share some information from the Party, and there will be a chance for candidates or their representatives to give 2 minute speeches. Then, I will read a short list of Caucus rules, we will say a word about the importance of completing the Platform Survey tonight, and finally I will tell you where to go for your Individual Precinct Caucus Meetings- and we will disperse. So that is the overview... now let's move on to our first order of business:

Read This Out Loud:

This is a description of the things we MUST do tonight, when we break out into Individual Precinct Caucus Meetings:

1. Elect a Caucus Chair and Secretary to run TONIGHT'S Precinct Meeting ONLY. In order to vote, you will need to hold up your white or blue registration card to be counted. So do not lose your registration card.
2. Elect precinct committee person(s) to communicate between your precinct and the county party, sit on the central committee, and lead the democratic efforts in your precinct. This is a position that is ongoing (continues after tonight's meeting).
3. Elect Delegates and Alternates to the County Assembly and County Convention.
4. (If your precincts are in House District 13 or 33 or Senate District 16) Elect Delegates and Alternates to House District assembly or Senate District assembly.
5. Complete the Platform Survey and vote on any new resolutions.
6. Collect registration cards and adjourn by 8:45 PM.
7. Each precinct must turn in their Precinct Packet envelope to me (the Superchair). We must have it tonight!

Read This Out Loud:

This is a Message from the Boulder County Dems Chair (Deb Gardner)

Tonight begins the Democratic Party's nomination process but all along the way it is about one thing - **SHOWING UP!** All across the state tonight, Democrats are meeting in small groups with their neighbors to participate in this democratic process. We are electing delegates to go to our county assembly and convention and working on the development of our party's platform. This is important work and your presence here tonight signifies your commitment to this process.

As you make the decision to become a Delegate or an Alternate to our Democratic County Assembly and or Convention, which are on March 15th, you are making a commitment to represent the neighbors who are sitting with you tonight, who will not be able to attend. This is

an important promise. You are agreeing to show up for them on March 15th. You may also have the opportunity to represent them at the State Assembly and Convention in Colorado Springs on May 17th, so please consider your availability for this event also before agreeing to become a delegate or alternate.

Thank you for your time and effort. Together we will nominate and elect great candidates in 2008!

Deb Gardner
Chair – Boulder County Democratic Party

Read This Out Loud:

The Following is a Message about Party Support:

In your precinct packets that you will get when we break out into our Individual Precinct Caucus Meetings, there are envelopes to use to donate money. This Boulder County Caucus process is going on at 35 different locations for 234 precincts. It costs lots of money to run. Please take a minute and make a contribution, every amount is appreciated.

The Boulder County Dems send out an informative email newsletter. This is a great way to learn about what is going on locally and how to help. Please sign up for the newsletter on the bottom of your registration card. You can also indicate whether you'd like to volunteer.

A Word about Century Club:

The Century Club is our association of major donors. If there is anyone who might want to join the Century Club, the forms are on the Information Table.

Read This Out Loud:

Now I'd Like to Introduce Candidates or their Representatives:

Are there any Candidates or Candidate Representatives who would like to speak tonight? We can only have one representative per candidate. Candidate speeches are limited to 2 minutes per candidate. Please remember that platform resolutions will be discussed only in the Individual Precinct Caucus Meetings.

(Ask if one of the candidates would like to speak first. If not, flip a coin. Stand aside and time the candidates. As they approach the 2-minute maximum, start walking toward them to make them stop. Be firm!)

Read This Out Loud:

Now I Will Read the Short Rules for Precinct Caucus:

When you break out into your Individual Precinct Caucus Meetings, the following is the short version of the rules that you must obey.

The complete rules can be read if a majority requests it. The complete rules are available for examination at the Information Table.

1. The Party requires inclusion at all levels, but not through quotas.
2. Only Democrats affiliated with the party by December 5th and resident in the precinct since January 7th are eligible to participate.
3. Participants may adopt additional rules that are consistent with State and County rules, and statute.

4. Formal challenges must be submitted to the County chair in writing by February 12th. Informal feedback about your caucus experience can be submitted using the Contact form on the BCDP Webpage: <http://www.bouldercountydems.org/contact.aspx>
5. Voting shall be open.
6. There is no proxy voting. One must be present at the time of the vote in order to vote.
7. Two precinct committee persons will be elected from each precinct.

There are special rules pertaining to delegate selection. They will be read immediately prior to delegate selection in your Individual Precinct Caucus Meeting.

Read This Out Loud:

Now I Will Describe the Platform Process:

In your Individual Precinct Caucus Meetings tonight, you will turn in a survey that will help us determine the core Democratic values, key issues and policy recommendations to be included in this year's Boulder County Democratic Platform.

We want to use this survey and the platform discussions at the Individual Precinct Caucus Meetings to help do the following:

- Assess the will of the people
- Restore interest, trust and participation in the political process and
- Enhance communications between Democratic voters and their party candidates and elected officials

We have asked our candidates and officials for their comments on each of the major issues you will be considering in your caucuses this evening. Their responses are now on the BCDP Website. We will report the results of this evening's survey to them and we will continue to hold dialogue with them about these key issues and your concerns in the months ahead.

PLEASE take advantage of this opportunity to make your voice heard, complete the survey. If you run out of time this evening, have your precinct leader sign your form and turn it into BCDP headquarters, no later than this Friday, February 8th.

Read This Out Loud:

Soon We Will Break Out Into Individual Precinct Caucus Meetings

It is now (state the time). Please remember that we must be done by 8:45 so that we can collect the paperwork, clean up, and be completely out of this building by 9:00pm.

Please be considerate guests so that we can use these facilities again for future meetings. Please do NOT rearrange ANY of the tables, desks or chairs in the meeting rooms.

As Superchair, I will be meeting at my Individual Precinct Caucus in Room #: _____ (fill this in) in case anyone has a problem and needs to find me.

(Announce the locations or room numbers where each precinct will meet.)

Now, we will break up, so follow the posted directional signs and your Precinct Leader (who is carrying your precinct number sign on a stick) to the meeting room for your Individual Precinct Caucus Meeting.

Please go to your Individual Precinct Caucus room without delay and carry out the business that is in your Precinct Packet. After this business is completed, your Precinct leader must return the materials to me before everyone else is free to leave.

Attend your own Individual Precinct Caucus Meeting

- Keep an eye on how other precincts are doing
- Keep an eye on the time (set a watch alarm if necessary)
- At 8:40 PM, go to each Individual Precinct Caucus Meeting room and give a "5 minutes until they need to be finished" warning.
- At this same time, pick up the County Convention Preference Poll Results page from each precinct and get a head start transferring this information to your Supersite Candidate Worksheet on the front of your Supersite Packet.

At 8:45 pm:

- Break up the Individual Precinct Caucus Meetings
- Thank everyone for coming
- **Gather up paper work from each and every precinct**
- Do not let any caucus leave without getting their COMPLETED paper work
- Clean up area (remove all posted directional signs, clean up trash, ensure that all chairs and tables are replaced exactly how we found them)
- Collect all materials from the Registration and Information tables- deliver to BCDP HQ
- Return school's chairs & tables to the janitor or facilities manager
- Take down Caucus Location Identification Poster by front doors.
- Remove any candidate yard signs that have been posted anywhere on, or in the premises.

No later than 9:00 pm:

- Transfer the Presidential voting information from the each precinct's County Convention Preference Poll Results page to the Supersite Candidate Worksheet on the front of your Supersite Packet.
 - Use a calculator and add up the results.
 - Call in the results to BCDP headquarters using the phone number and Supersite Chair Early Results Reporting Script. Please follow the instructions exactly.
- Ensure that everyone is out of the building
- Go directly to BCDP HQ (1725 B Walnut St, Boulder) to drop off all the paperwork from all precincts. <Longmont drop off info>

The following does not need to be read out loud!

HANDLING PROBLEMS

1. Use Common Sense.

ALL OF THESE INSTRUCTIONS ARE SUBJECT TO THE CAUCUS CHAIR'S COMMON SENSE. IF AN IMPASSE IS REACHED, LEAD THE GROUP TO A SOLUTION, BUT BE SURE TO DOCUMENT WHAT YOU HAVE DONE IN CASE YOU ARE CHALLENGED.

2. Help is available caucus night.

First line of problem solving – see a person with a sash.

Phone Democratic Headquarters: (303) 442-3423

Deb Gardner: (303) 303 579-1042

Marc Sobel: 303-859-3928

3. Don't worry; most caucuses proceed smoothly. Although help may be available from your county chair or headquarters, caucus night is really too late to seek help from others. The best thing to do is to lead the caucus itself to solve the problem even if a challenge is filed later.

4. Inform the Challenger about the Process to Challenge:

If a person is not satisfied with the elections of delegates/alternates or committee people, then a challenge is allowed. Any person who wants to make a challenge must submit it in writing by February 12th, to the county chair. This challenge is not given to the precinct committee people.

5. The written challenge statement should include the following information to assure the most complete consideration by the County Credentials Committee:

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

6. Possible Remedies:

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

Deny certification to the challenged delegate or delegates;

Require a new list from the appropriate caucus chair;

Reallocate votes among unchallenged delegates;

Certify alternate delegates or delegations;

Allocate fractional votes;

or any other action which insures fair representation of the members of the caucus from which the delegate or alternates were elected.

When no objections are raised to the list of delegates and/or candidates for precinct offices submitted to the credentials committee, the committee shall recommend certification by the County Assembly.