



Washington State Democrats Preparing for 2012



November 4, 2011

Dear Local Party Leader,

As you know, the 2012 is going to be critical in Washington and nationwide. Voters will decide to follow the austerity strategy of the Republican Party, or the Democratic goals of creating jobs and preserving the Middle Class.

You work in County and Legislative District organizations will be defined by the following political and logistical challenges and how they relate to each other:

- ✓ **The Impacts of Redistricting**
- ✓ **The Conduct of the Caucus and Convention Cycle**
- ✓ **The Nomination of Candidates**

At its meeting in Bellingham, WA on September 16th and 17th and with the adoption of the *2012 Delegate Selection and Affirmative Action Plan (DSAAP)* the State Central Committee came to some decisions about how to address these challenges. This document will explain these decisions and help you and your local party organization prepare for 2012. It is important that you also take the time to read the relevant sections of the *DSAAP* and the *State Party Rules for Nominating Conventions*. I've included both of these items as separate attachments.

Summary of Decisions:

- ✓ **Redistricting**
 - The State Central Committee directs legislative district organizations to begin meeting within their new geographic boundaries from the redistricting commission within 30 days of adoption of the redistricting plan by the legislature. This means that either your January or your February legislative district (LD) meeting will be the first to correspond to the new LD boundaries. This meeting will be convened by leadership the LD had prior to redistricting, and shall be conducted according to the by-laws of the "Old Legislative District" (OLD). This "New Legislative District" (NLD) can decide to elect new leaders, under the provisions of its by-laws; and it can choose to amend its by-laws.

✓ The Caucus and Convention Cycle

- Precinct caucuses will be held on Sunday, April 15th
- Precincts present a unique challenge, since re-districting will split many precincts as it creates equally populated LD's. Because the Auditors will not be re-establishing new precinct boundaries in many cases until after our caucuses, we will utilize ***old precinct boundaries, in existence as of November 8, 2011***. The Auditors tell us they will know what LD a voter lives in right away; but not what (new) precinct they live in.

Many of these old precincts will straddle NLD boundaries. The chairs of adjoining LD's shall meet to assign these split precincts to one LD or the other, for purposes of organizing the precinct caucuses. Some of the delegates chosen from a split precinct could live in different LD's. They will move on to caucus with the NLD in which they live, just as the delegates emerging from an LD caucus go on to caucus with the CD in which they live.

- The number of delegates and alternates to be elected in each precinct will be determined in the first couple of months of 2012.
- LD caucuses will be held on Saturday, April 28th starting at 10:00am and will be organized using the NLD boundaries established by redistricting. The number of delegates and alternates to be elected to the State Convention from each legislative district will be determined once a redistricting plan has been approved.
- County conventions will be held on Sunday, April 29th beginning at 10:00am. The boundaries of counties are not affected by redistricting.
- Congressional district caucuses will be held on Sunday, May 20th at times set by the State Chair. They will be organized using the new congressional district boundaries established by redistricting. Using the ten new congressional districts to elect delegates to the National Convention rather than the nine old districts still requires the final approval of the DNC Rules and Bylaws Committee (RBC). We expect to hear from the RBC regarding this decision in December. If the RBC does not agree with this change to the current *DSAAP* then congressional district caucuses will be organized using the nine old congressional districts.

✓ Nominating Candidates

- The State Party rules for nominating conventions were passed on September 26, 2009.
- In 2012 the date filing for office commences (starts) is May 14th. Nominating conventions shall be called by the Chair of the local party organization no later than Friday, March 30, 2012 and held no later than Monday, April 30, 2012.
- It is recommended that nominating conventions should not be held in conjunction with legislative district caucuses or county conventions given that only appointed and elected PCOs can cast ballots at nominating conventions. Holding these meetings together could prove challenging.

Preparing for the Caucus and Convention Cycle:

Now that you probably feel a bit intimidated if not completely overwhelmed remember two things. First, you, as a party leader and committed democrat, are the key to making all of this work. Without your leadership and commitment we won't be able to build the momentum and turn out the vote for elections in 2012 that we need to elect democrats and protect the future of our country and our communities. We need you.

Second, this is a manageable process. We've done this before, maybe not with the same exact set of challenges, but in 2008 we arguably held the largest caucuses in the history of the United States (http://seattlepi.nwsourc.com/local/351601_caucus16.html). Not only were they the largest, but according to both the Obama and Clinton campaigns they were the best run in the country.

Working together, planning ahead and meeting deadlines will get us through this process, build our party strength and elect democrats next November. With these two things in mind, let's bring the discussion back to the things that you need to start thinking about now.

General Plan of Action:

In the next several weeks you need to bring people together to start planning for the caucus and convention cycle, let neighboring local party organizations know what you're doing and begin reserving locations for your meetings.

- ✓ **Jurisdictions** - . The State Party has historically divided the state into 67 jurisdictions to manage the precinct caucuses. A list of these jurisdictions is included at the end of this document. In most parts of the state the precinct caucuses are organized through the LD organizations, but in some parts they are organized through the County parties. The use of jurisdictions helps account for the different sizes of counties and legislative districts and also helps avoids confusion as to which local party organization is in charge of precinct caucuses in a particular area. It is possible that some of these jurisdictions will change as a result of redistricting, in which case we will adjust the list.
- ✓ **Teamwork** – You need to build a leadership team to conduct successful caucuses. Pull together the list of people who worked on caucuses and conventions in your area in 2008 and reach out to good people who have joined the party since then. The first positions you will need to fill will be the the **Caucus Jurisdiction Coordinator (CJC)**, and the **Area Caucus Coordinators (ACC)**

The Caucus Jurisdiction Coordinator (CJC) - This is the point person for your jurisdiction. Although several people may be working together on precinct caucuses in your area it is important that there is one main point of contact. This is often the chair of the local party organization that represents that jurisdiction, but sometimes it is a different individual. This person might change after redistricting, but it is necessary to have someone take responsibility at the beginning of the process.

I have included a *CJC Report Form* as a separate attachment. Please fill out this form and return it to Greg Haffner at greg@wa-democrats.org as soon as possible.

Area Caucus Coordinators (ACC) – Each jurisdiction usually has at least a couple of area caucus locations which can accommodate several precinct caucuses at the same time. It is important that you identify several individuals who are willing and able to serve as **ACCs** for your jurisdiction. It is never too early to start this process. These individuals will be asked to attend trainings about their duties and responsibilities and be expected to manage an area caucus site for multiple precinct caucuses on April 15, 2012.

- ✓ **Communication** - Communicate with the party leadership in neighboring legislative districts, counties and jurisdictions. Let them know that you are getting the ball rolling and that you are looking forward to working with them in 2012. It is more than likely that your local party organizations will be exchanging a few precincts. Sharing your knowledge about good people and convenient meeting locations will be invaluable. Contact information for both legislative district and county party organizations is located on the state party web site at www.wa-democrats.org.
- ✓ **Location, Location, Location** – Precinct caucuses will be held on Sunday, April 15th beginning at 1pm. We are expecting that the turn out will be a quarter to a third of what it was in 2008. Start reserving locations for holding area caucuses as soon as possible. If that area is redistricted out of your local party's jurisdiction then the site can be transferred to the jurisdiction in which the area is relocated.

You should also reserve a location for your legislative district caucus or county convention on Saturday, April 28th at 10:00am and Sunday, April 29th at 10:00am respectively.

To help locate good area caucus locations I've included a list of where area caucuses were held in 2004, 2006 and 2008 as a separate document. The second worksheet of this document includes a list of where legislative district caucuses and county conventions were held in 2004, 2006, 2008, and 2010.

The SPI Letter - To assist you in reserving space we will soon have a joint letter from the Governor, Secretary of State and the Superintendent of Public Instruction asking school districts to make space available for the caucus and convention meetings.

Insurance - The state party will cover insurance costs for precinct/area caucus locations and will help cover insurance costs for legislative district caucuses and county conventions.

To complete this process you need to provide the State Party information about the facilities where you will be holding your caucuses and conventions. In addition to general information about the facility the State Party needs specific information about the owner's insurance needs.

- Do they need a *Certificate of Insurance*? "Yes" means that proof of insurance is necessary. "No" means that the State Party will provide liability insurance coverage, but no proof of insurance is necessary.
- Do they need a *Certificate of Additional Insured*? "Yes" means that the building owner is added to the State Party's policy and shares in our \$3 million of liability coverage.

This information is **required** if the State Party is going to provide insurance coverage for these facilities.

I've included two forms for recording all of the required information as separate attachments. One is for recording area caucus locations and the other is for recording the location of legislative district caucuses and county conventions. Please send the completed form to Greg Haffner at greg@wa-democrats.org.

The cost to the State Party for purchasing this insurance coverage for legislative district caucuses and county conventions will be roughly \$5,000. The cost of adding each legislative district or county party is roughly \$65. We would appreciate your contribution to help cover this expenditure. You can send your check to:
Washington State Democrats, RE: Insurance Coverage, PO Box 4027, Seattle, WA 98194

Calendar of Events in 2012:

- ✓ **Sunday, January 1st** – The redistricting commission must submit its plan to the legislature. If three of the four voting members of the commission fail to approve and submit a plan by January 1st the Supreme Court shall adopt a plan by March 1st. [Section 44.05.100](#)
- ✓ **Monday, January 9th** – The legislature begins its regular session.
- ✓ **Friday, January 27th – Saturday, January 28th** – State Central Committee meeting in Shelton, WA.
- ✓ **Wednesday, February 8th** – The legislature has until the February 8th to amend the plan submitted by the redistricting commission. If the legislature amends the commission's plan the legislature's amendments must be approved by a two-thirds vote in the House and the Senate. Amendments may not include more than two percent of the population of any legislative or congressional district.
- ✓ **February** - The State Central Committee directs legislative district organizations to begin meeting within their new geographic boundaries from the 2010 federal census within 30 days of adoption by the legislature. Legislative district organizations will meet under the bylaws and leadership the legislative district had prior to redistricting. Any changes in legislative district party leadership should be sent to the state party as soon as possible. Please send this information to Greg Haffner at Greg@wa-democrats.org.
- ✓ **Monday, February 20th** – State Party Crab Feed in Lacey, WA
- ✓ **Friday, March 9th** – Each legislative district and county organization shall elect one member to serve on each of the State Convention Credentials, Rules and Platform Committees no later than March 9th. The Credentials Committee will meet at the State Convention on Saturday, June 3rd. The Rules Committee will meet over the course of a weekend or two in May. The Platform Committee will meet several times in May at times, dates and locations to be determined later.
- ✓ **Friday, March 30th** – The Chair of the local party organization must send out a call for nominating conventions no later than March 30th.
- ✓ **Friday, April 6th** - A surrogate form may be submitted if religious observance, military service, or disability prevents an attendee from participating at the precinct caucuses in person. Official *Surrogate Affidavit* forms must be used and may be downloaded from the State Party website (www.wa-democrats.org) or acquired in person from State Party office. Surrogate affidavit forms must be received by the State Party no later than April 6th at 5:00 p.m. The State Party will forward surrogate affidavit forms to the proper local party organization prior to the Sunday, April 15th precinct caucuses.
- ✓ **Monday, April 9th** – If someone is interested in running as a congressional district delegate, Party Leader or Elected Official (PLEO) or at-large delegate or alternate to the national convention they must complete a *Statement of Candidacy*. These forms will be available from the state party beginning on April 9th.
- ✓ **Sunday, April 15th 1:00pm** – Precinct caucuses held using the precinct boundaries in existence as of November 8, 2011.

- ✓ **Saturday, April 28th 10:00am** – Legislative district caucuses held using the new legislative district boundaries established by redistricting.
- ✓ **Sunday, April 29th, 10:00am** – County conventions.
- ✓ **Monday, April 30th** – The Chair of the local party organization will hold nominating conventions no later than April 30th. It is recommended that nominating conventions are not held in conjunction with legislative district caucuses or county conventions given that only appointed and elected PCOs can cast ballots at nominating conventions. Holding these meetings together could prove challenging.
- ✓ **Friday, May 4th** – *Declaration of Candidacy* forms to run as a congressional district delegate to the national convention must be turned in to the state party by 5:00pm on May 4th.
- ✓ **Sunday, May 20th** – Congressional district caucuses held using the ten congressional district boundaries established by redistricting and held at times set by the State Chair.
- ✓ **Friday, May 25th** – *Declaration of Candidacy* forms to run as a PLEO or at-large delegate or alternate to the national convention must be turned in to the state party by 5:00pm on May 25th.
- ✓ **Saturday, June 2nd and Sunday, June 3rd** – State Convention in Seattle, WA.
- ✓ **Monday, September 3rd thru Thursday, September 6th** – National Convention in Charlotte, NC.

Caucus Materials

The State Party will be preparing and producing specific materials for use at the precinct caucuses. There are three sets of materials that you will need to be concerned about, materials for the **CJC** and **ACCs** and materials for each individual precinct caucus. Each precinct will be provided with a precinct caucus envelope for Sunday, April 15, 2012 in order to help guide them through the caucus process. It is important that each caucus follows the same agenda and set of rules. You do not need to produce these envelopes yourself. You are responsible however, for making copies of materials that you wish to use for trainings.

- ✓ **Caucus Jurisdiction Coordinator (CJC).** In addition to thoroughly understanding the responsibilities and materials for the **ACC** and the materials for the **Precinct Caucus Chair (PCC)**, the **CJC** will need to understand the following:
 - Information Sheet for Caucus Jurisdiction Coordinator

- ✓ **Area Caucus Coordinator (ACC).** In addition to thoroughly understanding the materials for the PCC, the ACC will need to understand the following:
 - Information Sheet for Area Caucus Coordinators
 - Script/Agenda for the Area Caucus Coordinator
 - Official Minutes of Area Caucus Form

- ✓ **Precinct Caucuses.** The materials for individual precinct caucuses will consist of an envelope which will contain the following materials:
 - A Packet Containing the Following Materials
 - Checklist of Materials in the Caucus Envelope
 - Script/Agenda for the Precinct Caucus Chair
 - 2012 Precinct Caucus Rules
 - Official Minutes of Precinct Caucus Form
 - Precinct Caucus Table Agenda
 - Precinct Caucus Sign-in Sheets
 - Precinct Caucus Delegate Allocation Worksheet and Chart
 - Delegate and Alternate Report Forms
 - Certificates of Election for Delegates and Alternates
 - Donation Form
 - Donation Envelope

Changes from Previous Caucus and Convention Cycles:

Aside from the logistical challenges caused by redistricting there have been a couple of changes made to the DSAAP that are very important to remember.

- I.B.3.a**
Page 1, Line 38 “Those who wish to participate in the caucus and convention process who are not currently registered to vote may register to vote at the caucus or convention and then participate on the same day. This includes any 17 year old who will be eligible to vote on November 6, 2012”
- I.B.3.f**
Page 2, Line 24 “Proxy voting shall not be allowed in the delegate selection process.” It is important to note however, that official *Surrogate Affidavit* forms are still allowed as described under VII.A.1.d.
- III.A.1 and III.D.1**
Page 3, Line 6
Page 10, Line 3 No congressional district-level alternates will be elected. All alternates to the national convention will be elected as at-large alternates at the State Convention on Sunday, June 3rd.
- III.C.4.c and III.D.5.b**
Page 9, Line 11
Page 12, Line 1 PLEOs and at-large delegates and alternates to the national convention will be selected by the members of the State Central Committee representing Legislative Districts. As per the rules provided by the DNC regarding delegate selection there will be no proxies allowed at this meeting. All State Central Committee members representing Legislative Districts will need to be present to vote.
- This is a change from previous years when an Election Committee made up of national delegates elected at the congressional district caucuses elected the PLEOs and at-large delegates and alternates. The change was made so that party leaders will have a greater opportunity than they have had in the past to go to Charlotte as a national delegate or alternate.
- III.G.6.c**
Page 19, Line 20 Resolutions submitted at precinct caucuses no longer have to be included in the minutes that the county or legislative district chair forwards to the state party. Other important items that must be submitted to the state party within 3 days of the precinct caucuses are listed in this section.

Other Items of Interest:

✓ **State Party Staff Assistance**

If you have any questions about the content of the materials or precinct caucus training please contact State Party Executive Director Jaxon Ravens at jaxon@wa-democrats.org.

If you have any questions about precinct caucus locations, insurance coverage, collecting or receiving precinct caucus envelopes or other materials please contact State Party Affairs Coordinator Greg Haffner at greg@wa-democrats.org

You can reach any State Party staff member by phone at (206) 583-0664.

Jurisdictions

In 2004, 2006 and 2008 responsibility for locating and conducting the precinct caucuses was handled in by 67 jurisdictions located throughout the state. The following is a list of these jurisdictions. There will likely be some changes to these jurisdictions as a result of redistricting.

Adams	King - 41st	Pierce - 29th
Asotin	King - 43rd	San Juan
Benton	King - 45th	Skagit
Chelan	King - 46th	Skamania
Clallam	King - 47th	Snohomish - 10th
Clark	King - 48th	Snohomish - 21st
Columbia	King/Pierce - 31st	Snohomish - 38th
Cowlitz	King/Snohomish - 01st	Snohomish - 39th
Douglas	King/Snohomish - 32nd	Snohomish - 44th
Ferry	Kitsap	Spokane - 03rd
Franklin	Kittitas	Spokane - 04th
Garfield	Klickitat	Spokane - 06th
Grant	Lewis	Spokane - 07th
Grays Harbor	Lincoln	Spokane - 09th
Island	Mason	Stevens
Jefferson	Okanogan	Thurston
King - 05th	Pacific	Wahkiakum
King - 11th	Pend Oreille	Walla Walla
King - 30th	Pierce - 02nd	Whatcom
King - 33rd	Pierce - 25th	Whitman
King - 34th	Pierce - 26th	Yakima
King - 36th	Pierce - 27th	
King - 37th	Pierce - 28th	