

2008 Washington State Democratic Party Precinct Caucuses

Information for the Precinct Caucus Chair

As the Precinct Caucus Chair (PCC) **you are responsible** for managing your Precinct Caucus on Saturday, February 9, 2008. This role entails checking to make sure the precinct caucus envelope contains the correct information, following the enclosed script/agenda which will lead you through the delegate selection process, collecting any resolutions that have been introduced, and returning all the materials from your Precinct Caucus to the Area Caucus Coordinator (ACC).

Make Sure the Caucus Envelope Contains the Following Items:

1. Since you are currently reading the document titled **Information for the Precinct Caucus Chair** the items listed below should be included on the following pages.
 - Script/Agenda for the Precinct Caucus Chair
 - 2008 Precinct Caucus Rules
 - Official Minutes Report Form
2. Precinct Caucus Table Agenda. (Put this on the table for all Precinct Caucus attendees to see.)
3. Sign-in Sheet(s)
4. Delegate Allocation Worksheet and Table
5. Delegate Report Form
6. Certificates of Election for Delegates and Alternates
7. Donation Envelopes
8. Donation Form
9. Fundraising Chart Titled "I Want My Country Back"

10. □ The caucus envelope may also contain some additional items.
- Surrogate Affidavit Forms – These are for individuals who, for one of several specific reasons, were unable to attend the precinct caucus in person but wish to have their vote counted in the allocation of delegates and alternates. These forms will be addressed later in this document.
 - Declaration of Candidacy Forms – These are for individuals who were unable to attend the precinct caucus in person but want to stand for election as a delegate or alternate for their presidential preference. These forms will be addressed later in this document.
 - Precinct Committee Officer Form – For precincts without a Precinct Committee Officer there may be a form for someone wishing to be appointed to this position.
 - Additional informational handouts from the local County or Legislative District party organization.
 - Pens and paper for voting purposes.



Script/Agenda for the Precinct Caucus Chair

As the Precinct Caucus progresses please check each box when completed



Say the *Italicized* section of the script.

Do the **highlighted** section of the script.

1. **The Precinct Caucus will be called to order no sooner than 1:30pm.**

2. **Determine who shall chair the Precinct Caucus.**

"The Precinct Caucus shall be chaired by the Precinct Committee Officer (PCO) in office prior to January 9, 2008, if he or she agrees to be Chair".

OPTIONS:

If there is a PCO who will serve as Chair – *"Because I am the PCO in office prior to January 9, 2008 I shall Chair this Precinct Caucus;"*

OR:

If there is no PCO or the PCO does not want to serve as Chair – *"Because there is no such PCO, a Precinct Caucus Chair must be elected by the caucus attendees. This person will only serve as Precinct Caucus Chair for the duration of the Precinct Caucus."*

OPTIONS:

"Because I have been trained to be a Precinct Caucus Chair, I am willing to serve, though I must be elected by caucus attendees."

OR:

"Apparently no one has been trained to be the Precinct Caucus Chair. Who is willing to serve?"

Elect the Precinct Caucus Chair.

3. **If there is a volunteer in the precinct to lead the **State Party Challenge**, then he or she should explain the Challenge and recruit additional **Neighborhood Leaders** at this time.**

4. **If there is no volunteer in the precinct to lead the State Party Challenge then read the following.**

*"In order to take back the White House; and to re-elect Gov. Gregoire, we must work harder and smarter to encourage our neighbors to vote this year. In 2008 Democrats across Washington will be organizing in our neighborhoods to produce an additional 100,000 votes for President and for Chris Gregoire through our grassroots work. Please join us in this **"State Party Challenge"** by signing up to be a **Neighborhood Leader** on the **Sign-in Sheet**. A volunteer will contact you to let you know how you can become involved."*

5. Make sure that all caucus attendees sign-in on the **Sign-in Sheet**.

6. Explain the purpose of the Caucus, and the sequence of events for the day.

"We are here today to express our preferences about who should be the Presidential nominee of the Democratic Party. Today we will choose ___ delegates and ___ alternates" The number of delegates allotted to your precinct is on the upper right corner of your precinct caucus envelope. The number of alternates is the same as the number of delegates.

"In a minute I will appoint a Secretary who will take the minutes of the caucus.

I will also appoint a Tally Clerk who will tally up our presidential preferences and announce the current vote totals for each candidate and the number of voters who are uncommitted. The Tally Clerk will also determine the preliminary allocation of delegates based on our presidential preferences.

At this time, your candidate may not qualify for a delegate; or may have an opportunity to gain one or more delegates if people decide to change their vote. You will have an opportunity to ask other participants to support your candidate in order to give him or her one or more delegate positions. OR, you can choose to join with supporters of another candidate in order to allow that candidate to gain one or more delegates.

You then may choose to change your presidential preference on the sign-in sheet. Simply cross out your original preference and write in your new preference. We will return to our seats, while the Tally Clerk tallies up our presidential preferences a second time, and announces the final allocation of delegates that each candidate or uncommitted preference will receive.

We will then break into groups for each candidate and for those uncommitted voters for the purpose of electing delegates or alternates who will go to the Legislative District Caucus or County Convention.

After each group has elected its delegates and alternates, we will fill in some paperwork. People will have an opportunity to introduce resolutions which will be forwarded to the County Convention.

We will not debate and we will not vote on these Resolutions today.

We will then adjourn.

So that's what we are going to do today. Are there any questions?

Well, then, let's get started."

7. Appoint a Secretary to take minutes of the precinct caucus meeting. Give the appointed Secretary the **Precinct Caucus Minutes Form** included at the end of this document. Minutes must include any discussions on delegate selection or preference changes as well as a list of other topics discussed and resolutions introduced.

8. Appoint a Tally Clerk to record the presidential preferences on the **Delegate Allocation Worksheet and Table** to determine the allocation of delegates for each presidential preference (include uncommitted). The total number of delegates allotted to your precinct is marked on the front of your caucus envelope. Make sure that the Secretary records this information in the precinct caucus minutes.
9. Update the **Sign-in Sheet** to include information from any submitted **Surrogate Affidavit Forms**. Note: These must have been submitted to the local County or Legislative District Chair prior to the Precinct Caucus meeting. You can not accept any **Surrogate Affidavit Forms** brought directly to the Precinct Caucus.
10. Collect the **Sign-in Sheets** for your precinct. Give the **Sign-in Sheets** to the Tally Clerk to tabulate the number of supporters for each presidential candidate on the **Sign-in Sheets** and announce the results to the caucus attendees ("uncommitted" is considered a candidate).
11. Using the **Delegate Allocation Worksheet and Table** contained in the precinct caucus envelope, the Tally Clerk will determine the preliminary allocation of delegates for each presidential preference (include uncommitted). The total number of delegates allotted to your precinct is marked on the front of your caucus envelope. Make sure that the Secretary records this information in the precinct caucus minutes.
12. The Tally Clerk will announce the number of delegates and alternates to be elected for each presidential preference to the caucus attendees. Also announce the presidential preferences not receiving any delegates or alternates (See Rules 11 - 13).
13. *"Let's allow one 1-minute speech on behalf of each candidate and uncommitted, to be timed by the Secretary. Who would like to make the speech on behalf of their candidate?"*
14. Allow one 1-minute speech per candidate, timed by the Secretary.
15. *"You now have an opportunity to ask other participants to support your candidate in order to give him or her one or more additional delegate positions. OR, you can choose to join with supporters of another candidate in order to allow that candidate to gain one or more delegates. This information must be recorded on the **Sign-in Sheets**."*
16. People may now lobby others to change their vote. Make the **Sign-in Sheets** available for those wishing to change their preference (See Rules 10 - 11). Review the **Surrogate Affidavit Forms** to see if there are any instructions about changing presidential preference. If applicable make these changes to the **Sign-in Sheets**. Make sure that the Secretary records any changes in the precinct caucus minutes.

17. □ Once all the chance have been made the Tally Clerk shall use the **Delegate Allocation Worksheet and Table** again to determine the final allocation of delegates for each presidential preference (include uncommitted). Make sure that the Secretary records this information in the precinct caucus minutes.

18. □ While the Tally Clerk is doing the math, make the fundraising presentation. Utilize the **Fundraising Chart, "I Want My Country Back"**.

"We in the 34th District Democrats have paid for these caucuses out of our own pockets, and to organize further for victory in 2008, we need your help. In addition to paying for the caucuses, we have to pay for voter registration and outreach, booths at street fairs and other events, paper and cartridges for phone lists and walk lists, yard signs, and all the other expenses that will help us elect a Democratic President, re-elect Chris Gregoire as governor, elect Peter Goldmark Lands Commissioner, and and re-elect our great team of state legislators.

"Your donation gets you a membership in the 34th District Democrats, one of the best District organizations in the state. We help elect presidents, we help fix potholes, and we do everything in between. The 34th District Democrats are proud supporters of West Seattle Democratic Women, the Evergreen Democratic Club, The Vashon Democratic Club, the Backbone Campaign, West Seattle Neighbors for Peace and Justice, and local advocacy groups all around the District.

"Please fill out the membership form and the exact amount of money you are donating. Please indicate on the form if you are paying by cash or by check. If you want to donate but do not wish to become a member of the 34th at this time, your donation is gratefully accepted.

*We make one pledge to you: **What we raise here stays here.** We are accountable to you, the members, for the money we raise and spend during this 2008 campaign to take our country back. Please give generously, and we will do our best to see that you get your money's worth. Thank you all."*

19. □ Pass the **Donation Envelope** and the **Donation Form** and collect all donations. Make sure donors fill out the **Donation Form**.

20. □ Announce the final number of delegates and alternates to be elected for each presidential preference to the caucus attendees. Also announce the presidential preferences not receiving any delegates or alternates.

21. □ Any person who arrives after this point may sign in and state their presidential preference, but his or her attendance and vote cannot be used to alter the allocation of delegates to the presidential caucuses. They shall be entitled to stand as delegate or alternate; and their attendance must be noted in the minutes of the caucus.

22. □ *"I am now going to read of the **2008 Precinct Caucus Rules** which explain how we elect the delegates."*

14. *The supporters of the candidates or "uncommitted" entitled to delegates shall caucus separately and elect the number of delegates and alternates allotted to them.*
15. *All candidates for delegate must be registered voters in the precinct and must be identified as to presidential preference or uncommitted status.*
16. *A person not present at the caucus may be elected a delegate or alternate if s/he states in writing that s/he is a Democrat and is willing to be known as such, is supporting a named candidate or "uncommitted," and will serve if elected. Such a **Declaration of Candidacy** letter does not constitute a vote and is not counted in the allocation of delegates and attendees. A person submitting such a declaration may serve only if elected by others in attendance at the appropriate preferential caucus. This information must be recorded into the minutes.*
17. *Voting for delegates shall be by written ballot. Paper and pens for this purpose will be provided by the Area Caucus Coordinator. A ballot to be counted must have all positions filled with no duplications. The delegates shall be elected first; a separate ballot shall be cast for alternates. After the election of delegates, an equal number of alternates shall be elected, using the same procedures as the election of the delegates; except alternates are listed in the order of election, with the person receiving the most votes listed first.*
18. *If only one person is present at the caucus, he or she may serve as a delegate supporting the preference of her/his choice.*
19. *If no one in the group entitled to a delegate wishes to serve as delegate, the delegates and alternates shall be reallocated among the remaining groups.*
20. *The elected delegates and alternates shall receive Certificates of Election which are to be presented to the Credentials Committee at the Legislative District Caucus and/or County Convention.*
21. *Any delegate or alternate who moves from his or her precinct prior to the Legislative District Caucus or County Convention shall automatically forfeit the seat."*

23. Allow supporters for each candidate to divide into a sub-caucus and elect delegates and alternates separately (See Rules 15 – 19 and Rule 21). Provide the sub-caucuses with any **Surrogate Affidavit Forms** or **Declarations of Candidacy** letters for their candidate. If you have any **Surrogate Affidavit Forms** they will be in the caucus envelope. **Surrogate Affidavit Forms cannot** be submitted directly to the precinct caucus by a caucus attendee. **Declarations of Candidacy** may be in the envelope. They **can** be submitted directly to the precinct caucus by a caucus attendee. Make sure the sub-caucuses have enough paper and pens to conduct their elections by written ballot (See Rule 17).
24. There shall be a delegate and an alternate elected for each allotted delegate for the presidential preferences.
25. As the sub-caucuses finish electing their delegates and alternates make sure the delegates and alternates enter their contact information on the **Delegate Report Form**. This is a vitally important step in the process so please make sure that the form is completed properly.
26. Once delegates and alternates have entered their information on the **Delegate Report Form** provide them with the appropriate **Certificate of Election** to present to the Credentials Committee at the Legislative District Caucus and/or County Convention.
27. When all the sub-caucuses have finished electing their delegates and alternates call the entire Precinct Caucus back together.
28. *"Attendees now have an opportunity to introduce any resolutions they wish to submit. Resolutions will **not** be debated or voted on at the Precinct Caucus. All resolutions introduced at the precinct caucuses will be collected and forwarded to the County Convention which will be held on Saturday, April 19, 2008 where they will be addressed in full."*
29. **Collect any resolutions.**
30. **Adjournment (not before 2:00 pm) to the Area Caucus.**
31. *"On behalf of the State and Local Democratic Parties I would like to thank you for your time and efforts this afternoon. With that, I adjourn this Precinct Caucus."*
32. Review the forms from the Precinct Caucus and make sure that the Chair and Secretary sign the ones that require a signature. Also make sure to include the county, legislative district and precinct name or number at the top of documents that request this information. This is very important.
33. Place **all items** from the Precinct Caucus in the caucus envelope and return this envelope immediately to the Area Caucus Coordinator. Take extra care to make sure that all items marked **RETURN TO AREA CAUCUS COORDINATOR** are included in the envelope.

Full Version of 2008 Precinct Caucus Rules

(This is a resource and should not be read)

1. Only registered voters in the precinct may vote, although others may participate in discussion. In order to vote, a person must sign the **Sign-in Sheet** stating that s/he is a Democrat and state their preference for President, or indicate "uncommitted." A 17 year old who will be eligible to vote on November 4, 2008, is a registered voter for purposes of these rules.
 2. The delegate selection process may not begin earlier than 1:30 pm. At that time, the Precinct Caucus Chair shall read the rules relating to the delegate selection process. The caucus may not adjourn earlier than 2:00 pm.
 3. No registration fee is required in order to participate in the precinct caucuses, but donations for local legislative district and county party organizations will be accepted. Donations help defray the costs of hosting caucuses and conventions.
 4. Proxy votes are not allowed.
 5. **Surrogate Affidavit Forms** will be accepted only if original document has been submitted to the appropriate Party Officials by Friday, February 1, 2008 at 5:00pm.
 6. These rules of procedure are in compliance with the 2008 Washington State Delegate Selection Rules and Affirmative Action Plan. These rules may not be amended.
 7. In matters not specifically covered herein, **Robert's Rules of Order, Newly Revised** shall prevail.
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8. A Precinct Committee Officer (PCO) in office prior to January 9, 2008, shall be the Precinct Caucus Chair. If there is no such PCO, a permanent Chair must be elected. This person will only serve as Precinct Caucus Chair for the duration of the Precinct Caucus.
 9. The Chair shall appoint a Secretary who shall prepare minutes which must include the full text of all adopted resolutions in addition to all items specifically mentioned below. The Chair shall also appoint a Tally Clerk who will tally up presidential preferences, announce vote totals and determine the allocation of delegates and alternates.
 10. After 1:30 pm, the Chair shall follow the **Script/Agenda for the Precinct Caucus Chair** which is based on these rules. The Tally Clerk will then indicate the number of persons in attendance for each precinct who are supporting each Presidential candidate and the number of persons who are uncommitted. The Tally Clerk shall then announce the number of delegates and alternates allotted to each presidential preference. The Tally Clerk shall also announce which presidential preferences do not have sufficient support to earn a delegate. This information must be recorded into the minutes.

11. The Chair shall announce that attendees now have an opportunity to change presidential preference and provide sufficient time to allow changes to be made. Any such changes must be noted in the caucus minutes.
12. When the sign-in sheet is completed, the Tally Clerk shall record on a **Delegate Allocation Worksheet** the number of persons supporting each candidate and uncommitted for each precinct. He or she shall announce these results, indicate which candidates have sufficient support to be entitled to delegates, and the number of delegates allotted to each. The Chair is responsible for updating any changes on the **Surrogate Affidavit Forms**, if any were submitted. After any such changes are made the Chair shall announce the final allocation of delegates. This information must be recorded into the minutes.
13. Any person who arrives after this point may sign in and vote, but his/her attendance cannot be used to alter the allocation of delegates to the presidential caucuses. Their attendance must be noted in the minutes of the caucus.
14. The supporters of the candidates or "uncommitted" entitled to delegates shall caucus separately and elect the number of delegates and alternates allotted to them.
15. All candidates for delegate must be registered voters in the precinct and must be identified as to presidential preference or uncommitted status.
16. A person not present at the caucus may be elected a delegate or alternate if s/he states in writing that s/he is a Democrat and is willing to be known as such, is supporting a named candidate or "uncommitted," and will serve if elected. Such a **Declaration of Candidacy** letter does not constitute a vote and is not counted in the allocation of delegates and attendees. A person submitting such a declaration may serve only if elected by others in attendance at the appropriate preferential caucus. This information must be recorded into the minutes.
17. Voting for delegates shall be by written ballot. Paper and pens for this purpose will be provided by the Area Caucus Coordinator. A ballot to be counted must have all positions filled with no duplications. The Chair shall give clear notice to attendees that they must vote for the allotted number of candidates. The delegates shall be elected first; a separate ballot shall be cast for alternates. After the election of delegates, an equal number of alternates shall be elected, using the same procedures as the election of the delegates; except alternates are listed in the order of election, with the person receiving the most votes listed first.
18. If only one person is present at the caucus, he or she may serve as a delegate supporting the preference of her/his choice.
19. If no one in the group entitled to a delegate wishes to serve as delegate, the delegates and alternates shall be reallocated among the remaining groups.
20. The elected delegates and alternates shall receive Certificates of Election which are to be presented to the Credentials Committee at the Legislative District Caucus and/or County Convention.
21. Any delegate or alternate who moves from his or her precinct prior to the Legislative District Caucus or County Convention shall automatically forfeit the seat.

County: _____
Legislative District: _____
Precinct: _____

2008 Washington State Democratic Party Precinct Caucuses

Official Minutes of Precinct Caucus

Note: This original copy of the minutes must be returned to the State Party. However, please make a copy for your own County or Legislative District records.

Prepared By:

Caucus Secretary: _____

Name

Phone

E-Mail

Approved By:

Caucus Chair: _____

Name

Phone

E-Mail

Return to Area Caucus Coordinator