

AREA CAUCUS

02/09/2008

2008 Washington State Democratic Party Precinct Caucuses

Information for Area/Site Caucus Coordinators

As a Site Coordinator, **you are responsible** for managing an area caucus site for multiple precinct caucuses on Saturday, February 9, 2008. THANK YOU!

Script/Agenda for Area/Site Caucus Coordinator

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. **Call the Area Caucus to order.**
2. *“My name is _____ and I have been appointed to convene this meeting as the Site Coordinator.”*
3. *“We will begin the 2008 Precinct Caucuses with the Pledge of Allegiance. I have asked _____ to lead us in the Pledge.”* **Conduct the Pledge of Allegiance.**
4. Take care of any housekeeping – bathrooms, water, sign rules, etc
5. *“I also have a Welcome from State Democratic Party Chair Dwight Pelz that I would like to share with you.”* **Read the Welcome from the State Party Chair.**
6. *“The purpose of these caucuses is to elect delegates and alternates who will attend both the County Conventions and the Legislative District Caucuses. This is the first tier of a three tier process for electing Washington State’s delegates to the Democratic National Convention in August in Denver. Any resolutions you have brought with you today will be collected at your precinct caucus and forwarded to the King County Convention.”*
7. *“This is the meeting where the following precincts _____ will caucus to elect delegates and alternates to the 46th Legislative District Caucus (April 5th). These delegates and alternates will also attend the King County Convention(April 13, 2pm).”*
8. *“If you are not registered in any of the precincts I announced you are at the wrong caucus. Please go to the information table to find the location of the Precinct Caucus you should be attending. The information table is located _____.”*

9. Read the following information on the State Party Challenge and the Neighborhood Leader Program.

"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. We need your help.

Please volunteer to join us by signing up to be a Neighborhood Leader. You can mark this on the sign in forms. We will be organizing on a neighborhood level to get more votes for President and Governor.

If you sign up you will be contacted by a volunteer. This will take about 4-6 hours of work over the next three months. The main focus of our efforts in North Seattle will be Voter Registration and Get Out The Vote. If everyone in North Seattle votes – We Win!!"

11. *"According to the Rules, we cannot convene individual Precinct Caucuses until 1:30pm. The caucus may not adjourn earlier than 2:00 pm. We only have this building until _____. So we need to be finished and cleaned up by _____. We would appreciate help with cleanup."*

12. *"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."*

"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."

"Proxy votes are not allowed."

"In matters not specifically covered herein, Robert's Rules of Order, Newly Revised shall prevail."

13. Read the following Affirmative Action Statement *"The Democratic party has a commitment to include historically underrepresented people in the party by virtue of race, ethnicity, age, sexual orientation or disability."*

"We encourage full participation by all in the delegate selection process and in all party affairs."

*"Please complete the race, ethnicity, LGBT and disability information on the **Sign-in Sheets** so that we can assess how well various groups were represented today."*

"We hope that those of you who are members of racial minority groups,

LGBT(Lesbian, Gay, Bisexual, Transgender), youth between the ages of 17 and 24, and persons with disabilities will seek to represent the candidates you are aligned with to participate at the next level of the caucus and convention cycle.”

14. □ *“Again, Any resolutions you have brought with you today will be collected at your Precinct Caucus and forwarded to the King County Convention.”*
15. □ *“Our 46th District Democratic Party is ready to organize this year. We need your help however, to help defray the expenses of today’s meeting. During your precinct caucus there will be an opportunity to join the 46th District Democrats. I encourage you all to do so.”*

16. □ If there is time, you may add this fundraising / membership pitch for voluntary contributions while everyone is together. While you don’t want to be overbearing, please stress that it costs the 46th LD organization about \$100 per precinct to put on the caucuses. The 46th LD has 217 precincts, so one can do the math. Pass out remit envelopes for those who want to join as members and pass out a hat/manila envelope for those who just want to pitch in. Contributing is not required or mandatory for participating. But we’re simply asking for help for paying for all the caucus activities that we have to perform. Membership Levels are the following:

- \$500 "Benefactor"
- \$100 "4600 Club"
- \$46 "Friends of the 46th"
- \$35 Couple / Family
- \$25 Individual
- \$5 Student/Retired/Fixed Income

Membership allows you to receive The Demogram. The Demogram is our monthly newsletter, with articles on what is going on in the district, a calendar to help people get to our monthly meetings, and lots of information about organizing for elections. After that, please collect the envelopes, remits, etc., and ensure they are returned to the area/lead convener for your site.

17. □ Introduce any dignitaries or candidates in the crowd (Legislators, City or County Council members, School Board Member, etc.) Allow these folk to speak if they wish, as time allows.
18. □ If it is not yet 1:30pm and you are finished with this section of the **Script/Agenda for the Area Caucus Coordinator** remind everyone to make sure they have signed in on the sheets specific to their precinct using the **Sign-in Sheets** contained in their Precinct Caucus envelopes.
19. □ If you are meeting all in one room to begin with and precincts will be leaving to go to different rooms for their individual meeting, explain which ones are going where. PCOs or volunteers can carry tall signs on sticks or umbrellas, etc, for folks to follow to their designated meeting spot. Know these spots in advance.

20. □ Attention to rule number 19: Re: reallocating unfilled delegate slots within a precinct. If there are unfilled delegate spots, go back to the delegate allocation worksheet and determine who would have gotten the next delegate if it were available. That is the candidate who would get the first unused delegate, etc.

Go to the Precinct Caucus Chair Script (in each pct packet)

After 2:00pm (Precinct Caucuses can adjourn no earlier than 2:00pm and should try to adjourn no later than 4:30pm)

21. □ Collect all the envelopes for the Precinct Caucuses which met at your Area Caucus. Make sure that each envelope contains all of the paperwork from the appropriate Precinct Caucus. This is especially important for items marked **Return to Area Caucus Coordinator.**
22. □ Make sure that the Delegate count is marked on the front of each pct packet. This will make the reporting much easier.
23. □ Make sure that you have all of the envelopes for the Precinct Caucuses which met at your location.
24. □ Go to Janet and Gerry's house with all of your packets and box. This must be done quickly and accurately. This information is very important.
25. □ **It is critical that you report the results from your precinct caucuses to Janet and Gerry's immediately after your caucuses finish. Party organizations, political campaigns and media outlets across the country will be waiting expectantly for the results. This is one of your primary responsibilities. If you have any problems with this process please call Janet and Gerry's house 528-0078 or 669-4924 immediately.**

Got a burning question that you cannot answer?

Call the hotline: 583-4345

It will be staffed during the caucus.