

2008 Washington State Democratic Party Precinct Caucuses

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. **Make sure that all caucus attendees sign-in on the **Sign-in Sheet**.**
4. **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**. 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 and alternates who will go to the Legislative District Caucus and 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?

5. At this point, you will ask the participants for voluntary contributions. 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.

6. *"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 use the **Sign-in Sheets** and the **Delegate Allocation Worksheet and Chart** 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 State Democratic Party headquarters no later than Friday, February 1, 2008 at 5:00pm. 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 so that they can tabulate the number of supporters for each presidential candidate as marked 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 Chart** contained in the precinct caucus envelope, the Tally Clerk will determine the preliminary (first) 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 preliminary number of delegates and alternates to be elected for each presidential preference to the caucus attendees. The Tally Clerk will also announce the presidential preferences not receiving any delegates or alternates (See Rules 11 - 13).

13. *"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**."*
14. *"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?"*
15. Allow one 1-minute speech per candidate, timed by the Secretary.
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. Any person who arrives after final preference changes have been made to the **Sign-in Sheet** 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 **Precinct Caucus Minutes**.
18. Once all the changes have been made the Tally Clerk shall use the **Delegate Allocation Worksheet and Chart** again to determine the final (official) allocation of delegates for each presidential preference (include uncommitted). Make sure that the Secretary records this information in the **Precinct Caucus Minutes**.
19. Now would be a good time to talk about the State Party Challenge and the need for volunteers. 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. **We need your help.***

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 volunteer to join us in this "**State Party Challenge**" by signing up to be a **Neighborhood Leader** on the **Sign-in Sheet**. This will take about 4-6 hours of work over the next three months."*
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. *"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, in the order determined on the **Delegate Allocation Worksheet**, to the other presidential preferences.*
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.*
22. 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).

23. There shall be a delegate and an alternate elected for each allotted delegate for the presidential preferences.
24. 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.
25. 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.
26. When all the sub-caucuses have finished electing their delegates and alternates call the entire Precinct Caucus back together.
27. *"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."*
28. Collect any resolutions.
29. Adjournment (not before 2:00 pm) to the Area Caucus.
30. *"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."*
31. 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.
32. 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.