

Iowa Democratic Party 2014 Precinct Caucus Guide



Read through this guide carefully before caucus night to make sure that you have a firm grasp of all caucus night procedures. If you have questions please contact Kevin Geiken, Field Director at the Iowa Democratic Party:

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1. Caucus Overview

As a precinct caucus chair, you are responsible for ensuring a smooth and successful caucus in your precinct—from pre-caucus preparation to post-caucus follow-up. This manual will guide you through the process of hosting a successful 2014 Caucus.

Let's start with the basics.

When:

Caucus night is Tuesday, January 21st. Your caucus will begin at 7:00pm with registration opening somewhere between 6:00-6:30pm. Your county chair will help you determine when your registration process should begin.

Where:

Caucuses will be happening in over 500 locations across the state, with each of Iowa's 1,689 precincts participating. To find a caucus location, visit www.iowademocrats.org/caucus



Caucus Lookup Tool: www.iowademocrats.org/caucus

Who:

Anyone who is eligible to vote in the November 2014 general election AND who is a registered Democrat may participate in the Iowa Caucus. Attendees may register on caucus night to update their current registration, change party affiliation, or register for the first time. Non-eligible voters are allowed to observe the caucus but not participate.

Why:

The 2014 Iowa Democratic Party Caucus will focus on 3 major priorities:

Party Business	<ul style="list-style-type: none">• Provide updates from the state and county parties• Introduce candidates and candidate materials to attendees• Fundraise for state and local party• Begin planning for 2014 success
Precinct Elections	<ul style="list-style-type: none">• Elect delegates, alternates, and convention committee members to the county convention• Elect new leadership for the precinct-the precinct committee persons who will serve as voting members on the county central committee
Platform Development	<ul style="list-style-type: none">• Discuss and adopt resolutions to be recommended to the county platform committee

2. Before Caucus Night

The work you do ahead of January 21st to prepare for your caucus will help ensure a smooth and successful caucus night. The better prepared you are, the greater the likelihood those in attendance will leave with a positive feeling about the Democratic Party. The following pre-caucus preparations will help to ensure the success of your caucus.

1) PREPARE YOUR LOCATION

One of the easiest ways to plan for a successful caucus is to create an environment that flows seamlessly and is set up for the business at hand. While you may already be familiar with your caucus location, you should visit the site before caucus night and plan out:



- Where will attendees park? Do you need signs to indicate that?
- Where will registration tables be? Who is providing the tables?
- If you are in a location with other precincts, where will your precinct breakout space be?
- Are there enough chairs?
- Will you have access to a restroom?
- Is the entire caucus area ADA (handicapped) accessible?

If you need assistance answering any of these questions, contact your County Party Chair.

2) CHECK YOUR PACKET

Your Precinct Packet contains all of the information you will need to run your precinct caucus. Familiarize yourself with the various forms and other materials inside the packet before caucus night.

Turn to Appendix A, pg 12:
“What’s In My Packet?” for more
information



3) FIND YOUR SPECIFIC PRECINCT INFORMATION

Your Packet contains some information that is specific to your precinct. Make sure you have all of the information by answering these questions:



- Do you have the correct packet for your precinct?
- Is your Precinct Code listed?
- Is the number of TOTAL delegates to be elected indicated on the envelope?
- Is the number of PLATFORM members to be elected indicated?
- Is the number of COMMITTEE ON COMMITTEE members to be elected indicated?

4) GATHER SUPPLIES

In addition to your Packet, you will need to bring a few other supplies to conduct your caucus. Pack a bag or box with the following items to bring with you:

- Pens and pencils
- Extra paper for signs, notes, and ballots
- Markers
- Multipurpose Masking Tape (aka Blue Painter's Tape)
- Stapler
- A watch or clock
- Calculator
- Cell phone and charger

5) RECRUIT VOLUNTEERS

Your role as a precinct chair is to lead a successful caucus night for your neighborhood. While you will be doing many things to prepare and run your precinct, you should line up a few volunteers to help you throughout the night.

Pre-Caucus Checklist

Before January 17th:

- Read this Caucus Guide
- Check Precinct Packet to confirm all paperwork and information is included
- Write your precinct and county name in the designated spot on all paperwork
- Visit caucus location to determine logistical details
- Get county-specific updates from your county chair
- Fill out the "Caucus Information Sheet" found on page 26 of this guide
- Gather supplies
- Recruit volunteers

January 20th

- Confirm volunteers
- Confirm with site contact any final logistics details
- Organize and pack all supplies
- Charge your cell phone

3. Caucus Night: Set-up

By committing to be a precinct chair, you are agreeing to be a host of your precinct caucus. Much like hosting a house party, your job on caucus night begins before guests arrive.

Caucus registration in your precinct should begin **no later than** 6:30pm. If you expect high turnout, you should plan to begin registration at 6:00pm. Once you set your registration time, you should plan to arrive on-site at least 45 minutes before. Don't forget to tell your volunteers to arrive at the same time so they can help you set up.

When you and your volunteers arrive at your caucus location, follow this checklist to make sure you're ready for your first caucus attendees:

- Check entrance doors to make sure they are unlocked
- Make sure all entrances are clear of obstacles (including snow and ice)—don't forget to check the ADA entrance if it is separate
- Make and hang directional signage, some suggestions include:
 - *Welcome to the Democratic Party Caucus*
 - *Park here for County Democratic Caucus*
 - *Registration this way →*
 - *Register Here!*
 - *Restrooms →*
- Arrange tables and chairs for registration
- Arrange precinct breakout areas with chairs and tables
- Organize registration materials on their appropriate table
- Lay out caucus materials in the order in which they will be used
- Set out nomination papers and candidate literature in a place where they will be signed

4. Caucus Night: Registration

Registration Table
<ul style="list-style-type: none">• 2014 Caucus Registration Form• Voter Reg. Forms• New Dem Voters Form• Youth Attendee Form• Pens





Candidate's Table
<ul style="list-style-type: none">• Letters / Lit from statewide and local candidates• Petition forms for statewide and local candidates• Pens <p>NOTE: Write your county name on all petitions in the designated area</p>

Caucus Chair's Table
<ul style="list-style-type: none">• 2014 Caucus Guide• Caucus Location Information Sheet• Annotated Agenda• Summary of Caucus Results• Resolution Forms• Return Envelopes• Finance Envelope

The Iowa Democratic Party Precinct Caucus is an open meeting. We have a responsibility to welcome all guests, give eligible caucus participants the opportunity to actively participate, and provide all observers with the opportunity to fully observe our process.

All caucus attendees must sign in AND be a registered Democrat in this precinct in order to participate in the Caucus.

Every attendee who shows up on caucus night should fit into one of the following scenarios. Train your registration volunteers to direct each attendee to the appropriate action.

<p>Scenario: Attendee's name appears on the 2014 Caucus Registration Form</p>		<p>Action: <u>Attendee must:</u></p> <ul style="list-style-type: none"> • Sign her name next to her printed name on the 2014 Caucus Registration Form • Fill in the bubble in the attendance column
<p>Attendee's name does NOT appear on the 2014 Caucus Registration Form AND he is legally eligible to vote **even if attendee claims to be already registered</p>		<p><u>Attendee must:</u></p> <ul style="list-style-type: none"> • Complete a Voter Registration Form (and register as a Democrat) • Fill out the New Democratic Voter Caucus Registration Form
<p>Attendee's name does NOT appear on the 2014 Caucus Registration Form; attendee is 17 years old and her birthday is before July 21st.</p>		<p><u>Attendee must:</u></p> <ul style="list-style-type: none"> • Complete a Voter Registration Form (and register as a Democrat) • Fill out the New Democratic Voter Caucus Registration Form
<p>Attendee's name does NOT appear on the 2014 Caucus Registration Form; attendee is 17 years old and his birthday is between July 21st and Nov. 4th.</p>		<p><u>Attendee must:</u></p> <ul style="list-style-type: none"> • Fill out the New Democratic Voter Caucus Registration Form

If an attendee does not fit one of these scenarios, they are likely:

- A Youth Observer - Young people who will not be 18 years of age by Tuesday, Nov 4, 2014, may attend as youth attendees and sign up as youth delegates to the county convention. Youth delegates must be at least 13 years old.

- Member of the Media - Our nation’s news organizations serve as the eyes and ears for the country, and we have not only a responsibility to help them do their jobs but to also promote the caucuses. Media are allowed to observe and must follow the Rules for Observers.

Rules for Observers

Caucus observers must follow certain rules as a guest of the precinct caucus; the caucus chair is obligated to inform them of these rules:

- Only eligible, registered caucus participants may vote on caucus matters or elections.
- Observers must remain quiet and not become involved in caucus discussions once the caucus is called to order.
- The caucus chair may ask that all observers be seated in an area other than the area reserved for the eligible caucus participants.
- Eligible caucus participants are to be considered actively participating in the caucus from the time it is convened until it is adjourned. It is not appropriate for a reporter to interview a caucus participant while the caucus is in session unless the caucus participant agrees to leave the caucus for that purpose.
- All facilities at the caucus have been reserved for the caucus attendees and the Democratic Party.

In the event of persistent violations of these rules, the caucus chair may ask the disruptive person(s) to leave.

5. Caucus Night: Caucus Program

While every precinct in Iowa will have a little different caucus night based on the conversations, candidates, and local party needs, our main priorities across the state are the same. By using this overall agenda, you will meet these priorities:

I. Registration



Turn to Appendix C, pg. 14:
“Annotated Caucus Agenda” for
more info

- II. Caucus Called to Order
- III. IDP Presentation
- IV. County Party Presentation
- V. Election of Permanent Chair & Secretary
- VI. Election of Delegates & Alternates to County Convention
- VII. Ratification of the Slate of Delegates & Alternates
- VIII. Election of County Convention Committee Representatives
- IX. Election of Precinct Committee Persons
- X. Resolution discussion & adoption for submission to the County Platform
- XI. New Business
- XII. Caucus Adjourns

As the caucus chair, your role is to oversee your precinct’s caucus from start to finish. Below is an overview of your tasks. This guide offers detailed information about each step of the process. Make sure you’re comfortable with your duties before caucus night.

YOUR RESPONSIBILITIES

During the caucus meeting, your role is to lead caucus attendees through the agenda and oversee the process of electing delegates, alternates, convention committee members, and precinct chair persons. You will also oversee the discussion and adoption of platform resolutions.

After the caucus, you have an important role of submitting all caucus information to various sources. Appendix C (page 14) in this guide will help you conduct the caucus meeting. Appendix D (page 21) will help you with the wrap-up procedures. An overview of your tasks includes:

During Caucus

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Call the meeting to order 2. Read IDP Presentation & County Party Presentation 3. Oversee elections 4. Oversee resolution adoption 5. Adjourn the meeting | <ol style="list-style-type: none"> 1. Report caucus results via the telephone reporting system 2. Gather all paperwork and check for proper completion 3. Assemble paperwork into three Return Envelopes 4. Clean up caucus area 5. Deliver and/or mail Return Envelopes |
|--|---|

After Caucus

6. Caucus Night: Reporting

Accurate caucus night reporting is critical to the success of not only your precinct caucus, but also the County, District, and State Conventions. To make reporting easier and more timely, the IDP will be using an over-the-phone reporting system. The Latest Updated Caucus Information (or LUCI) system will be the first step in reporting final numbers and any caucus night issues.



LUCI NUMBER: 1-319-774-5969

Using LUCI, you will report:

- Total # of caucus attendees
- Total # of volunteers recruited on caucus night
- Whether you elected delegates in preference groups or as a whole
- Any issues or questions that arise during your caucus proceedings

Use this step-by-step guide to familiarize yourself with LUCI reporting:

1

Dial the LUCI number: 1-319-774-5969

Luci: Hello. Welcome to LUCI. To enter caucus information, please enter your Precinct Code followed by the pound sign now. If you need to report an issue at your caucus, press 9 to reach our hotline.

2

Enter your unique Precinct Code found on your precinct Packet label.

Luci: You entered the Precinct Code __ for __ County. If that is correct, Press 1. To re-enter your Precinct Code, Press 2. Please enter the number of attendees at your precinct caucus followed by the pound sign.

3

Enter the total number of caucus attendees (including observers).

Luci: You entered ___ attendees. If this is correct, Press 1. If you need to re-enter your attendee number, Press 2. Please enter the number of volunteer sign-ups followed by the pound sign.

4

Enter the total number of volunteers from question 3 on the Registration Form

Luci: If your precinct caucus formed preference groups, Press 1. If you did not form preference groups Press 2.

5

Enter the appropriate number. Wait for confirmation that your report was submitted before hanging up.

Luci: Thank you for submitting the report for Precinct ____. If you wish to report for another precinct enter the _____ Precinct Code now.



Appendix

The following pages are designed for you to use in your preparation and execution of the 2014 Caucus.

You should tear these pages out of the guide and use them throughout caucus night.

APPENDIX A: What’s in My Packet? 12

Listing of everything in your caucus packet. Familiarize yourself with these materials.

APPENDIX B: Caucus Chair Checklist 13

Checklist version of your tasks before and during caucus. Check off boxes as you complete each task.

APPENDIX C: Caucus Night Agenda 14

Your “script” for running the caucus. Use this on caucus night as a step-by-step guide for what to say and what to do.

APPENDIX D: Caucus Wrap-Up 21

Checklist of your duties after you adjourn. Check off boxes as you complete tasks & use this to assemble your Return Envelopes.

APPENDIX E: Preference Group FAQ 23

Refer to this if your caucus votes to form preference groups.

IDP LETTER 25

Letter from Chairman Scott Brennan. Read this during the IDP Presentation.

Caucus Location Information Sheet 26

A one-page resource for your precinct-specific information.

Appendix A. WHAT'S IN MY PACKET?

Your Precinct Packet contains most of the information and paperwork you need to plan, conduct, and report your caucus. Your Packet should have:

Item	Description	Destination
<i>Precinct Packet Label</i>	<p>Located on the outside of your precinct packet, this label contains:</p> <ul style="list-style-type: none"> ○ Your County & Precinct Name ○ Your Precinct Code – this is the number you will use when reporting results on Caucus Night through the LUCI phone system ○ The number of county convention delegates your precinct is electing 	
<i>2014 Precinct Caucus Guide</i>	This document	
<i>New Democratic Voters Registration Form</i>	This form will be used at registration for attendees who register to vote on caucus night.	<i>Envelope A</i>
<i>Youth Caucus Attendee Form</i>	This form will be used at registration for attendees who are under the legal voting age.	<i>Envelope B</i>
<i>Resolution Submission Forms</i>	Used to submit platform resolutions	<i>Envelope B</i>
<i>Summary of Caucus Results</i>	This triplicate form is used to record all results from your precinct, including Delegates, Alternates, & Ratification of Slate.	<u>White</u> <i>Envelope A</i> <u>Yellow</u> <i>Envelope B</i> <u>Pink</u> <i>Envelope C</i>
<i>2014 Caucus Registration List</i>	A list of all registered Democrats in your precinct (as of Nov. 1 st , 2013). You will use this to register participants.	<i>Envelope A</i>
<i>Candidate Envelope</i>	Petition forms and literature from candidates running in your area.	<i>Envelope A</i>
<i>Voter Registration Forms</i>	Used at registration to update voters' information or to register for the first time	<i>Envelope C</i>
<i>IDP Finance Envelope</i>	Used during the "pass the hat" portion; this envelope must be sealed and the Caucus Secretary must sign his/her name across the flap before returning	<i>Envelope A</i>
<i>Envelope A</i>	Return Envelope to the Iowa Democratic Party	<i>Put in mail or deliver to IDP</i>
<i>Envelope B</i>	Return Envelope to your County Chair	<i>Mail or deliver</i>
<i>Envelope C</i>	Return Envelope to your County Auditor	<i>Mail or deliver</i>

APPENDIX B. CAUCUS CHAIR CHECKLIST

Before January 17th:

- Read this Caucus Guide
- Check Precinct Packet to confirm all paperwork and information is included
- Write your precinct and county name in the designated spot on all paperwork
- Visit Caucus Location to determine logistical details
- Fill out the “Caucus Location Information Sheet” found in this guide
- Gather supplies
- Recruit volunteers

January 20th

- Confirm volunteers
- Confirm with site contact any final logistics details
- Organize and pack all supplies
- Charge your cell phone

January 21st

Before 4:00pm

- Confirm any remaining volunteers
- Check in with County Chair for any final updates

4:00pm-4:30pm

- Grab a snack!

4:30pm-5:00pm

- Travel to caucus site

5:00pm-5:45pm

- Meet & train volunteers
- Set up registration tables
- Hang signage
- Prepare precinct breakout areas
- Set out candidate nomination papers & lit

5:45pm-6:00pm

- Check in with volunteers
- Restroom break!

6:00pm

- Open doors/greet early attendees
- Make sure registration is running smoothly

7:00pm

- Begin Caucus Program

After Adjournment

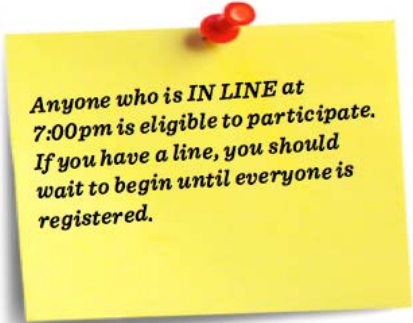
- Call LUCI to report your numbers no later than 9:00pm
- Assemble Envelopes A, B, & C
- Mail or drop off Envelopes A, B & C

APPENDIX C: ANNOTATED AGENDA

****If your location is hosting multiple precincts, the agenda from 7:00pm – 7:15pm will be done as one large group. Your county chair will determine who is the presiding chair of the large group meeting.****

7:00pm TEMP CHAIR calls the Caucus to order

- I hereby call this caucus to order.
- My name is _____, I am the temporary chair for this precinct.
- I'd like to welcome you all and thank you for supporting our local and state Democrats.
- The primary purpose of our caucus this evening is to:
 - Elect delegates, alternates, and convention committee members to the county convention
 - Discuss and adopt resolutions to be recommended to the county platform committee
 - Elect new leadership for the precinct-the precinct committee persons who will serve as voting members on the county central committee
- To give you a quick idea of what the night will look like:
 - First, we'll have a short presentation on behalf of the Iowa Democratic Party
 - Then, we have some County Party business to attend to
 - After that, we'll conduct precinct business. In our precinct breakout we'll elect a permanent chair & secretary, elect delegates & alternates, ratify the slate, elect our county convention committee people, elect precinct committee people, then we'll discuss and adopt resolutions to the platform. Once that's all done, we'll open for any new business and then we'll adjourn.



Anyone who is **IN LINE** at 7:00pm is eligible to participate. If you have a line, you should wait to begin until everyone is registered.

7:03pm IDP Presentation

- *[READ LETTER FROM IDP CHAIR SCOTT BRENNAN found on page 26]*
- As you know, and as Scott reminded us in his letter, 2014 will be a big year for Democrats. We have a lot of work to do, and some very well-funded opponents.
- The 2014 Coordinated Campaign is shaping up to be one of the biggest ever. We need your support now to help build a successful 2014 Campaign.
- I'm going to pass around the IDP Finance Envelope. Since it's 2014, I thought we could each toss in \$20.14. But if you don't have that, please put in \$5 or \$10...or whatever you have. Every bit helps. If you're writing a check, you can make it out to the IOWA DEMOCRATIC PARTY.
- *[CIRCULATE IDP FINANCE ENVELOPE TO ALL ATTENDEES]*



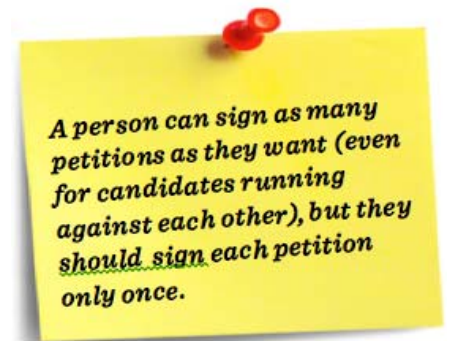
CAUCUS SECRETARY: Collect the envelope and SEAL it securely. Then SIGN your name across the seal. Place the signed, sealed (soon to be delivered) Finance Envelope inside Envelope A.

7:08pm IDP Presentation (cont.)

- Remember now that it's income tax time, you can also help the Democratic Party by checking the Iowa Democratic Party box in the Iowa Income Tax Check-Off section of your tax return. I hope you've all done that in the past and that you will do it again. It's no cost to you, and it helps the party greatly.
- You can also stay informed about State Party happenings in a number of ways:
 - Via Twitter: @iowadems. If you have a smartphone you should take it out now and start following them tonight.
 - On Facebook: IowaDemocrats
 - Through their website: iowademocrats.org
 - You can also submit questions or feedback anytime via email at info@iowademocrats.org
- Our State Party has been working hard over the past year to strengthen our organization and support our county parties. I hope you'll connect with them and stay engaged in the months to come.

7:09pm Elected Officials & Candidates Presentation

- 2014 will be an exciting year for Iowa Democrats for many reasons, not the least of which is our great slate of candidates running for local, state, and federal office.
- We have a table set up with information from many of our candidates. I encourage you to check it out once we adjourn
- Candidates also have petition forms on the table. You know how important it is that we have strong Democrats on the ballot. Please sign the petition papers before you leave tonight.
- *[IF YOU HAVE CANDIDATES AT YOUR CAUCUS, INVITE THEM TO SPEAK BRIEFLY]*



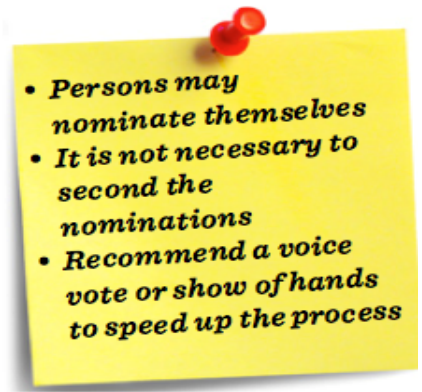
CAUCUS SECRETARY: Make sure your county's name is written on each petition form. After the caucus, collect all petition forms, place them back in their envelope, and place that envelope (with all candidates' petitions) in Envelope A.

7:15pm Break into precinct groups (for multi-precinct locations)

7:16pm Election of Permanent Officers

- It is now time for the caucus to elect its permanent chair and secretary.
- Are there nominations for the office of permanent chair?

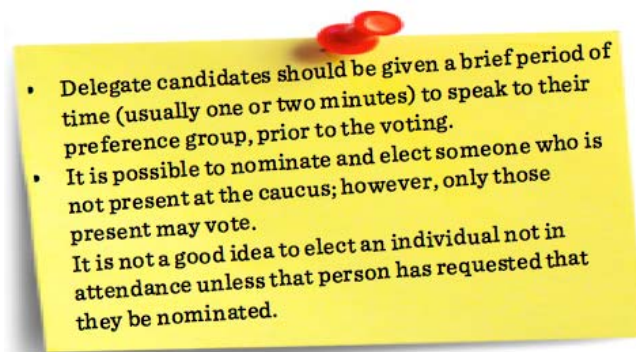
- [IF NO ONE NOMINATES YOU, YOU SHOULD NOMINATE YOURSELF]
- [IF MORE THAN ONE PERSON IS NOMINATED]:
 - We have __ nominees for permanent chair.
 - We will vote by voice vote
 - All in favor of [Candidate A], say “Aye.”
 - All in favor of [Candidate B], say “Aye.”
 - [USE SHOW OF HANDS VOTE IF VOICE VOTE IS INCONCLUSIVE]
- [IF ONLY ONE PERSON IS NOMINATED]:
 - We have one nominee for permanent chair.
 - All those in favor of electing ___ as permanent chair, signify with ‘Aye.’
- We will now elect our permanent Secretary.
- Are there nominations for the office permanent Secretary?
- [REPEAT ELECTION PROCEDURE FOR SECRETARY]



CAUCUS SECRETARY: If the caucus asks for a ballot vote, provide each attendee with paper and a writing utensil. Voters **MUST** sign their name on their ballot, in accordance with Iowa Democratic Party rules.

7:20pm Election of Delegates and Alternates

- We will now elect our delegates and alternates to the county convention.
- In non-presidential election years, a caucus normally elects delegates as a whole
- We will proceed with electing our delegates as a whole, unless there is a desire to divide into preference groups.
- [IF A MEMBER OF THE CAUCUS WANTS TO DIVIDE INTO PREFERENCE GROUPS, SKIP TO APPENDIX PAGE 23]:



7:21pm Election of Delegates and Alternates (cont.)



You must read this passage:

- Before we elect our delegates, I will first read a statement from Article 8, Section 1 of the Iowa Democratic Party Constitution:
- All caucuses, conventions, committees and Democratic Party officials shall take such practical steps as may be within their legitimate power to assure that all caucuses, conventions and committees shall include: men, women, various age groups, racial minority groups, economic groups and representatives of identifiable geographically defined populations—all in reasonable relationship to the proportions in which these groups are found in the populations of the respective constituencies. [Article VIII, Section I, Iowa Democratic Party Constitution]
- Our precinct is electing __ delegates to the county convention.
- We will now take nominations for the position of county convention delegate.
- [USE THE TABLE BELOW TO DETERMINE YOUR VOTING PROCESS]

Delegates to be Elected:
Caucuses that elect <div style="text-align: center; font-size: 2em;">1</div> delegate
Caucuses that elect <div style="text-align: center; font-size: 2em;">2</div> delegates
Caucuses that elect <div style="text-align: center; font-size: 2em;">3 or more</div> delegates

Voting Procedure:
<ul style="list-style-type: none"> • Delegate will be elected by majority rule. • Written ballots MUST be used. • All ballots must be signed
<ul style="list-style-type: none"> • Delegates will be elected by simple majority vote • Voice or hand vote MAY be used • Written ballots MAY be used • All ballots must be signed
<ul style="list-style-type: none"> • Delegates will be elected in multiple rounds of voting • No more than ½ of the delegates plus one should be elected in the first round of voting <i>i.e. If your caucus is electing 6 delegates, you should have two elections. In the first round, you should elect no more than 4 delegates. Those delegates that did not win in Round 1 are allowed to run again in Round 2.</i> • Delegates will be elected by simple majority vote • Voice or hand vote MAY be used • Written ballots MAY be used • All ballots must be signed

- Now that we have duly elected our delegates, we will elect alternates.
- There is no limit to the number of alternates we elect.
- Are there nominations for the role of Alternate to the County Convention?
- *[NOMINATIONS CAN BE VOTED ON BY SIMPLE MAJORITY]*



CAUCUS SECRETARY: Once delegates and alternates have been elected, write their information clearly on the Summary of Caucus Results sheet.

7:33pm Ratification of Slate

- We have chosen our delegation, now we will ratify our slate
- Ratification shall mean it is the sense of the caucus the procedures used in electing these delegates and alternates were in conformity with the required procedures under the Constitution of the Iowa Democratic Party and applicable caucus procedures and rules.
- All those in favor of ratifying this slate of delegates and alternates shall signify by saying ‘Aye.’
- Any opposed, say ‘No.’

-
- ***A majority vote is required***
 - ***Voice vote is allowed***
 - ***Hand or ballot count may be used if needed***



CAUCUS SECRETARY: Make a note on the Summary of Caucus Results Form the Total Number of Voters as well as the Total Number of Votes cast to ratify the slate.

7:35pm Election of Convention Committee Members

- The entire caucus will now nominate persons to serve on the Platform Committee and the Committee on Committees for the County Convention
- Only people who were just elected as delegates and alternate delegates may be nominated.
- *[FIND THE NUMBER OF COMMITTEE PERSONS TO ELECT ON YOUR PRECINCT ENVELOPE]*
- We are to elect __ people to the Platform Committee
- Are there nominations?
- *[CONDUCT THE VOTE]*
- We are to elect __ people to the Committee on Committees.
- Are there nominations?
- *[CONDUCT THE VOTE]*
- Congratulations on your committee assignment
- The first convention committee meeting will be on: *[REFER TO YOUR CAUCUS LOCATION INFORMATION SHEET FOR DETAILS ON THE MEETING.]*

-
- ***Platform Committee – helps determine which platform resolutions are submitted to the State Convention for ratification in the State Democratic Party Platform.***
 - ***Committee on Committees – members will be divided among working committees: Rules, Credentials, Arrangements.***



CAUCUS SECRETARY: Record the names of those elected on the Summary of Caucus Form by circling the appropriate letter—“P” for Platform Committee, and “C” for Committee on Committees.

7:40pm Election of Precinct Committee Persons

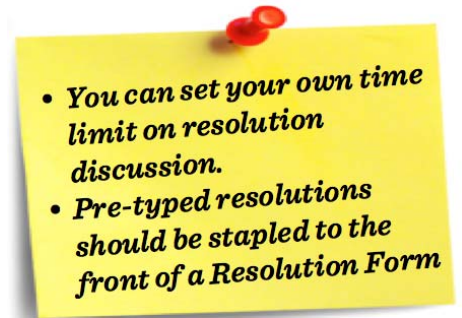
- We will now elect our Precinct Committee Persons. The importance of electing dedicated members to serve on our Central Committee cannot be stressed enough. These members are the first level of organization within the Iowa Democratic Party.
- The entire caucus will elect Precinct Committee Persons.
- The Precinct Committee person is elected by the Democrats of this precinct to represent us on the County Democratic Central Committee and must accept the following responsibilities:
 - Represent the Democrats of this precinct on the county central committee
 - Attend all meetings, functions, and events of the county Democratic Party
 - Never support a candidate who is running against a Democratic nominee while holding this office
 - Maintain regular contact with Democrats in this precinct
 - Help the county party conduct precinct caucuses and county conventions
 - Assist the county party with fundraising
 - Register new Democratic voters
 - Assist the county party with recruiting volunteers
 - Assist the Iowa Democratic Party in the implementation of the Coordinated Campaign
 - Learn the geography and demographics of this precinct
 - Share information with all Democratic candidates equally
 - Represent this precinct at special nominating conventions
 - Perform other tasks that will assist in the election of all Democratic candidates.
- We are electing two committee persons.
- Are there any nominations?
- *[CONDUCT THE VOTE]*
- Congratulations on becoming a precinct committee member
- The next meeting of the ___ County Democrats is on *[REFER TO YOUR CAUCUS LOCATION INFORMATION SHEET FOR DETAILS ON THE MEETING.]*



CAUCUS SECRETARY: Record the names of those elected on the Summary of Caucus Form.

7:45pm Resolutions Discussion and Adoption

- At this point the caucus will discuss and adopt resolutions to be submitted to the platform committee
- Anyone with a resolution can write it on one of our Resolution Forms or submit a pre-typed version.
- We will allow 3 minutes for discussion on each resolution.
- Are there any resolutions to be considered?
- Resolutions will be adopted by a majority vote
- *[AFTER DISCUSSION ON EACH RESOLUTION, HOLD A MAJORITY VOTE ON THAT RESOLUTION; YOUR CAUCUS MAY ALSO CHOOSE TO VOTE ON ALL RESOLUTIONS AS A WHOLE]*



CAUCUS SECRETARY: You must sign adopted resolutions and place them in the Envelope B.

8:00pm Adjournment

- That concludes our scheduled agenda items. Before we move into new business, I want to make sure we have completed everything we need.
- *[CONFIRM THAT YOUR CAUCUS SECRETARY HAS THE FOLLOWING:*
 - IDP Finance Envelope
 - Candidate nomination papers – *if attendees want to sign on their way out, make sure your secretary collects them afterward*
 - Have all adopted resolutions been written up and signed by the caucus secretary?
 - Was the slate of delegates and alternates ratified?
 - Does the 2014 Caucus Registration Form indicate duly elected Delegates, Alternates, Convention Committees, and Precinct Committee Persons?
 - Does the Summary of Caucus Form contain all information for elected Delegates, Alternates, and Precinct Committee Persons?
 - Do County Convention Committee members know when their first meeting is?
 - Do Precinct Committee members know when the next County Central Committee meeting is?
- Is there any other business to bring before the caucus?
- *[ENTERTAIN NEW BUSINESS (I.E. UPCOMING PARTY OR CANDIDATE EVENTS)]*
- Hearing no further business, this caucus is now adjourned. Thank you all for coming.

APPENDIX D: CAUCUS WRAP-UP

Congratulations on running a successful 2014 Iowa Democratic Party Caucus! You're almost done with your role as caucus chair; the only remaining task is Wrap-Up. Use this checklist to make sure your hard

work is properly submitted.

- Check all forms one final time:
 - Are all forms complete?
 - Are all forms signed where required?
 - Is the writing clear and legible?
 - Is your County and/or Precinct name written on all forms that require this information?
 - Do the number of delegates allotted (on the precinct packet label) match the number written on the Summary of Caucus Form?
 - Is the IDP Finance Envelope sealed and signed across the seal?



RETURN ENVELOPE ASSEMBLY

ENVELOPE A

Mail to Iowa Democratic Party – **within 24 hours**

- 2014 Caucus Registration Form & New Democrats Registration Form
- White copy of Summary of Caucus Results
- All petition forms for statewide, congressional, House & Senate candidates
- Caucus Math Worksheet & Reporting Form (if applicable)
- IDP Finance Envelope and all money collected

ENVELOPE B

Mail or Deliver to County Chair – **immediately following caucus**

- Yellow copy of Summary of Caucus Results
- County Finance Envelope (if applicable)
- County candidate nomination papers

ENVELOPE C

Mail or deliver to County Auditor – **within 24 hours**

- Pink copy of Summary of Caucus Results
- Completed Voter Registration Forms
- Any Absentee Ballot Requests

- Check the room/location:
 - Is all trash disposed of

properly?

- Is the room arranged how you found it?
- Have you packed all of your supplies?

- Are the appropriate doors locked?
- Are the appropriate lights and other electronics turned off?
- Have all caucus attendees exited?

Once you have assembled the Envelopes and completed the wrap-up checklist, you can leave your Caucus Site. Be sure to stop by a mailbox on the way home to drop off Envelopes A & C. And drop by your County Chair's location to deliver Envelope B.

When all that is done, head home, put your feet up, and enjoy a well-earned rest. You have been an integral part of the success of Iowa Democrats.

Thank you for working hard for Iowa Democrats and to keep Iowa first in the nation. Enjoy your caucus, and thanks again for your leadership.

Scott M. Brennan

APPENDIX E: PREFERENCE GROUPS FAQ

Will we form preference groups in the 2014 Caucus?

Because 2014 is a non-presidential year, there is no requirement to form preference groups. The caucus may determine to form preference groups **only if** 15% of eligible caucus attendees agree to do so.

What happens if someone in my precinct asks to form preference groups?

The first thing you should do is determine viability to form groups. 15% of all eligible attendees must also vote to form preference groups. Count the total number of eligible attendees. Now, multiple that number by .15. The product is the total number of people that must also support preference groups in order for the motion to carry. In this case of a remainder, you should round up.

For example: if you have 22 caucus attendees, 4 people must vote to form a preference group since $22 \times .15 = 3.3$

How do we determine how many delegates each preference group gets?

The number of delegates to be awarded to each preference group is determined by:

1. Multiplying the number in each preference group by the total number of delegates to be elected (See the label on your caucus packet).
2. Then dividing the result by the total number of eligible caucus attendees

This is illustrated in the following formula:

$$\frac{\text{\# of members in a preference group} \times \text{Total \# of delegates elected at the caucus}}{\text{Total \# of eligible caucus attendees}} = \text{\# of delegates to be elected}$$

Note: The result is rounded up at 0.5 and down at less than 0.5.

We have voted to form preference groups. Now what?

Follow the agenda on the next page if your caucus voted to elect delegates from preference groups. Once you have determined the number of delegates to be elected from each group, return to the annotated agenda for the election of delegates and the remainder of the caucus night program.

7:20pm Formation of preference groups

- We have determined to elect delegates from preference groups.
- Before we break out, I want to remind everyone that:

All public meetings at all levels of the Democratic Party in Iowa shall be open to all members of the Democratic Party regardless of race, sex, age, color, creed, national origin, religion, ethnic identity, sexual orientation, economic status, disability or status. In order that the Democratic Party at all levels be an open Party, which includes rather than excludes people from participation, a program of effective affirmative



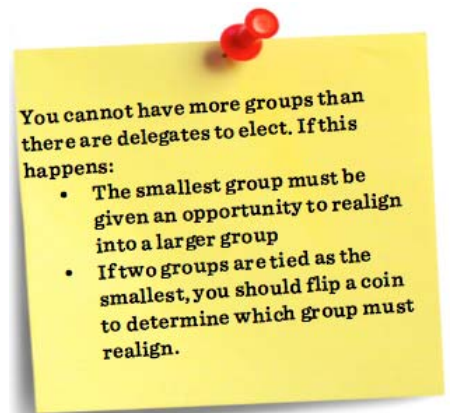
You must read this passage:

action has been adopted by the Iowa Democratic Party. Discrimination on the basis of 'status' in the conduct of Iowa Democratic Party affairs is prohibited.

- We will now break up into our groups. You have up to 30 minutes to align with a group. If alignment appears to be done before 30 minutes, I will suggest we move on. If not, we can vote to extend the time period by a majority vote.
- *[ASSIGN EACH GROUP TO AN AREA IN YOUR CAUCUS SITE & PROCEED WHEN ALIGNMENT IS DONE]:*
- Each group must now select a preference group chair. This person will be responsible for collecting and reporting information from the group. *[PROVIDE TIME FOR CHAIRS TO BE SELECTED]*
- Preference group chairs will now count the number of people in your group and report that number to me. *[PROCEED WHEN YOU HAVE NUMBERS FROM EACH GROUP]:*
- I will now announce the numbers of each group. Remember, in order to be viable, a group needs to have 15% of eligible caucus attendees. In our case that means __ people.
- *[ANNOUNCE THE NUMBER OF PEOPLE IN EACH PREFERENCE GROUP]*

7:55pm Realignment

- We will now take a few moments for a realignment period. Anyone may choose to join a different preference group. When this time is up, all viable groups will be allotted delegates.
- *[AFTER THE REALIGNMENT PERIOD, PREFERENCE GROUP CHAIRS WILL AGAIN COUNT AND REPORT THEIR TOTAL GROUP NUMBER.]*



8:15PM Awarding Delegates

- Each group has reported their preference group strength. Using that information, we will award delegates in the following allotment:
- *[ANNOUNCE TO THE CAUCUS THE TOTAL NUMBER OF PEOPLE IN EACH GROUP AND THE TOTAL NUMBER OF DELEGATES EACH GROUP WILL BE ELECTING]*
- *[YOU MAY NOW RETURN TO THE CAUCUS NIGHT AGENDA ON PAGE 18 AT 7:31PM]*



Dear Iowa Democrat,

Welcome, and thank you for attending your 2014 precinct caucus. Tonight, you are joining fellow Iowa Democrats gathered all across the state to celebrate the unity and strength of our party, and to start planning for an exceptional general election season.

It is dedicated caucus-goers like yourself that represent what the Iowa Democratic Party is all about – folks coming



together from all different backgrounds to fight for the values that are important to our communities and our families.

In 2014, we have our work cut out for us: expanding our majority in the Senate, retaking the Iowa House, electing four Democrats to Congress, electing strong Democrats to all statewide offices, unseating Terry Branstad once and for all, and making sure Bruce Braley is elected to the United States Senate.

To accomplish these goals, tonight's caucus is the first step in building a strong grassroots organization to kick off an unprecedented midterm election cycle. Having a successful caucus will show that Iowans are ready to stand behind the Democrats' progressive fight for Iowa's future.

Here are some steps you can take right now to start this year off on the right foot:

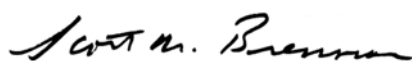
- **Commit to volunteer this year.** The most valuable resource you can give is your time. By committing to volunteer, you are agreeing to lend your time and your expertise to help build our party and elect Democrats. Elections are not a spectator sport, so we are counting on your commitment tonight to fight for what we believe in.
- **Engage your friends and neighbors.** Look around and be proud of who came out tonight to stand with you as a Democrat. Now, notice who is missing – who are the five friends you know that can support Democrats this year? Make a list of those five people and call them tonight when you leave to talk about their plan to volunteer or vote for Democrats.
- **Support the Iowa Democratic Party in 2014 with a contribution.** This will help ensure that the Iowa Democratic Party can build the robust, statewide infrastructure needed to be successful in 2014.

We will need to push further and fight harder in the coming months to keep Republicans from winning with their agenda built on divisiveness and obstruction. **A contribution and commitment tonight will ensure that we have the resources necessary to stand up to Republicans tomorrow.**

If we all work together, and embody the spirit that lies at the heart of the Iowa caucuses, we will make sure to replace divisiveness with unity, obstruction with progress, and fear with hope for the future in November.

Thank you, again, for all of your hard work and for being a part of the Iowa Democratic Party.

Scott Brennan, Iowa Democratic Party Chair



CAUCUS LOCATION *Information Sheet*

Important Phone #s		
LUCI	End of night reporting	1-319-774-5969
IDP	Troubleshooting	1-515-244-7292
County Chair		
Location		



Contact		
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TEAM ID#:

My Caucus Location		ADDRESS
CHAIR NAME	SECRETARY NAME	
PCT CODE#:	Reg. begins:	My Arrival Time:
Next Central Committee Meeting	WHEN	WHERE
First Convention Committee Meeting		
Volunteer #1	NAME	PHONE
Volunteer #2		
Volunteer #3		

LUCI REPORTING INFORMATION	
LUCI NUMBER: 1-319-774-5969	PRECINT ID: # _ _ _ _
# of Delegates Elected: (should match the number of allotted delegates & the names on the Summary of Caucus Form)	_ _
# of Alternates Elected: (should match the number of names on the Summary of Caucus Form)	_ _ _
# of Volunteers Recruited: (from the "Volunteer" bubble filled in on the Registration Form)	_ _ _
Did you break into preference groups?	Yes – Press 1 No – Press 2