

***FEBRUARY 3RD, 2020:
THE FIRST-IN-THE-NATION IOWA CAUCUSES***



2020 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 the Iowa Democratic Party at 1 (800) 325-8602 or the number printed on your precinct packet.

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1. Caucus Overview

As a Temporary 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 2020 Caucus.

Let's start with the basics.

When:

Caucus Night is Monday, February 3rd. 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 all of Iowa's 1678 precincts across the state. To find a Caucus Location, visit www.thecaucuses.org



Caucus Lookup Tool: www.thecaucuses.org

Who:

Anyone Iowan who is eligible to vote in the November 2020 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 2020 Iowa Democratic Party Caucus will focus on 4 major priorities:

Conduct Party Business

- Provide updates from the state and county parties; introduce local candidates
- Fundraise for state and local parties
- Begin planning for 2020 success

Determine Preference Groups

- Divide into presidential preference groups
- Allocate and elect county convention delegates and alternates by preference groups

Elect Precinct Leaders

- Elect members and alternates to the county convention planning committees
- Elect Precinct Committee Members who will serve as voting members on the county central committee

Develop Platform


- Discuss and adopt resolutions to recommend to the County Platform Committee

2. Before Caucus Night

The caucus preparation you do ahead of February 3rd 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 it 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 there be a sound system?
 - Will attendees have access to a restroom?
 - What directional signage do you need? What doors will you be using?
 - Do you have the name and contact information of the site manager?
 - Do you have access to wifi? Do you need a mobile hotspot?

If your caucus location has moved, consider putting signage at the old location to direct people to the new location. 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. You can also visit www.thecaucuses.org before you get your packet to review the materials that will be inside each packet.

Turn to Appendix A, pg 22
“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?
 - What is your Precinct Code? (located on the Delegate Math Worksheet)
 - How many TOTAL delegates will you be electing?
 - How many convention committee members will you be electing?

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, pencils and erasers / highlighters and markers
- ☐ A quarter or other method to conduct a game of chance
- ☐ Extra paper for signs, notes, and ballots
- ☐ Multipurpose Masking Tape (aka Blue Painter's Tape)
- ☐ Stapler with extra staples, paper clips
- ☐ A watch or clock
- ☐ Calculator
- ☐ Cell phone and charger
- ☐ Laptop / tablet, if available
- ☐ Extension cord(s) and power strip

5) BRUSH UP ON TRAINING

Every Temporary Chair must be certified by the IDP using our online training hub, available at: iowademocrats.org/train2020

6) CONTACT CAMPAIGN LEADERS

Meet with campaign staff/precinct captains to make sure everyone understands the Caucus Night process, the accessibility of the site, and to recruit volunteers.

7) 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 volunteers to help you throughout the night. We suggest:

Check-In Volunteers – these volunteers check-in caucus attendees on the printed voter rolls.

Early Check-In Volunteer – this volunteer collects the Early Check-In forms from attendees that have checked in early.

Voter Registration / Troubleshooting Volunteers – these volunteers can assist anyone who needs to register to vote or who has some issue checking in.

Line Captain(s) – these volunteers help direct attendees if a line forms (eg: they can send Early Check-In folks to the Early Check-In table, identify anyone who needs to register to vote and get them started with the paperwork, etc.) They also note who was in line by 7:00pm and are therefore eligible to participate.

Door Captain(s) – these volunteers are posted by the exit(s) after caucus starts to ensure no caucusgoer leaves without turning in their Presidential Preference Card.

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 check-in at your Precinct should begin no later than 6:30pm. If you expect high turnout, you should plan to begin check-in by 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 Accessibility entrance if it is separate
- ☐ Hang directional signage (printable from www.thecaucuses.org)
- ☐ Arrange tables and chairs for check-in
- ☐ Arrange Precinct breakout areas with chairs and any necessary signage
- ☐ Organize check-in and registration materials on their appropriate table
- ☐ Lay out caucus materials in the order in which they will be used
- ☐ Set out Nomination Papers in a place where they will be signed






Check-In / Early Check-In Tables	Candidate Table	Voter Registration/ Solutions Table	Caucus Chair Table
<ul style="list-style-type: none">• 2020 Caucus Voter Roll• Youth Attendee Form• Pens	<ul style="list-style-type: none">• Petition forms for statewide and local candidates• Pens <p>NOTE: Make sure your county name is written on all petition forms</p>	<ul style="list-style-type: none">• Voter Registration forms• New Dem Voters Form• Pens• Computer w/ wifi, if available	<ul style="list-style-type: none">• 2020 Caucus Guide• Summary of Caucus Results• Return Envelopes• Finance Envelope• Presidential Preference Card Envelopes• Spoiled Presidential Preference Card Sheet• Caucus Math Worksheet• Presidential Preference Cards

4. Caucus Night: Check-In

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 participant 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. Non-participating observers should sign in using an Observer/Press Sign-In.

Scenario:		Action:
Attendee's name appears on the 2020 Voter Roll with NO tag of "EC" or "Satellite Caucus" (EC = Early Check-In) (SAT= satellite caucus attendee)		<u>Attendee must:</u> <ul style="list-style-type: none">• Sign their name next to their printed name on the 2020 Voter Roll• Provide updated contact information
Attendee's name appears on the 2020 Voter Roll with the indication "EC"		<ul style="list-style-type: none">• Attendee should be asked for their Early Check-In form• If they don't have the form, attendee must sign their name on the 2020 Voter Roll
Attendee's name appears on the 2020 Voter Roll with the indication "SAT"		<ul style="list-style-type: none">• Attendee CANNOT caucus since they registered to participate in a satellite caucus
Attendee's name does NOT appear on the 2020 Voter Roll AND they are legally eligible to vote **even if attendee claims to be already registered		<u>Attendee must:</u> <ul style="list-style-type: none">• Complete a Voter Registration Form (and register as a Democrat)• Fill out the New Democratic Voter Registration Form
Attendee's name does NOT appear on the 2020 Voter Roll; attendee is 17 years old and will be 18 by Nov 3, 2020		<u>Attendee must:</u> <ul style="list-style-type: none">• Complete a Voter Registration Form (and register as a Democrat)• Fill out the New Democratic Voter 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. 3rd, 2020, but who are at least currently 13 years old may attend their Precinct Caucus as a Youth Observer. Additionally, they may sign up on the Youth Delegate Sign-Up form as a youth delegate to their County Convention, at which point they will be seated as a Youth Delegate.
- **Member of the Media** - Our nation's news organizations serve as the eyes and ears for the country; they help promote our First in the Nation Caucuses. Media are allowed to observe and must follow the Rules for Observers.
- **Observer** – All meetings and events of the Iowa Democratic Party are open to the public, including Precinct Caucuses. Anyone is allowed to observe a caucus, so long as they 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 and 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 or separated 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 participants 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 slightly 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. Check-In & Registration
- II. Caucus Called to Order
- III. IDP Presentation
- IV. County Party Presentation
- V. Election of Permanent Caucus Chair & Secretary
- VI. Preference Group Alignment & Allocation of Delegates
- VII. Election of Delegates & Alternates to County Convention
- VIII. Election of County Convention Committee Representatives
- IX. Ratification of the Slate of Delegates & Alternates
- X. Election of Precinct Committee Members
- XI. Resolution discussion & adoption for submission to the County Platform
- XII. New Business
- XIII. Caucus Adjourns



Turn to Appendix C, pg. 24:
“Caucus Script” for more info

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 County Convention Delegates and Alternates, County Convention Committee Members, and Precinct Committee Members and Alternates. You will also oversee the discussion and adoption of platform resolutions.

After the caucus, you have an important role of reporting your results and submitting all information and paperwork. Appendix C (page 24) in this guide provides a script you can use, Sections 6-8 in this guide provide a detailed agenda. Appendix D (page 33) will help you with the wrap-up procedures. An overview of your tasks includes:

During Caucus

1. Call the meeting to order
2. Conduct Party Business
3. Oversee elections
4. Oversee resolution adoption
5. Adjourn the meeting

After Caucus

1. Report caucus results via the reporting app or phone call
2. Gather all paperwork and check for proper completion
3. Assemble paperwork into Return Envelopes
4. Clean up caucus area
5. Deliver Return Envelope

6. Caucus Night Agenda: Introductory Business

The next 3 sections of this Guide give you a step-by-by reminder of the order of caucus business. For a complete script, turn to page 24.

****NOTE: Log in to your reporting app at this point, before you call the caucus to order. The PIN to login is listed on the Caucus Math Worksheet.**

****NOTE:** Pass out the Iowa/Delaware Caucus Survey according to the instructions.

Calling the Caucus to Order

1. At 7:00pm, the Temporary Chair will call the caucus to order.
NOTE: If people are still in the registration line at 7pm, you must wait to call the caucus to order until the last person who was in line by 7pm is checked in.
2. Briefly read the caucus agenda.
3. Explain that the purpose of the caucus is to:
 - Conduct Party Business and begin our local organizing efforts for the 2020 election
 - Determine Presidential Preference in our precinct
 - Elect delegates, alternates, and convention committee members to the County Convention on March 21, 2020.
 - Elect our Precinct Committee persons to serve on the county central committee.

Electing the Permanent Chair & Secretary

4. Remind attendees that each caucus must officially elect its leadership.
5. Explain that, as the Temporary Chair, you are automatically nominated. Then ask if there are any other nominations. **Nominations do not need a second.**
6. **If there is only 1 nominee**, elect by acclamation:
Seeing no other nominations, all in favor of electing ____ as Permanent Chair say "Aye." Any opposed say "Nay."
If there are multiple nominees, elect using voice vote:
We have __ nominees for Permanent Chair. We will vote by voice vote. You may only indicate your support for 1 candidate. All in favor of [Candidate A] say "Aye." All in favor of [Candidate B] say "Aye." ... In the opinion of the Chair, the winner is ____
If the voice vote is inconclusive:
We will vote by show of hands. You may only raise your hand for 1 candidate. All in favor of [Candidate A] raise your hand. All in favor of [Candidate B] raise your hand...
7. Repeat steps 5 and 6 to elect the Permanent Secretary.

The Iowa Democratic Party Presentation

8. Read the letter from IDP Chair Troy Price, found on page 37 of this Guide.
9. Pass around the IDP Fundraising Envelope. Remind folks that it's expensive to host the First-in-the-Nation Caucus and that every contribution will help offset the cost of the caucuses and will help grow our 2020 organizing efforts. Encourage caucusgoers who don't have cash to give by texting IOWA to 243-725
10. If your county has a fundraising envelope, pass it around now.

Elected Officials and Candidates Presentation

11. Recognize any elected officials and offer them the opportunity to give brief remarks.
12. If time allows, recognize any Democratic candidates and offer them the opportunity to give brief remarks.
NOTE: Presidential candidates must be given time to speak.
NOTE: Candidates for US House and US Senate must be given time to speak.
NOTE: It is up to the discretion of the Precinct Chair whether or not campaign surrogates and local candidates are allowed to address the caucus. We strongly encourage you to allow them a speaking opportunity, depending on the timeliness of your caucus.
NOTE: It is up to the discretion of the Precinct Chair whether or not campaign volunteers will be allowed to address the caucus. If allowed, we strongly suggest limiting campaign volunteer speeches to 1 minute or less. Alternatively, campaign representatives may be allowed to speak during the 15 minute realignment phase, if one is needed in your precinct.
13. Point out the candidate nomination papers and encourage attendees to sign them.



Step 14 (on the next page) introduces Presidential Preference Cards into your caucus. Before handing out the cards, make it very clear that attendees should fill out their card **ONLY** when instructed to do so. A Presidential Preference Card **DOES NOT** equal a ballot; the caucusgoer must remain in the room until **AFTER** first alignment ends in order to be counted in their preference group's first expression of preference.

7. Caucus Night Agenda: Preference Groups

Determining Viability

- Count the total number of caucusgoers while passing out the Presidential Preference Cards. Reminder: the Presidential Preference Cards are numbered to assist in your counting.

****NOTE:** Once you have the total number of participants, enter that number in the reporting app prompt for "PARTICIPANT COUNT." The app will calculate your viability threshold.

- Based on the total number of caucusgoers, determine viability. Use the Caucus Math Worksheet to record the results.

If you elect 1 delegate, skip to Appendix E (page 34) of this guide.

If you elect 2 delegates, use this formula:

of caucus attendees x .25 = ____ (round up to determine your viability number)

If you elect 3 delegates, use this formula:

of caucus attendees ÷ 6 = ____ (round up to determine your viability number)

If you elect 4 or more delegates, use this formula:

of caucus attendees x .15 = ____ (round up to determine your viability number)

- Clearly announce the viability number. NOTE: This viability threshold does not change from this point forward, even if caucus attendees leave before the awarding of delegates.

Breaking into Preference Groups – 1st Alignment

- Assign different areas of the room to the various presidential candidates. Be sure to assign an area for "Uncommitted." NOTE: if Uncommitted is viable after 1st alignment, those members cannot realign.

TIP: If space is constrained: Assign a spot for each candidate with known support in the room. Then ask if there are any candidates who do not have an assigned space that need one. Either way, EVERY caucusgoer is allowed to align with a group for ANY candidate on 1st alignment.

18. Clearly announce the beginning of the 1st alignment period. There is no required duration for 1st alignment, but consider at least 15 minutes for small and medium caucuses and at least 30 minutes for large caucuses.

NOTE: Alignment time may be extended by majority vote of all caucusgoers.

Breaking into Preference Groups – After 1st Alignment

19. Each preference group should select a Preference Group Chair by majority vote of the group members.
20. The Caucus Chair and Caucus Secretary count the number of people in each group. The group's Preference Group Chair should assist with the counting of their group.
21. Instruct all caucusgoers to fill out Side 1 of their Presidential Preference Card.
22. Record the total number of people in each group on the Caucus Math Worksheet in the area designated for First Alignment Results.

AND: Also record the results in the reporting app at this time by selecting "Add Participant Count" to each preference group with members. Once you have entered the correct numbers, "Confirm" the submission of your results.

23. Clearly announce the totals of each group, and indicate which groups are viable and which are not viable.
24. Instruct **viable groups** to turn their Presidential Preference Cards into their Preference Group Chair.

Breaking into Preference Groups – 2nd Alignment

25. If there are any nonviable groups, announce to the caucus that there will be a period of realignment. Remind them that:
 - ONLY members of nonviable groups are allowed to realign.
 - Those nonviable members may:
 - realign into a currently viable group
 - combine with other nonviable members to make a nonviable group viable, as long as the total number of people in the group meets the viability threshold
 - combine with other nonviable members to create a new viable group, as long as the total number of people in the group meets the viability threshold
 - Members of viable groups CANNOT realign.

NOTE:

- If a member of a viable group chooses to leave at this point, the recorded number of members in that preference group does not change.
- If a member of a viable group chooses to leave at this point, they **MUST** turn in their Presidential Preference Card to the Caucus Secretary.

- If a member of a NONviable group chooses to leave at this point, they **MUST** check the box on the Presidential Preference Card indicating such and they must turn in their Card to the Caucus Secretary.
26. Point out the remaining viable groups so nonviable members know which groups they may consider joining.
27. Clearly announce the beginning of the 2nd alignment period. This realignment period must be at least 15 minutes.
- NOTE:** Realignment time may be extended by majority vote of all caucusgoers.

Breaking into Preference Groups – After 2nd Alignment

28. Clearly announce the end of the 2nd Alignment.
- NOTE:** It is not allowable to have more preference groups than there are delegates to elect. If this happens:
- The group with the fewest members must be given an opportunity to realign into other remaining viable groups. Members who do this must fill out the part of the Presidential Preference Card designated “ONLY USE IN F(6)C SITUATION.”
 - If two preference groups are tied with the fewest number of people, then it is necessary to flip a coin to determine which group must realign.
29. The Caucus Chair and Caucus Secretary count the number of people in each group. The group’s Preference Group Chair should assist with the counting of their group. Record the results on the Caucus Math Worksheet in the area designated Awarding Delegates → “Number of members within the group in the 2nd alignment.”
- AND:** Also record the results in the reporting app at this time by selecting “Add Participant Count” to each viable preference group. Once you have entered the correct numbers, “Confirm” the submission of your results.
30. Instruct those caucusgoers that were part of a nonviable group after 1st alignment, and who just completed 2nd alignment, to fill out Side 2 of their Presidential Preference Card.
31. Instruct the Preference Group Chair to collect all Presidential Preference Cards from their group and deliver them to the Caucus Secretary.
32. The Caucus Secretary puts all Presidential Preference Cards in the Presidential Preference Card Envelope(s) and seals the envelope(s).

Awarding Delegates

- *NOTE:** The reporting app will automatically calculate the number of delegates each preference group is awarded. The following section provides details about that process, for your awareness.
33. Calculate the number of delegates each preference group is awarded:

- a. multiply the number of members in the preference group by the total number of delegates to be elected
- b. then divide the result by the number of total caucusgoers (this is the same number used in Step 14 to determine viability)

$$\frac{\begin{array}{c} \text{\# of members in the} \\ \text{preference group} \end{array} \times \begin{array}{c} \text{\# of delegates to elect} \end{array}}{\begin{array}{c} \text{\# of caucus attendees} \end{array}} = \begin{array}{c} \text{\# of delegates} \\ \text{awarded to group} \end{array}$$

NOTE: The result is rounded up at 0.5 and above and rounded down at less than 0.5

34. Add up the number of delegates awarded to each preference group and compare the total to the number of delegates assigned to the precinct.

If the two numbers match, proceed to Step 35.

If the total number of delegates awarded is **LESS** than the number to be elected, additional delegates must be awarded to one or more groups according to the following rule:

- An additional delegate will be awarded to the group with the highest decimal below 0.5 (the group with the decimal below 0.5 but closest to it).

Observe the following example:

Scenario: There are 100 eligible attendees in Milton Precinct. Milton Precinct will be electing 7 delegates to the county convention. Viability is 15 ($100 \times .15 = 15$)

Group	# of members in group	Math	# of delegates the group elects	After rounding	Final
Roses	20	$(20 \times 7)/100$	1.4000	1	2
Daisies	18	$(18 \times 7)/100$	1.2600	1	1
Lilacs	27	$(27 \times 7)/100$	1.8900	2	2
Tulips	19	$(19 \times 7)/100$	1.3300	1	1
Daffodils	16	$(16 \times 7)/100$	1.1200	1	1
	100			6	7

Roses gains the delegate because it has the largest decimal that did not round up.

NOTE: In a case where two or more preference groups are tied for the same additional delegate, a coin toss shall determine which group is awarded the addition

If the total number of delegates awarded is **MORE** than the number to be elected, delegates must be subtracted from one or more groups according to the following rule:

- A delegate will be subtracted from the preference group with the lowest decimal above 0.5 (the group with the decimal above 0.5 but closest to it), BUT a group cannot lose its only delegate.

Observe the following example in a precinct electing 8 delegates:

Group	# of members in group	Math	# of delegates the group elects	After rounding	Final
Roses	18	$(18 \times 8) / 100$	1.4400	1	1
Daisies	20	$(20 \times 8) / 100$	1.6000	2	2
Lilacs	22	$(22 \times 8) / 100$	1.7600	2	2
Tulips	19	$(19 \times 8) / 100$	1.5200	2	1
Daffodils	21	$(21 \times 8) / 100$	1.6800	2	2
	100			9	8

Tulips loses one of its delegate because its decimal is above 0.5 but closest to it.

NOTES:

- A group cannot lose its only delegate. If a preference group with one delegate has the closest decimal above 0.5, the preference group with the next closest decimal point and more than 1 delegate will lose the delegate.
- In a case where two or more preference groups are tied for the loss of a delegate, a coin toss shall determine which group loses the delegate.

35. Record the numbers and calculations on the Caucus Math Worksheet. Have the preference group chair of each viable group sign on the designated lines on the Worksheet.

36. Inform each preference group the number of delegates they are to elect.

Final Reporting

37. At this point, the Caucus Chair is required to report the final delegate results to the Iowa Democratic Party. You may do this while the preference groups are electing their delegates.

Take a photo of the Caucus Math Worksheet (the reporting app will provide a prompt for taking this photo).

NOTE: The preferred reporting method is the mobile app (more info at www.thecaucuses.org). An alternative reporting method is via phone by calling 515-974-1708

Electing Delegates

38. The Caucus Chair should read the following statement on behalf of the preference group chairs:

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, gender identity and expression, economic status, or disability. 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 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.

39. The Caucus Chair and Caucus Secretary should collect Presidential Preference Cards from all caucusgoers and/or preference group chairs at this time.

40. Each preference group shall elect the number of County Convention Delegates they have been awarded and as many alternates as it chooses to elect.

NOTES:

- We suggest electing at least 1 alternate per delegate.
- It is possible to elect someone as a delegate or alternate who is not present at the caucus.
- The information provides guidance on holding preference group elections.

We recommend the following rules for preference group delegate elections:

A. Delegate candidates should be given a brief period of time (usually 1-2 minutes) to address the preference group prior to voting.

B. A show of hands is usually sufficient to vote. However, ballots may be used if the group determines to do so.

C. Groups that elect 3 or fewer delegates

- 1) Delegates should be elected by a simple majority vote.
- 2) Each member should raise their hand for the 2 candidates they support.
- 3) The two candidates with the most votes over 50% win.
- 4) If a candidate does not receive over 50%, the candidate who received the fewest votes is dropped and the group votes again until someone receives the majority

D. Groups that elect 4 or more delegates

- 1) Delegates should be elected by a simple majority vote.
- 2) Groups should not elect more than a simple majority of the positions on the first round of voting. For example: if your group is electing 6 delegates, you will have 2 rounds of voting. In the first round, you will elect no more than 4 delegates; on the second round you will elect the remaining 2.

- 3) Candidates who did not win on the first round of voting are allowed to run again in the second round.
 - 4) Each member should raise their hand for the number of candidates to be elected.
41. Once preference group elections are complete, the Caucus Chair or Secretary records the name and contact information of the delegates and alternates on the Summary of Caucus Results forms

Electing County Convention Committee Members

42. The entire caucus shall elect people to serve on the Platform Committee and the Committee on Committees for the county convention. Only people who were just elected as delegates or alternates are eligible to be elected as Committee members or alternates.
43. Your packet label contains the number of members and alternates your precinct is electing to each committee.

What is the Platform Committee?

Representatives on the Platform Committee will help determine which platform resolutions are submitted to the County Convention for ratification in the County Democratic Party Platform.

What is the Committee on Committees?

Representatives who serve on the Committee on Committees will be divided up among the following committees for the County Convention: Rules, Credentials and Arrangements. These committees assist with logistics for the County Convention.

Ratifying the elections

44. The Caucus Chair asks for a ratification of the slate of delegates, alternates, and committeepersons by saying, "*All those in favor of ratifying this slate of Delegates, Alternates, and Committee Members shall signify by saying 'Aye,'...all those opposed by saying 'Nay.'*"

Ratification means that it is the sense of the caucus that the procedures used by the caucus were in conformity with the required procedures under the Constitution of the Iowa Democratic Party, the Iowa Delegate Selection Plan, and applicable caucus procedures and rules.

45. A majority of votes cast is required to ratify. The Caucus Secretary records the ratification vote on the Summary of Caucus Results form.

8. Caucus Night Agenda: Party Business

Electing Precinct Committee Members

- 46. The entire caucus will elect Precinct Committee Members to serve on the County Central Committee.
- 47. We recommend a voice vote for these elections.
- 48. You will elect 2 (unless otherwise noted) committeepersons and can elect as many alternates as you deem necessary.

Discussing Platform Resolutions

- 49. The caucus will now discuss and adopt resolutions to be submitted to the County Convention Platform Committee.
- 50. Resolutions (sometimes called planks) may be submitted by any caucusgoer. Resolutions should be typed or legibly written and contain the author's name and contact information.
- 51. You may consider resolutions individually or as a group.
- 52. We recommend the following procedure:
 - A. The Caucus Secretary or Chair reads the resolution.
 - B. The Caucus Chair asks if there is a motion to adopt the resolution. If there is no such motion, the resolution dies.
 - C. The Caucus Chair asks if there is a second to the motion. If there is no such second, the resolution dies.
 - D. The author speaks for up to 1 minute about the resolution.
 - E. The Caucus Chair asks if anyone wishes to speak against the resolution. If so, the speaker gets up to 1 minute to speak.
 - F. The Caucus Chair asks if anyone else wishes to speak in favor of the resolution. If so, the speaker gets up to 1 minute to speak.
 - G. The Caucus Chair alternates pro and con speeches until no more speakers remain or until the time for debate (we recommend a maximum of 5 minutes per resolution) expires.
 - H. The Caucus Chair asks for all those in favor of adopting the resolution to say "Aye." And for all those opposed to say "Nay."

NOTE: Alternatively, the caucus may choose to consider all resolutions as a whole as submitted and vote on the full list of resolutions at the same time.

Adjourning the Caucus

53. The Caucus Chair asks the attendees if there is any other business they wish to come before the caucus.
54. When there is no further business, the Caucus Chair adjourns the caucus by saying, *"Hearing no further business, this caucus is now adjourned. Thank you all for coming."*

Completing paperwork

55. The Caucus Chair and Secretary review all paperwork making sure that:
- The county and precinct name are recorded in all required fields
 - The Chair and Secretary have signed on all required signature lines
 - The Summary of Caucus Results forms are complete and legible
 - Presidential Preference Cards are sealed in the Presidential Preference Card envelope(s)
 - Cash and checks are sealed in the IDP Finance Envelope, Secretary signs their name across the flap
 - Voter registration forms are sealed in Envelope C
 - Nomination Petition forms are placed back in the Nominations Envelopes
 - All materials are then placed in the proper Envelope A, B, or C
 - The outer envelopes are hand-delivered to the County Chair

Appendix

The following pages are designed for you to use in your preparation and execution of the 2020 caucus. You should tear these pages out of the guide and use them throughout Caucus Night.

APPENDIX A: What's in My Packet? 22

Listing of everything in your Caucus Packet. Familiarize yourself with these materials.

APPENDIX B: Caucus Chair Checklist 23

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

APPENDIX C: Caucus Night Script 24

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 33

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

APPENDIX E: 1 Delegate Precinct Instructions 34

Refer to this only if your precinct has been allocated 1 delegate.

APPENDIX F: How to Conduct an Election 35

A description of how to conduct a contested election – can be used for any election on Caucus Night including Delegates, Alternates, Precinct Committee Members

IDP Letter 37

Letter from Chairman Troy Price. Read this during the IDP Presentation.

Caucus Location Information Sheet 38

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

Appendix A. WHAT'S IN MY PACKET?

Item	Description	Destination
Precinct Packet Label	Located on the outside of your Precinct Packet, this label contains: <ul style="list-style-type: none"> Your County & Precinct Name The number of County Convention Delegates your Precinct is electing 	
New Democratic Voters Registration Form	This form will be used at registration or check-in for attendees who register to vote on Caucus Night.	Envelope A
Voter Registration Forms	Used to register voters for the first time or to re-register voters as a Dem or with new voting information.	Envelope C
Youth Attendee Form	This form will be used at check-in for attendees who are under the legal voting age.	Envelope A
Summary of Caucus Results Delegates/Alternates	These triplicate forms are used to record all results from your Precinct, including Delegates, Alternates, & Ratification of Slate.	<u>White</u> Envelope A <u>Yellow</u> Envelope B <u>Pink</u> Envelope C
2020 Caucus Voter Roll	A list of all registered Democrats in your Precinct (as of Jan. 15 th , 2020). You will use this to check-in participants.	Envelope A
Nomination Envelope	Petition forms from candidates running in your area.	Envelope A
IDP Finance Envelope	Used during the "pass the hat" portion; this envelope must be sealed and the Caucus Secretary must sign their name across the flap before returning.	Envelope A
Envelope A	Return Envelope to the Iowa Democratic Party.	deliver to county chair
Envelope B	Return Envelope to your County Chair.	Mail or deliver
Envelope C	Return Envelope to your County Auditor.	Mail or deliver
Presidential Preference Cards	To be handed out during viability count, then collected after each alignment.	Pres. Pref. Card Envelope
Presidential Preference Card Envelope	Return to County Chair no later than 10pm on February 4 th , 2020.	

****NOTE:** Your box will also contain security tape to be used to seal the Presidential Preference Card Envelope after they are collected.

APPENDIX B.

CAUCUS CHAIR CHECKLIST

Before February 1st:

- ☐ 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 Site to determine logistical details, be sure to schedule your visit in advance with the site contact
- ☐ Fill out the "Caucus Location Information Sheet" found in this guide. Don't forget to get emergency contact phone number and email for your Caucus Site
- ☐ Gather supplies
- ☐ Recruit volunteers
- ☐ Contact the campaign precinct captains in your precinct

February 2nd:

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

February 3rd:

Before 4:00pm

- ☐ Confirm any remaining volunteers
- ☐ Charge your phone
- ☐ 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 check-in tables
- ☐ Hang signage
- ☐ Prepare Precinct breakout areas (if separated from the check-in area)
- ☐ Set out candidate Nomination Papers

5:45pm-6:00pm

- ☐ Check in with volunteers
- ☐ Restroom break!

6:00pm

- ☐ Open doors/greet early attendees
- ☐ Make sure check-in and registration is running smoothly

7:00pm

- ☐ Begin Caucus Program
- ☐ Don't forget to report using the reporting app throughout the caucus

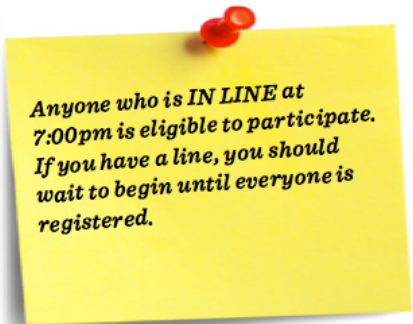
After Adjournment

- ☐ Assemble Envelopes A, B, & C
- ☐ Drop off Envelopes A, B, & C per the plan made with your IDP Organizer and County Chair

APPENDIX C: CAUCUS NIGHT SCRIPT

7:00pm TEMP CHAIR calls the caucus to order

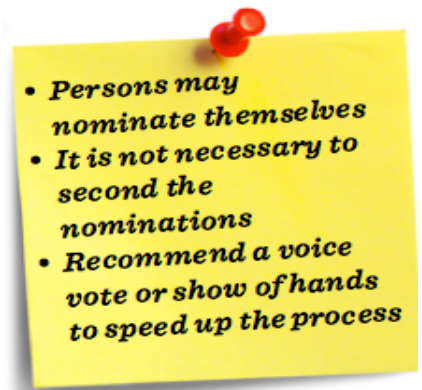
- I hereby call this caucus to order.
- My name is _____, I am the temporary Chair for this Precinct.
- I'd like to welcome you all and thank you for supporting our local and state Democrats.
- The primary purpose of our caucus this evening is to:
 - Elect Delegates, Alternates, and Convention Committee Members to the County Convention on March 21, 2020.
 - Discuss and adopt resolutions to be recommended to the County Platform Committee
 - Elect Precinct Committee Members 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'll hear from any local electeds or local candidates
 - After that, we'll calculate and announce viability for this precinct
 - Then, we will break into preference groups and elect delegates, alternates, and county convention committee members
 - After that, we'll elect our precinct central committee members as a full group.
 - Then we'll discuss platform resolutions
 - Finally, we'll discuss any remaining business before we adjourn for the night



*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 Election of Permanent Officers

- But first, the caucus will elect its Permanent Caucus Chair and Secretary.
- As the Temporary Chair, I have been trained & certified to run this precinct caucus. I am automatically nominated and it is my hope to be elected as the Permanent Chair.
- Are there nominations for the office of Permanent Caucus Chair?
- *[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 Caucus Chair.
 - All those in favor of electing ___ as Permanent Caucus Chair, signify with ‘Aye.’
- We will now elect our Permanent Caucus Secretary.
- Are there nominations for the office of Caucus 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.

7:06pm IDP Presentation

- *[READ LETTER FROM IDP CHAIR TROY PRICE found on page 38]*
- As you know, and as Troy reminded us in his letter, 2020 will be a big year for Democrats. We have a lot of work to do, and some very well-funded opponents.
- The 2020 Coordinated Campaign will touch every community and will work to get out every Democratic vote. We need your support now to help build for success this year.
- I'm going to pass around the IDP Finance Envelope. Since we'll be electing a 46th President this year, I thought we could each toss in \$46. 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. **You can also donate by texting IOWA to 243-725**
- *[CIRCULATE IDP FINANCE ENVELOPE TO ALL ATTENDEES]*



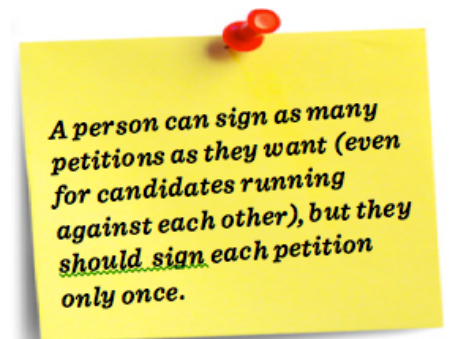
CAUCUS SECRETARY: Collect the envelope and SEAL it securely. Then SIGN your name across the seal. Place the signed, sealed (soon to be delivered) Finance Envelope inside Envelope A.

7:08pm IDP Presentation (cont.)

- You can also stay informed about State Party happenings in a number of ways:
 - Via Twitter: @iowademocrats. 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

- 2020 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 petition forms for our candidates. 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. If a volunteer staffed the nomination table, they may sign as the "circulator." 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 Election of Delegates and Alternates - Intro

- We will now begin the process of electing our Delegates and Alternates to the County Convention.
- To do that, we will divide into presidential preference groups, then each viable group will be awarded a number of delegates based on their relative strength within this caucus.



**You must
read this
passage:**

- Before we break out, I want to remind everyone that:

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 the groups are found in the populations of the respective constituencies. In the spirit of the above, all caucuses, conventions, and committees will also endeavor to include citizens of all national origins, ethnic identities, religions, sexual orientations, gender identities, and disabilities.

7:16pm Determine Viability

- The first step is to determine the viability threshold. This is the number of members a group must have in order to be viable to elect delegates to the county convention.
- Our caucus is electing ____ delegates, so our viability threshold is ____%
- To determine the total number of people participating tonight, we will now count the room.
- As we're counting, I will be passing out Presidential Preference Cards.
- Do NOT write on these cards yet. I will instruct you throughout the night when to fill these out. Again, do NOT write on the cards when I hand them out right now.

[COUNT EACH CAUCUSGOER, AND HAND EACH ONE A PRESIDENTIAL PREFERENCE CARD]

- There are ____ eligible caucus participants in this caucus.

[Use the Caucus Math Worksheet to calculate viability]

- That means our viability threshold is ____.

7:30pm 1st Alignment

- We will now break up into our groups. You have up to ____ minutes to align with a group. If alignment appears to be done before ____ minutes, I will suggest we move on. If not, we can vote to extend the time period by a majority vote.

- [ASSIGN EACH PRESIDENTIAL PREFERENCE GROUP TO AN AREA IN YOUR CAUCUS SITE & PROCEED WHEN ALIGNMENT IS DONE. DON'T FORGET TO ASSIGN A SPOT FOR "UNCOMMITTED"]:



ALIGNMENT PERIOD: SUGGESTED 15-30 MINUTES

8:00pm After 1st Alignment

- 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. *[YOU SHOULD ALSO COUNT EACH GROUP; PROCEED WHEN YOU HAVE NUMBERS FROM EACH GROUP, DON'T FORGET TO RECORD THE NUMBERS ON THE CAUCUS MATH WORKSHEET]:*
- 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]*
- Everyone now needs to fill out Side 1 of your Presidential Preference Card. ONLY fill out Side 1. Don't forget to sign it.
- Based on our viability number, the following groups are viable. *[ANNOUNCE VIABLE GROUPS]*
- And the following groups are NOT viable. *[ANNOUNCE NONVIABLE GROUPS]*

8:03pm Realignment

- That means that we will move into a realignment period.
- ONLY those people who are in a nonviable group may realign.
- SO, if you are currently in a viable group...YOU CANNOT MOVE DURING THIS NEXT ALIGNMENT.
- If you are in a NONviable group, you can: join a viable group, join together with other nonviable members to make one of your groups viable, or join together with other nonviable groups to make a brand new viable group. *[THIS ASSUMES THAT THE TOTAL NUMBER OF NONVIABLE PEOPLE IS AT LEAST THE VIABILITY THRESHOLD NUMBER].*
- Remember: only members of a nonviable group may realign during this time.

- And remember that at the end of this realignment period, you must belong to a viable group otherwise you will not be able to participate in the election of delegates.
- This realignment period will be 15 minutes.
- *(IF NEEDED)*: We will now allow a representative from each viable group to address the caucus for up to 1 minute each.

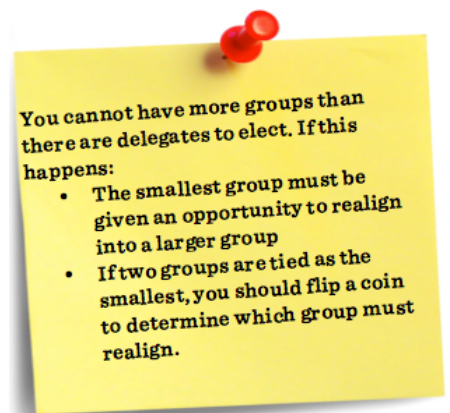


REALIGNMENT PERIOD: MUST BE AT LEAST 15 MINUTES

- *[AFTER THE REALIGNMENT PERIOD, PREFERENCE GROUP CHAIRS WILL AGAIN COUNT AND REPORT THEIR TOTAL GROUP NUMBER.]*

8:18PM Awarding Delegates

- Each group has reported their preference group strength. Using that information, we will award delegates in the following allotment:
- **NOTE: Use the CAUCUS MATH WORKSHEET to calculate delegate allocation.**
- *[ANNOUNCE TO THE CAUCUS THE TOTAL NUMBER OF PEOPLE IN EACH GROUP AND THE TOTAL NUMBER OF DELEGATES EACH GROUP WILL BE ELECTING. ADVISE EACH GROUP TO ELECT AN EQUAL NUMBER OF ALTERNATES. TYPICALLY ANYONE WHO WISHES TO BE AN ALTERNATE MAY DO SO, BUT IT IS POSSIBLE THAT THEY WILL NOT BE SEATED AS A DELEGATE AT THE COUNTY CONVENTION]*
- *[PROVIDE TIME FOR THE PREFERENCE GROUPS TO ELECT THEIR DELEGATES AND ALTERNATES]*



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

8:30pm 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 MEMBERS 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; “AP” for Platform Alternate or “AC” for Committee on Committee Alternate

8:40pm 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***

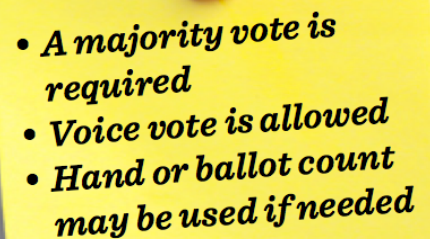


CAUCUS SECRETARY: Make a note on the Summary of Caucus Results Form the Total Number of Voters as well as the Total Number of Votes cast to ratify the slate.

8:45pm Election of Precinct Committee Members

- We will now elect our Precinct Committee Members. 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 Members.

- 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 Members and unlimited alternates.
- 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.]*

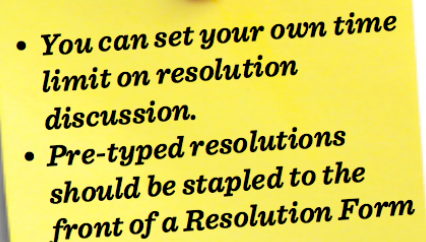
- 
- ***A majority vote is required***
 - ***Voice vote is allowed***
 - ***Hand or ballot count may be used if needed***



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

8:55pm 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 5 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]*

- 
- ***You can set your own time limit on resolution discussion.***
 - ***Pre-typed resolutions should be stapled to the front of a Resolution Form***



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

9:00pm 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 2020 Summary of Caucus Results indicate duly elected Delegates, Alternates, Convention Committees, and Precinct Committee Members?
 - ☐ Does the Summary of Caucus Form contain all information for elected Delegates, Alternates, and Precinct Committee Members?
 - ☐ 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 2020 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?
 - ☐ Is the Presidential Preference Card Envelope sealed?
 - ☐ Did you submit your report?
- 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 drop off your materials to your County Chair at the designated location.

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. BUT, please keep your cell phone handy in case the IDP needs to reach out with any questions.

APPENDIX E: 1 DELEGATE PRECINCT INSTRUCTIONS

1. Because there is no viability threshold only one alignment should be conducted. Assign different areas of the room to the various presidential candidates. Be sure to assign an area for “Uncommitted.”
NOTE: There are no “official” candidates, so a caucusgoer may align with any candidate of their choosing.
2. After alignment, instruct attendees to fill out only side one of their Presidential Preference Card and turn them in to the Caucus Chair or Secretary.
3. The caucus shall then reconvene as a whole to elect your delegate to the county convention.
 - a. The delegate must receive a majority vote of those caucus attendees present and voting.
 - i. If a majority cannot be reached, voting will continue with the lowest vote-getter being dropped from the list of potential delegates
 - ii. If there is a tie for the lowest vote-getter, a game of chance will be used to determine who moves on.
4. Once elected the delegate may choose any candidate to align their support.

Delegate voting example

Round 1

Delegate Candidate A - 7 votes
Delegate Candidate B – 4 votes
Delegate Candidate C – 11 votes
Delegate Candidate D - 1 votes

Round 2

Delegate Candidate A - 8
Delegate Candidate B - 4
Delegate Candidate C - 11

Round 3

Delegate Candidate A - 12
Delegate Candidate C - 11

Delegate Candidate A is the Delegate to the County Convention.

APPENDIX F: HOW TO CONDUCT AN ELECTION

Use this guidance to conduct the election of Delegates and Alternates, Convention Committee Members, and Precinct Committee Members, if needed. Before the election, each Candidate should be given equal time to address the voters. Candidates should speak from the front of the room in alphabetical order. The Caucus Secretary should be in charge of timing each Candidate. A microphone should be used if your caucus is in a large room.

The Caucus Secretary should also assist in the counting. That person should record the total number of eligible voters and the number of votes each Candidate receives. The Precinct Caucus Chair should announce the results after each election.

If you are electing 3 or fewer Delegates:

- You may elect all 3 in one round of voting
- In order to win, a Candidate must receive a majority (anything over 50.00%) support from the total number of voters participating in the election.

To conduct the election:

- Instruct the voters that they can each vote for the same number of Candidates as the number of positions to fill. (i.e. if you are electing 3 Delegates, each voter can vote for 3 people).
- Ask the voters, “How many people vote for [Candidate A]?”
- Count the number of hands that are raised.

NOTE: It is helpful to have at least one other person also counting. The Secretary should record the total number of eligible voters and the number of votes each Candidate receives.

- Ask the voters, “How many people vote for [Candidate B]?” / count the hands raised.
- Continue until you have asked for votes for each Candidate and tallied their results.
- Once the voting is done, tally and check the results, then announce the number each Candidate received.
- The top vote-getters should be declared the winners **ONLY IF** they received a majority (over 50.00%) support of the voters.

For example:

<i>Your precinct elects:</i>	<i># of Candidates</i>	<i># of voters (includes Candidates)</i>
3 Delegates	7 people are running	12 people are voting

Because you are electing 3 Delegates, each of the 12 voters can vote once for 3 different Candidates (i.e. they should raise their hand 3 times; this means there will be a total of 36 votes cast). In this example, no Candidate can receive more than 12 votes; a Candidate will need a minimum of 7 votes **and** be one of the three highest voter getters in order to win.

After you conduct the vote, the results are:

Candidate A	Candidate B	Candidate C	Candidate D	Candidate E	Candidate F	Candidate G
12 votes	2 votes	8 votes	6 votes	5 votes	3 votes	0 votes

- Candidates A & C are elected as Delegates because they received the highest number of votes **AND** received at least 50% of the total number of possible votes per Candidate.
- Candidate D is the next highest vote-getter, but cannot be declared a winner because 6 votes is not over half of the 12 votes cast for each Candidate.
- In this situation, another vote would occur to fill the remaining delegate spot. Candidates B, D, E, F, and G are all eligible to run. Each voter would only vote for one Candidate.

If you are electing 4 or more delegates:

- At least 2 rounds of voting will be necessary
- On the first round of voting, you can elect “half plus one” the number of Delegates you are allotted. (i.e. if you have 8 Delegates spots, you can elect 5 on the first round)
- In order to win, a Candidate must receive a majority (anything over 50.00%) support from the total number of voters.

For example:

<i>Your precinct elects:</i>	<i># of Candidates</i>	<i># of voters (includes Candidates)</i>
8 Delegates	12 people are running	40 people are voting

You can only elect 5 Delegates on the first round of voting. Each of the 40 voters can vote once for 5 different Candidates (i.e. they should raise their hand 5 times; this means there will be a total of 320 votes cast. In this example, no Candidate can receive more than 40 votes; a Candidate will need a minimum of 21 votes **and** be one of the five highest voter getters in order to win.

After you conduct the vote, the results are:

A	B	C	D	E	F	G	H	I	J	K	L
40	3	12	26	1	5	31	1	1	30	29	21

- In this scenario, Candidates A, D, G, J, & K are elected as Delegates because they received the highest number of votes AND received at least 50% of the votes cast for them.
- Candidate L was eligible to win, but did not place in the top 5.
- To fill the remaining 3 Delegate positions you will conduct a second round of voting. In this round, voters will vote for 3 Candidates. All Candidates who did not win in Round One are eligible Candidates in Round 2.

NOTE: If your caucus votes to use written ballots, the process is the same except that each voter will write the name of their preferred Candidates and the Caucus Chair and Secretary will record, tally, and announce the results from the paper ballots.

Dear Iowa Democrat,

Welcome, and thank you for attending your 2020 precinct caucus. Tonight, you are joining fellow Iowa Democrats gathered all across the state to do what we do best—organize and mobilize. But as you gather tonight, I hope you also take time to celebrate with each other the growing strength of our party and continue to work together to make our party even better.

There is no doubt, we have our work cut out for us this year.

That is why the work you are doing tonight is so important. This is the first step in building a strong, grassroots organization that take our state and country into a new direction.

But to do that, we must be united. You may have entered tonight as a supporter of one of our outstanding Presidential candidates, and I hope you are successful. But regardless of the outcome, when you leave tonight, we must all be united as Iowa Democrats ready to fight for our values.

Because together, we can take back the Iowa Legislature and win important seats at the courthouse. Together, we can sweep all four congressional districts. Together, we can put a Democrat back in the US Senate. Together, we can turn Iowa blue and take back the White House.

The Iowa Democratic Party stands shoulder to shoulder with you in this fight, and together I know we will be able to celebrate in November the brighter, progressive future that stands ahead of us.

Thank you so much for being a part of this historic night, and for being a member of the Iowa Democratic Party.

A handwritten signature in black ink, appearing to read 'Troy Price', with a stylized, flowing script.

Troy Price, Iowa Democratic Party Chair

CAUCUS LOCATION *Information Sheet*

Important Info		
Precinct Chair Hotline	Questions/Concerns/Troubleshooting	515-974-1708
General Public Hotline	Questions	1-800-325-8602
County Chair		
Location Contact		

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		
Caucus Volunteer #1	NAME	PHONE
Caucus Volunteer #2		
Caucus Volunteer #3		
Caucus Volunteer #4		
Caucus Volunteer #5		
Caucus Volunteer #6		
Caucus Volunteer #7		

REPORTING INFORMATION	
SITE:	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)	_ _ _