

# 2024 CAUCUS TRAINING

FOR PRECINCT ORGANIZERS  
AND CAUCUS VOLUNTEERS

Caucus Day: Saturday, March 9, 2024  
12-4:30pm

Volunteers from 11:00am – 4:30pm

Thanks for all you do!

Resource page: [bcdp.co/field](https://bcdp.co/field)



# Boulder County Democratic Party

## 2024 CAUCUS TRAINING

- I. Nomination Process Explained
- II. Pre-caucus Actions You Can Do Now
- III. How to Run the Caucus
  - Preference poll
  - Electing delegates
- IV. Wrapping Up

Thanks for being a volunteer!



# Caucus & Primary

- **Presidential Primary**
  - Tuesday, March 5, 2024
  - **Presidential Race Only**
  - All registered Democrats plus registered Unaffiliated who can select either a Republican or Democratic ballot
  - Mail-in ballot process
- **Precinct Caucuses**
  - Saturday, March 9<sup>th</sup>, 12-4pm
  - **CU Regent At-Large gets delegates**
  - Down-ballot race straw polls (if time)
  - Only registered Democrats
  - Delegate selection process to County Assembly and Convention
    - 1<sup>st</sup> step to be delegate to Democratic National Convention

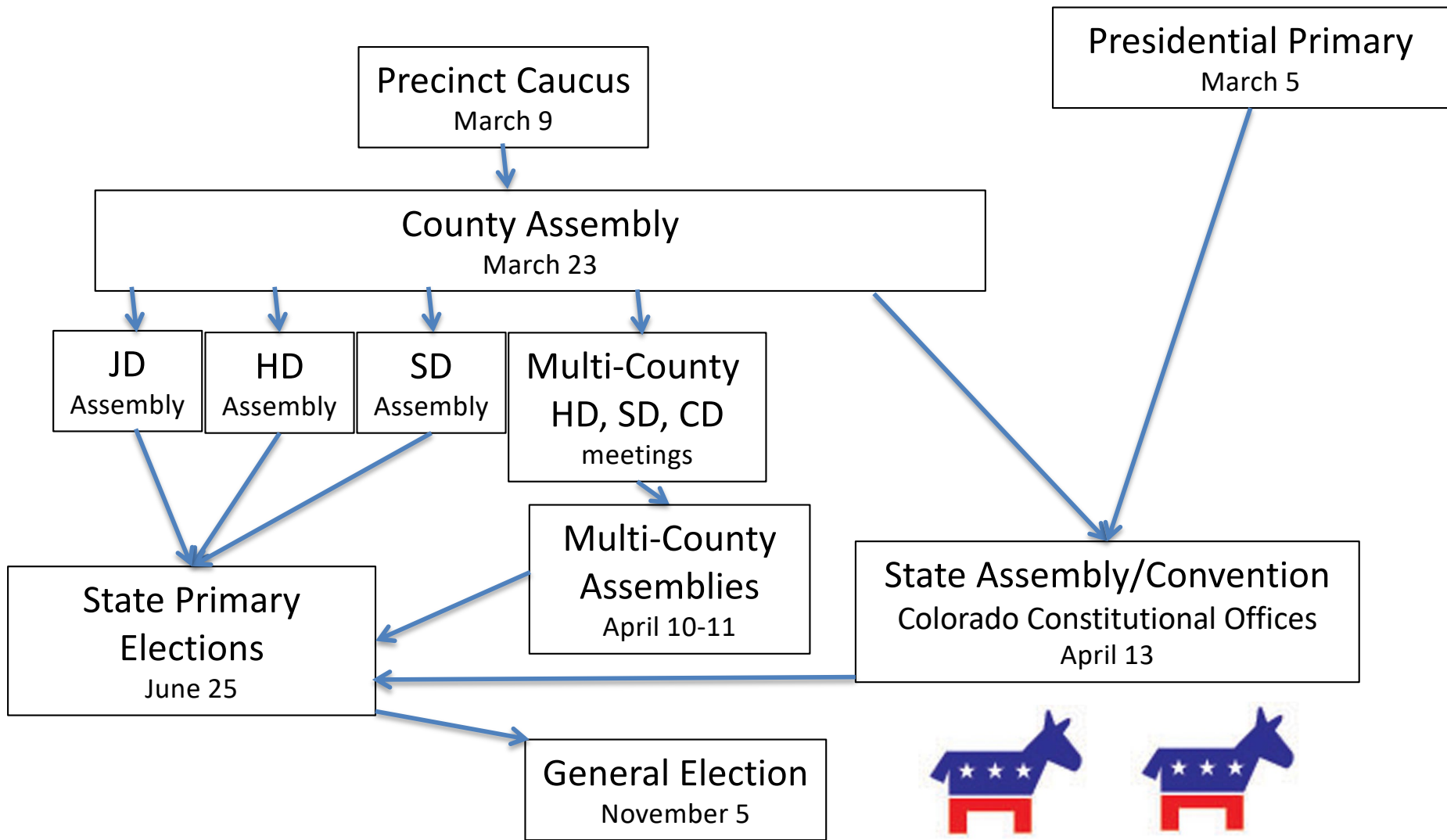
# **Two ways a Candidate Can Get on the Primary Ballot**

- 1) Caucus/Assembly Process**
- 2) Petition directly onto the Ballot**

# Why Do We Caucus?

- Elect delegates to the County Assembly/Convention on **March 23**
  - Convention is for US President
  - Assembly is for other races and is the first step in the candidate nominating process
  - Delegates, selected at Caucus, are based on the highest state-level position
- Elect new Precinct Organizers to build/refresh party energy and the GOTV team

# 2024 Democratic Party Nomination Process

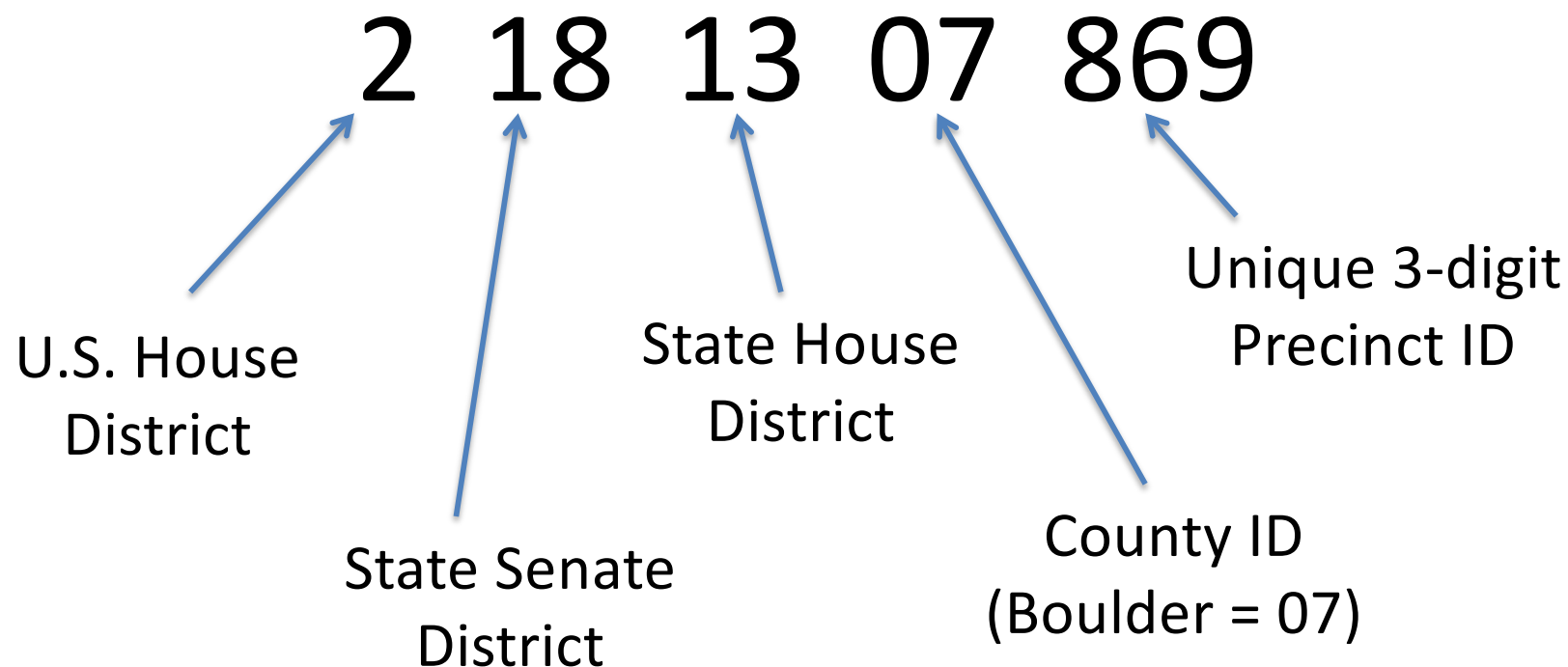


## Pre-Caucus Actions You Can Take Now

- 1) Understand Your Precinct Numbers
- 2) Find Your own Precinct Number and  
Caucus Location
- 3) Find a volunteer from your Precinct to  
attend and be Secretary of your caucus
- 4) Help your Supersite Chair by being or  
recruiting a registrar/greeter/setter-up



## How the unique precinct ID appears in a precinct number





To look up a voter's caucus eligibility and caucus location:

[BCDP.CO/PCPLookup](https://BCDP.CO/PCPLookup)  
(View Your Precinct Information)

## Boulder County Democratic Party Caucus Location & Precinct Lookup

[Click for Registration login](#) (only for caucus registrars)

Legal First Name

Legal Last Name

ZipCode (5 digit)

Year Of Birth (optional)

[Clear Form](#)

To look up a voter's caucus eligibility and caucus location:

## BCDP.CO/Caucus2024 (View Your Precinct Information)

### Your Data (from voterfile)

Name	[REDACTED]
Voter ID	[REDACTED]
Precinct (short)	<b>801</b>
Precinct and Districts*	2181007801 CD=2, SD=18, HD=10, PCT=801
Party Affiliation	D
Date of Affiliation	
Registration Date	
Eff Date	
VAN ID	

\*CD=Congressional District, SD=Senate District,

**Scroll down to  
bottom of page**

### Your Caucus Information

Your precinct (**801**) will meet on Saturday, March 9, 2024.

- Location: [Niwot HS, 8989 Niwot Rd, Niwot, 80503](#)
- **Registration will start at 11:30 AM.**
- You may bring water, but please don't bring any food
- Your caucus must complete its work no later than 4:30 PM.

**DEMO**

# Running your caucus

COLORADO DEMOCRATIC CAUCUS IS MARCH 9

- Volunteers (you) arrive at 11:00am
- Registration starts at 11:30am
- Large Meeting for all precincts starts at 12:30pm
- Individual precinct caucuses start at 1:30pm
- Caucus Work must be done and ALL paperwork done by 5:00pm.
- Don't take any paperwork home.
- Leave building as you found it by 5:00pm

# Running your caucus

## PRECINCT ORGANIZERS

- Volunteer to help – arrive at 11:00am (or the time specified by your Supersite Chair) and setup, greet, attend to parking lot, etc
- Check in with your Supersite Chair and get your caucus materials
- Familiarize yourself with where your caucus meeting will be, the route to get there from the Large Meeting, and where bathrooms are.
- Be at your assigned area, with your precinct sign, in the Large Meeting Room to gather your fellow precinct caucus members


# Your Precinct Packet

**At your caucus Supersite, your Supersite Chair will provide you with your precinct packet, which contains:**

1. Official 2024 Precinct Caucus Instructions/Script and Caucus election forms
2. Known Candidate List
3. Donation Pouch
4. County Assembly Calls  
(Official Invites for Delegates to the County Assembly)
5. Precinct Organizer Welcome Fliers
6. Platform Feedback Flyers
7. Challenge Forms
8. Meeting agenda and blue tape (hang on wall)

# BLUE VOTER REGISTRATION/CREDENTIAL CARDS

Attendees hold them up to vote. No card? No vote!  
**Collect them at the end of caucus.**



**2024 BOULDER COUNTY DEMOCRATIC PARTY CAUCUS  
VOTING CREDENTIAL**

**PLEASE FILL OUT AND TURN IN AT THE END OF CAUCUS**

**REGISTRAR FILLS OUT:**

VOTER ID:  PCT#:

Legal Last Name:

Legal First Name:  Phone:

Email:

I am willing to serve as

an Election Judge in 2024

a Poll Watcher in 2024

I would like to subscribe to  
(email required above)

the BCDP newsletter

the BCDP Online Voter Guide

I am willing to volunteer  
to help elect Democrats  
in 2024

**IF elected at caucus, check what you were elected as:**

Precinct Organizer (PO)

Delegate

# Caucus Instructions: Checklist

## 2024 CAUCUS CHECKLIST:

**Please Check Off** the following as you place them back in the Precinct Packet Envelope.

**Remember to RETURN this ENVELOPE and ALL paperwork to the SUPERSITE CHAIR before leaving.**

\_\_\_\_\_ ALL Blue Caucus Registration Cards

\_\_\_\_\_ A. Official Precinct Leader Record (PURPLE colored form)

\_\_\_\_\_ B. Preference Poll Worksheet (GREEN colored form)

\_\_\_\_\_ C. County Assembly Delegate Record (YELLOW colored form)

\_\_\_\_\_ D. County Assembly Down-ballot Candidate Worksheet (2-page BLUE colored form)

Yes / No  
(circle one) Did all County Assembly delegates receive the 2024 County Assembly/Convention Official Call?

Yes / No  
(circle one) Did all County Assembly delegates sign the Assembly Delegate Record? (YELLOW colored form)

\_\_\_\_\_ Donation Pouch (ALL donations enclosed)

# Caucus Instructions Color Coding

Chair reads: **Purple text**

Chair does: **Black text**

Secretary does: **Blue text**

## READ THIS OUT LOUD:

*Before we can elect delegates from our precinct, we need to determine how the precinct's delegate slots will be allocated to each candidate (including "Uncommitted") meeting threshold. The first step in this process is to determine which candidates meet the 15% threshold requirement by the Threshold Eligibility Test.*

## END READING OUT LOUD

The CU Regent Preference Poll Process includes the following:

- A. The Caucus Chair and Secretary should each have a copy of the **GREEN Caucus Form B: Preference Poll Worksheet** to help work through the 2-Step Threshold Eligibility Test and subsequent Delegate Allocation.
- B. The Caucus Chair manages the discussion of candidates and keeps track of time. Following the discussion, the Caucus Chair then asks for a vote for each of the CU Regent At-Large candidates including "Uncommitted". Each credentialed attendee votes once by holding up their blue credential card. Each attendee gets one vote and there are no "do-overs".
- C. **Using the Known Candidate List, the Caucus Secretary will enter the known candidates plus Uncommitted for CU Regent At-Large race in Step 1 of the form.** While the Caucus Chair conducts the voting to meet the Threshold Test, **the Caucus Secretary records then announces the totals for each candidate and identifies the candidates who did and did not make threshold.**



# Questions??



# Caucus Instructions: The Agenda

BE UPBEAT AND STAY ON SCHEDULE!

- |           |       |  |
|-----------|-------|--|
| 1:35-1:45 | I.    | <i>Introductions and Election of Caucus Chair and Secretary</i>  |
| 1:45-2:00 | II.   | <i>Elect Two Precinct Organizers</i>   |
| 2:00-3:00 | III.  | <i>Conduct Preference Poll for with Threshold Test and Delegate Allocation</i>                         |
| 3:00-3:20 | IV.   | <i>Conduct Down-Ballot Straw Polls (Optional)</i>  |
| 3:20-4:00 | V.    | <i>Elect Assembly/Convention Delegates</i>   |
| 4:00-4:05 | VI.   | <i>Explain Participation in the Platform Process</i>   |
| 4:05-4:10 | VII.  | <i>Solicit Contributions for Caucus Expenses/Support Democratic Efforts</i>                            |
| 4:10-4:30 | VIII. | <i>Adjourn meeting and Reset Room; Complete Paperwork--(Review with and Return to Supersite Chair)</i> |



# Agenda: 1:35 – 1:45pm

## Introductions & Elect Caucus Chair & Secretary

- Briefly, introduce current Precinct Organizers
- Read first section of Caucus Instructions
- Elect Caucus Chair and Secretary
  - All eligible voters should have a BLUE card. No others may vote.
- Divide the paperwork
  - Instructions to Caucus Chair
  - Colored caucus paper forms to Caucus Secretary

*Send Late attendees to Troubleshooter's station if they don't have blue card.*

*No "do-overs": Votes that have already been taken will not be re-opened for late comers.*

# Agenda: 1:45 – 2:00pm

## Elect Two Precinct Organizers

- Chair will read statement about Precinct Organizer job
- Elect Precinct Organizers (nominate yourself if you want to run)
- Give New Precinct Organizers the Welcome flier
- Secretary records results on the PURPLE Official Precinct Organizer Record
- Both Caucus Chair and Secretary sign



# Give newly elected Precinct Organizers their welcome sheet



*Dear 2024–2025 Precinct Organizer*

**WELCOME!**



Thank you for stepping up to serve your neighbors as Precinct Organizer. In this role, you will have the opportunity to participate in many party functions, but most importantly you will drive voter turnout to elect Democrats up and down the ballot.

We'd love to get to know you better, welcome you to our team, and fill you in on our plans for this crucial election year.

Please join us for our 2024 Field Team Kickoff  
Sunday, April 21 1:00 pm – 4:00 pm

# Secretary: Purple PO Record

- Secretary enters number of voters (must have blue card)
- Secretary **CLEARLY PRINTS** the names, Voter IDs, phone numbers, and emails for the new Precinct Organizers.
- The required information will be on their **BLUE** credential card

## Caucus Form A: Official Precinct Organizer Record (purple)

Enter the # of Registered Caucus Participants here:

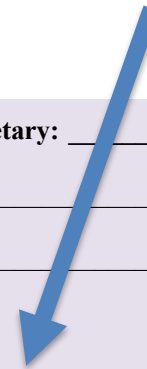
Number of Registered Participants attending this precinct caucus:	<input type="text"/>
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Please **CLEARLY** print the names of the two Precinct Leaders elected during your caucus meeting, as described in the caucus instructions.

Legal <b>LAST</b> Name:	Legal <b>FIRST</b> Name:	VoterID:	Phone:	Email Address:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# Secretary: Purple PO Record

- Chair and Secretary sign form
- Secretary records contact info from anyone else who would like to assist the Precinct Organizers.



Signature of the Caucus Chair: \_\_\_\_\_

Signature of the Caucus Secretary: \_\_\_\_\_

Printed name: \_\_\_\_\_

Printed name: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Other volunteers to assist the Precinct Leaders:

Legal <b>LAST</b> Name:	Legal <b>FIRST</b> Name:	VoterID:	Phone:	Email Address:

# Questions??





# Agenda: 2:00 – 3:00pm

## Conduct the Preference Poll

- Two parts: Threshold Test and the Delegate Allocation
- Chair reads the script
- All delegates to the County Assembly are selected based on their preference for CU Regent At-Large (the highest statewide contest)



# Important Dates for Delegates

- 1) Local Precinct Caucus – Saturday, March 9**
- 2) DELEGATES MUST BE ABLE TO ATTEND BCDP County Assembly/Convention – All day Saturday, March 23, Centaurus HS**
- 3) Multi-county District Assemblies – April 10 & 11 - online**
- 4) CO Dem Party State Assembly/Convention – Saturday, April 13 - online**



## Agenda: 2:00 – 3:00pm

### Preference Poll Step One: Threshold Test

- Chair reads the Delegate election process
  - All delegates to the County Assembly are selected based on their preference for CU Regent At-Large (the highest statewide contest)
- All eligible voters should have a BLUE card
- **One vote** determines which candidates meet the 15% threshold to be awarded any delegates AND how many delegates each eligible candidates gets.
- There is an extra Green form for the Chair to reference for instructions. The Secretary only needs to complete one Green form.

# Secretary: Green Preference Poll

- **Step 1: Threshold Test**
- Secretary uses the Known Candidate List top section for the LAST names of the candidates running for CU Regent At-Large
- Uncommitted is a candidate

Precinct #: **XXX** • Supersite: **XXX**  
 Caucus Form B: Preference Poll Worksheet (green)

# Delegates allotted to PCT

**2**

**STEP 1 – Table 1: Threshold Eligibility Test**

1. Fill in Table 1 with candidate’s LAST name and Uncommitted and do calculations.
2. DO NOT ROUND Column C.
3. A candidate must get a NATURAL 15% (.15) or more in Column C in order to receive any delegates.
4. Cross out any candidate who does not make threshold.

Candidate Preference (Candidate’s LAST name, including Uncommitted)	Column A Votes for each candidate	÷	Column B Total votes (Total of Column A)	=	Column C Product DO NOT ROUND
		÷		=	
		÷		=	
		÷		=	
		÷		=	
<b>TOTAL:</b>					

# Secretary: Green Preference Poll

- **Step 1: Threshold Test—Get our your calculator!**
- Vote, Secretary records votes
- Secretary calculates which candidates met the threshold by earning **.15 or higher** in Column C.
- Calculation is  $\frac{\text{Votes for Each Candidate}}{\text{Total Votes}}$
- Secretary announces the results

Precinct #: **XXX** • Supersite: **XXX**  
 Caucus Form B: Preference Poll Worksheet (green)

# Delegates allotted to PCT

**2**

**STEP 1 – Table 1: Threshold Eligibility Test**

1. Fill in Table 1 with candidate’s LAST name and Uncommitted and do calculations.
2. DO NOT ROUND Column C.
3. A candidate must get a NATURAL 15% (.15) or more in Column C in order to receive any delegates.
4. Cross out any candidate who does not make threshold.

Candidate Preference (Candidate’s LAST name, including Uncommitted)	Column A Votes for each candidate	÷	Column B Total votes (Total of Column A)	=	Column C Product DO NOT ROUND
		÷		=	
		÷		=	
		÷		=	
		÷		=	
<b>TOTAL:</b>					

# Suggestions for Counting Voters at Caucus

If there are a LOT of voters in attendance, some suggestions to help you count votes include:

- 1) Ask for 2 volunteers to help count. Compare their results.
- 2) Ask people to stand and hold up their blue cards.
- 3) Have people stand and count off themselves and then sit.
- 4) Whatever works.

# Secretary: Green Preference Poll

## Preference Poll Step Two: Delegate Allocation

**STEP 1 – Table 1: Threshold Eligibility Table**

Candidate Preference (Candidate's LAST name, including Uncommitted)	<u>Column A</u> Votes for each candidate
<b>TOTAL:</b>	

- For ONLY those candidates, including Uncommitted, that met 15% threshold, Secretary writes LAST names and number of votes they got into Table 2.

**STEP 2 – Table 2: Delegate Allocation (for candidates who made threshold, including Uncommitted)**

<u>Column A</u> (Candidate's LAST name or Uncommitted)	<u>Column B</u> Votes in Preference Poll (from Table 1 that reached 15% threshold)	÷	<u>Column C</u> (Total of Col. B)	×	<u>Column D</u> Delegates Allotted to Precinct	<u>Column E</u> B ÷ C x D (May round to two decimal places)	<u>Column F</u> Number of Delegates to Elect DO NOT ROUND
		÷		×			
		÷		×			
		÷		×			
		÷		×			
<b>TOTAL:</b>							

*Everyone can relax while the Secretary does the calculations and the Chair double-checks.*

# Secretary: Green Preference Poll

## Preference Poll Step Two: Delegate Allocation

1. From Table 1: Copy names of all candidate preferences (including Uncommitted) that meet the 15% threshold into Column A.
2. From Table 1: Copy votes for all candidate preferences (including Uncommitted) that meet the 15% threshold into Column B.
3. In Table 2: Add up Column B and fill in the TOTAL.
4. In Table 2: Copy TOTAL from Column B to each line, that has a candidate preference, into Column C.
5. In Table 2: Fill in number of delegates allotted to your precinct (see top right of form) on each line, that has a candidate preference, in Column D.
6. In Table 2: For each line that has a candidate preference, divide Column B by Column C and multiply by Column D. Record result to two decimal places into Column E.
7. In Table 2: Using the result in Column C, record number of delegates to elect using the following method: Each candidate receives delegates based on the whole number to the LEFT of the decimal point. If there are additional delegates to award, **looking ONLY at the number to the right of the decimal point**, award the additional delegate to the candidate with the HIGHEST number. **DO NOT ROUND.**

**STEP 2 – Table 2: Delegate Allocation (for candidates who made threshold, including Uncommitted)**

<u>Column A</u> (Candidate's LAST name or Uncommitted)	<u>Column B</u> Votes in Preference Poll (from Table 1 that reached 15% threshold)	÷	<u>Column C</u> (Total of Col. B)	×	<u>Column D</u> Delegates Allotted to Precinct	<u>Column E</u> B ÷ C x D (May round to two decimal places)	<u>Column F</u> Number of Delegates to Elect DO NOT ROUND
		÷		×			
		÷		×			
		÷		×			
		÷		×			
<b>TOTAL:</b>							



# Secretary: Green Preference Poll

## Preference Poll Step Two: Delegate Allocation

- Secretary adds up votes in Column B and writes total in each cell, with a candidate, under Column C



**STEP 2 – Table 2: Delegate Allocation (for candidates who made threshold, including Uncommitted)**

<u>Column A</u> (Candidate's LAST name or Uncommitted)	<u>Column B</u> Votes in Preference Poll (from Table 1 that reached 15% threshold)	÷	<u>Column C</u> (Total of Col. B)	X	<u>Column D</u> Delegates Allotted to Precinct	<u>Column E</u> B ÷ C x D (May round to two decimal places)	<u>Column F</u> Number of Delegates to Elect <b>DO NOT ROUND</b>
		÷		X			
		÷		X			
		÷		X			
		÷		X			
<b>TOTAL:</b>							



# Secretary: Green Preference Poll

## Preference Poll Step Two: Delegate Allocation

- Secretary writes in the number of delegates allotted to the precinct, found in the box at the top of the form, in each cell, with a candidate, under Column D

Precinct #: **XXX** • Supersite: **XXX**  
Caucus Form B: Preference Poll Worksheet (green)

# Delegates allotted to PCT	<b>2</b>
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STEP 2 – Table 2: Delegate Allocation (for candidates who made threshold, including Uncommitted)

Column A (Candidate's LAST name or Uncommitted)	Column B Votes in Preference Poll (from Table 1 that reached 15% threshold)	÷	Column C (Total of Col. B)	×	Column D Delegates Allotted to Precinct	Column E B ÷ C x D (May round to two decimal places)	Column F Number of Delegates to Elect DO NOT ROUND
		÷		X			
		÷		X			
		÷		X			
		÷		X			
<b>TOTAL:</b>							

# Secretary: Green Preference Poll

## Preference Poll Step Two: Delegate Allocation

- Secretary does the following math and rounds to 2 decimal places:  
(Votes for Each/Total Votes) x No. Delegates

$$\frac{\text{Votes for Each Candidate}}{\text{Total Votes}} \times \text{Delegates}$$

Rounded to  
2 decimal places

**STEP 2 – Table 2: Delegate Allocation (for candidates who made threshold, including Uncommitted)**

<u>Column A</u> (Candidate's LAST name or Uncommitted)	<u>Column B</u> Votes in Preference Poll (from Table 1 that reached 15% threshold)	÷	<u>Column C</u> (Total of Col. B)	×	<u>Column D</u> Delegates Allotted to Precinct	<u>Column E</u> B ÷ C x D (May round to two decimal places)	<u>Column F</u> Number of Delegates to Elect <b>DO NOT ROUND</b>
		÷		X			
		÷		X			
		÷		X			
		÷		X			
<b>TOTAL:</b>							

# Secretary: Green Preference Poll

## Preference Poll Step Two: Delegate Allocation

- For any candidate’s result that has a whole number to the **LEFT** of the decimal point, they get that number of delegates.
- If there are still delegates left, the **HIGHEST** fraction to the **RIGHT** of the decimal gets the remaining delegate with **NO ROUNDING**.



STEP 2 – Table 2: Delegate Allocation (for candidates who made threshold, including Uncommitted)

<u>Column A</u> (Candidate’s LAST name or Uncommitted)	<u>Column B</u> Votes in Preference Poll (from Table 1 that reached 15% threshold)	÷	<u>Column C</u> (Total of Col. B)	×	<u>Column D</u> Delegates Allotted to Precinct	<u>Column E</u> B ÷ C x D (May round to two decimal places)	<u>Column F</u> Number of Delegates to Elect <b>DO NOT ROUND</b>
		÷		×			
		÷		×			
		÷		×			
		÷		×			
<b>TOTAL:</b>							

# Secretary: Green Preference Poll

## Preference Poll Example

- **Candidates:**
  - Red
  - Blue
  - Green
  - Uncommitted
- **Delegates: 2**
- **Voting Attendees: 10**

# Secretary: Green Preference Poll

## Preference Poll Example

### Step 1: Threshold Test

**STEP 1 – Table 1: Threshold Eligibility Test**

<b>Candidate Preference (Candidate's LAST name, including Uncommitted)</b>	<b><u>Column A</u> Votes for each candidate</b>	<b>÷</b>	<b><u>Column B</u> Total votes (Total of Column A)</b>	<b>=</b>	<b><u>Column C</u> Product DO NOT ROUND</b>
Red	5	÷	10	=	.5
Blue	1	÷	10	=	.1
Green	3	÷	10	=	.3
Uncommitted	1	÷	10	=	.1
<b>TOTAL:</b>	10				

# Secretary: Green Preference Poll

## Preference Poll Example

### Step 2: Delegate Allocation

STEP 2 – Table 2: Delegate Allocation (for candidates who made threshold, including Uncommitted)

<u>Column A</u> (Candidate's LAST name or Uncommitted)	<u>Column B</u> Votes in Preference Poll (from Table 1 that reached 15% threshold)	÷	<u>Column C</u> (Total of Col. B)	X	<u>Column D</u> Delegates Allotted to Precinct	<u>Column E</u> B ÷ C x D (May round to two decimal places)	<u>Column F</u> Number of Delegates to Elect DO NOT ROUND
Red	5	÷	8	X	2	1.25	1
Green	3	÷	8	X	2	.75	1
		÷		X			
		÷		X			
<b>TOTAL:</b>	8						2

# Secretary: Green Preference Poll

## Preference Poll Example 2

### Step 1: Threshold Test

**STEP 1 – Table 1: Threshold Eligibility Test**

<b>Candidate Preference (Candidate's LAST name, including Uncommitted)</b>	<b><u>Column A</u> Votes for each candidate</b>	<b>÷</b>	<b><u>Column B</u> Total votes (Total of Column A)</b>	<b>=</b>	<b><u>Column C</u> Product DO NOT ROUND</b>
Red	5	÷	10	=	.5
Blue	1	÷	10	=	.1
Green	2	÷	10	=	.2
Uncommitted	2	÷	10	=	.2
<b>TOTAL:</b>	10				



# Secretary: Green Preference Poll

## Preference Poll Example 2

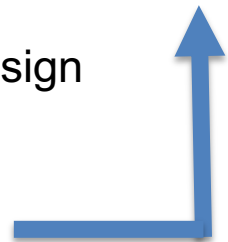
### Step 2: Delegate Allocation

**STEP 2 – Table 2: Delegate Allocation (for candidates who made threshold, including Uncommitted)**

<u>Column A</u> (Candidate's LAST name or Uncommitted)	<u>Column B</u> Votes in Preference Poll (from Table 1 that reached 15% threshold)	÷	<u>Column C</u> (Total of Col. B)	X	<u>Column D</u> Delegates Allotted to Precinct	<u>Column E</u> B ÷ C x D (May round to two decimal places)	<u>Column F</u> Number of Delegates to Elect DO NOT ROUND
Red	5	÷	9	X	2	1.11	1
Green	2	÷	9	X	2	.44	
Uncommitted	2	÷	9	X	2	.44	
		÷		X			
<b>TOTAL:</b>	9						

In the case of a tie vote between two candidates, the body should assign the additional delegate by lot (flip coin, draw names).

Fill in the delegate number for the winning candidate and total.



# Secretary: Green Preference Poll

## Preference Poll LIVE Example

# Questions??



## Agenda: 3:00 – 3:20pm

### **OPTIONAL Down-Ballot Straw Polls (time-permitting)**

- Purpose of this poll is to inform elected delegates of their precinct's preference on other races besides CU Regent
  - Preferences are non-binding, straw polls are strictly informational
- Chair asks which, if any, **CONTESTED** down-ballot races the caucus would like to hold an unofficial straw poll
- All of the down-ballot races and candidates are on the Known Candidate List
- All eligible voters should have a BLUE card

# Secretary: Blue Down-Ballot

Down-Ballot worksheet: two pages with two tables on each

# Delegate Slots	2
------------------	---

Column 1 <b>RACE</b>	Column 2 <b>Candidates</b>	Column 3 <b>Number of Votes</b>	Column 4: <b>Fraction of Votes (to 3 digits)</b> (Divide Col. 3 by Sum of Col. 3)	Column 5: <b>Approximate Number of Delegates</b> (Multiply Col. 4 by #slots (2) and round to nearest integer)
_____  (Race)				
	Uncommitted			
		Sum =		

Column 1 <b>RACE</b>	Column 2 <b>Candidates</b>	Column 3 <b>Number of Votes</b>	Column 4: <b>Fraction of Votes (to 3 digits)</b> (Divide Col. 3 by Sum of Col. 3)	Column 5: <b>Approximate Number of Delegates</b> (Multiply Col. 4 by #slots (2) and round to nearest integer)
_____  (Race)				
	Uncommitted			
		Sum =		

# Secretary: Blue Down-Ballot

- Secretary will use one table for each race.
- For each race, Secretary writes in the name of the race and the candidates from the Known Candidate List (Uncommitted is not needed.)

# Delegate Slots				
Column 1 <b>RACE</b>	Column 2 <b>Candidates</b>	Column 3 <b>Number of Votes</b>	Column 4: <b>Fraction of Votes (to 3 digits)</b> (Divide Col. 3 by Sum of Col. 3)	Column 5: <b>Approximate Number of Delegates</b> (Multiply Col. 4 by #slots (2) and round to nearest integer)
(Race)				
	Uncommitted			
		Sum =		

# Secretary: Blue Down-Ballot

- Vote and Secretary record votes
- Secretary calculates the fraction of votes:  
Votes for Each Candidate/Total Votes

$$\frac{\text{Votes for Each Candidate}}{\text{Total Votes}}$$

# Delegate Slots		2		
Column 1 RACE	Column 2 Candidates	Column 3 Number of Votes	Column 4: Fraction of Votes (to 3 digits) (Divide Col. 3 by Sum of Col. 3)	Column 5: Approximate Number of Delegates (Multiply Col. 4 by #slots (2) and round to nearest integer)
(Race)				
	Uncommitted			
		Sum =		

# Secretary: Blue Down-Ballot

- Secretary calculates the approx. delegates:  
Fraction x # of Allotted Precinct Delegates, rounded
- Secretary announces results

Number of Precinct Delegates

Fraction x Pct Delegates

# Delegate Slots				
2				
Column 1 RACE	Column 2 Candidates	Column 3 Number of Votes	Column 4: Fraction of Votes (to 3 digits) (Divide Col. 3 by Sum of Col. 3)	Column 5: Approximate Number of Delegates (Multiply Col. 4 by #slots (2) and round to nearest integer)
(Race)				
	Uncommitted			
		Sum =		



# Secretary: Blue Down-Ballot

- Chair and Secretary sign forms



It is further certified that no qualified Democratic elector was excluded from these caucus proceedings, and that the Chair or Secretary of the caucus read to those present a statement from the caucus instructions concerning the right of any qualified Democrat to file objections to any improper caucus proceedings. Objections must be filed with the County Chair by March 16, 2024.

Date: March 9, 2024

Signature of the Caucus Chair: \_\_\_\_\_ Signature of the Caucus Secretary: \_\_\_\_\_

Printed name: \_\_\_\_\_ Printed name: \_\_\_\_\_

# Questions??



## Agenda: 3:20 – 4:00pm

### **Elect Assembly/Convention Delegates**

- Potential Delegates **MUST** be able to attend the County Assembly/Convention on March 23.
- To be a Delegate for a candidate at Multi-county or State Assemblies/Convention, **MUST** be a delegate at the County Assembly/Convention.
- Elect the **FULL** number of Delegates allotted so there is full representation.
- Someone not present can be elected as a Delegate, but make sure they would agree to it before committing them.

## Agenda: 3:20 – 4:00pm

### **Elect Assembly/Convention Delegates**

- Chair breaks voters into groups based on the candidate they support for CU Regent At-Large, including Uncommitted.
- Secretary reminds everyone of the delegate results from the Green Preference Poll worksheet.
- Each group selects or elects their representing delegates. Try to achieve gender balance.
- Groups reconvene and the whole precinct caucus votes to approve the slate of delegates.

# Secretary: Yellow Delegate Record

- Secretary writes in LAST name of candidates and their number of delegates from Green Preference Poll worksheet.



Precinct #: XXX • Supersite: XXX  
Caucus Form C: County Assembly Delegate Record (yellow)

Assembly Delegates Apportioned = **2**

Enter the # of Delegates allocated to each candidate in the CU Regent At-Large Preference Poll ~ Caucus Chair & Secretary, sign the form below

Candidate:				
# of Delegates				

# Secretary: Yellow Delegate Record

- For each delegate, Secretary **CLEARLY PRINTS** Legal name, Voter ID, Email, Phone, Candidate Preference (ALL REQUIRED)
- Delegate signs form
- Secretary gives Official Call and checks RCVD box

**CLEARLY PRINT** the names and contact info of the delegates elected during the caucus and to which candidate they are allocated. **ALL Delegates MUST be given an Assembly Official Call** - have delegate sign **ONLY** if they have received the call today at caucus. (Copies of the Assembly Official Call are in the Precinct Packet.)

DELEGATE FULL LEGAL NAME:	VOTER ID:	PHONE:
EMAIL:	SIGNATURE: <input type="checkbox"/> CALL RCVD	CU REGENT AT-LARGE CANDIDATE PREFERANCE:
DELEGATE FULL LEGAL NAME:	VOTER ID:	PHONE:
EMAIL:	SIGNATURE: <input type="checkbox"/> CALL RCVD	CU REGENT AT-LARGE CANDIDATE PREFERANCE:

# Secretary: Yellow Delegate Record

- Chair and Secretary sign forms



It is further certified that no qualified Democratic elector was excluded from these caucus proceedings, and that the Chair or Secretary of the caucus read to those present a statement from the caucus instructions concerning the right of any qualified Democrat to file objections to any improper caucus proceedings. Objections must be filed with the County Chair by March 16, 2024.

Date: March 9, 2024

Signature of the Caucus Chair: \_\_\_\_\_

Signature of the Caucus Secretary: \_\_\_\_\_

Printed name: \_\_\_\_\_

Printed name: \_\_\_\_\_

# Questions??





**CONGRATULATIONS!  
YOU'VE CONCLUDED YOUR  
DELEGATE ELECTIONS!**



This was the hard part,  
but you're not quite finished yet.

# Agenda: 4:00 – 4:05pm

## Platform Process

- Chair informs on how to participate in the platform process.
- For anyone interested, provide a Platform flyer or they can contact [platform@bocodemms.org](mailto:platform@bocodemms.org)



The 2024 BCDP Platform  
Wants Your Input!

# Agenda: 4:05 – 4:10pm

## Solicit Donations

- Chair informs on how to participants can donate to help pay for the Caucus/Assembly expenses.
- Donations can be paid by credit card online using the QR code on the front of the envelope.
- Check donations should be placed inside a smaller envelope with info completed on outside.
- All smaller envelopes should be placed in the large manilla envelope.
- NO CASH donations accepted at all.



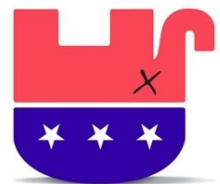
# Agenda: 4:10 – 4:30pm

## Adjourn and Clean Up



Chair and Secretary final steps:

- Collect ALL Blue cards and place in precinct envelope
- Calls have been given to the Delegates
- Welcome Flyers have been given to the Precinct Organizers
- Make sure all of the forms are competed, including:
  - All contact info and signatures on the Purple PO Record
  - All math completed on the Green Preference Poll Worksheet
  - All contact info and signatures on the Yellow Delegate Record
  - All signatures on the Blue Down-Ballot Worksheet
- **Use the CAUCUS CHECKLIST**



# Agenda: 4:10 – 4:30pm

## Adjourn and Clean Up

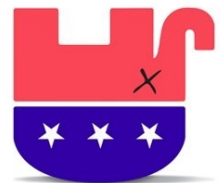


Once the paperwork has been checked and completed,

**call for a motion to ADJOURN**

**&**

**Thank everyone for attending**



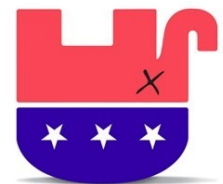
**Agenda: 4:10 – 4:30pm**

**Adjourn and Clean Up**



**Do NOT leave the building without turning  
EVERYTHING into the Supersite Chairs.**

**Do NOT take anything home with you.**



## Additional Trainings

### **Caucus Precinct Chair & Secretary Training**

- On Zoom, Feb 20th from 6:30 – 8:00pm
- In-person, Feb 24th from 10:00 – 11:30am at BCDP HQ  
or 2:00 – 3:30pm at FRCC in Longmont

### **Supersite Registrar & Troubleshooter Training**

- On Zoom, Feb 27th from 6:30 – 8:00pm
- In-person, March 2nd from 10:00 – 11:30am  
at BCDP HQ



# Questions?

[field@bocodemms.org](mailto:field@bocodemms.org)

Resource page: [bcdp.co/field](http://bcdp.co/field)



Thank you for helping with  
the Boulder County  
Democratic Caucus!

