Rules for the Precinct Caucus
Presidential Year
March 1, 2016

1. **Inclusion**: The Democratic Party of Denver and the participants in this caucus are required to take steps to encourage participation in the delegate and candidate selection process of the Democratic Party at all levels – by young people, women, minority groups, and the disabled. Inclusion should occur in reasonable relationship to any given groups’ presence in the full population. This goal shall not be accomplished, either directly or indirectly, by the Party’s imposition of mandatory quotas.

2. **Who May Participate**: Per state statute, a person may vote at the precinct caucus, be elected a delegate or an alternate from the caucus and/or be elected as a precinct committee person if they have been:
   - A resident in the precinct for at least thirty (30) days. (by January 31, 2016)
   - Registered to vote no later than twenty-nine (29) days before the caucus (by February 1, 2016)
   - A registered Democrat for not less than two months prior to the date of caucus according to the registration records of the county clerk and recorder’s office (by January 4, 2016).
   - Any registered Democrat who has attained the age of eighteen (18) or has become a naturalized citizen within the two month period immediately preceding the caucus shall be eligible to vote at the caucus even though that person has not been a registered Democrat for the full two months.
   - A person who has moved from the precinct where registered during the 29 days before caucus (since Feb 1, 2016) may vote in their old precinct, but may not become a delegate or committee person.
   - Other persons may attend the caucus but cannot vote.

3. **Additional Rules**: Participants in the caucus may adopt additional rules, provided they do not conflict with either state or county rules, state election laws or other instructions to the caucus chair. Give participants a full opportunity to be heard and permit full discussion of all relevant questions.

4. **Disputes**: Any person desiring to dispute any matter concerning the caucus must file a *written* protest with the County Chairperson within 7 days after the caucus. Disputes are to be sent to the attention of the Chair, Anne Murdaugh, 574 S Broadway, Denver, CO 80209 or emailed to chair@denverdemocrats.org.

5. **Secret Ballot**: Per state party rules, voting shall be open at all meetings, except at precinct caucuses. At precinct caucuses, voting shall be open unless a secret ballot is requested by anyone eligible to vote. (State Party Rules, Part 4, Article II, Section A.)

6. **Proxies**: No proxy voting shall be permitted at the caucus. If an individual is unable to attend their individual caucus, they may submit a request to the caucus to be considered for a delegate slot. The decision to approve the request rests with the individuals attending the precinct caucus.

7. **Late Arriving/Early Leaving**: A person must be present to participate. Those arriving late or leaving early may only take part in caucus business occurring while they are present.

8. **Open Voting**: No delegate or alternate shall be instructed to vote for or against any candidate or measure.

9. **Election Procedure**: Persons receiving the highest number of votes shall be elected as delegates and/or alternates and as committee people. No delegate or alternate may be added to the list of elected delegates/alternates after the close of the caucus. Unfilled slots are considered “lost”.
10. **Ties**: If two or more candidates for delegate or alternate receive an equal number of votes, the winner is to be determined by lot (coin toss or drawing straws) by such candidates. If more than two candidates for the position of committee person receive an equal number of votes the winner shall be determined by lot of such candidates.

11. **Delegate Selection**: Delegates and alternates to all party assemblies and conventions are to be chosen in a manner which fairly reflects the division of candidate preference, expressed by those participating in the nominating process, including those expressed by minority and divergent views. Equal division between men and women is to be achieved, if possible.

12. **Becoming a Delegate for a Specific Candidate**: Some people want to participate in only a portion of the election process. The process for becoming a delegate eligible to vote for candidates in certain races is a stepped process. Candidates for DA and the General Assembly are nominated at the County Assembly. Candidates for other offices are nominated as follows:

   a. For Congressional Delegates or CU Board of Regents:
      Step 1. Get elected to the Denver County Assembly (March 26, 2016, Colorado Convention Center, 700 14th Street).
      Step 2. At the County Assembly, get elected to the First Congressional District Assembly, which will be held on April 9, 2016 at South High School.

   b. For U.S. Senate, Governor, or other State wide candidates.
      Step 1. Get elected to the Denver County Assembly (March 26, 2016)
      Step 2. At the County Assembly, get elected to the State Assembly, Budweiser Event Center, Loveland, CO, April 16, 2016.

   c. For U.S. President. (application must be made by March 17 – see www.coloradodems.org for forms and more information)
      Step 1. Get elected to the Denver County Convention
      Step 2. At the County Convention, get elected to the Congressional District Convention
      Alternate Step 2. At the County Convention, get elected to the State Convention
      Step 3. At either the Congressional District or State Convention, be elected to the Democratic National Convention to be held in Philadelphia, PA the week of July 25, 2016.

13. **Threshold (assembly)**: A preference poll based upon the District Attorney’s race shall be used for the selection of delegates and alternates to the County Assembly. **A candidate must receive a minimum of fifteen percent (15%) in a preference poll to be awarded delegates and alternates.** Use the caucus math worksheet in your precinct packet to determine the number of delegates to be awarded for each candidate who attained the threshold.

14. **Threshold (convention)**: A preference poll based upon the race for United States President shall be used for the selection of delegates and alternates to the County Convention. **A candidate must receive a minimum of fifteen percent (15%) in a preference poll to be awarded delegates and alternates.** Use the caucus math worksheet in your precinct packet to determine the number of delegates to be awarded for each candidate who attained the threshold.

15. **Uncommitted Votes**: Not every one wants to commit to a candidate. Therefore treat “uncommitted” votes as if the vote was cast for a candidate for determining the threshold and awarding delegates, i.e., pretend there is a candidate named “uncommitted.”

16. **Automatic delegates**: No person shall become an automatic delegate or alternate to a higher assembly by holding any party or public elected office.
17. **No photos or copies of results forms.** In order to be fair to all candidates, and to protect private, personally identifiable contact information about delegates and PCP’s, **NO** photos, videos or photocopying of the caucus results forms is allowed. The party will provide the caucus results to all candidates simultaneously.

18. **Re Videotaping:** With respect to taking photos or videos of the caucus proceedings generally, there is no blanket prohibition. HOWEVER, we remind everyone that Caucus is meant to encourage dialogue among community members about our candidates and our platform. Participants must be respectful of other caucus goers. You may not photograph or videotape any document that contains personally identifiable information about a caucus attendee. You may not engage in any activity that intimidates a caucus goer or disrupts the caucus proceedings. If someone asks you not to videotape them or photograph them, you should be respectful of that request. If you engage in conduct that intimidates anyone or disrupts the caucus, you will be asked to leave.

**Caucus Agenda:**

1. Check In and determine eligibility of participants
2. Call meeting to order and read caucus rules aloud
3. Elect caucus chairperson and secretary
4. Pass caucus buck bag
5. Take any desired straw polls.
6. Take a preference poll on the Presidential race for Convention delegates.
7. Take a preference poll on the District Attorney’s race for Assembly delegates
8. Elect delegates and alternates to County Convention
9. Elect delegates and alternates to County Assembly
10. Elect precinct committee people
11. Announce election judge information
12. Consider the proposed Party Platform and resolutions
13. Other business
14. Adjourn

**Turn in materials:** All forms on white paper are to be turned in to the site coordinator. Captains or site coordinators are to take all materials to Democratic headquarters 574 S. Broadway, no later than **11:00 PM ON CAUCUS NIGHT.**