

2018 CAUCUS RULES

1. The State Chair shall issue the call to caucus to County Central Committee officers at least 90 days before the date of the caucuses.
 - a. The county chairperson shall issue the call to caucus in their county no later than January 29th, 2018.
 - b. The county chairperson shall file with their County Auditor the meeting place of each precinct caucus and the county convention delegate size by January 19, 2018 (at least 7 days before the date of the caucus per Iowa Code 43.4)
 - c. The county chairperson shall cause the date, time, and place of each caucus in the county to be published at least twice in at least one newspaper of general circulation within the county (Iowa Code 43.92)
 - i. The first notice shall occur between January 21 and January 29, 2018.
 - ii. The second notice shall occur between January 30 and February 5, 2018.
2. The Iowa Caucus shall consist of a meeting of Democrats in every precinct in Iowa.
 - a. A county may hold multiple precinct caucuses in a single location.
 - b. Caucus participants must meet as a separate group by precinct for all elections.
 - c. All locations must be ADA compliant.
3. Any person who is eligible to vote in the State of Iowa and will be at least 18 years old on Election Day, November 6, 2018, may participate in the Iowa Caucuses. The eligible caucus attendee must be registered as a Democrat or register at the precinct caucus as a Democrat (*IDP Constitution, Article I, Section 2*). **NOTE:** A person

who is 17 years old on caucus night and will be 18 by November 6, 2018, but is not within six (6) months of his or her birthday, cannot legally register at the caucus but will be permitted to participate in the caucus by signing a pledge of support for the Democratic Party and an intent or register as a Democrat as soon as it becomes legally possible.

4. There will be no absentee or proxy voting at any precinct caucus for any reason (*IDP Constitution, Article XII, Section 2*).
5. At the latter of 7:00pm or the completion of registration, the caucus will be called to order by the temporary chair. Registration will be considered complete when everyone who was in line by 7:00pm has been registered.
 - a. The temporary chair of each caucus shall be the presiding officer of that caucus until a permanent chair is elected. The temporary chair shall be designated by the County Chair or their designee.
6. The caucus shall then nominate and elect a permanent chair and a permanent secretary.
7. The caucus will elect delegates and alternates to the 2018 County Convention.
 - a. Delegates are apportioned among precincts by proportional representation based upon the number of Democratic votes during the most recent presidential and gubernatorial elections.
 - i. County convention sizes must be confirmed to the IDP Chair by the County Chair no later than October 1, 2017.
 - b. A delegate does not need to be present at the precinct caucus in order to be elected, however all elected delegates must meet the requirements of participation outlined in Rule 3.
 - c. The number of alternates to be elected shall be determined by each precinct or preference group.

8. Delegates to the county convention may be apportioned by preference group.
 - a. Preference group division is allowed only if 15% or more of caucus attendees in that precinct vote to divide into preference groups.
 - b. Preference group categories will be considered in the order in which they are proposed.
 - i. Any eligible caucus participant may move to divide into preference groups at any time before a nomination for county delegate is received. If the caucus has already approved, with at least 15% support, to divide into preference groups, any other motion to divide into preference groups is out of order.
 - c. Preference groups shall be required to have a minimum number of members within their group in order to be considered viable for the purposes of electing delegates to the county convention. The minimum number of members, or viability threshold, a group must have will be determined by the following factors: the total number of eligible caucus attendees at the particular caucus and the total number of delegates the particular caucus is to elect.
 - i. No viability threshold shall apply to any caucus that elects only one (1) delegate. The delegate shall be elected by a majority vote of those eligible caucus attendees present and voting.
 - ii. In caucuses that elect two (2) delegates, a preference group must have at least 25% of the eligible caucus attendees in order to be considered viable.
 - iii. In caucuses that elect three (3) delegates, a preference group must have at least 16.66% of the eligible caucus attendees in order to be considered viable. (Because of the repeating fraction in this case, the correct method to determine viability is to divide the total attendees by six (6)).

- iv. In caucuses that elect four (4) or more delegates, a preference group must have at least 15% of the eligible caucus attendees in order to be considered viable.
 - v. In no case may a viability threshold of less than 15% be used. In determining the viability threshold for a particular caucus, fractions must always be rounded up.
 - vi. If no candidate or issue has a viable preference group, then all of the delegates shall be elected by the caucus as a whole.
- d. If a caucus determines to divide into preference groups, caucus attendees shall be given no less than five (5) minutes and no more than 30 minutes to align with a preference group.
- e. If any preference group does not meet the viability threshold after the initial alignment period, all eligible caucus attendees shall be given no less than five (5) minutes and no more than 30 minutes to re-align with a preference group.
 - i. After this re-alignment period, any attendee who does not belong to a viable preference group is not able to participate in preference groups activities, including electing delegates and alternates.
- f. Due to rounding, it is possible to apportion more or fewer delegates than the caucus is required to elect. In these cases, a group or groups may gain or lose a delegate depending upon the fractions that result when determining their share of delegates. A preference group may never lose its only delegate.
- g. Each preference group shall elect a chair. The first formal action of the preference group chair shall be to read the following statement: *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, disability, ethnic identity, sexual orientation, gender identity, economic status, or protected*

status. In order that the Democratic Party at all levels be an open Party, which includes rather than excludes people from participation, a program of effective affirmative 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."

- h. Each preference group, which may include an uncommitted group, shall then elect delegates proportional to their percentage of the entire caucus. Secret ballots may be used in these elections.
 - i. Each preference group shall then elect alternate delegates. The group may elect any number of alternates.
 - j. Each preference group chair must report to the caucus secretary immediately after the conclusion of elections the following information about each delegate and alternate:
9. The caucus will elect County Convention Committee Members to the Platform Committee and to the Committee on Committees.
- a. County Convention Committee sizes must be confirmed to the IDP Chair by the County Chair no later than December 1, 2017.
 - b. The officers of the county central committee shall determine whether one (1) or two (2) members to each convention committee are to be elected for each precinct in a county.
 - c. Committee members must be elected by the entire caucus from among the delegates or alternates to the county convention.
 - d. The caucus may elect alternates to the convention committees.
10. The caucus will elect County Central Committee precinct committee persons.
- a. Each precinct will elect two (2) committee persons unless their County Party Constitution provides for additional Central Committee Members based on the weighting required by Article

VIII, Section 7 of the IDP Constitution and Chapter 43.99 of the Code of Iowa.

- b. A member does not need to be present at the precinct caucus in order to be elected, however all elected precinct committee members must meet the requirements of participation outlined in Rule 3.
11. The caucus will discuss resolutions to be submitted to the county platform committee.
 - a. Proposed resolutions must be submitted to the caucus secretary.
 - b. Proposed resolutions will be discussed and voted on under the direction of the caucus chair.
12. The entire caucus shall ratify by majority vote all elections. Ratification shall mean only that it is the sense of the caucus that the procedures used by the caucus and by various preference groups, if applicable, were in conformity with required procedures under the Constitution of the Iowa Democratic Party and applicable caucus procedures and rules.
13. Nomination papers for Democratic candidates for public office who will represent voters in the precinct may be made available and each person in attendance should be given the opportunity to sign. Additional candidate information may be distributed, read, or placed on display.
14. Precinct Caucus Chairs are responsible for gathering the names and contact information for all people elected and forwarding to the County Chair. The County Chair is responsible for forwarding the required information to the County Auditor and State Party.