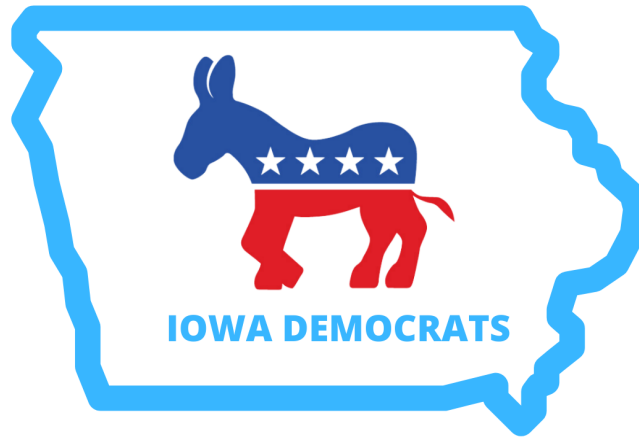


January 15, 2024  
7:00 p.m.

Iowa Democratic Party 2024 Precinct Caucus Guide 1

PAID FOR BY THE IOWA DEMOCRATIC PARTY



## Contents

<b>1. Caucus Overview</b>	<b>3</b>
<b>2. Before Caucus Night</b>	<b>5</b>
<b>3. Caucus Night: Set-up</b>	<b>8</b>
<b>4. Caucus Night: Registration</b>	<b>9</b>
<b>5. Caucus Night: Program</b>	<b>11</b>
<b>6. Caucus Night: Reporting</b>	<b>16</b>
<b>7. Appendix</b>	
a. What's in My Packet?	18
b. Caucus Planning Checklist	19
c. Annotated Caucus Agenda	20
d. Caucus Wrap-Up Procedures	27
e. How to Conduct an Election	29
f. County Party Meeting Information Sheet	30

# Caucus Overview

As a Temporary Precinct Caucus Chair, you are responsible for ensuring a smooth and successful caucus in your precinct. From registration to post-caucus follow up. This guide will walk you through the process of hosting a successful 2024 Caucus.

Let's start with the basics.

## When:

Caucus night is Monday, January 15th, 2024. Your caucus will begin at 7:00pm with registration opening between 6:00-6:30pm. Your County Chair will help you determine when your registration process should begin.

## Who:

Any Iowan who is eligible to vote in the November 2024 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.

## CAUCUS PRIORITIES

The 2024 Iowa Democratic Party in-person precinct caucuses will focus on three major priorities.

### PARTY BUSINESS

- Provide updates from the state party and county party; and introduce local candidates
- fundraise for state and local party

### PRECINCT ELECTIONS

- Elect precinct central committee members who will serve as voting members on the county central committees
- Elect county convention delegates and alternates
- Elect county convention committee members

### PLATFORM DEVELOPMENT

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

### WHAT'S DIFFERENT FOR 2024?

- No presidential preference will be taken during the in-person precinct caucuses. Instead, Iowa Democrats may request a presidential preference card and submit their preference through the mail. The deadline to request a preference card is February 19. The results of the mail-in presidential preference will be released on March 5.



## GLOSSARY

### LOCATION MANAGER

Many counties will organize caucus locations that contain clusters of precincts. The Location Manager will be the point person for a caucus location that has multiple precincts. Duties include kicking off the caucus (with all precincts together), sharing announcements, and introducing speakers. The Location Manager will also make an announcement when it's time to break out by precincts to hold elections. At the end of the night, they will be responsible for reporting for their location.

### CAUCUS CHAIR

The Caucus Chair is responsible for leading their precinct's meeting. This includes leading the group through election of permanent officers, elections for central committee, delegates, alternates, and convention committee members, and platform resolutions. They will be in charge of making sure their paperwork gets to the Location Manager.

### CAUCUS SECRETARY

The Caucus Secretary will assist the Caucus Chair in leading their precinct meeting. The main duties include assisting in vote counting and writing legibly the names and contact information for all individuals that are elected on the Summary of Caucus Results Form. They will also be in charge of collecting Platform Resolutions Forms that will be passed on to the County Platform Committee.

## BEFORE CAUCUS NIGHT

The caucus preparation you do ahead of January 15th will help ensure a smooth and successful Caucus Night. The better prepared you are, the greater likelihood those in attendance will leave with a positive feeling about the Iowa Democratic Party.

## 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 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 for the location manager?
- Do you have access to wifi? Do you have the password?

## CHECK YOUR PACKET

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

Turn to Appendix A, page 18: "What's In My Packet?" for more information.

## FIND YOUR SPECIFIC PRECINCT INFORMATION

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



- Do you have the correct packet for your precinct?
- What is your precinct code?
- How many total delegates will you be electing?
- How many convention committee members will you be electing?

## GATHER SUPPLIES

In addition to your packet, you will need to bring a few 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
- ☐ Extra paper for signs, notes, and ballots
- ☐ Multipurpose masking tape (aka Blue Painter's Tape)
- ☐ A stapler with extra staples, paper clips
- ☐ A watch or a clock
- ☐ Cell phone and charger
- ☐ Calculator
- ☐ Laptop/tablet and charger (at least two per location)
- ☐ Extension cords and power strip

## RECRUIT VOLUNTEERS

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:

- **Tech/Check-in Volunteers:** A minimum of two volunteers who can assist with questions regarding the MiniVan check-in process.
- **Voter Registration/Troubleshooting Volunteers:** These volunteers can assist anyone who needs to register to vote or who have some issues checking in.
- **Line Captains:** These volunteers help direct attendees if a line forms. They can also note who is in line by 7:00 p.m. and therefore eligible to participate in the caucus.

## CAUCUS NIGHT: SET UP

By committing to be a Precinct Chair, or Location manager, if you have multiple precincts in one location, 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 a 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 that is separate.
- ☐ Hang direction signage
- ☐ Arrange tables and chairs for check-in
- ☐ Arrange precinct breakout areas with chairs and any signage necessary
- ☐ Connect with tech volunteers to ensure they have VAN access on laptops Lay
- ☐ out caucus materials in order in which they will be used
- ☐ Set out Nomination Papers in a place where they will be signed

### Registration Table

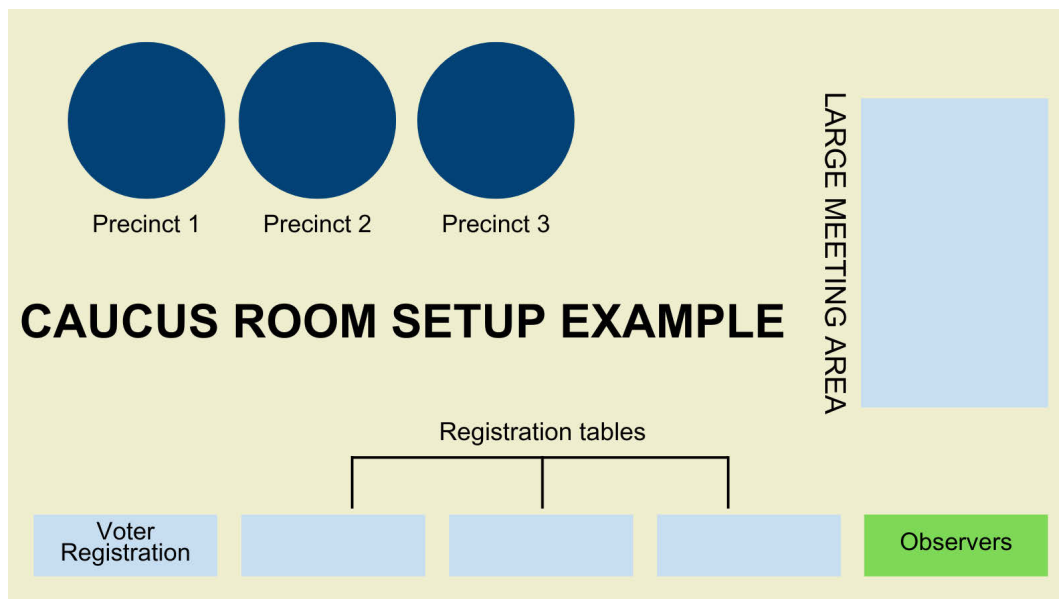
- Tech/Check-in volunteers will sit here and use MiniVAN to check in caucus attendees.
- Or paper copies of the voter file

### Voter Registration Table

- Voter registration forms
- New Democratic voter forms
- Pens

### Candidate Table

- Petition forms for statewide and local office
- Candidate materials
- Pens
- Make sure your county name is written on all petition forms



## Caucus Night: Registration

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 an opportunity to fully observe the process.



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

## Using MiniVan For Registration

Starting this year, we're asking counties to check in participants using MiniVan. To use, MiniVan volunteers must have downloaded the MiniVan Touch app onto their smartphone or tablet. Prior to caucus night it is important that your Tech/Check-in volunteers have done the following:

- Downloaded MiniVan Touch on their smartphone or tablet
- Watched the orientation video and familiarize themselves with how to download a new list in MiniVAN
- Received the list code for the specific caucus location from IDP or the County Chair
- Downloaded the list 1-2 days prior to caucus night
- Cell phone service is not needed to access MiniVan, but it is needed to download the list for the caucus location beforehand.

Counties who have opted out of using VAN will use the paper voter file to check in participants.

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 the Observer/Press Sign-In form.



### Scenario 1:

Attendees' name appears on 2024 Caucus Voter Roll

### Action 1:

Attendee must be signed by a volunteer using MiniVan or the paper voter file.

### Scenario 2:

Attendees' name does not appear on the 2024 Caucus Voter Roll and they will be at least 18 years old by November 5, 2024

### Action 2:

Attendee must fill out a Voter Registration Form (and register as a Democrat). They will also need to sign in on the New Democratic Voter Registration Form

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

### 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.

### YOUTH OBSERVER

Young people who will not be 18 years old by November 5, 2024, but who are at least 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

Media are allowed to observe and must follow the Rules for Observers.

## Rules for Observers

Caucus observers must follow certain rules as a guest of the Precinct Caucus; the Caucus Chair should inform them of the rules:

- Only eligible, registered caucus participants may vote on caucus matters and elections.
- Observers must remain quiet and not be involved in caucus discussion once the caucus is called to order.

- The Caucus Chair may ask that all be seated or separated in an area other than the area reserved for 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 Iowa Democratic Party.



**In the event of persistent violations of these rules, the Caucus Chair may ask the disruptive person(s) to leave.**

## **Caucus Night: Caucus Program**

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

1. Check-In & Registration
2. Caucus Called to Order
3. IDP Presentation
4. County Party Presentation
5. Elected Officials & Candidates Presentation  
\*\*Caucus locations should now go into precinct break-out rooms if you began in one larger location together
6. Election of Permanent Caucus Chair & Secretary
7. Election of Precinct Committee Members
8. Election of Delegates & Alternates to County Convention
9. Election of County Convention Committee Representatives
10. Ratification of slate of Delegates, Alternates & Precinct Committee Members
11. Resolution discussion & adoption of submission to County Platform
12. New Business
13. Reminder to request Presidential Preference Cards
14. Caucus adjourns



As a **Caucus Chair**, your role is to oversee your Precinct's caucus from start to finish. Below is an overview of tasks. The 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 will have the important role of reporting your results and submitting all information and paperwork. An overview of your tasks include:

## During Caucus

- Call the meeting to order
- Conduct party business
- Oversee elections
- Oversee resolution adoption
- Adjourn the meeting



## After Caucus

- Report caucus results via the Google Form
- Gather all paperwork and check for proper completion
- Assemble paperwork into Return Envelopes
- Clean up caucus area
- Deliver Return Envelopes



## **Caucus Night: Introductory Business**

### **Calling the Caucus to Order**

Note: In locations with Multiple precincts, the introductory business will be led by the Location Manager

- At 7:00pm, the Temporary Caucus Chair will call the caucus to order. **if people are still in the registration line at 7:00pm, you must wait to call the caucus to order until the last person who was in line by 7:00pm is checked in.**
- Briefly read the caucus agenda
- Explain the purpose of the caucus is to:
  - Conduct party business and begin our local organizing efforts for the 2024 election.
  - Elect delegates, alternates, and convention committee members to the County Convention on March 26th.
  - Elect our precinct committee persons to serve on the county central committee.
  - Discuss and adopt platform resolutions.

### Electing the Permanent Chair and Secretary

**NOTE:** If you are in a location with multiple precincts, the election of Chair and Secretary will occur after you move into your precinct meeting.

- Remind attendees that each caucus must officially elect its leadership.
- Explain that, as the **Temporary Chair**, you are automatically nominated. Then ask if there are any other nominations. Nominations do not need a second.
- If there is only 1 nominee, elect by acclamation.
  - "Seeing no other nominations, all in favor of electing me as **Permanent Chair** say 'Aye.' Any opposed say 'Nay.'"
- If there are multiple nominees, a voice vote or show of hands may be used to determine the winner.
- Make sure to follow the same steps to elect a **Permanent Secretary**.

### Iowa Democratic Party Presentation

- Read letters from Chair Rita Hart and Iowa Democratic Black Caucus
- Afterwards, there is a fundraising envelope that can be passed around to help raise money for the IDP to help offset the cost of putting together the caucuses.

## County Party Presentation

- The County Party Presentation is an opportunity to introduce the county party to attendees.
- This could be an opportunity to share highlights from the past couple of years (ex. Races won, new volunteers activated, a great event that was hosted, etc).
- Also take the opportunity to let attendees know about ways to get involved (ex. Next central committee meeting, County Convention, upcoming Soup Supper, etc).

## Elected Officials and Candidates Presentation

- Recognize any elected officials and offer them the opportunity to give brief remarks.
- Recognize any Democratic candidates (or their surrogates) and offer them the opportunity to give brief remarks.
- Point out the candidate nomination papers and encourage attendees to sign them before leaving.

## Caucus Night: Elections

### Electing Precinct Committee Members

The entire caucus will also elect Precinct Committee Members to serve on the County Central Committee. You will elect **at least 2** committee persons.

### Electing Delegates and Alternates

The entire caucus will elect people to go on to the County Convention as delegates and alternates. Nominations will be taken from the floor.

### Electing County Convention Committee Members

The entire caucus shall also 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 and alternates are eligible to be elected as Committee members & alternates.

**NOTE: Your packet label contains the number of members your precinct is electing to each committee.**

### **What is the Platform Committee?**

Representatives on the Platform Committee will help determine which platform resolutions that were submitted to the County Convention for ratification will appear 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.

### **Caucus Night: Platform**

Discussing Platform Resolutions

- The caucus will now discuss and adopt resolutions to be submitted to the County Convention Platform Committee.
- Resolutions (sometimes called planks) may be submitted by any caucus goer. Resolutions should be typed or legibly written and contain the author's name and contact information.
- You may consider resolutions individually or as a group.

**We recommend the following procedure:**

- **The Caucus Secretary or Chair** reads the resolution.
- **The Caucus Chair** asks if there is a motion to adopt the resolution. If there is no such motion, the resolution dies.
- **The Caucus Chair** asks for a second to the motion. If there is no such second, the resolution dies.
- **The author** speaks up to 1 minute about the resolution.
- **The Caucus Chair** asks if anyone wishes to speak against the resolution. If so, the speaker gets up to 1 minute to speak.
- **The Caucus Chair** alternates pro and con speeches until no more speakers remain or until time for debate (we recommend a maximum of 5 minutes per resolution) expires.
- **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.

## **Caucus Night: End of Night**

### Adjourning the Caucus

The Caucus Chair reminds attendees about February 19th Presidential Preference Card request deadline and asks if there is any other business they wish to come before the caucus. When hearing no further business, the Caucus adjourns the caucus by saying "Hearing no further business, the caucus is now adjourned. Thank you all for coming."

### Completing Paperwork

The Caucus Chair and Secretary review all paperwork making sure that:

- ☐ The county and precinct names 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.
- ☐ Cash and checks are sealed in the IDP Finance Envelope and the Secretary signs their name across the flap.
- ☐ Voter Registration forms are sealed in Envelope C.
- ☐ Nomination Petition forms are placed back in Envelope A.
- ☐ The outer envelopes are hand-delivered to the County Chair. (or Location Manager if you are in a location with multiple precincts).

## **Caucus Night: Reporting Results to Iowa Democratic Party**

Accurate Caucus Night reporting is critical to the success of not only your Precinct Caucus, but also the County, District, and State Conventions. There are two steps to reporting caucus results:

1) Submit Google Form Delegate and Committee Person results  
-and-

2) Return Envelope A and all materials to Iowa Democratic Party

If you have trouble submitting results through the Google Form, please take a photo of your caucus results and send them to [caucus2024@iowademocrats.org](mailto:caucus2024@iowademocrats.org).

Below is a picture of the Caucus of Summary Results Form.

Summary of Caucus Results: Delegates	
Instructions: After the delegates, alternates, and precinct committeepersons are elected, record their information and preference group. Indicate which committee they are elected to, if applicable.	
P=Platform, C= Committee on Committees, AP=Alternate Platform, AC=Alternate Committee on Committees	
White-Envelope A • Yellow-Envelope B • Pink-Envelope C	
County: _____ Precinct: _____ # of Delegates for Precinct: _____	
Precinct Chair: _____ Precinct Secretary: _____	
COUNTY DELEGATES	
Name: _____ Email: _____ Phone: _____ Committee: P C AP AC Preference:* _____	Name: _____ Email: _____ Phone: _____ Committee: P C AP AC Preference:* _____
Name: _____ Email: _____ Phone: _____ Committee: P C AP AC Preference:* _____	Name: _____ Email: _____ Phone: _____ Committee: P C AP AC Preference:* _____
Name: _____ Email: _____ Phone: _____ Committee: P C AP AC Preference:* _____	Name: _____ Email: _____ Phone: _____ Committee: P C AP AC Preference:* _____
Name: _____ Email: _____ Phone: _____ Committee: P C AP AC Preference:* _____	Name: _____ Email: _____ Phone: _____ Committee: P C AP AC Preference:* _____
Name: _____ Email: _____ Phone: _____ Committee: P C AP AC Preference:* _____	Name: _____ Email: _____ Phone: _____ Committee: P C AP AC Preference:* _____
*In non-Presidential election years, a caucus normally elects Delegates as a whole, not using preference groups.	
PRECINCT COMMITTEE PERSON: #1 - Name: _____ Email: _____ Phone: _____ #2 - Name: _____ Email: _____ Phone: _____	RATIFICATION OF THE SLATE: Total Number of Voters: _____ Total Number of "Yes" Votes to Ratify the Slate: _____  PAID FOR BY THE IOWA DEMOCRATIC PARTY

## **CHART: What's in My Packet?**

### **PRECINCT PACKET LABEL**

**Located on the outside of the Precinct Packet, this label contains:**

- Your county and precinct name
- Your precinct code
- The number of County Convention Delegates and County Convention Committee Members your precinct is electing

ITEM	DESCRIPTION	DESTINATION
New Democratic Voters Registration Form	This form will be used at registration for attendees who register to vote on Caucus Night	Envelope A
Youth Attendee Form	This form will be used at registration for attendees who are under the legal voting age	Envelope B
Resolution Submission Form	Used to submit platform resolutions	Envelope B
Summary of Caucus Results	The triplicate form is used to record all results from your Precinct, including Delegates, Alternates, Convention Committee Members, Central Committee Members, and Ratification of Slate	White: Envelope A. Yellow: Envelope B, Pink: Envelope C
Voter Registration Forms	Used at registration to update voters' information or to register for the first time	Envelope C
Candidate Materials	Petition forms and literature from candidates running in your area	Envelope A

IDP Finance Envelope	Used during the “pass the hat” portion; this envelope must be sealed across the flap and the Caucus Secretary must sign his/her name across the tab before returning	Envelope A
<b>ENVELOPES</b>		
Envelope A	Return Envelope to the Iowa Democratic Party	Put in mail or deliver to the IDP
Envelope B	Return Envelope to your County Chair	Mail or deliver
Envelope C	Return Envelope to your County Auditor	Mail or deliver

### **Caucus Chair Checklist**

#### **Before January 8th:**

- ☐ Read this Caucus Guide
- ☐ Check Precinct Packet to confirm all paperwork and information is included
- ☐ Write the Precinct and County Name in the designated spot on all paperwork
- ☐ Visit Caucus Site to determine logistical details
- ☐ Fill out the “Caucus Location Information Sheet” found in this guide. Gather
- ☐ supplies
- ☐ Recruit volunteers
- Secure laptops for VAN check-in

#### **January 14th:**

- ☐ Confirm volunteers
- ☐ Confirm with Location Manager any final logistical
- ☐ details Organize and pack all supplies
- ☐ Charge your cell phone

## CAUCUS DAY, JANUARY 15TH

**Before  
4:00pm**

- Confirm any remaining volunteers
- Check in with County Chair for any final updates
- 4:00pm-4:30pm
- Grab a snack!

**4:30pm-  
5:00pm**

- Travel to caucus site



**5:00pm-  
5:45pm**

- Meet and train volunteers
- Set up registration tables
- Hang signage
- Prepare precinct breakout areas
- Set out candidate Nomination Papers and literature

**5:45pm-  
6:00pm**

- Check in with volunteers
- Restroom break!



**6:00pm**

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

**7pm**

- Begin caucus program

### After Adjournment

- Enter your results via the Google Form no later than 9:00pm.
- Assemble Envelopes A, B, & C
- Mail or drop off Envelopes A, B, & C

### Annotated Agenda

**NOTE:** If your location is hosting multiple precincts, the agenda from 7:00pm-7:25pm will be done as one large group. Your County Chair will determine who is the Location Manager.

**7:00pm Temporary Chair (or Location Manager) calls the Caucus to order**

- I hereby call this caucus to order.
- My name is, \_\_\_\_\_ and I am the temporary chair for this precinct (or Location Manager for this site).
- I'd like to welcome you and thank you for supporting our local and State Democrats.
- We will not be recording Presidential Preference results tonight, if you have a completely Presidential preference Card please drop it in the mail. If you have not requested your Presidential Preference Card please do that through [iowademocrats.org/caucus/](http://iowademocrats.org/caucus/) by February 19th.
- The primary purpose of our Caucus this evening is to:
  - Elect Precinct Committee Members who will serve as voting members on the county central committee

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



- Elect Delegates, Alternates, and Convention Committee Members to the County Convention on Saturday, March 23rd
- Discuss and adopt resolutions to be recommended to the County Platform Committee
- To give you an idea of what the night will look like:
  - First, we will have a short presentation on behalf of the Iowa Democratic Party
  - Then, we will talk about our County Party
  - After that, we'll conduct Precinct business. Elections this evening and platform discussion will occur in our precinct breakouts.

#### **7:05pm IDP Presentation**

- Read letters from Chair Hart and Iowa Democratic Black Caucus.
- I'm now going to pass around the IDP Finance Envelope. Every bit helps. If you're writing a check you can make it out to the Iowa Democratic Party.

#### **7:10pm County Party Presentation (please personalize where applicable)**

- Next, we're going to be talking more about our County Party.
- We've had a lot of highlights these past two years.
- We have a lot of great opportunities coming up and would love to have you all be involved (ex. Next central committee meeting, County Convention, upcoming Soup Supper, etc).
- Please make sure to sign up to get involved (ex. We have a sign-in sheet going around, there's a sign-in sheet at the back table, etc).
- I will also pass along a fundraising envelope/bucket/etc to help raise funds to support our county party.

#### **7:15pm Elected Officials & Candidates Presentation**

- 2024 will be an exciting year for Democrats for many reasons, not the least of which is our great slate of candidates running for county, state, and federal office.
- We have a table set up with information from many of our candidates. I encourage you to check it out once we adjourn. Candidates also have petition forms on the table. You know how important it is that we have strong Democrats on the ballot. Please consider signing petitions before you leave tonight.
- I'd now love to open it up for any of our elected officials or candidates to speak for up to two minutes. Let's first hear from... (ex. This could be candidates for 2024, recently elected local officials in 2023, etc).

**7:25pm Break into Precinct groups (for multi-precinct locations only)**

- At this time, we will break out by precinct to start our elections. Please hold on moving until I've announced where each precinct is going. If you are in precinct \_\_\_\_, you will be meeting at \_\_\_\_.

**7:27pm Election of Permanent Officers**

- Good evening, I'm \_\_\_\_\_ and have been designated as tonight's Temporary Precinct Chair. It's now time for our Caucus to elect a Permanent Chair and Permanent Secretary.
- As Temporary Chair, I am automatically nominated for the role of Permanent Chair. I have attended a training and am prepared to lead us in our meeting this evening. Are there any other nominations?
- Seeing none, all in favor of electing me as Permanent Chair, signify with "Aye."
- Thank you. We will now elect our Permanent Secretary.

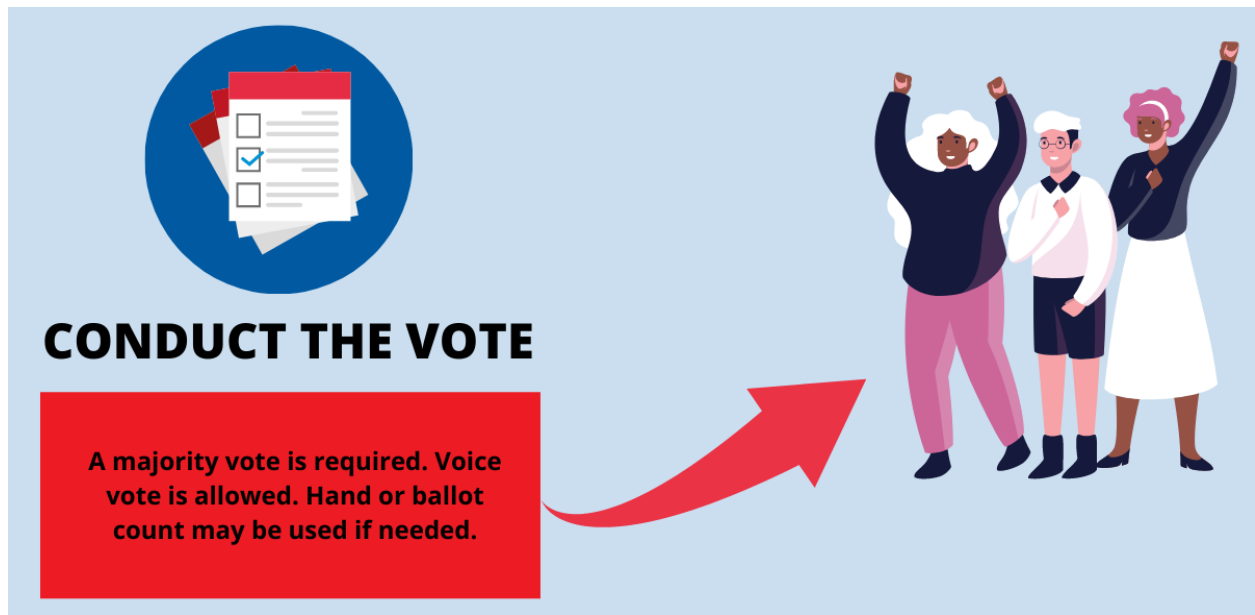


**REPEAT ELECTION PROCEDURE FOR PERMANENT SECRETARY**

**7:31pm 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 can not be stressed enough. These members are the first level of organization within the Iowa Democratic Party.
- The Precinct Committee person is elected to represent us on the County Central Committee. I'm going to read a list of possible responsibilities, as there are many ways an individual can be involved:
  - Represent the Democrats of this precinct on the County Central Committee
  - Attend 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 field operations
  - 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 or more committee members
  - Are there any nominations?



- Congratulations on becoming a Precinct Committee Member.
- The next meeting of the \_\_\_\_\_ County Democrats is on \_\_\_\_\_ at \_\_\_\_\_

[REFER TO YOUR COUNTY PARTY MEETING INFORMATION SHEET FOR DETAILS ON THE MEETING].

- Secretary \_\_\_\_\_, can you record the names and gather contact information for our recently elected central committee members on the Summary of Caucus Results Form?

### **7:36pm Election of Delegates and Alternates**

- We will now elect our Delegates and Alternates to the County Convention. A caucus will elect Delegates as a whole. Before we elect our Delegates, I will first read a statement from the Iowa Democratic Party Constitution:



## MUST READ THIS PASSAGE!

All caucuses, conventions, committees and Democratic Party officials shall take such practical steps as may be within their legitimate power to assure all caucuses, conventions and committees shall include: men, women, various age groups, racial minority groups, economic groups, all representatives of identifiable geographically defined populations - all in reasonable 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.

Our precinct is electing  delegates to the County Convention (number of Delegates listed on precinct materials folder). We will now take nominations for County Convention delegate.

### USE THE TABLE BELOW TO DETERMINE YOUR VOTING PROCESS:

Delegates to be elected	Voting Procedure
Precincts that Elect 3 or Less	<ul style="list-style-type: none"><li>• Delegates can be elected by simple majority vote</li><li>• Voice or hand vote may be used</li><li>• Written ballots may be used</li></ul>
Precincts that Elect 4 or More	<ul style="list-style-type: none"><li>• Delegates will be elected by multiple rounds of voting</li><li>• No more than <math>\frac{1}{2}</math> of the Delegates plus one should be elected in the first round of voting</li><li>• Delegates will be elected by simple majority vote</li><li>• Voice or hand vote may be used</li><li>• Written ballots may be used</li></ul>

### Refer to page 29 for details on how to conduct an election

- Secretary \_\_\_\_\_, can you record the names and gather contact information for our recently elected County Convention Delegates on the Summary of Caucus Results Form?

- Now that we have our duly elected Delegates, we will elect our Alternates. There is no limit to the amount of Alternates we elect. However, I recommend electing no more than twice the number of Delegates we just elected.
- Are there nominations for the role of Alternates to the County Convention?
- Secretary \_\_\_\_\_, can you record the names and gather contact information for our recently elected County Convention Alternates on the Summary of Caucus Results Form?

#### **7:51pm      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 "Nay."
- Secretary \_\_\_\_\_, can you record the total number of voters as well as the total number of "Ayes" on the Summary of Caucus Results form?

#### **7:53pm      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 Alternates to the County Convention may be nominated.
- We are to elect \_\_\_\_ people to the Platform Committee (number listed on precinct materials folders). Are there nominations?
- [CONDUCT THE VOTE]
- We are to elect \_\_\_\_ people to the Committee on Committees (number listed on precinct material folders). Are there nominations?
- [CONDUCT YOUR VOTE]
- Secretary \_\_\_\_\_, can you record the individuals who were elected to be on County Convention Committees on the Summary of Caucus Results Form?
- Congratulations on your committee assignment. The first convention committee meeting will be on \_\_\_\_ at \_\_\_\_.

#### **7:58pm      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 up to 5 minutes for discussion on each resolution.

- Are there resolutions to be considered?
- Resolutions will be adopted by 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].

#### **8:13pm      Adjournment**

- That concludes our scheduled agenda items. Before we move on, I want to make sure we have completed everything we need.
- **[CONFIRM THAT YOUR CAUCUS SECRETARY HAS THE FOLLOWING]:**
  - ☐ IDP Finance Envelope
  - ☐ Candidate Nomination Forms
  - ☐ Have all adopted resolutions been written up and signed by the Caucus Secretary?
  - ☐ Was the slate of Delegates and Alternates ratified?
  - ☐ Does the 2024 Summary of Caucus Results Form indicate duly elected Delegates, Alternates, Convention Committees, and Precinct Committee Members? Have we collected their contact information? Is the writing legible?
  - ☐ Do Convention Committee Members know when their first meeting is?
  - ☐ Do Precinct Committee Members know when the next County Party Central Committee meeting is?
- Before we entertain new business, a reminder that if you have not done so please request your Presidential Preference Card through the Iowa Democratic Party website by February 19th.
- Is there any other business to bring up before the Caucus?
- **[ENTERTAIN NEW BUSINESS (EX. UPCOMING PARTY OR CANDIDATE EVENTS)].**
- Hearing no further business, the Caucus is now adjourned. Thank you all for coming and please consider picking up any trash, signing Candidate Nomination Forms, and signing up to volunteer on your way out this evening.

## **Caucus Wrap-Up**



**Congratulations on running a successful 2024 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 Results Form?
- ☐ Is the IDP Finance Envelope sealed and signed across the seal?
- ☐ Did you submit your results through the Google Form? (or did you pass along your paperwork and information to the Locations Manager)?



## Return Envelope Assembly

### Envelope A

Mail to the Iowa Democratic Party - **within 24 hours**

- 2024 Caucus Registration Form & New Democrats Registration Form
- White copy of Summary of Caucus Results
- All petition forms for congressional, Iowa House & Senate candidates.
- IDP Finance Envelope and all money collected.

### Envelope B

Deliver to County Chair - **immediately following caucus**

- Yellow copy of Summary of Caucus Results Form
- All money collected for the County Party
- County candidate Nomination Papers

### Envelope C

Deliver to County Auditor - **within 24 hours**

- Pink copy of Summary of Caucus Results Form
- Completed Voter Registration Forms

#### 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.

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



## **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. A microphone should be used if possible.

The Caucus Secretary should assist in counting. They should record the total number of eligible voters and the number of votes each Candidate receives. The 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 (**ex. if you're 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 Caucus Secretary should record the total number of eligible voters and the number of voters each Candidate receives.**

- Ask the voters, "How many people vote for [Candidate B]? - count the hands raised.
- Continue until you have asked for voters 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 two vote-getters should be declared winners ONLY IF they receive a majority (over 50.00%) support of the voters.

### **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. (ex. If you have 8 Delegate spots, you can elect up to 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.

### **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 paper ballots.**



## County Party Meeting Information Sheet

IMPORTANT INFORMATION	
County Chair	
Location Manager	

MY CAUCUS LOCATION		Address
Chair name	Secretary name	
Precinct Code #	Registration Begins	My Arrival Time
Next Central Committee Meeting	When	Where
First Convention Committee Meeting	When	When
Volunteer #1	Name	Phone
Volunteer #2	Name	Phone
Volunteer #3	Name	Phone
Volunteer #4	Name	Phone

Reporting Information	
Google Form:	Precinct ID #:
# of Caucus Attendees	
# of Delegates Elected (should match the number of allotted delegates & the names on the Summary of Caucus Results Form)	
# of Alternates Elected (should match the number of allotted alternates & the names on the Summary of Caucus Results Form)	