



# Jefferson County Democratic Party Caucus 2016

## Agenda and Rules

### Caucus Agenda:

- Check-in alphabetically & confirm your precinct number
  - If not on the list, see the Caucus Attendee Information Table
- Central Gathering of All Precincts
  - Call to Order
  - Pledge of Allegiance
  - Welcoming Remarks, Candidate presentations, Explanation of Process
  - Read Caucus Rules Aloud
- Split into Individual Precinct Groups
  - Sign-in on official precinct sign-in sheets – ONLY SIGN IN AND ENTER YOUR EMAIL/PHONE NUMBER. DO NOT CHECK ANY BOXES!
  - Determine eligibility of participants
    - Attendees not on the list please see the Caucus Attendee Information Table
  - Elect Caucus Chairperson and Secretary
  - Report caucus turnout numbers to site coordinator
  - Elect two precinct committee persons (PCP's)
  - Determine the threshold for delegates (15% minimum required)
  - Convention Process (Presidential Race)
    - Take a non-binding straw poll (optional)
    - Take a binding preference poll
    - Elect Assembly delegates and alternates
  - Assembly Process (US Senate race)
    - Take a non-binding straw poll (optional)
    - Elect Assembly delegates and alternates OR vote to elect your precinct's Convention delegates and alternates to serve the Assembly Process also.
  - Recruit Election Judges for general and/or primary elections-complete and return the pink form
  - Recruit Poll Watchers to assist the County Party or Campaigns
  - Consider Resolutions for the Party Platform
  - Solicit donations for the Jefferson County Democratic Party
  - Other business
  - Adjourn
  - Caucus Chair and Secretary to complete paperwork & return packet to site coordinator
    - Make sure each PCP receives a copy of the Role of the PCP and a Precinct Map to take with them.
    - Make sure each elected Delegate and Alternate receives the yellow copy of the Delegate Call Notice to take with them.

### Caucus Rules:

1. **Inclusion:** The Colorado Democratic Party 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 imposition of mandatory quotas.

# Jefferson County Democratic Party Caucus 2016

## Agenda and Rules

2. **Who May Participate:** 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, and
  - Registered to vote in the precinct for at least (29) days and
  - A registered Democrat for not less than two months prior to the date of the caucus as shown on the registration books of any county clerk and recorder in the State of Colorado.
  - However, any person who attained the age of 18 or who became a naturalized citizen within a two-month period immediately preceding shall be eligible to vote at precinct caucuses even though he/she has been a registered Democrat for less than two months. If a registered Democrat has become a resident of the county during the two months immediately preceding the precinct caucus, such affiliation with the party at said prior residence shall be counted in determining whether the person has been a registered Democrat for two months.
3. **Additional Rules:** Participants in the caucus may adopt additional rules, provided they do not conflict with either state, county or national party 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 of the caucus. Otherwise, the certification of the caucus results will be final.
5. **Secret Ballot:** All Democratic meetings are open; however, a secret ballot is permitted ONLY in precinct caucus if requested.
6. **Proxies:** No proxy voting shall be permitted at the caucus. One must be present to vote in the caucuses. If an individual is unable to attend their individual caucus, they may submit a request to the caucus to be considered for a delegate/alternate slot or PCP position. The decision to approve the request rests with the individuals in attendance at 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 (a random means that does not give one person an advantage over the other). If two or more candidates for the position of committee person receive an equal number of votes the winners shall be determined by the drawing of lots among 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, as closely as possible.
12. **Threshold:** A preference poll based upon the candidates for President of the United States shall be used for the selection of delegates and alternates to the Convention. A preference poll based upon the highest statewide contested race shall be used for the selection of delegates and alternates to the assembly. If no statewide contested race exists there is no requirement for a preference poll to occur and delegates and alternates to the Convention may be elected to serve in the same capacity for the Assembly. In each preference poll taken a candidate must receive a minimum of fifteen percent (15%) in the preference poll to be awarded delegates and alternates. Use the caucus math worksheets to determine the number of delegates to be awarded for each candidate who attained the threshold.

## Jefferson County Democratic Party Caucus 2016

# Agenda and Rules

13. **Uncommitted Votes:** 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."
14. **Automatic delegates:** No person shall become an automatic delegate or alternate to a higher assembly by holding any party or public elected office.

# Jefferson County Democratic Party Caucus 2016 Official Caucus Report & Step-by-Step Instructions

Precinct: «M\_10digit\_Precinct»

THIS PRECINCT MAY ELECTED **X** DELEGATES AND ALTERNATES DURING THE  
CONVENTION PROCESS AND **X** DELEGATES AND ALTERNATES DURING THE  
ASSEMBLY PROCESS!

**Please make sure all writing is clear and legible.**

*The Caucus Chair and Secretary must fully complete and sign the bottom of each page of one Official Caucus Report document. Accurate and current contact information for the Caucus Chair and Secretary is crucial for any disputes. One fully completed copy of this document must be returned with all caucus paperwork to the Site Coordinator BEFORE you leave the caucus location tonight.*

**1. Elected CHAIR for Caucus Meeting:**

Name: \_\_\_\_\_

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

**2. Elected SECRETARY for Caucus Meeting:**

Name: \_\_\_\_\_

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

**3. Precinct Committee People: Elect 2 PCPs to serve this precinct for a two year term:**

Please Read Aloud: By law, PCP's elected at caucus form the basic organizational structure of the party. These citizens serve on the Jefferson County Dems Central Committee (which meets twice a year) to elect officers and make other key decisions. PCP's are also expected to work on contacting voters in their precinct with information about candidates for the general election on November 8, 2016. I have a description of the PCP role for those who are interested. Newly elected PCP's will be contacted by party officers following caucus with more information.

1) PCP Name: \_\_\_\_\_

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

2) PCP Name: \_\_\_\_\_

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

**4. Pass the Buck Bag and ask for donations to the Jefferson County Democratic Party.**

Please Read Aloud: All contributions at caucus will be used for Democratic campaigns and get-out-the-vote activities. Donors must fill out the buck bag information form completely. Employment information is required and will be reported in Jefferson County Democratic Party financial filings with the Secretary of State's Office.

**5. Determine Number of Eligible Democrats Attending Caucus: \_\_\_\_\_**

Count the number of people in attendance eligible to participate in the caucus meeting, include anyone who has submitted an Affirmation of Eligibility form to the Site Coordinator.

We affirm that the Precinct Committee Persons, Delegates and Alternates were duly elected at the caucus held on March 1, 2016.

Caucus Chair Signature:		Date:	
Caucus Secretary Signature:		Date:	

# Jefferson County Democratic Party Caucus 2016 Official Caucus Report & Step-by-Step Instructions

Precinct: «M\_10digit\_Precinct»

## 6. Determine the 15% “threshold.”

A candidate must have the support of 15% of eligible caucus attendees to get delegates and alternates.

Total Voting  
(from 5 above):

x 0.15 =

**THRESHOLD –ROUND  
UP TO THE NEAREST  
WHOLE NUMBER**(you  
will insert this number on  
the math worksheets)

## 7. The Convention Process

There is a four-step process for electing delegates and alternates to the County Convention.

Delegate/alternate allocation will be based on a Presidential Preference Poll for Hillary Clinton, Bernie Sanders or Uncommitted. Please follow steps 7a-7d.

### 7a. President of the United States Straw Poll (non-binding):

Ask each person present and eligible to participate to cast their vote:

Clinton: \_\_\_\_\_  
Sanders \_\_\_\_\_

Uncommitted \_\_\_\_\_

(After the Straw Poll voters may discuss their support of a Candidate and may try to encourage others to join his/her preference group. Any voter may change his/her vote prior to the Preference Poll which occurs next)

### 7b. President of the United States Preference Poll (binding):

Ask each person present and eligible to participate to cast their vote:

Clinton: \_\_\_\_\_  
Sanders \_\_\_\_\_

Uncommitted \_\_\_\_\_

**Once the preference polls has been taken, no votes may ben change.** Report the results of this Preference Poll and the number of eligible participants in attendance to the Runner when they stop by your meeting room OR send a volunteer to report these results to the Site Coordinator (IF you send a volunteer, DO NOT proceed with business until they return to the room).

### 7c. Determine Delegate/Alternate Allocation for Each Candidate

Complete the attached Math Worksheet for the Presidential Preference Poll (use only the numbers from 7b above when completing the worksheet).

### 7d. Elect **X** Delegates & up to **X** Alternates to attend the County Convention based on the results in the Math Worksheet

Attendees should split in to preference groups based on the results of the Preference Poll. Each group should elect the appropriate number of Delegates and Alternates as determined by the math worksheet. Any Attendee who may have cast an “unpopular” vote for a Candidate that did not make threshold, including Uncommitted, should join the preference group of his/her choice for this process.

All elected delegates and alternates **MUST sign the Acceptance Form/Call Notice** included in this caucus packet and take home the bottom yellow sheet. In case of a tie, seek the assistance of the Site

We affirm that the Precinct Committee Persons, Delegates and Alternates were duly elected at the caucus held on March 1, 2016.

Caucus Chair Signature:		Date:	
Caucus Secretary Signature:		Date:	

# Jefferson County Democratic Party Caucus 2016 Official Caucus Report & Step-by-Step Instructions

Precinct: «M\_10digit\_Precinct»

Coordinator. Complete the lines below for each of the **X** Delegates and **X** Alternates. Do not fill in any extra lines; leave them blank.

**The Jefferson County Convention will be held Saturday March 19<sup>th</sup> at Bear Creek High School; 9800 W Dartmouth Pl, Lakewood, Co, 80227.**

1) Del Name: \_\_\_\_\_ Preference: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

2) Del Name: \_\_\_\_\_ Preference: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

3) Del Name: \_\_\_\_\_ Preference: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

4) Del Name: \_\_\_\_\_ Preference: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

5) Del Name: \_\_\_\_\_ Preference: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

6) Del Name: \_\_\_\_\_ Preference: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

7) Del Name: \_\_\_\_\_ Preference: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

8) Del Name: \_\_\_\_\_ Preference: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

1) Alt Name: \_\_\_\_\_ Preference: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

2) Alt Name: \_\_\_\_\_ Preference: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

3) Alt Name: \_\_\_\_\_ Preference: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

4) Alt Name: \_\_\_\_\_ Preference: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

We affirm that the Precinct Committee Persons, Delegates and Alternates were duly elected at the caucus held on March 1, 2016.

Caucus Chair Signature:		Date:	
Caucus Secretary Signature:		Date:	

# Jefferson County Democratic Party Caucus 2016 Official Caucus Report & Step-by-Step Instructions

Precinct: «M\_10digit\_Precinct»

5) Alt Name: \_\_\_\_\_ Preference: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

6) Alt Name: \_\_\_\_\_ Preference: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

7) Alt Name: \_\_\_\_\_ Preference: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

8) Alt Name: \_\_\_\_\_ Preference: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## 8. The Assembly Process

Because there is not a statewide contested race among Democratic Candidates in 2016, there is no requirement for a binding preference poll. Therefore, there is a two-step process for electing Delegates and Alternates to the County Assembly.

### 8a. US Senate Preference Straw Poll (non-binding):

Ask each person present and eligible to participate to cast their vote:

Bennet: \_\_\_\_\_ Uncommitted: \_\_\_\_\_

(This is a straw poll only.)

### 8b. Elect **X** Delegates & up to **X** Alternates to attend the County Assembly

All elected delegates and alternates MUST sign the Acceptance Form/Call Notice included in this caucus packet and take home the bottom yellow sheet. In case of a tie, seek the assistance of the Site Coordinator.

Your Meeting Chair may entertain a motion to elect the same Delegates/Alternates who were chosen to serve as Delegates/Alternates to the County Convention in step 7d to serve in the exact same roles for the County Assembly. If this motion is made and seconded, a simple majority vote is needed for the motion to pass.

Yes	Did this precinct pass a motion to elect the same Delegates/Alternates who were chosen to serve as Delegates/Alternates to the County Convention to serve in the exact same roles for the County Assembly? If <b>YES</b> , skip to step 9. If <b>NO</b> , please see your Site Coordinator for additional Delegate/Alternate Acceptance Form & Call Notices if they are needed.
No	
(Circle One)	

Complete the lines below for the **X** Delegates and **X** Alternates. Do not fill in any extra lines; leave them blank.

**The Jefferson County Assembly will be held Saturday March 19<sup>th</sup> at Bear Creek High School; 9800 W Dartmouth Pl, Lakewood, CO, 80227.**

We affirm that the Precinct Committee Persons, Delegates and Alternates were duly elected at the caucus held on March 1, 2016.

Caucus Chair Signature:		Date:	
Caucus Secretary Signature:		Date:	



# Jefferson County Democratic Party Caucus 2016 Official Caucus Report & Step-by-Step Instructions

Precinct: «M\_10digit\_Precinct»

1) Del Name: \_\_\_\_\_ Preference: \_\_\_\_\_

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

2) Del Name: \_\_\_\_\_ Preference: \_\_\_\_\_

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

3) Del Name: \_\_\_\_\_ Preference: \_\_\_\_\_

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

4) Del Name: \_\_\_\_\_ Preference: \_\_\_\_\_

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

5) Del Name: \_\_\_\_\_ Preference: \_\_\_\_\_

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

6) Del Name: \_\_\_\_\_ Preference: \_\_\_\_\_

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

7) Del Name: \_\_\_\_\_ Preference: \_\_\_\_\_

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

8) Del Name: \_\_\_\_\_ Preference: \_\_\_\_\_

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

1) Alt Name: \_\_\_\_\_ Preference: \_\_\_\_\_

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

2) Alt Name: \_\_\_\_\_ Preference: \_\_\_\_\_

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

3) Alt Name: \_\_\_\_\_ Preference: \_\_\_\_\_

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

4) Alt Name: \_\_\_\_\_ Preference: \_\_\_\_\_

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

5) Alt Name: \_\_\_\_\_ Preference: \_\_\_\_\_

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

6) Alt Name: \_\_\_\_\_ Preference: \_\_\_\_\_

We affirm that the Precinct Committee Persons, Delegates and Alternates were duly elected at the caucus held on March 1, 2016.

Caucus Chair Signature:		Date:	
Caucus Secretary Signature:		Date:	

# Jefferson County Democratic Party Caucus 2016 Official Caucus Report & Step-by-Step Instructions

Precinct: «M\_10digit\_Precinct»

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

Phone: \_\_\_\_\_

7) Alt Name: \_\_\_\_\_

Preference: \_\_\_\_\_

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

Phone: \_\_\_\_\_

8) Alt Name: \_\_\_\_\_

Preference: \_\_\_\_\_

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

Phone: \_\_\_\_\_

## 9. Recruit Election Judges/Poll Watchers

### Please Read Aloud:

- Voter Protection is extremely important to ensure a free and fair election. Please consider signing up to be an election judge for the Primary Election on June 28, 2016 or the General Election on November 8, 2016.
- To sign up, please read and complete the included Election Judge Recruitment Form. These forms will be submitted directly to the Jefferson County Clerk and Recorder's Office Elections Division. Their office will follow up with volunteers
- The Jefferson County Democratic Party is also recruiting Poll Watchers to assist the party in ensuring a free and fair election. Please consider volunteering to be a Poll Watcher by completing the included Poll Watcher Recruitment Form. These forms will be retained by the Jefferson County Democratic Party.

## 10. Consider Resolutions to the County Party Platform

- Open the "Resolutions Packet" included within your caucus packet.
- Review and consider resolutions at the discretion of the caucus attendees.
- If your caucus votes on a resolution, please record the results on the Resolutions form included in the packet.
- Please put the Resolutions form and all Resolution drafts back in the resolutions packet.

## 11. Remind participants that campaign material is on tables at the front of the building and encourage them to take it home. Hand out any campaign material in the caucus packet. Participants may take this material home with them.

## 12. Double-Check Correct Delegate/Alternate Forms

- All delegates and alternates must be recorded above.
- All delegates and alternates must fill out the Delegate/Alternate Acceptance Form, which is included in your packet. Delegates and alternates shall take home the bottom yellow copy, which serves as the official call to the County Assembly and Convention on **March 19<sup>th</sup> at 9:00am at Bear Creek High School**. The top white copy must be returned to the Caucus Packet.

## 13. Other business (at the discretion of caucus attendees).

## 14. Adjourn the Precinct Caucus no later than 9:00pm.

## 15. Meeting Chair and Secretary to make sure all documents are correctly filled out and in order. They must sign and date the bottom of each sheet of this form. Please re-stuff packets in an orderly fashion to help us get through the data entry. Everything that was in the original packet (except for the yellow copies of the Delegate/Alternate Acceptance Form and any Candidate Materials) must be returned in the packet.

## 16. Please clean up the meeting room and remove all signage/trash.

We affirm that the Precinct Committee Persons, Delegates and Alternates were duly elected at the caucus held on March 1, 2016.

Caucus Chair Signature:		Date:	
Caucus Secretary Signature:		Date:	

**17. Return the entire Caucus Packet to the Site Coordinator.**

We affirm that the Precinct Committee Persons, Delegates and Alternates were duly elected at the caucus held on March 1, 2016.

Caucus Chair Signature:		Date:	
Caucus Secretary Signature:		Date:	

## **ROLE OF THE PRECINCT COMMITTEE PERSON (PCP)**

The Precinct Committee People (PCPs) hold elected positions within the Jefferson County Democratic party. They are a part of the Central Committee that runs our county party. PCPs, who are elected at caucus, serve for a two year term (until the next caucus). Each precinct may elect two PCPs.

PCPs are the first line organizers within the party structure. The party relies on its precinct people to organize volunteers in their neighborhood to support Democratic candidates, primarily on the county and state levels. The PCPs also are part of the party communication structure – letting Dems in their precinct know when and where caucus and voting will take place, reminding them of county functions, recruiting them to volunteer.

### **TYPICAL TIME COMMITMENT**

- Non-election years
  - 6 to 10 hours of meeting attendance/year (includes 2 mandatory Central Committee meetings and 1 mandatory HD meeting (where the official party business is conducted )
  - Contact precinct Dems and recruit volunteers; 10 hours between April and November
  - Organizing/attending county wide events and activities
- Election years- non election years plus the following
  - Caucus training and registration: Your captain will plan your local caucus, however we'd like you to be available for a two- hour caucus training session. We also ask that you volunteer to run your precinct meeting on caucus night and register your precincts voters.
  - Volunteer recruitment: Walk or call neighborhood, host a precinct event, etc. : additional 5 hours between March and June.
  - Election work: up to 2-4 hours a week during election season: recruiting volunteers; conducting precinct literature drops; walking with candidates; conducting phone banks; supporting our Get Out the Vote (GOTV) efforts..

### **RESOURCES FOR PCPS**

There is plenty of support for new, and experienced) PCPs.

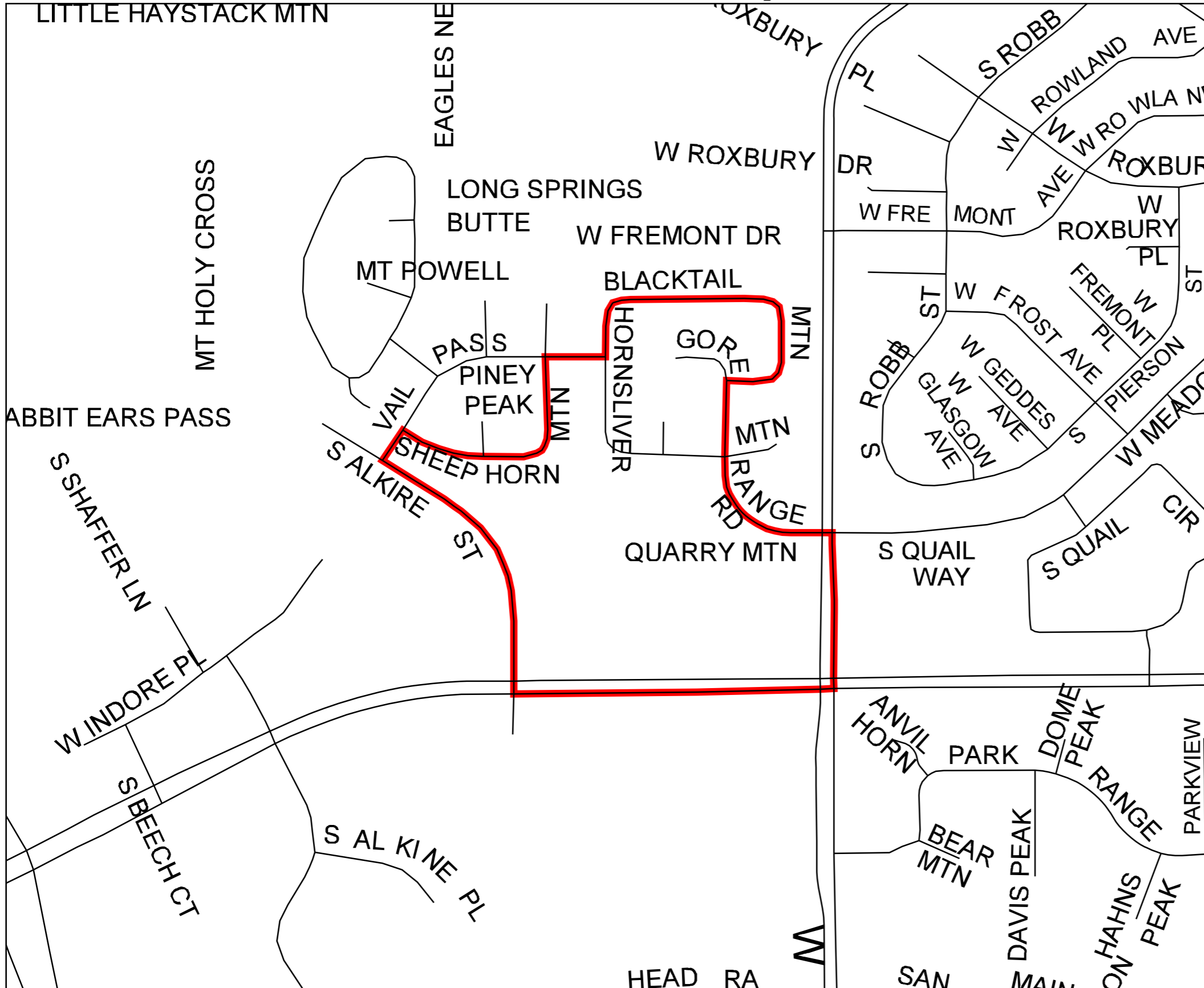
-The House District (HD) is the organizational unit for Jefferson County Democrats. A House District is composed of the precincts represented by one member of the House in Colorado's General Assembly, our state's legislative body. Each HD is divided into captaincies of around 5-7 precincts. There are a total of about 35 precincts in an HD. House District Officers, Captains, and other PCPs are all available to help and answer questions.

-There are training opportunities – usually in the spring, organized by House District. This is a good time to get to know others in your area.

-Periodic HD meetings, topic specific trainings, monthly 2<sup>nd</sup> Saturday breakfasts and countywide events also provide information and opportunities to get to know other active Dems.

-Your Co-PCP. In many precincts the PCPs divide up tasks and support each other as needed.

# Jefferson County Precinct 1202230015



2015 Precinct 1202230015  
Boundary Description:

EAST BOUNDARY: BEGINNING AT THE INTERSECTION OF GORE RANGE RD AND S. SIMMS STREET, SOUTH ON S. SIMMS STREET TO W. KEN CARYL AVENUE.

SOUTH BOUNDARY: WEST ON W. KEN CARYL AVENUE TO S. ALKIRE CT.

WEST BOUNDARY: NORTH ON S. ALKIRE CT TO VAIL PASS.

NORTH BOUNDARY: NORTH ON VAIL PASS TO SHEEPHORN MOUNTAIN, EAST ON SHEEPHORN MOUNTAIN TO VAIL PASS, EAST ON VAIL PASS TO BLACKTAIL MOUNTAIN, EAST ON BLACKTAIL MOUNTAIN TO GORE RANGE RD, SOUTH ON GORE RANGE RD TO THE POINT OF BEGINNING.



Not to Scale



Map produced: August 18, 2015

- Text Street Names
- Roads
  - Major
  - Minor
  - Precincts

**Sample Math Worksheet-Convention (Presidential)**

**Total Attendees: 23      15% Threshold: 3.45 (rounded up to 4)**

**Example :**

Of the 23 attendees, 10 cast their preference vote for Sanders, 11 cast their preference vote for Clinton and 2 cast his/her vote for Uncommitted. The “Uncommitted” group is below the 15% threshold (they do not have 4 supporters) and is not eligible to elect delegates. The Clinton and Sanders groups are above 15% and DO meet threshold. After the Preference Poll, the “Uncommitted” people may still run for delegate or alternate to the county convention.

Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H
Candidate Name	Preference Poll # Votes	Total for Candidate is <b>greater</b> than Threshold?	IF YES-write in the number from Column B. IF NO-write in ZERO. Sum Column D in the grey shaded box at the bottom of the column.	<u>Total</u> Number of Votes (Total from grey shaded box at the bottom of Column D)	Total Delegates Allotted to Precinct	Total # Delegates to Elect for Candidate – use decimals $(D \div E) \times F$ If these numbers are EXACTLY the same send someone to advise the Site Coordinator of a tie.	<b>TOTAL # DELEGATES to elect per candidate</b> (see below for rounding)
<b>H. Clinton</b>	<b>11</b>	IF YES →	<b>(11</b>	<b>÷ 21</b>	<b>) x 5</b>	<b>= 2.61</b>	<b>3</b>
<b>B. Sanders</b>	<b>10</b>	IF YES →	<b>( 10</b>	<b>÷ 21</b>	<b>) x 5</b>	<b>= 2.38</b>	<b>2</b>
<b>Uncommitted</b>	<b>2</b>	IF YES →	<b>( 0</b>	<b>÷ 21</b>	<b>) x 5</b>	<b>= 0</b>	<b>0</b>
<b>Total</b>			<b>21</b>				

NOTE – Even though the Uncommitted supporters did not make threshold, they may still run to be a Delegate or Alternate to the County Convention (even if they did not change their preference before the Preference Poll). They should join the Candidate preference group of their choice to participate in the delegate/alternate selection process.

**Jefferson County Democratic Party Caucus 2016  
Caucus Math Worksheet – Binding Preference Poll**

Precinct: SAMPLE ONLY

**This math worksheet is for the Presidential Preference Poll**

**Threshold** (find this number on the Official Caucus Report, Item 6): \_\_\_\_\_

Number of Delegates and Alternates to Elect from this Precinct: **4**

Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H
Candidate Name	Preference Poll # Votes	Total for Candidate is <b><i>greater</i></b> than Threshold?	IF YES-write in the number from Column B. IF NO-write in ZERO. Sum Column D in the grey shaded box at the bottom of the column.	Total Number of Votes (Total from grey shaded box at the bottom of Column D)	Total Delegates Allotted to Precinct.	Total # Delegates to Elect for Candidate – use decimals to 2 places to the right of the decimal $(D \div E) \times F$	<b>TOTAL # DELEGATES to elect per candidate</b> (see below for rounding)
<b>Hillary Clinton</b>		IF YES →	( $\div$ )			$\times 4 =$	
<b>Bernie Sanders</b>		IF YES →	( $\div$ )			$\times 4 =$	
<b>Uncommitted</b>		IF YES →	( $\div$ )			$\times 4 =$	
<b>Total</b>							

**The Preference Poll is Binding:** Once the preference poll has been conducted, no votes may be changed. However, if a voter casts an “unpopular” vote (their vote was cast for a Candidate or Uncommitted that did not meet threshold), they may still run to be a Delegate or Alternate to the County Convention. They may choose to participate in the candidate delegate selection group of their choice.

**Column H – Total # Delegates:** The whole numbers in Column G represent the number of Delegates. If this totals less than 4 Delegates, then the next delegate will go to the candidate with the highest number to the right of the decimal point. If two or more Candidates have the same number immediately to the right of the decimal point this is a tie; see the Site Coordinator for directions on how to break a tie. Use this same process until all the delegates are assigned.

# Jefferson County Democratic Party Delegate/Alternate Acceptance Form and Call

Precinct: «M\_10digit\_Precinct»

***Please check the correct boxes make sure all writing is clear, legible, and transferred to the yellow sheet below. The bottom, yellow copy is for the delegate/alternate to take home. The top, white copy is to be returned with the caucus packet to the Site Coordinator by the end of the night.***

I hereby certify that I have been a registered Democrat since January 4, 2016 or registered to vote as a Democrat within the past 29 days, and lived within this precinct for the past 30 days. I have been designated on the Official Caucus Report and I accept my election at the Jefferson County Democratic Party Caucus March 1, 2016 to the following position(s):

- |   |   |
|---|---|
| <input type="checkbox"/> Delegate to the County Convention  | <input type="checkbox"/> Delegate to the County Assembly  |
| <input type="checkbox"/> Alternate to the County Convention | <input type="checkbox"/> Alternate to the County Assembly |

I understand that it is my responsibility to check the Jeffco Democratic Party web site at [www.jeffcodems.org](http://www.jeffcodems.org) or call the Jeffco Democratic Headquarters at (303)237-1359 after Wednesday, **March 3rd** to check for confirmation of my status as a Delegate or Alternate. I understand that if my name is not listed on the web site then I must immediately submit a challenge in writing to Cheryl Cheney, Chair of the Jefferson County Democratic Party to be reviewed by the Credentials Committee. I can submit this via email to [Chair@jeffcodems.org](mailto:Chair@jeffcodems.org). I understand that all challenges must be **received** by the Party Chair no later than Wednesday, **March 9<sup>th</sup>, 2016**.

Name: \_\_\_\_\_

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

Tel: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**This form is also your official call to the 2016 Jefferson County Democratic Party Convention and/or Assembly, which will be held on **Saturday, March 19<sup>th</sup>** at Bear Creek High School, 9800 W Dartmouth Pl, Lakewood, CO, 80227. Registration will start at 8:00 am, and the meeting will be called to order at 9:00am.**

The purpose of the Assembly is to nominate candidates for various local offices and conduct regular party business, and the purpose of the Convention is to nominate candidates for US President. We will also elect delegates and alternates to Assemblies and Conventions at the Congressional District and State levels. Please bring this letter with you. No proxies will be allowed. If a delegate is not present, an alternate will be seated in his/her place.

Please note that the Congressional District Assemblies will be held between April 1<sup>st</sup> and April 15<sup>th</sup>, 2016. The State Convention and Assembly will be held on April 16<sup>th</sup>, 2016. **If you are interested in running to be a delegate or alternate to the CD or State Conventions/Assemblies, please send an email to [Assebmly@JeffcoDems.org](mailto:Assebmly@JeffcoDems.org) by **Friday, March 11<sup>th</sup>**.**

Sincerely,

*Cheryl Cheney*

Cheryl Cheney, Chair

***Preorder Lunches and Support Jeffco Dems Latino Initiative Too!***  
We expect this meeting to last until mid afternoon. The **JDL** is selling lunches for Assembly.. **Please preorder your lunches today. Please visit [www.jeffcodems.org](http://www.jeffcodems.org) for lunch choices and place your order at <https://secure.actblue.com/page/lunch2016> or by calling (303) 237-1359. Please place your order no later than **Wednesday, March 16th**. Lunches must be ordered in advance.**

### Convention/Assembly Agenda:

- |   |  |
|---|--|
| 1. Call to order                                    | 6. Election of Credentials and Permanent Organization Members to subsequent conventions and assemblies |
| 2. Election of temporary officers                   | 7. Report from the resolutions committee   |
| 3. Report from the Credentials Committee            | 8. Other business  |
| 4. Report from the Permanent Organization Committee | 9. Adjourn to CD, SD & HD meetings   |
| 5. Candidate Nominations                            |  |





# Jefferson County Elections Division Election Judge Interest Form

<b>OFFICE USE ONLY</b>
Source: _____
Notes: _____
_____

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_ City, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

How do you prefer to be contacted?  
 Phone  Email

### Thank you for your interest in becoming an Election Judge for Jefferson County Elections.

Optional: Please read the requirements carefully and select any positions that you would like to receive more information about. Job titles with an \* indicate that there may be positions available that work only on Election Day. Pay range for most election judges is \$11-13 per hour. Training classes for election judge positions are generally sometime 1-4 weeks prior to the start date. You will be contacted by an elections staff member with more details on the jobs available that match your interest.

Job Title ✓ (location)	Job Description & Requirements	Estimated Dates Required
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#### Main Office Support

Note: All office support staff must be flexible with their work schedule. Hours are not guaranteed, and staff may be sent home early or asked to stay longer depending on volume of work.

<input type="checkbox"/> <b>Data Entry Clerk</b> (main office)	Maintain voter registration records in the statewide database. Verify documents and data entry accuracy. Requirements: sit for long periods of time at a computer; intermediate computer knowledge	40+ hours per week estimated; Primary: April 11 - June 28, 2016; General: Sept 6 - Nov 8, 2016
<input type="checkbox"/> <b>Call Center Operator</b> (main office)	Provide excellent customer service to voters calling in with questions on their registrations, and general election questions. Depending on phone call volume, data entry may also be required. Requirements: sit for long periods of time at a computer; intermediate computer knowledge	40+ hours per week estimated; Primary: April 11 - June 28, 2016; General: Sept 6 - Nov 8, 2016

#### Voter Service & Polling Centers (VSPC)

Note: Most VSPC's are open 7:30am-5:30pm Mon-Fri and 10:00am-2:00pm on Saturdays. All VSPC judges are required to work all hours that their VSPC is open.

<input type="checkbox"/> <b>VSPC Admin Support</b>	Assist with VSPC operations, and other areas as assigned. Provide support during judge training, and creating documentation. Support the VSPC judges on the phone and in person. Assist with VSPC audit & reconciliation. Requirements: strong computer skills (Microsoft Office suite); be on your feet up to 12 hours a day; lift up to 40 pounds; may be asked to visit VSPC sites, so reliable transportation is needed; training experience a plus	40+ hours per week estimated; Primary: April 11 - June 28, 2016; General: Sept 6 - Nov 8, 2016
<input type="checkbox"/> <b>VSPC Supervisor</b> (various locations throughout county)	Lead the VSPC team and oversee the voting procedures in the VSPC. Keep the VSPC running smoothly and ensuring that the VSPC procedures, election rules and statutes are adhered to. Manage a team of 4-6 other election judges. Requirements: be on your feet up to 12 hours a day; intermediate computer skills; team leadership experience a plus	40+ hours per week estimated; Primary: June 20 - June 28, 2016; General: Oct 24 - Nov 8, 2016
<input type="checkbox"/> <b>Greeter Judge*</b> (various locations throughout county)	Welcome people entering the VSPC and verify that they are there for election business, verify that each voter has proper ID and assists voters with completing the registration form. No computer skills required. Requirements: sit for long periods of time; outgoing, able to talk to people all day long	40+ hours per week estimated; Primary: June 20 - June 28, 2016; General: Oct 24 - Nov 8, 2016 (Some Election Day only positions available)
<input type="checkbox"/> <b>Computer Admin Judge*</b> (various locations throughout county)	Work in the statewide voter registration database to update and register voters. (various locations Issue in-person and mail ballots to voters, print ballots for voters as needed. throughout county) Requirements: sit for long periods of time; intermediate computer skills; type 30 words per minute	40+ hours per week estimated; Primary: June 20 - June 28, 2016; General: Oct 24 - Nov 8, 2016 (Some Election Day only positions available)
<input type="checkbox"/> <b>Ballot Judge*</b> (various locations throughout county)	Prepare ballots for voters after the Computer Judge has assigned them and sent (various locations them to print. Assist the Supervisor with provisional ballot issuing if needed. throughout county) Requirements: sit for long periods of time; basic computer skills	40+ hours per week estimated; Primary: June 20 - June 28, 2016; General: Oct 24 - Nov 8, 2016 (Some Election Day only positions available)
<input type="checkbox"/> <b>Voting Judge*</b> (various locations throughout county)	Oversees the voting area, directs voters to an available voting booth or machine, (various locations assists voters with marking their ballot upon request. Requirements: stand for long periods of time, basic technical skills	40+ hours per week estimated; Primary: June 20 - June 28, 2016; General: Oct 24 - Nov 8, 2016 (Some Election Day only positions available)

Job Title ✓ (location)	Job Description & Requirements	Estimated Dates Required
<b>Mail Ballot Processing Center</b>		
Note: All mail ballot staff must be flexible with their work schedule. Hours are not guaranteed, and staff may be sent home early or asked to stay longer depending on volume of work. Daytime, weekend, and evening hours may be required.		
<input type="checkbox"/> <b>Casting*</b> (main office)	Remove documents from each ballot envelope. Keep track of the number of envelopes and ballots on accounting forms. Works in front of political parties, media, and poll watchers. Election Day shifts may end after midnight. Requirements: able to sit for long periods of time; lift up to 50 pounds; work at a brisk and steady pace	40 hours per week estimated Primary: June 15 - 28 General: Oct 24 - Nov 8 Daytime, evening, & weekends may be required (Some Election Day only positions available)
<input type="checkbox"/> <b>Health Care Facilities (HCF) Assistance</b> (driving to locations throughout county)	Work in a team of 3-5 to visit health care facilities within the county to deliver ballots and assist voters in each facility. Setup voting area at the facility, assist voters if needed, secure ballot bag for transport back to office. Requirements: reliable vehicle; valid drivers license; auto insurance; strong communication skills & patience; able to lift 50 pounds; basic technical skills	40 hours per week estimated Primary: June 6 - 11 General: October 17 - 22
<input type="checkbox"/> <b>Signature Verification</b> (main office)	Work in a computer database to compare two signature from the same voter and determine if they match. When not working on signature verification, assist in other areas of mail ballot processing. Works in front of political parties, media, and poll watchers. Requirements: to sit at a computer for long periods of time; basic computer knowledge; able to see differences and similarities in two signatures; work at brisk and steady pace	40 hours per week estimated Primary: June 13 - 29 General: Oct 17 - Nov 9 Daytime, evening, & weekends may be required
<input type="checkbox"/> <b>Ballot Pickup*</b> (driving to locations throughout county)	Work in bi-partisan team to retrieve ballots from drop boxes throughout the county. Driving all day from drop boxes to main office. Requirements: reliable vehicle; valid drivers license; auto insurance; lift up to 50 pounds; work closely with judges of a different party affiliation, drive in teams of two per vehicle	40 hours per week estimated Primary: June 9 - 29 General: Oct 17 - Nov 9 Saturday & Sunday required (Some Election Day only positions available)
<input type="checkbox"/> <b>Ballot Receiving</b> (main office)	Seal ballot bags and track their daily use in a database. Receive trays and bags of returned ballots from USPS and drop boxes. Sort ballots, record numbers received, and route ballots to the next stage. Requirements: stand for at least an hour; lift up to 50 pounds; basic computer knowledge	40 hours per week estimated Primary: June 6 - 29 General: Oct 4 - Nov 9
<input type="checkbox"/> <b>Envelope Sorter Operator/Assistant</b> (main office)	Assist daily processing of mail ballot envelopes through a high speed mail sorting machine. Activate and calibrate sorting machine, operate and monitor machine, shut down and clean machine daily. Requirements: strong computer and technical skills; able to learn specialized software quickly; lift up to 50 pounds; stand for several hours at a time; work at a brisk and steady pace; previous experience with mail equipment a plus	40 hours per week estimated Primary: June 13 - 29 General: Oct 24 - Nov 9
<b>Resolution &amp; Duplication</b>		
Note: All Resolution & Duplication staff must be flexible with their work schedule. Hours are not guaranteed, and staff may be sent home early or asked to stay longer depending on volume of work. .		
<input type="checkbox"/> <b>Ballot Resolution Team</b> (main office)	Review ballots that are damaged or unable to be read by the tabulation equipment. Work in a bi-partisan team to determine voter intent on ballots that are not clearly marked. Requirements: strong verbal communication skills: sit for long periods of time; visual ability to see small, light writing	40 hours per week estimated Primary: June 20 - 29 General: Oct 24 - Nov 11
<input type="checkbox"/> <b>Ballot Duplication</b> (main office)	Duplicate ballots that are damaged or unable to be read by the tabulation equipment. Work in a bi-partisan team to verify that the duplicated ballot matches the original voter's ballot. Requirements: basic computer skills strong verbal communication skills: sit for long periods of time; visual ability to see small, light writing	40 hours per week estimated Primary: June 20 - 29 General: Oct 24 - Nov 11



**Jefferson County Democratic Party  
Poll Watcher Interest Form**

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First Name	Last Name			
Address		City	State	Zip
Phone Number		Email		Preferred contact method?
				<input type="checkbox"/> Phone <input type="checkbox"/> Email

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Poll Watchers are trained by the Democratic Party and Campaigns for Democratic Candidates to watch the voting activity at a Voter Service and Polling Center and to report any concerning events to a Assigned Party Official. Poll Watchers need to have some measure of daytime availability during the early voting periods; approximately two weeks before and on the day of the Primary Election (June 28, 2016) and/or approximately two weeks before and on the day of the General Election (November 8, 2016).



**Jefferson County Democratic Party  
Poll Watcher Interest Form**

---

First Name	Last Name			
Address		City	State	Zip
Phone Number		Email		Preferred contact method?
				<input type="checkbox"/> Phone <input type="checkbox"/> Email

---

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Poll Watchers are trained by the Democratic Party and Campaigns for Democratic Candidates to watch the voting activity at a Voter Service and Polling Center and to report any concerning events to a Assigned Party Official. Poll Watchers need to have some measure of daytime availability during the early voting periods; approximately two weeks before and on the day of the Primary Election (June 28, 2016) and/or approximately two weeks before and on the day of the General Election (November 8, 2016).

# Jefferson County Democratic Party Caucus 2016 Resolutions Report

Precinct: SAMPLE ONLY

*These Resolutions shall be submitted for consideration for the County Party Platform to the County Platform Committee. The County Party Platform will be presented for approval at the County Party Assembly and Convention on March 19, 2016. All Resolutions submitted by a Precinct Caucus must be written in a clear and legible manner.*

Resolution # \_\_\_\_\_

Resolution Description:	
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Resolution Sponsored By:

Name:		Telephone No:	
-------	--	---------------	--

Caucus Vote:

# Votes For:		# Votes Against:	
--------------	--	------------------	--

Resolution # \_\_\_\_\_

Resolution Description:	
-------------------------	--

Resolution Sponsored By:

Name:		Telephone No:	
-------	--	---------------	--

Caucus Vote:

# Votes For:		# Votes Against:	
--------------	--	------------------	--

Resolution # \_\_\_\_\_

Resolution Description:	
-------------------------	--

Resolution Sponsored By:

Name:		Telephone No:	
-------	--	---------------	--

Caucus Vote:

# Votes For:		# Votes Against:	
--------------	--	------------------	--

# Jefferson County Democratic Party Caucus 2016 Resolutions Report

Precinct: SAMPLE ONLY

Resolution # \_\_\_\_\_

Resolution Description:	
-------------------------	--

Resolution Sponsored By:

Name:		Telephone No:	
-------	--	---------------	--

Caucus Vote:

# Votes For:		# Votes Against:	
--------------	--	------------------	--

Resolution # \_\_\_\_\_

Resolution Description:	
-------------------------	--

Resolution Sponsored By:

Name:		Telephone No:	
-------	--	---------------	--

Caucus Vote:

# Votes For:		# Votes Against:	
--------------	--	------------------	--

Resolution # \_\_\_\_\_

Resolution Description:	
-------------------------	--

Resolution Sponsored By:

Name:		Telephone No:	
-------	--	---------------	--

Caucus Vote:

# Votes For:		# Votes Against:	
--------------	--	------------------	--