

**Lancaster County Democratic Party  
2008 Presidential Precinct Caucus Plan**

Revised October 16, 2007

I. **PARTY PRECINCT COMMITTEE**

- A. Members
- Precinct Committee Chair
  - County Chair
  - County Treasurer
  - County Fund Raising Chair
  - County Public Relations Chair
  - County Membership Chair
  - LD Representatives
- B. The Committee shall coordinate with State Party, 1st Congressional District Caucus, National Democratic Party, Precinct Leaders, Volunteers and Candidate Representatives, and Candidate Supporters.
- C. The Committee shall recruit, appoint, and support Precinct Leaders for 223 Precincts:
- Names of volunteers will be collected.
  - Committee will make the final appointments.
  - Committee has ultimate responsibility for communications with Precinct Leaders.
- D. The Committee shall coordinate efforts for Precinct Caucus locations.
- Precinct Leaders are initially responsible for selection of location.
  - Committee has final approval over facilities and sites.
  - Apartment Clubhouses, public facilities are preferred.
- E. The Committee shall coordinate conduct of Precincts Caucuses:
- Training sessions for Precinct Leaders.
  - Training on voter registration.
  - Training and coordination for Candidate Supporters.
  - Dispute resolution.
- F. Preference The Committee shall coordinate reporting of Precinct Caucus results.
- **Results must be reported by 7:30 p.m. CT.**
  - Reports are to be summaries at the county level of delegate tallies.
  - Only number of Delegates elected for each candidate or Uncommitted will be reported.
- G. The Committee shall coordinate the Presidential Caucus at County Convention.
- H. The Committee shall have financial responsibility for fund raising and expenditures, including selecting all contractors and employees, if any.

II.

**FUNDING:**

A. Items needed

- Printing of registration cards
- Printing Absentee Preference Ballots
- Printing Preference Ballot Cards
- Computer Services
- Promotional materials
- Voter Registration materials
- Payments for Facilities
- Possible staff employed

B. Employ Alchemy and Associates for fund raising—See attached Contract.

- Attempt to raise \$40,000 for 5.5 months
- Prepare Fund raising plan
- Assistance in executing caucus plan
- Assistance in recruiting volunteers
- Purchase use of data base
- Obtain voter information in excel format at end of contract
- Committed cost \$1,500.00.

III.

**PRECINCT ORGANIZATION—PRE CAUCUS AND ORGANIZATION**

A. Legislative District Representatives--SCC--Coordination

- Recruit Precinct Leaders for LD
- Locate Suitable Facilities within LD
- Coordinate with County Party and State Party
- Collect and tabulate Precinct Result Report for LD
- Forward Results to County and State

B. Precinct Leaders

- Selected by Precinct Committee from Volunteers
- Precinct Leaders may fully participate in the caucuses
- Locate suitable facilities
  - May be combined with nearby Precincts
  - Each Precinct Caucus is to be conducted separately.
  - Apartment Clubhouses, Public Facilities preferred
  - Submit Recommendations to Precinct Committee by December 8, 2008
- Recruit Candidate Supporters (Precinct Leaders may also be Candidate Supporters)
- Promote Precinct Participation in the Caucus
- Promote Precinct Voter Registration
- Conduct Caucus: See below
- Report results to LD and to County
- Initial registration of participants
- Open and conduct initial caucus proceeds

C. Candidate Supporters:

- Organize and Recruit Participants for your Candidate
- Get out the vote/ Registration by Mail
- Organize Viable Candidate Groups at the Caucus

- Speeches and Literature—Promote your Candidate
- Seek Election as Delegate to the County Convention.

#### IV. **CONDUCTING THE CAUCUS**

##### **A. Precinct Leaders**

1. May (should) recruit volunteer administrative help.
2. Register Precinct Caucus Participation—Paper Work
  - Registration starts early at 5:30 p.m.
  - Registration remains open through Caucus
  - Check Voter registration
  - Fill out Voter Registration forms if necessary
  - Complete Registration Forms
  - Distribute Preference Cards (if necessary)
  - Retain Records for County and State Party
  - Be responsible for Absentee Preference Cards
3. Be responsible to supervise “Observers.”
  - Prohibit participation by Observers
  - Remove disruptive persons
4. Start Caucus
  - Announced time is 6:00 p.m.
  - Call Caucus to Order: 6:10 p.m.
  - Conduct Election of Caucus Chair and Caucus Secretary
    - Self-nomination is acceptable
    - Nominations from floor are acceptable
    - Voice vote
  - If not elected chair and secretary, Precinct Leaders shall assist Caucus Chair and Secretary with Conduct of Caucus.

##### **B. Caucus Chair**

1. Announces number of Delegates to be elected by this Precinct.
2. Announce Agenda and explain caucus process.  
Read Affirmative Action Pledge
3. Conduct and Supervise Candidate Presentations
  - Chair may limit time per speaker
  - Chair may limit number of speakers per candidate
  - Limits apply to all candidates equally

##### **C Conducting the Caucus;**

1. Chair divides room equitable among Candidates
2. Candidate Supporters gather in separate groups

3. Each Group can have one speaker (2 minutes) to encourage participation in its candidate group
4. Participants are then allowed to switch groups
5. Chair makes First Viability Determination\_-- **NO EARLIER than 6:10 p.m.**
  - Candidate Supporters determine numbers
  - Candidate Supporters Announce Results to Chair
  - Chair and Secretary add in Absentee Cards
  - Chair and Secretary make "Viability" determination (Viable means 15% of participants plus absentee ballots)
  - Chair Announces Viable Candidates and Non-Viable Candidates (Uncommitted is treated as a Candidate)
  - Chair, Secretary and Precinct Leaders may participate
6. Conduct Realignment—if necessary
  - 15% viability is required for all Candidates.
  - 15% viability is required for "Uncommitted."
  - Participants not in a Viable Candidate Group must either re-align or abstain.
  - Any Person can switch groups
  - If all Candidates are viable—go to Allocation of Delegates
  - If not, Then Conduct Realignment —Same as Initial Caucus.
  - Repeat until all participants either support: (a) Viable Candidate or viable group of Uncommitted; or (b) abstain.
7. Allocation of Delegates:
  - Chair announces final Viable Candidate Groups. (All participants must either be in a viable candidate group or have abstained.)
  - Formula:
    - See State Rules—Delegate allocation

- Total supporters in Viable Candidate Group
- times number of precinct delegates
- divided by total participants
  - excluding Abstentions
- equals Delegate positions allocated to each Viable Candidate Group
  - .50 is rounded up
  - .49 is rounded down

NOTE: Some Viable Candidate Groups may not get any Delegate Positions.

8. Chair announces the Award of Delegates to Viable Candidate Groups

9. Chair calls for and allows "Final Realignment" before Election of Delegates

- Any Participant not in a Viable Group with a Delegate may now join any Group awarded one or more Delegates.
- Final Speeches by each Viable Group will be permitted.
- Chair declares realignment to be closed.

10. Election of Delegates

- Viable Candidate Groups who are awarded Delegate positions are allowed to caucus separately to elect Delegates and Alternates
  - Election of Delegates is only by persons in that Viable Candidate Group after Final Realignment
  - Nominees
    - May be declared in advance
    - Self-nomination is acceptable
    - May announce from the Floor
    - Must commit to the Group's Presidential Candidate
    - Persons seeking election as a Delegate may campaign. Short campaign speeches are encouraged.
  - Election of Delegates and Alternates
    - All participants in Viable Candidate Groups who are allocated Delegates may vote for County Delegates and Alternates (including Chair and Secretary and Precinct Leaders)
    - One vote per participant per Delegate position allocated to Candidate caucus.

- - Absentee Cards do not participate in Delegate selection.
  - County Delegates as elected report election results to Chair.
  - Each group may elect one alternate for each Delegate elected.
11. County Delegates as selected are verified and qualified by Chair and Secretary
- County Delegates as elected are bound to Candidate as declared and must sign candidate pledge card.
  - Chair announces results by Presidential Candidate and Delegate names and Alternates.
  - Secretary immediately reports results by email and telephone to LD Leader and County Party by 7:30 p.m.

**D, Other Business**

- After Presidential Caucus and Election of Delegates, the Chair may entertain any other business.
- Secretary may publish agenda. Matters may be submitted in advance.
- Roberts Rules apply.

**E. Caucus Secretary:**

- Assist Chair in conducting Meeting
- Keep Minutes of meeting
- Continue verify eligibility of participants
- Continue registration of Participants
- Supervise Observers and ensure no participation
- Supervise persons who abstain and prevent further participation
- Assist Chair in counting votes and determining viability
- Completion of County Delegate Pledge Cards
- Report Caucus Delegate Elections to LD and County
- Deliver all records to the County Precinct Committee

**F. Use of Preference Card (optional)**

- Each participant may be given a blue preference card.
- Ballot cards may be held aloft for counts and votes.
- If a participant refuses to re-align and chooses to abstain, the Secretary shall collect and retire that person's card.

- In the event of disputes as to viability, the cards may be collected by a group representation and presented to the chair as proof of votes; cards must be returned to participants immediately thereafter.
- Preference cards are to be collected by Delegate candidates and presented to Secretary for verification of election.
- Delegates are to return the cards after election.

**V. ALLOCATION OF COUNTY DELEGATES**

A. Each Precinct gets at least two (2) delegates in accordance with state law.

B. Based upon the records of the Lancaster County Election Commissioner for the Presidential vote in 2004, each precinct with more than 200 votes for Kerry/Edwards will be allocated additional delegates as follows:

| Votes for Kerry/Edwards | Delegates | 2004 Precincts | 2004 Wins |
|-------------------------|-----------|----------------|-----------|
| 200 or less             | 2         | 102            | 9         |
| 201 to 250              | 3         | 55             | 5         |
| 251 to 300              | 4         | 34             | 14        |
| 301 to 351              | 5         | 12             | 6         |
| 351 and over            | 6         | 7              | 3         |

C. Each Precinct in which Kerry/Edwards defeated Bush/Cheney will be allowed one (1) additional delegate (37 precincts).

D. Any new precincts since 2004 will be allowed 2 Delegates.

E. Each Viable Candidate Group in each precinct which is allocated County Delegate positions may but are not required to elect one alternate for each Delegate elected who will be seated only if an elected County Delegate from that Viable Candidate Group for that precinct does not attend the County Convention. Pledge cards are required.

F. The County Chair with approval of the Central Committee may appoint County Delegates to fill County Delegate positions if none are elected at the precinct, who shall initially participate as "Uncommitted" Delegates.

G. Persons not elected and not appointed as County Delegates at the Precinct Caucus may still be seated as county delegates at the county convention in accordance with law and local practices but cannot participate in the county Presidential Caucus.

8. Total delegates to Lancaster County Convention: To be determined by Precinct Committee.

## **VI. Attachments.**

1. Precinct Registration Form
2. Absentee Preference Ballot
3. Preference Ballot Card
4. County Convention Delegate Pledge Card
5. Alchemy Associates Contract
6. State Party Caucus Rules 6-23-07

## **VII. Addendum (Restated)**

1. The Committee shall be empowered to reallocate the number of delegates per precinct to recognize and adjust for changes made after the 2004 Presidential Election to provide delegates for new precincts and to adjust delegates for precincts which are altered, enlarged or reduced.
2. The Committee shall develop and promulgate the final plan for reporting results of the Caucuses in a timely manner.
3. The Committee is hereby empowered to do such other acts and deeds to as reasonable or necessary to implement the plan.
4. The Chair is authorized to execute the Alchemy and Associates Contract and the Party hereby approves expenditures of funds in the amount of \$1,500.00 to fund such contract.

Adopted and approved by the Central Committee for Lancaster County Democratic Party on this 16<sup>th</sup> day of October, 2007.

\_\_\_\_\_/s/ Becky Schulte\_\_\_\_\_  
County Chair