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A Message From The Chairman

February 2012

Fellow Douglas County Republican Central Committee Members,

This year, 2012, is our year.

The voters of the state and the nation now seem to realize that it was a mistake to trust public offices to ambitious politicians who think they know better than George Washington, James Madison, and the other 54 signers of the Declaration of Independence. By contrast, the Republican Party finds its moorings in the self-evident truths to which the Founders pledged their lives, their fortunes, and their sacred honor. The Grand Old Party's governing document begins with these words, "This is a platform of enduring principle, not passing convenience."

"Keeping the Republic", as Benjamin Franklin put it, has always required that citizens participate at every front, from our military, in our books, on the airwaves, and in our schools. And when our fellow citizens offer to serve in public office, they benefit immensely from the public connection that the Colorado Caucus process provides. Whether they work in county buildings, the state capitol, or in Washington, D.C., this process of selecting our elected officials is the first step of the citizens' involvement in representative government.

Thank you for your investment of time and thought at this Caucus gathering. I encourage you to remain involved as the election process advances through the assemblies this Spring, the primary election in June, and the general election in November. 2012 promises to be an historical year, when We The People chose to keep the Republic.



Mark Baisley, Chairman
Douglas County Republicans

Welcome and Introduction to Caucus

The caucus system is grassroots politics at its best. The caucus system enables candidates to meet and spend time with local citizens who have the opportunity to directly participate in the nomination of candidates.

What you are doing here tonight and what you will do throughout this election cycle is precisely what our forefathers had in mind with representative government. Have no doubt that what you are doing matters.

What is a Caucus?

Caucus is a meeting of the registered Republicans within a neighborhood (precinct) for the specific purpose of selecting representatives to participate in the party's election process. This meeting is held every two years and signals the beginning of an election cycle and its nominating process. It is at your precinct caucus that you have an opportunity to play a key role in Colorado's political system by selecting representatives from among your Republican neighbors to be *precinct committee people* and *assembly delegates*.

What happens At Caucus?

The biennial Caucus is the occasion for voters to have a direct voice in the nominating process through the election of delegates, and in the direction of the Douglas County Republican party through the election of precinct committee people. Republicans gather at schools and other venues on Caucus night across Colorado to:

- ✓ Elect two precinct committee people in each precinct
- ✓ Elect delegates and alternates to the County Assembly
- ✓ Provide an opportunity for Republicans in the neighborhood to discuss candidates for elected office and other issues that may be of interest
- ✓ Conduct a straw poll for President of the United States
- ✓ Provide an opportunity to submit resolutions to the party platform

Precinct Committee People & Delegates

The caucus and assembly process can seem complicated at first. But it really comes down to electing:

- ✓ **Two precinct committee people** who are the precinct's representatives in the Douglas County Republican Central Committee for the next two years, who will have a vote in setting the direction of the party by participating in the election of party officers (chairman, vice-chairman, secretary, and treasurer) as well as other important decisions. Precinct committee people also work within their neighborhood to turn out the vote for Republicans in the general election.
- ✓ **Two or more delegates and alternates** who are the precinct's representatives at the County Assembly (and possibly at other assemblies), and who will vote on who our party's local and state candidates will be in the June Primary, or go on to be delegates for Colorado at the RNC Convention.

Anyone who is eligible to participate in the precinct's caucus may be elected as a precinct committee person or as a delegate, or both.

Which Is More Important?

Both precinct committee people as well as delegates are very important, but they have different jobs. To decide which you may be interested in doing, please consider the following aspects of each option:

- ✓ **Precinct Committee Person**
 - Helps set the direction of the Douglas County Republican Party for two years by voting in Central Committee decisions and elections
 - Participates in determining the overall direction of the party
 - Votes for District Captain, along with other precincts in that district
 - Remains engaged with the DCGOP and Republicans in their precinct, communicating with them and ensuring that they cast their votes in the general election.
- ✓ **Delegate**
 - Votes in the selection of the Republican candidates at Assembly
 - Attends the Douglas County Republican Assembly on March 10th, 2012
 - Is strongly encouraged to attend corresponding State House and State Senate Assemblies to vote for those candidates.
 - May run to be a delegate to the 18th Judicial District Assembly, the 4th Congressional District Assembly, the 6th Congressional District Assembly, and/or the State Assembly; these delegates will be elected at the County Assembly from amongst the delegates and alternates.
 - If elected to the county assembly and then the state assembly, may be elected to be a delegate to the RNC Convention in August.

The Role of Precinct Committee Person

There are two precinct committee people elected at the precinct caucus to serve a **two-year term**. If you are elected precinct committee person, your responsibilities include:

- ✓ **Attend Douglas County Central Committee Meetings.** You are strongly encouraged to attend all Douglas County Republican Central Committee Meetings. These are held each February, and additional meetings may be held as necessary. This is where you, as a voting member of the Central Committee, can influence the direction of your county party.
- ✓ **Establish Relationships.** Get to know people in your precinct. This provides you with a political picture of your area as people begin to see you as a leader of the Republican Party in your precinct.
- ✓ **Recruitment.** As you get to know the people, recruit volunteers to help you! Help comes in many forms. Keep an up-to-date list of which neighbors in your precinct have offered to help, and in what form. Encourage them to create an account at www.dcgop.org and volunteer there, too.
- ✓ **Get Out The Vote.** Organize the precinct to get out the Republican vote for all Republican candidates during the elections process. This may include distributing literature or making phone calls. This is where having recruited additional volunteers will be very helpful.
- ✓ **Coordinate with the DCGOP.** Work with your district captain now and throughout your term to stay informed and contribute your ideas and expertise to the activities of the Douglas County Republican Party.
- ✓ **Run the Next Caucus.** Precinct committee people elected at the 2012 Caucus will run their precinct's caucus in 2014.

An effective precinct committee person will quickly become known as an important Republican leader as that person reaches out to his or her neighbors. The precinct committee person also represents the Douglas County Republican Party to his or her precinct.

The Role of Delegates

Every precinct will elect at least two delegates, and some precincts will elect additional delegates depending on the number of active Republican voters in the precinct.

- ✓ **Designate Candidates.** The primary purpose of delegates is to choose which Republican candidates will appear on the primary ballot. This happens at one or more of the following assemblies—thus individuals should only seek to be delegates if they expect to be able to attend the assemblies.
- ✓ **County Assembly.** Delegates will attend the County Assembly on March 10, 2012 at Valor High School in Highlands Ranch to choose the Republican candidates for county-level offices. They will also have the opportunity to choose Republican candidates for statewide office and U.S. House by attending the additional assemblies listed below.
- ✓ **House District Assembly.** Delegates to the County Assembly are strongly encouraged to sign-up to be delegates to their respective House District Assembly. The assemblies for House District 43, House District 44, and House District 45 will follow the County Assembly.
- ✓ **Senate Assembly.** Delegates to the County Assembly who live in State Senate District 04 are highly encouraged to sign-up to be delegates to the Senate District 04 Assembly. This assembly will be held following the House District Assemblies on the same day/place as the County Assembly.
- ✓ **18th Judicial District Assembly.** Delegates to the County Assembly are encouraged to run for the opportunity to represent Douglas county as delegates to the 18th Judicial District Assembly where the candidate for District Attorney will be selected. Please visit www.dcgop.org for date, time and location. Delegates must indicate at Caucus that they would like to be candidates to attend the 18th Judicial Assembly.
- ✓ **4th Congressional District Assembly.** Delegates are encouraged to run for the opportunity to represent Douglas County as delegates to the 4th Congressional District Assembly. The election of delegates to the 4th Congressional District Assembly will take place on the April 13th at the Colorado Convention Center, 700 14th Street, Denver, 80202. Please check www.dcgop.org for specific times. Delegates must indicate at Caucus that they would like to be candidates to attend the 4th District Assembly.
- ✓ **6th Congressional District Assembly.** Delegates are encouraged to run for the opportunity to represent Douglas County as delegates to the 6th Congressional District Assembly. The election of delegates to the 6th Congressional District Assembly will take place on the April 13th at the Colorado Convention Center, 700 14th Street, Denver, 80202. Please check www.dcgop.org for specific times. Delegates must indicate at Caucus that they would like to be candidates to attend the 6th District Assembly.

- ✓ **State Assembly.** Delegates are encouraged to run for the opportunity to represent Douglas County at the State Assembly. The election of delegates to the State Assembly will take place at the County Assembly, but delegates must indicate at Caucus that they would like to be candidates to attend the State Assembly. The State Assembly will be on Saturday, April 14, 2012 at the University of Denver Ritchie Center, 2240 Buchtel Blvd, Denver, 80210.
- ✓ **RNC Convention.** If you would like to be a delegate to the RNC Convention in August, you must be elected to the county assembly, and then elected as a delegate to the state and/or congressional district assembly. The state assembly as well as the congressional district assemblies will elect delegates to the RNC Convention.

While a delegate may choose to only attend the County Assembly, the precinct is best served when their delegates strive to attend all the assemblies in which they are eligible to participate. Attending the additional assemblies assures that the precinct will be represented at those assemblies.

Although delegates represent their precinct, they are always free to vote for whomever they want. No one may require the delegate to vote in a certain fashion or for a certain candidate (with the exception of a delegate that is pledged to a candidate for President of the United States. Pledged delegates are bound to that candidate through the first round of balloting at the RNC Convention, unless the candidate leaves the race).

The Role of Alternates

When the precinct elects delegates at Caucus it is also electing an equal number of “Alternates.” Alternates should plan on attending the County Assembly and *may* run to be elected as delegates to higher assemblies, but will only be able to vote at the County Assembly *if* a corresponding delegate is absent.

For example, a precinct may be allocated three delegates and three alternates. At caucus, the precinct will hold an election for delegates. The three individuals that receive the most votes will be elected as delegates and the three individuals that receive the next highest number of votes will be elected as alternates.

On the day of County Assembly all delegates and alternates will check-in at the beginning of the meeting. If, shortly before the meeting is called to order, one of the precinct’s delegates has not checked in, the alternate with the highest number of votes will be asked to participate in the absent delegate’s place. If two delegates are absent then the two alternates that received the highest number of votes will be asked to participate, and so forth. Alternates ensure that the precinct will be represented at the County Assembly even if one or more delegates do not attend.

However, even if an alternate attends and is not able to vote at the County Assembly (because the precinct’s delegates attended), alternates may still run as candidates to higher assemblies, such as the State Assembly. So alternates are strongly encouraged to attend the County Assembly even if the precinct’s delegates also attend. *Alternates still have an opportunity to be elected delegates to the higher assemblies.*

County Assembly

The Douglas County Republican County Assembly will be held on Saturday, March 10, 2012 at Valor High School at 3775 Grace Blvd, Highlands Ranch, CO 80121.

The County Assembly is an event that delegates and alternates attend in order to designate which Republican candidates for county-wide public office will appear on the primary ballot, and in what order. Those candidates who receive more than 30% of the vote of the delegates will appear on the primary ballot, those who receive less than 10% will not, and those who receive between 10% and 30% may appear on the primary ballot *if* they petition on to the ballot by collecting signatures. Candidates will appear on the ballot in order of the number of votes they receive at the County Assembly.

Delegates at the County Assembly will also elect individuals (from amongst the delegates and alternates that indicated their interest in doing so at caucus) to be delegates from Douglas County to the 18th Judicial District Assembly, 4th Congressional District Assembly, 6th Congressional District Assembly and to the State Assembly.

Caucus Packet Supplies

Your caucus packet will include the following:

- ✓ Voter Registration Lists (broken into alphabetical sub-lists)
- ✓ Forms
 - Caucus Sign-In Sheets
 - Consolidated Delegate Report
 - Caucus Submission Report
 - Certification of Election by Precinct Caucus - Committeepeople
 - Election Judge Form
 - Resolution Forms
- ✓ Blank Name Tags
- ✓ Felt & Ballpoint Pens
- ✓ Ballot packets
- ✓ Envelopes:
 - Voted Ballots Envelope
 - Donation Envelope

Supplies You May Bring

In addition to the above supplies which will be provided to you, you may wish to consider bringing the following of your own items:

- ✓ Masking tape and Scotch tape
- ✓ Large writing surface (easel, blackboard, etc.) in case classroom blackboard is unavailable
- ✓ Extra pens
- ✓ Extra blank pieces of paper
- ✓ Calculator
- ✓ Cell phone
- ✓ Stopwatch (to enforce time limits for speeches)

Caucus Checklist

In The Days Before Caucus

- ✓ Review and become familiar with this entire manual, including the three main forms:
 - Sign-In Form
 - Consolidated Delegate Report Form
- ✓ Verify that an American flag is available in your precinct room. If it is not, acquire or borrow one for caucus.
- ✓ Post the official precinct caucus sign at your caucus location no later than 12 days before caucus (or verify that it has been posted on your behalf)

Caucus Setup

- ✓ Make sure signs for your precinct are posted on the door of your caucus room, and that there are signs guiding people from the entrance of the installations to your room.
- ✓ Setup the check-in area so that attendees can have their identity verified, signed-in, and issued ballot packets. Solicit volunteers to help (one for each of the alphabetical Registered Voter Lists).
- ✓ Put any candidate campaign material that was distributed to your precinct in an easy-to-access area. Encourage attendees to pick up the material after they sign-in.
- ✓ If you haven't already done so, review the paperwork so you are familiar with it. The Caucus Secretary should fill out most of the paperwork **during** the meeting.

Conduct Caucus

- ✓ Conduct the caucus as per the following script.
- ✓ Be sure the Consolidated Delegate Report form is completely filled-out and delegates have signed-up for the assemblies they wish to attend **before attendees leave**.

Post-Caucus

- ✓ Complete the Precinct Caucus Submission Form.
- ✓ Verify that each form is complete and signed by both the caucus Chairman and Secretary.
 - Sign-In Forms
 - Consolidated Delegate Report Form
 - Certification of Election by Precinct Caucus – Committepeople
 - Precinct Caucus Submission Form
 - Official Election Judge Form
- ✓ Make sure precinct envelope includes all the above paperwork, voted ballots, and donations
- ✓ **Assure the caucus room is clean and returned to its original state**
- ✓ Take the precinct envelope to on-site district captain and introduce the newly elected precinct committee people to the district captain

CAUCUS SCRIPT

The following script may be used to facilitate a smooth caucus meeting. Instructions on what both the chairman and secretary should do at each step of the meeting are indicated.

NOTE: The two precinct committee people act as the caucus chairman and caucus secretary. They may choose their role or it may be determined by lot. If one or both of the precinct committee people are not present, the eligible attendees should choose a caucus chairman and/or secretary from amongst them.

Welcome and Sign-In (6:30pm)

Verify the identity of attendees by asking for a government-issued photo ID. Consult the Registered Voter List provided to the precinct and verify that they are on the list. If they aren't on the list, contact the Douglas County Elections Office at (303) 660-7444 to verify eligibility.

If the attendee's name is found in the Registered Voter List, sign them in on the Caucus Sign-In sheet. Be sure to include their **voter ID # and their full name** on the sign-in sheet, and have them provide their phone number and email address. **Be sure that the information provided on the sign-in sheet is legible.**

If an individual arrives with a "Caucus Pre-Registration Form", you may simply verify that their name appears on the Registered Voter List, collect their pre-registration form (and return it with the caucus sign-in sheets), and consider them checked-in. It's not necessary for them to sign the sign-in forms if they provide a pre-registration form. The pre-registration form serves as record of their attendance.

Once the attendee has signed-in or provided their pre-registration form, copy the voter ID # on to a ballot packet and give the packet to the attendee along with a straw poll ballot.

NOTE: You may ask eligible attendee(s) to help with the sign-in process.

Call To Order (7:00pm)

Caucus Chairman: "The time is 7pm. Douglas County Precinct Number ____ is called to order. Let us recite the Pledge of Allegiance.

There are ____ Republicans present at precinct number ____ who are eligible to vote in this caucus. During this caucus we will vote in the Straw Poll for President of the United States, nominate and elect two precinct committee people, elect delegates and alternates to the Douglas County Republican Assembly, and to the State and other Assemblies. There will also be an opportunity to propose and vote on resolutions that will be forwarded to the County Assembly."

[Introduce yourself and your fellow precinct committee person. Indicate that candidates and candidates' representatives will be given an opportunity to speak throughout the meeting.]

Caucus Chairman/Secretary Selection (if necessary)

[If both precinct committee people are present, they are the chairman and secretary of the caucus and this section may be skipped.]

If one or both precinct committee people are not present, an acting chairman and/or secretary for the caucus must be selected. The person appointed by the district captain to provisionally run the caucus may volunteer to run the rest of the meeting if there are no objections. If only one person has been appointed, a secretary should be selected from the attendees to help with the paperwork].

Acting Caucus Chairman: “Our district captain has appointed me/us to provisionally run this meeting as caucus chairman/secretary. Are there any objections? If there is an objection then we will vote, with a show of hands, to elect the chairman and secretary for this meeting. The caucus chairman will run this meeting while the secretary will help with the necessary paperwork.”

Teller Committee Selection

Caucus Chairman: “All voting the rest of the evening will be by secret ballot. The first order of business is the selection of a Teller Committee to collect and tabulate the votes. Are there any volunteers for the Teller Committee? We need at least two volunteers.”

[The members of the Teller Committee should sit together. Give them the Teller Committee Packet].

Caucus Chairman: “Although voting will be by secret ballot, any registered Republican may observe the counting of ballots by the Teller Committee.”

Straw/Preference Poll (start by 7:05pm)

Caucus Chairman: Each eligible voter may vote on the supplied ballot for one candidate for President of the United States. This is in no way a binding vote, but merely a straw poll to indicate how Colorado’s Republican voters are leaning at this time.”

[If there are representatives for candidates running for President of the United States, invite them to speak prior to the straw poll. Limit 1 minute per candidate].

Caucus Chairman: “We will now conduct the straw poll. Please note your choice for President of the United States on the “Straw Poll” ballot, fold your ballot, and give it to one of the members of the Teller Committee.”

[The Teller Committee should receive the straw poll ballots, tally each vote on the corresponding Straw Poll Tally form, and note the total number of votes for each candidate. Any ballot with more than one name for each of the races will be discarded.]

The Teller Committee should sign the tally form and provide it to the caucus chairman for reporting to the attendees.]

Caucus Chairman: “The results of the straw poll are as follows...” *[Report the number of votes cast for each candidate in the race for President of the United States. Give the Straw Poll Tally Form back to the Teller Committee and ask one of them to deliver it to the Venue Manager immediately].*

Precinct Committee People Nominations (start by 7:20pm)

Caucus Chairman: “The next order of business is the official election of two precinct committee people.” *[Discuss the role of committee person and remind them that this is a two-year volunteer obligation, which requires time and effort. It would be helpful to go over the responsibilities listed on page 6 of this manual.].* “Some people come to caucus only to support one candidate. However, the precinct committee person role will continue for two years regardless of which candidates win in the upcoming election. Please consider running for precinct committee person only if you’re willing to commit to the two-year term of the office. Incumbent precinct persons running for re-election should share their experience and accomplishments of their last term.”

Caucus Chairman: “Nominations for precinct committee person are now open. The two nominees with the most votes will be our precinct’s committee people effective at the end of this meeting. Self-nominations are acceptable and seconding is not required. Someone who is not present but is otherwise eligible to participate in this caucus may be nominated. Are there any nominations? Are there any other nominations?” *[Be sure to ask for the voter ID# of each nominee].*

Caucus Secretary: *[The caucus secretary should write the names and voter ID of all nominees on the board.]*

If there are only two nominations:

Caucus Chairman: “There are only two nominees. All in favor of electing these nominees by acclamation? Opposed? The nominees are hereby elected as our precinct committee people.”

If there are more than two nominations:

Caucus Chairman: “Each candidate for precinct committee person will now be given one minute to speak on their own behalf and explain why they believe they should be elected as precinct person.”

[Provide each candidate with one minute to speak, in the order the nominations were made].

Caucus Chairman: “We will now elect our precinct committee people. Please find the “Precinct Committee Person” ballot at the back of your ballot packet and write the names

of the two people that you are voting for. Fold your ballot and give it to one of the members of the Teller Committee.”

[The Teller Committee should receive the precinct committee ballots, tally each vote on the corresponding Precinct Person Tally form, and note the total number of votes for each individual. If two individuals receive the same number of votes, they will flip a coin in the presence of both individuals to determine the winner. Any ballot with more than two names will be discarded. The Teller Committee should sign the tally form and provide it to the caucus chairman for reporting to the attendees].

[Candidates and candidates’ representatives may be given the opportunity to speak to the caucus while the Teller Committee is counting ballots].

Caucus Chairman: “The result of the Precinct Committee Person Election is as follows...” *[Report the individuals and the number of votes they received].* “These two individuals assume their role at the end of this meeting and will be our precinct’s representatives in the Douglas County Republican Central Committee for the next two years. Congratulations!”

Caucus Secretary: *[The caucus secretary should fill out the Caucus Submission Report Form. The caucus secretary should do this immediately while the chairman continues the meeting.]*

Speeches on Behalf of Candidates (start by 7:30pm)

Caucus Chairman: “Now we will allow speeches by Republican candidates or on behalf of Republican candidates for public office. Those that speak are encouraged to keep their comments brief, two minutes maximum, and should state their name and the candidate they represent.” *[If candidates or representatives stop by any time during the caucus, they should be given two minutes to speak].*

Nominations to County Assembly (start by 7:45pm)

Caucus Chairman: “Nominations are now open for delegates to the 2012 Douglas County Republican Assembly from our precinct. If you are eligible to vote at this caucus, you are eligible to be a delegate. The cost of being a delgate to County Assembly will be \$20.00 (\$15 if paid in advance). You may nominate yourself to be a delegate and seconding is not required. People wishing to go to the State Assembly, RNC Convention, or other assemblies must be elected as a delegate or alternate to the County Assembly now. Someone who is not present but is otherwise eligible to participate in this caucus may be nominated. Those wishing to speak on their behalf will be recognized after the nominations are closed and before we vote.”

[If you have newcomers to the caucus system, briefly explain what it means to “go to the assemblies” to get their preferred candidates placed on the primary ballot.]

Caucus Chairman: “Do I hear any nominations? *[Be sure to ask for the voter ID# of each nominee]* Are there other nominations? If there are no further nominations I declare the nominations are closed.”

Caucus Chairman/Secretary: *[If the caucus secretary is still filling out the precinct person election forms, the chairman should write each nominee's name and voter ID# on the board as they are nominated. Otherwise, the caucus secretary should do this].*

Caucus Chairman: “Those nominees who wish to speak on their own behalf will be recognized in the order they were nominated. Comments will be limited to one minute each. You are encouraged, but not required, to discuss your candidate preferences.”

Caucus Chairman/Secretary: *[If the caucus secretary is still filling out the precinct person election forms, the chairman should copy each nominee's name and voter ID# from the board onto a separate piece of paper while nominees are making their speeches. Otherwise, the caucus secretary should do this].*

Election of Delegates and Alternates (start by 8:10pm)

Caucus Chairman: “We will now vote by secret ballot using the “County Assembly Delegate” ballot from your ballot packet. You may vote for a maximum of ___ people which is the number of delegates plus the number of alternates our precinct has been allocated to send to the County Assembly, but you may vote for fewer if you wish. You may only vote for each nominee once, and any ballot with more than the maximum number of names will be discarded. When you complete your ballot, fold it and give it to the Teller Committee. When the vote is complete, those with the most votes will be our delegates and those with the next highest number of votes will be our alternates.”

[The Teller Committee should receive the delegate ballots, tally each vote on the corresponding Delegate Tally form, and note the total number of votes for each individual. Any ballot that includes the same name more than once or has more than the maximum number of delegates will be discarded. Two or more individuals that receive the same number of votes will be decided by a coin toss in the presence of the individuals. The Teller Committee should sign the tally form and provide it to the caucus chairman for reporting to the attendees].

[Once everyone has voted, and while the Teller Committee is counting votes, the chairman may proceed to the “Election Judge Selection” and/or “Fundraising” section below while the Teller Committee counts the votes].

Caucus Chairman: “The following individuals have been elected delegates to the County Assembly. *[Name them]*. The following have been elected as alternates: *[Name them]*. These individuals should seek out the caucus secretary sometime between now and the end of the meeting to sign-up for the State and other assemblies. Delegates cannot attend other assemblies if they don't indicate their desire to do so. **See the caucus secretary to initial the delegate form!**”

Caucus Secretary: *[The caucus secretary will take the Delegate Tally Form from the caucus chairman and fill out the Consolidated Delegate Report Form for each of the delegates. The Secretary should seek out each elected delegate to determine which assemblies the delegate wants to attend, record their presidential pledge if any, and get their initials.]*

Election Judge Selection (start by 8:20pm)

[Election judges should be arranged before the caucus—if you already have volunteers you may skip this section. However, if you haven't already done so, take this opportunity to find volunteers. Those that offer to be election judges should check the box below their phone number on the caucus sign-in forms.]

Caucus Chairman: “Our precinct needs to provide the county clerk with three election judges this year. They must be able to serve all day in both the Primary and General election. Do I have any volunteers?”

Fundraising

Caucus Chairman: “The cost of running the Douglas County Republican Assembly is about \$30 per delegate, which includes operations, facility rental, and meals. In order to cover these costs we ask that everyone here make a small contribution using the available envelopes. Due to campaign finance rules, we ask that cash contributions be less than \$20.”

[Pass the general donation envelope around so that individuals may deposit their personal, sealed donation envelopes]

Caucus Chairman: “If you were unable to donate right now, please consider visiting www.dcgop.org and making a donation online. You can even set-up an easy, monthly donation to support the party on an ongoing basis.”

Resolutions (start by 8:30pm)

Caucus Chairman: “At this time we will introduce resolutions. Resolutions are beliefs or statements that our precinct would like to have considered at the County Assembly. They include beliefs we would like omitted, added, amended or re-affirmed in the Party platform. If you have a Resolution to propose, please write it on the board. We will vote on Resolutions by secret ballot at the end of the Caucus meeting. Resolutions passed by a majority will be submitted for consideration at the County Assembly.”

[The Secretary should number each resolution as they are added to the board.]

Caucus Chairman: “We will now vote on the resolutions. Please use the “Resolutions” ballot and vote for whether you agree or disagree with each resolution. Fold your ballot and give it to one of the people on the Teller Committee.”

[The Teller Committee should receive the resolutions ballots, tally each vote on the corresponding Resolutions Tally form, and note the total number of votes for each resolution. When all the ballots have been counted, if more than half the votes are in favor of a resolution then the Teller Committee should mark that Resolution as “passed” on the Resolution Form. The Resolution Forms should then be given back to the Caucus Chairman].

Caucus Chairman: “The results of the resolutions are as follows. Resolution #1 passed (or failed), resolution #2 passed (or failed)...”

Caucus Secretary: *[Make sure all the resolution forms are included in the precinct packet that for their forwarding to the county party].*

Conclusion (End by 8:50pm)

Caucus Chairman: “I’d like to remind the delegates and alternates we elected this evening to meet with the caucus secretary and sign-up for the assemblies you’d like to attend, if you haven’t done so already. This is very important so that our precinct is represented at all the other assemblies.”

“This concludes our meeting. I’d like to thank you for participating in tonight’s caucus. Remember, if you have any questions during this election cycle please feel free to contact me or our district captain. Please remember to visit dcgop.org throughout the year and to create an account to stay informed of the latest party information.”

“The County Assembly will be on March 10th, 2012 at Valor High School at 3775 Grace Blvd, Highlands Ranch, CO 80121. Details are available at www.dcgop.org.”

“If you are able, please stick around and help us clean-up and organize the room so we leave it in the same condition we found it.”

“Good night and we’ll see you at the County Assembly. This meeting is adjourned.”

Frequently Asked Questions

1. Who may participate in caucus?

All Republicans who are 18 or more years of age, have been affiliated with the Republican Party for two months (since at least December 7, 2011), and who have been registered residents of the precinct since January 7, 2012. However, registered Republicans of this precinct who have turned 18 or have become a naturalized citizen since December 7, 2011 may also participate.

2. What if someone is not on the list of eligible Republicans?

If someone is not on the list of registered Republicans eligible to participate and they are certain they live in the precinct, call the Douglas County Elections Office at (303) 660-7444 before 8pm. Some eligible voters *won't* be on the list and the Elections Office is the authority on whether a registered voter is eligible.

3. Can non-Republicans attend the caucus?

Anyone may attend the caucus as an observer, but only eligible Republicans may participate, vote, or be elected as precinct persons or delegates. Everyone who is elected at caucus will have their eligibility verified by the party secretary and will be disqualified if it is later determined they weren't eligible to participate at that precinct.

4. What if I have a problem?

If you have a problem that is not answered in this caucus manual, try to use common sense. If you don't know how to resolve it, or if there is serious disagreement on how to resolve it, find your district captain on-site or, preferably, call him or her by cell phone. If your district captain cannot resolve the question, he or she will escalate the problem to a party officer.

5. Why do we need to write the voter ID number on forms this year?

Since our registered voter list contains a list of voters with their address and voter ID, we can identify a voter and his or her address with nothing more than their voter ID. By using the voter ID on our forms, we can reduce the amount of handwriting necessary to complete those forms since the address can be looked up based on the voter ID. Additionally, less handwriting also reduces the possibility of illegible handwriting leading to data errors when the forms are turned in to the party for processing—something that has been a problem in the past. Please note that the Voter Identification Number is considered public information and no-one need be concerned about security or privacy regarding its use.

Common Terms

Alternate – Each precinct will elect the same number of alternates as it elects delegates. An alternate will participate in the County Assembly if an elected delegate is unable to do so.

County Assembly – The Douglas County Republican Assembly will be held at the on March 10, 2012 at Valor High School at 3775 Grace Blvd, Highlands Ranch, CO 80121. The delegates at the assembly will select Republican candidates to appear on the primary ballot for county offices, and will elect delegates to go to Other Assemblies to select Republican candidates to appear on the primary ballot for statewide and federal races.

Delegate – Two or more delegates are elected from each precinct to represent the precinct at the County Assembly and choose Republican candidates to appear on the primary ballot.

District – There are 37 Republican districts within Douglas County, each made up of three to six precincts.

District Captain – The leader of one of the 37 Republican districts in the county, elected in February of non-election years by the precinct people of the precincts in the district.

DouglasVotes.com – This county website will allow citizens to determine which precinct they live in, get a vote history, and other important election information. You can also ask to be notified by email whenever there is a change in the information.

Other Assemblies – Other Assemblies (or “Higher Assemblies”) are assemblies that meet to select Republican candidates to appear on the primary ballot for offices that comprise a geographic region other than Douglas County. This includes House District Assemblies (HD43, HD44, HD45), Senate District Assembly (SD04), Judicial District Assembly (JD18), 4th Congressional District Assembly, 6th Congressional District Assembly, and the State Assembly.

Precinct – The smallest political division in the county which consists of no more than 2000 registered voters. In urban areas this is generally “neighborhood” in size. Douglas County currently has 144 precincts.

Precinct Committee Person – There are two precinct committee people elected for two-year terms for each precinct. They represent the precinct with the Douglas County Republican Party and perform other functions throughout their term.

Venue Manager – Each building at which caucus is held will have a single Venue Manager who is responsible for that installation, including receiving straw poll results from all the precincts at that location and relaying them to the county part.

Example of Filling Out Forms

Registered Republican Voter List – This printed list will be provided to each precinct and is a list of the registered Republican voters in the precinct that are eligible to participate in caucus. This list will be given to the volunteers that are signing people in to verify that the person attending is eligible to participate.

Caucus Sign-In Sheets – There will be multiple blank “Caucus Sign-In Sheets” given to each precinct. These blank forms will be given to the volunteers that are signing people in. As attendees are verified against the Registered Republican Voter List, the volunteers should copy to the Caucus Sign-In Sheet (legibly!) the attendee’s voter ID and name from the Registered Republican Voter List, and the phone number and email provided by the attendee.

ELECTION JUDGE: If the individual is interested in being a Republican election judge, be sure to check the corresponding box right below the phone number space.

NOTE: Since the Voter ID number of the attendee will be noted on the Sign-In Sheet, it’s not necessary to note their address. However, if a voter ID number is not available for a participant, please note their address somewhere on the form.

PRE-REGISTRATION: If an attendee has “pre-registered” for caucus, he or she will bring a printout that indicates their pre-registered status (see last example page). Instead of having them fill out the sign-in sheet, you may simply verify they’re on the Registered Republican Voter List and collect their printout, and make sure to send back all the pre-registered printouts along with the sign-in sheets. The printout will serve as their sign-in.

Consolidated County Delegates & Higher Assembly Sign-Up Forms – Each precinct will be given one or two of these forms depending on how many delegates and alternates they are electing. When delegates and alternates are elected, the individuals that are elected will be noted on the Consolidated Delegate form(s) in the order they received votes.

In the example form that follows, the precinct was allocated two delegates and two alternates. The individual that won the most votes was *Marcie Tann* with 18 votes, so she was listed as first delegate. The next two individuals were *Doug Ensign* and *Lorrie Hedman*. In each case, if a delegate pledged their vote to a presidential candidate, the name of the candidate is written in the “Presidential Pledge” space of the form; otherwise “Unpledged” is written. In either case, the elected delegate must initial to the right to indicate that the stated pledge is correct.

Registered Republican Voter List (Sample)
Precinct 263 / District 5

<u>Voter ID</u>	<u>Voter Name</u>	<u>Address</u>	<u>G/DOB</u>
987654321	ASTOR, John	123 Any Street	M/1920
812345678	BAXTER, Alice	500 Main Street	F/1962
477777777	BRESLIN, Louisa	375 Arrowhead Drive	F/1950
791234567	CARLISLE, Frank	300 South Street	M/1955
377777777	CLASSEN, Penelope	250 Maple Street	F/1951
888888314	DARST, Roslyn	900 Elm St.	F/1953
611111111	DAWSON, Jennifer	200 West Street	F/1948
388888888	DREWS, Erik	700 Ocean Lane	M/1977
522222222	ENSIGN, Doug	600 East Street	M/1978
617777777	GABLER, Lance	212 Lincoln Ave.	M/1953
888444422	GIRGIS, Sharron	211 Elbert Ct.	F/1963
455555555	GRASTY, Christian	275 Second Street	M/1985
143333333	GROS, Sofia	412 Broadway St.	F/1961
272222222	HARWARD, Kelly	219 University St.	F/1953
222222651	HEDMAN, Lorrie	721 Meas Ln.	F/1964
355555555	HELLWIG, Max	325 Mountain Ct.	M/1943
822222222	HOLTZCLAW, Cody	984 Lake Circle	M/1965
951111111	HUCKSTEP, Dollie	250 Rose St.	F/1938
833333333	MATER, Karina	350 First Street	F/1948
512222222	PHAIR, Erik	261 Eagle Parkway	M/1952
222226653	RAINVILLE, Dona	411 Pine St.	F/1989
444444116	REIMAN, Nita	309 Whitney Drive	F/1976
847777777	ROSENBALM, Ted	591 Green Acres Ln.	M/1931
491444444	TANN, Marcie	219 Clover St.	F/1967

District: 5
Precinct: 263

CAUCUS SIGN-IN SHEET

Caucus Chair Signature: J. Smart
Caucus Secretary Signature: J. Lisch

In order to participate in the Douglas County Republican Caucus, you must a) live in this precinct, b) have your Republican affiliation confirmed, c) sign-in here. **Your Voter ID# is a number that will be provided to you when your Republican affiliation and residence is confirmed.**

Voter ID#: 611111111 First & Last: JENNIFER DAWSON
Phone: 303-555-1234 Email: JENN@YAHOO.COM
 Interested in being Republican election judge Confidential voter confirmed with Clerk No identification provided

Voter ID#: 522222222 First & Last: DOUG ENSIGN
Phone: 303-555-2345 Email: DOUG@MSN.COM
 Interested in being Republican election judge Confidential voter confirmed with Clerk No identification provided

Voter ID#: 222222651 First & Last: LOREIE HEDMAN
Phone: 303-555-2345 Email: LHEDMAN@HOTMAIL.COM
 Interested in being Republican election judge Confidential voter confirmed with Clerk No identification provided

Voter ID#: 455555555 First & Last: CHRIS GRASTY
Phone: 720-555-1928 Email: LTI@CCEYAHOO.COM
 Interested in being Republican election judge Confidential voter confirmed with Clerk No identification provided

Voter ID#: 491444444 First & Last: MARGIE TANN
Phone: 303-555-2189 Email: MT@GMAIL.COM
 Interested in being Republican election judge Confidential voter confirmed with Clerk No identification provided

Voter ID#: - - - First & Last: - - -
Phone: - - - Email: - - -
 Interested in being Republican election judge Confidential voter confirmed with Clerk No identification provided

Voter ID#: - - - First & Last: - - -
Phone: - - - Email: - - -
 Interested in being Republican election judge Confidential voter confirmed with Clerk No identification provided

Voter ID#: - - - First & Last: - - -
Phone: - - - Email: - - -
 Interested in being Republican election judge Confidential voter confirmed with Clerk No identification provided

**CONSOLIDATED COUNTY DELEGATES
AND HIGHER ASSEMBLY SIGN-UP**

District: **5**
Precinct: **263**

Caucus Chair Signature: [Signature]
Caucus Secretary Signature: [Signature]

Only individuals that are elected as Delegates and Alternates to County Assembly are listed on this form. **Don't list at-large delegates (DCGOP officers; district captains, elected officials) as they are automatically delegates.** Elected Delegates and Alternates must check the "signup" boxes to indicate they wish to attend that assembly. **List individuals in order of number of votes received—in case of ties, list the winner of the tie first.**

Del1	Voter ID: 491444444 Signup for assemblies: <input checked="" type="checkbox"/> ← State Presidential Pledge (or "Unpledged"): REAGAN	First & Last: M A R C I E T A N N ← HD45 <input checked="" type="checkbox"/> ← SD04 X ← JD18	Votes: 18 Delegate's Initials for Pledge: MT
Del2	Voter ID: 522222222 Signup for assemblies: <input checked="" type="checkbox"/> ← State Presidential Pledge (or "Unpledged"): LINCOLN	First & Last: D O U G E N S I G N ← HD45 <input checked="" type="checkbox"/> ← SD04 X ← JD18	Votes: 15 Delegate's Initials for Pledge: D.E.
Del3	Voter ID: 22222651 Signup for assemblies: <input checked="" type="checkbox"/> ← State Presidential Pledge (or "Unpledged"): UNPLEDGED	First & Last: L O R R I E H E D M A N ← HD45 <input checked="" type="checkbox"/> ← SD04 X ← JD18	Votes: 12 Delegate's Initials for Pledge: LH
Del4	Voter ID: Signup for assemblies: <input type="checkbox"/> ← State Presidential Pledge (or "Unpledged"):	First & Last: ← HD45 <input type="checkbox"/> ← SD04 ← JD18	Votes: Delegate's Initials for Pledge:
Del5	Voter ID: Signup for assemblies: <input type="checkbox"/> ← State Presidential Pledge (or "Unpledged"):	First & Last: ← HD45 <input type="checkbox"/> ← SD04 ← JD18	Votes: Delegate's Initials for Pledge:
Del6	Voter ID: Signup for assemblies: <input type="checkbox"/> ← State Presidential Pledge (or "Unpledged"):	First & Last: ← HD45 <input type="checkbox"/> ← SD04 ← JD18	Votes: Delegate's Initials for Pledge:
Alt1	Voter ID: Signup for assemblies: <input type="checkbox"/> ← State Presidential Pledge (or "Unpledged"):	First & Last: ← HD45 <input type="checkbox"/> ← SD04 ← JD18	Votes: Delegate's Initials for Pledge:

PRECINCT CAUCUS SUBMISSION REPORT

District: **5** Precinct: **263**

Please report the following information

Time Caucus Began:	7:01 pm
Time Caucus Ended:	7:07 pm
Number of Eligible Republican Attendees:	22

Caucus Officers *(individuals who ran the caucus)*

	Caucus Chairman	Caucus Secretary
Name:	JENNIFER DAWSON	Dawn ENSIGN
Voter ID:	61111111	52222222
Phone #:	303-555-1234	303-555-2345
Email Address:	JENNI@YAHOO.COM	Dawn@MSN.COM

Elected Precinct Committee People

(Must match Certification of Election by Precinct Caucus "Committeepeople" form)

	Committee Person #1	Committee Person #2
Name:	LORRIE HEDMAN	CHRIS GRASY
Voter ID:	22222651	45555555
Phone #:	303-555-2345	LT100@YAHOO.COM
Email Address:	LHEDMAN@HOTMAIL.COM	720-555-1928

Problems and Suggestions

Please indicate any problems you had during the caucus this evening, and any suggestions you have for improving the process in the future.

All the pens ran out of ink!

Caucus Officer Signatures

The caucus chairman and secretary that ran this caucus should sign below.

	2/7/12		2/7/12
Caucus Chairman Signature	Date	Caucus Secretary Signature	Date

Pre-Registration Form Example



CAUCUS PRE-REGISTRATION FORM

Caucus Attendee Name: JOHN SMITH
Caucus Attendee Address: 123 ANY ST, CASTLE ROCK 80150
Caucus Attendee Email: JOHN@SMITH.COM
Caucus Attendee Phone: 303-555-1212
County: DOUGLAS
Colorado Voter ID#: 1234567

Status: Eligibility confirmed and Pre-Registered for Caucus
Pre-Registration Date: 01/04/2012 09:30

CAUCUS LOCATION

Precinct: 6304318016
Caucus Location: Highlands Ranch High School
Address: 123 Highlands Ranch Parkway
City: Highlands Ranch 80126

Republican Contact: George Stephens
Phone: 303-111-2222
Email: george@stephens.com

OTHER INFORMATION

- * Caucus begins at 7:00pm. Please arrive 30-45 minutes early.
- * Some counties may require photo identification to participate.
- * Only those voters that were registered Republicans by the deadline are eligible to participate.
- * Those eligible to participate in this caucus are eligible to be elected as a precinct committee person and/or as a delegate to county and higher district assemblies.
- * You may only participate in your precinct's caucus.

PRINT AND BRING THIS FORM WITH YOU TO CAUCUS



