

Full Version of 2008 Precinct Caucus Rules

1. No registration fee is required in order to participate in the precinct caucuses, but donations for local legislative district and county party organizations will be accepted. Donations help defray the costs of hosting caucuses and conventions.
2. Only registered voters in the precinct may vote, ~~although others may participate in discussion.~~ Voter registration shall be verified by Voter Registration Card. In order to vote, a person must sign the **Sign-in Sheet** stating that s/he is a Democrat and state their preference for President, or indicate "uncommitted." A 17 year old who will be eligible to vote on November 4, 2008, is a registered voter for purposes of these rules.
3. A Precinct Committee Officer (PCO) in office prior to January __, 200?, shall be the Precinct Caucus Chair. If there is no such PCO, a permanent Chair must be elected. This person will only serve as Precinct Caucus Chair for the duration of the Precinct Caucus.
4. The Chair shall appoint a Secretary who shall prepare minutes which must include the full text of all adopted resolutions in addition to all items specifically mentioned below. The Chair shall also appoint a Tally Clerk who will tally up presidential preferences, announce vote totals and determine the allocation of delegates and alternates.
5. The delegate selection process may not begin earlier than 1:30 pm. At that time, the Precinct Caucus Chair shall read the rules relating to the delegate selection process. The caucus may not adjourn earlier than 2:00 pm.
6. ~~No registration fee is required in order to participate in the precinct caucuses, but donations for local legislative district and county party organizations will be accepted. Donations help defray the costs of hosting caucuses and conventions.~~
7. Proxy votes are not allowed.
8. **Surrogate Affidavit Forms** will be accepted only if original document has been submitted to the appropriate Party Officials by Friday, February 1?, ~~2008-200?~~ at 5:00pm.
9. These rules of procedure are in compliance with the 2008-200? Washington State Delegate Selection Rules and Affirmative Action Plan. These rules may not be amended.

10. In matters not specifically covered herein, **Robert's Rules of Order, Newly Revised** shall prevail.

~~11. A Precinct Committee Officer (PCO) in office prior to January 9, 2008, shall be the Precinct Caucus Chair. If there is no such PCO, a permanent Chair must be elected. This person will only serve as Precinct Caucus Chair for the duration of the Precinct Caucus.~~

~~12. The Chair shall appoint a Secretary who shall prepare minutes which must include the full text of all adopted resolutions in addition to all items specifically mentioned below. The Chair shall also appoint a Tally Clerk who will tally up presidential preferences, announce vote totals and determine the allocation of delegates and alternates.~~

13. After 1:30 pm, the Chair shall follow the **Script/Agenda for the Precinct Caucus Chair** which is based on these rules. The Tally Clerk will then indicate the number of persons in attendance for each precinct who are supporting each Presidential candidate and the number of persons who are uncommitted. The Tally Clerk shall then announce the number of delegates and alternates allotted to each presidential preference. The Tally Clerk shall also announce which presidential preferences do not have sufficient support to earn a delegate. This information must be recorded into the minutes.

14. The Chair shall announce that attendees now have an opportunity to change presidential preference and provide sufficient time to allow changes to be made. Any such changes must be noted in the caucus minutes.

15. When the sign-in sheet is completed, the Tally Clerk shall record on a **Delegate Allocation Worksheet** the number of persons supporting each candidate and uncommitted for each precinct. He or she shall announce these results, indicate which candidates have sufficient support to be entitled to delegates, and the number of delegates allotted to each. The Chair is responsible for updating any changes on the **Surrogate Affidavit Forms**, if any were submitted. After any such changes are made the Chair shall announce the final allocation of delegates. This information must be recorded into the minutes.

16. Any person who arrives after this point may sign in and vote, but his/her attendance cannot be used to alter the allocation of

delegates to the presidential caucuses. Their attendance must be noted in the minutes of the caucus.

17. The supporters of the candidates or "uncommitted" entitled to delegates shall caucus separately and elect the number of delegates and alternates allotted to them.

18. All candidates for delegate must be registered voters in the precinct and must be identified as to presidential preference or uncommitted status.

19. ~~A person not present at the caucus may be elected a delegate or alternate if s/he states in writing that s/he is a Democrat and is willing to be known as such, is supporting a named candidate or "uncommitted," and will serve if elected. Such a **Declaration of Candidacy** letter does not constitute a vote and is not counted in the allocation of delegates and attendees. A person submitting such a declaration may serve only if elected by others in attendance at the appropriate preferential caucus. This information must be recorded into the minutes.~~

20. Voting for delegates shall be by written ballot show of hands. ~~Paper and pens for this purpose will be provided by the Area Caucus Coordinator. A ballot to be counted must have all positions filled with no duplications.~~ The Chair shall give clear notice to attendees that they must vote for the allotted number of candidates. The delegates shall be elected first; a separate ballot vote shall be cast for alternates. After the election of delegates, an equal number of alternates shall be elected, using the same procedures as the election of the delegates; except alternates are listed in the order of election, with the person receiving the most votes listed first.—

21. If only one person is present at the caucus, he or she may serve as a delegate supporting the preference of her/his choice.

22. If no one in the candidates subcaucus group entitled to a delegate wishes to serve as delegate, the delegates and alternates shall be reallocated among the remaining candidate subcaucus groups.

23. The elected delegates and alternates shall receive Certificates of Election which are to be presented to the Credentials Committee at the Legislative District Caucus and/or County Convention.

24. Any delegate or alternate who moves from his or her precinct prior to the Legislative District Caucus or County Convention shall automatically forfeit the seat.

~~Rules for 2008~~
~~5th Legislative District~~
~~Caucuses~~ **Caucus Rules**

2. Delegates to the Legislative District Caucus shall be the delegates and alternates elected at the precinct caucuses held on February ~~9th~~, ~~2008~~~~200?~~. An alternate shall not have a vote unless seated to replace an absent or ineligible delegate. Alternates shall be listed and seated in the order in which they were elected.
3. Any duly elected delegate or alternate who moves from his or her precinct prior to the District Caucus shall automatically forfeit his or her seat and an alternate shall be seated in his or her place.
4. At the time of signing in, delegates and alternates shall sign in by precinct. There will be a suggested donation for all delegates and alternates to the District caucus of \$10.00 at the time of sign-in. This donation will help to cover the costs associated with the caucusing process. Payment of this fee shall not be a condition of participation or election.
5. The Legislative District Chair shall serve as the ~~temporary~~ chair of the Legislative District Caucus.
6. The Chair of the Credentials Committee shall present the report of the Credentials Committee which shall include:
 - A. The total number of delegates certified elected within the Legislative District.
 - B. The total number of delegates registered and seated at the time the report is given.
 - C. The total number of alternates eligible to be seated at the time due to the ineligibility or absence of elected delegates.
 - D. Listing by name and precinct of the alternates eligible to be seated.

- E. Presentation of challenged precinct documentation for decision by the caucus as a whole, starting with the precincts at the beginning of the alphabet and proceeding in alpha-numerical order until all challenges are resolved. If the challenged delegate is not sustained, he or she shall be removed immediately and replaced by a qualified alternate. A challenged delegate may not vote on the question of his or her own challenge.
 - F. The number of seated delegates (including alternates seated as delegates) supporting each presidential candidate or uncommitted status.
- 7. ~~The chair of the Rules Committee shall present the report of the Rules Committee.~~
 - 8. ~~Any registered voter of the Legislative District may be nominated by a delegate to the caucus for the position of Permanent Chair, or any registered voter of the Legislative District may nominate himself or herself. Nominations, seconding speeches and speeches by the candidate on his or her own behalf shall not total more than three (3) minutes per nominee. A majority is required to elect. If no person has a majority, the candidate receiving the least votes is dropped and balloting shall be repeated using the remaining names. This procedure shall be repeated until a candidate receives a majority.~~
 - 9. The Chair shall announce the allocation of Congressional District Caucus and State Convention delegates and alternates including the following information:
 - A. The number of qualified delegates seated.
 - B. The number of qualified alternates seated in place of disqualified or absent delegates.
 - C. The total number eligible to vote at the caucus.
 - D. Allocation of Congressional District Caucus and State Convention delegates and alternates supporting each presidential candidate or uncommitted status.

10. The ~~Permanent~~ Chair shall appoint a secretary, a sergeant-at-arms, and a parliamentarian for each candidate sub-caucus.
11. The ~~Permanent~~ Chair shall appoint a Chair of each candidate sub-caucus.
12. The election of Congressional District Caucus/State Convention delegates and alternates:
 - A. Each candidate for Congressional District Caucus/State Convention delegate or alternate must be a resident registered voter in the Legislative District and must be identified as to presidential preference.
 - B. Each candidate for Congressional District Caucus/State Convention delegate or alternate shall be nominated individually. No second is required. A candidate who is not a delegate to the caucus or who is not present must signify in advance, in writing individually, his/her presidential preference, that he/she will serve if elected and that he/she is a Democrat and is willing to be known as such. The letter of any absent candidate shall be read by the sub-caucus chair and shall constitute a nomination, no second required. All other nominations shall be made by signing the nomination list at the registration table. Each candidate shall have up to one minute (including the time spent by the sub-caucus chair reading an absent candidate's nomination letter) for speech on his/her behalf. Nomination of alternates shall occur after the election of delegates.
 - C. Voting shall be by signed ballot and a ballot to be counted must have all positions filled with no duplications. The Chair shall give clear notice to the delegates that they must vote for the allotted number of candidates, give adequate time to do so, and ask voting delegates to check their ballots before turning them in. A plurality is required to elect. The Chair shall provide the ballots. After the votes are collected and tallied, the person receiving the most votes shall have been elected, the person receiving the next most votes shall have been elected, and so forth until all allotted delegate positions are filled. In case of a tie vote, the assignment of a delegate position shall be by lot. The election of alternates shall be in the same manner as the election of delegates, except that the

alternate receiving the most votes shall become alternate number one, and the alternate receiving the next most votes shall be alternate number two, and so forth. In case of a tie vote, the assigning number to the alternates shall be by lot. Each delegation elected shall be equally divided between women and men in both the delegate and alternate categories unless there are an insufficient number of nominees from one gender to fill available positions.

13. At the time of the election, each elected Congressional District Caucus/State Convention delegate shall be requested to pay the \$50.00 State Convention Registration fee to the secretary who shall send fees and a list of delegates and alternates with addresses and phone numbers to the State Chair within five (5) days. No person shall be excluded or disqualified from any part of the process for failure to pay such fee.
14. At the discretion of the Chair, consideration of resolutions may commence without suspension of the rules.
15. The motion "to table" shall be out of order at all times.
16. Debate shall alternate pro and con, limited to three speakers for and three speakers against any motion, each speaker to speak no more than one minute.
17. A quorum shall consist of 40% of the number eligible to vote as shown on the credentials report, as most recently amended.
18. Resolutions shall be submitted in writing to the Chair.
19. The Chair shall appoint a representative tally committee of alternates or non-delegates. All ballots shall be returned to the State Democratic headquarters and shall be retained by the State Chair until the State Convention has adjourned.
20. The Unit Rule* shall not be permitted at any time.
21. Proxy voting shall not be allowed.

22. All possible efforts shall be made to insure maximum participation of ethnic minorities, women, youth, persons over 65 years of age, lesbians and gays, Labor, persons with a high school education or less, disabled, and persons of economic disadvantage.
23. Robert's Rules of Order, Newly Revised, shall prevail in other matters not specifically covered herein.

~~*———The Unit Rule is a rule of procedure at a national political convention under which a state's entire vote must be cast for the candidate preferred by a majority of the state's delegates.~~

~~Allowing the unit rule at your caucus or convention would mean that all delegates would be chosen for one candidate. This would be in conflict with the current system which allows for proportional representation.~~
