



# Maine Democrats Caucus

Caucus Convenor Training

# Before the Caucus

- **Plan for success.**

- Choose your location.
- Watch deadlines.
- Make it interesting.
- Become familiar with caucus materials.
- Contact your county chair to find out how many county committee members your town may elect.

- **Get the word out.**

- Required public notice.
- Neighbor to neighbor contact.

- **Be sure you have what you will need.**

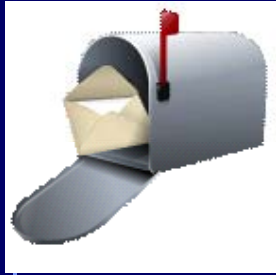
# Why Do We Caucus?

## Caucuses accomplish several things...

- We choose our Democratic presidential candidate.
- We select our delegates and alternates to the state convention, to be held on Augusta, May 30 to June 1, 2008.
- We organize our municipal Democratic committees, and begin the work of getting Democrats elected on the local, state and federal levels.
- We choose people to represent us on county Democratic committees.
- We provide an opportunity for candidates to bring nominating petitions, and collect the \$5 checks they will need to run as Clean Elections candidates.

# Choose the Time and Place

- You should meet in a public place whenever possible. This is required in towns with 100 or more registered Democrats.
- The meeting place must be accessible to the handicapped.
- Towns must provide meeting space free of charge. Your town clerk or registrar must be present to register voters at or just before your caucus, or provide a deputy to do so.
- If your municipal clerk has a question, please refer her/him to Julie Flynn, assistant secretary of state, 207-624-7736.
- Your caucus must be held between 1:00 PM and 8:00 PM on Sunday, February 10, 2008.
- Caucus paperwork must be returned within seven days.
- To allow candidates to visit several caucuses in their districts, try to work with convenors from adjoining towns to avoid schedule conflicts.



# Communications

## Getting the word out about your caucus....

### By December 12, 2007...

You'll need to set the time and place of your caucus, and notify...

- The state party office, by e-mail ([caucus@mainedems.org](mailto:caucus@mainedems.org)) or phone (207-622-6233).
- Your county committee chair. If you don't know how to reach him/her, the state party office can help.

### By February 3, 2008...

You'll need create a public notice of your caucus with all required information, and notify...

- Your city or town clerk, providing a copy of the public notice.
- Local Democrats. In addition to the required public notice, making phone calls (and asking Democratic friends and neighbors to pass the word and bring other voters) is the best way to get a good turnout.



# Getting the word out!

**Caucus convenors are responsible for providing public notices about their caucuses. Sample press releases will be provided for you.**

Notices must include:

- the date, time, and location of the caucus;
- the name of the convenor;
- the words "Democratic Party";
- an invitation to all interested Democrats, as well as voters who wish to become Democrats. The notice should also explain when your town clerk will be available to register new Democrats (usually just before your caucus begins).

Important note: Voters registered as Greens or Republicans must change their registration by January 26 to participate in your caucus. New voters, or those not registered in a political party, may become Democrats at the caucus.

# Public Notice and Media

There are two ways to provide official public notice of your caucus....

- Take out a newspaper ad or write an article for your local paper (if you are sure it will be printed).
- Make posters and hang them up locally.

Be sure you include all required information, and send a copy of the ad, article, or poster, with Form #4 (Certification of the Caucus) and return it to the Maine Democratic Party office after your caucus.

In addition to the required public notices, you can use:

- neighbor to neighbor calling
- press releases to all local media (don't forget radio)
- newsletters put out by groups in your town
- local blogs and websites.

Don't forget to let people know that they can participate by mail if they cannot attend the caucus. Applications will be available from the Maine Democratic Party after January 1st.

Notice has to include start-time of the meeting as well as approximate time of when voting begins

# Planning for Success

A successful caucus, with good turnout, is the first step in creating the strong local organization you will need to support Democratic candidates. As you get the word out, you can also tell people how you plan to make the caucus fun and welcoming.

Here are some ideas to get you started:

- Plan an issues discussion around our party platform.
- Show a video and talk about it afterward.
- Have a pot luck meal during the caucus or a house party afterward.
- Have people introduce the new voters they have brought.
- Invite local, state or federal candidates, or prominent local Democrats, to speak.
- Other ideas?





# What You Need at the Caucus

## **Provided by the Maine Democratic Party:**

- caucus forms: multiple copies of Form 1, one each of Form 2 through 5, plus forms for absentees
- a voter list
- materials in your caucus convenor package, including sample agenda, bylaws, and instructions.

## **You should also bring:**

- a calculator
- pencils and pens
- any additional material or instructions from your county committee
- snacks...sharing food is a great community builder!



## What If?

- If a town or city cannot caucus on Sunday, February 10, 2008, because of severe inclement weather or other reason making a caucus impossible, it must caucus on or before February 24, 2008.

# At Your Caucus

- Make it a great experience.
- Welcome and check in participants.
- Help candidates get signatures and checks.
- Have participants fill in their forms.
- Follow your agenda.
- Choose delegates and alternates for each presidential candidate.
- Enjoy your planned program, including the opportunity for input into our party's platform.
- Finish your paperwork and report results.

# Welcome and Check In

- First impressions are important; be sure everyone is greeted at the door.
- Check names against your voter list, and write VAN ID# and ward or precinct on each Form 1 before handing it to the participant. Only registered Democrats may participate, so be sure independents and new voters have registered as Democrats with your clerk.
- Encourage participants to move on to the nominating petitions before beginning work on their Form 1.
- 17 year olds may register, enroll in a party, and participate in the caucus

# Nominating Petitions and Clean Elections Checks

- Be sure the top of each form is filled out completely, including the town name. Only signatures of voters from that town will be certified. If your caucus includes people from several towns, be sure people sign the correct petition.
- Addresses must be actual street addresses, not post office boxes.
- Where there is a primary, voters may sign more than one petition.
- Ask the person giving you the forms how she/he wants them returned. Send them back promptly.
- Assist any candidates or their representatives who may be collecting \$5 Clean Elections checks. Checks should be made out to "Maine Clean Elections", and each donor should fill in a line on a form specific to their town.

# Following Your Agenda

- Complete attendance forms (Form 1s).
- Call your caucus to order.
- Elect caucus chair and secretary.
- Elect municipal committee members and officers.
- Re-affirm or adopt by-laws.
- Elect county committee members.
- Collect attendance forms (Form 1s).
- Nominate election clerks.
- Complete presidential balloting and election of delegates to convention.
- Schedule your next meeting.
- Adjourn your caucus.

MAINE DEMOCRATIC PARTY  
20\_\_ Official Municipal Caucus Record

Form #1  
9.25.07

VAN ID: \_\_\_\_\_ WARD: \_\_\_\_\_ PRECINCT \_\_\_\_\_

*Please use a ballpoint pen and PRINT clearly and firmly*

County \_\_\_\_\_ Municipality \_\_\_\_\_  
Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Initial \_\_\_\_\_  
Residential Address \_\_\_\_\_  
ZIP \_\_\_\_\_  
Mailing Address (if different) \_\_\_\_\_  
ZIP \_\_\_\_\_  
Phone (\_\_\_\_)\_\_\_\_\_ Cell Phone (\_\_\_\_)\_\_\_\_\_  
Email Address \_\_\_\_\_  
OK to text message me YES  NO   
I am an elected official YES  Office(s) held: \_\_\_\_\_

I am willing to volunteer to: (check all that apply)

- |                         |                          |                         |                          |
|-------------------------|--------------------------|-------------------------|--------------------------|
| Make phone calls        | <input type="checkbox"/> | Walk in my neighborhood | <input type="checkbox"/> |
| Work at campaign office | <input type="checkbox"/> | Writing assignments     | <input type="checkbox"/> |
| Data entry              | <input type="checkbox"/> | Signs/Fairs             | <input type="checkbox"/> |
|                         |                          | Other _____             | <input type="checkbox"/> |

I choose to be a member of the Democratic Municipal Committee Yes  No

Elected to Democratic County Committee

WHITE (Original) – Send to Maine Democratic Party, PO Box 5258, Augusta, ME 04332-5258  
YELLOW – Send to your County Chair  
PINK – Keep for your Municipal Committee records

# Call Caucus to Order

- Give instructions on attendance forms (Form 1s), and be sure they are filled out. Make sure Form 1s are completely filled out, except for check offs for county committees.
- Call the caucus to order, and begin your meeting.



# Elect Caucus Officers

- The caucus should determine the manner of voting—e.g. voice vote, show of hands, secret ballot—and employ that chosen method in all voting matters (except presidential preference) for the duration of the caucus.
- The caucus convenor should call for nominations of the **caucus secretary**, who is responsible for recording all caucus proceedings. Once nominations are closed, elect the secretary.
- After the secretary is elected, the convenor should then call for nominations and preside over the election of the **caucus chair**, who from this point will conduct the business of the caucus. In many cases, you, as the convenor, will be elected the caucus chair.

# Elect Municipal Committee Members and Officers

## Members

- The municipal chair should ask for a “show of hands” from all those in attendance and eligible to vote who wish to be members of the 2008-2010 Democratic Municipal Committee. Those who choose to join should indicate this on their Form 1.
- There is **no** limit to the size of a municipal committee, unless a representative committee is the local choice.
- Remind the elected committee members to indicate their election on their Form #1.

## Officers

- Elect officers unless your by-laws state otherwise.

# Adopt or Re-Affirm By-Laws

- Existing by-laws may be changed at this time without prior notice, or new by-laws may be adopted. The adoption of by-laws is strongly encouraged. Model by-laws can be found in your convenor's packet.
- The caucus convenor must send a signed and dated copy of the by-laws adopted by the municipal committee to MDP headquarters and the county chair.

# Elect County Committee Members

- **Municipal chairs are automatically county committee members, and each municipality is entitled to at least two additional members. The numbers vary, so check with your county chair.**
- **Once nominations are received and seconded, proceed with the election.**
- **In cities with precincts, if county committee members are elected at the precinct level, you will need to determine the number of county members for each precinct. Begin with the number of Democrats in each precinct (get this from your clerk), then apply the formula in your county bylaws (get this from your county chair).**
- **New county committee members will take office immediately and serve a two-year term.**
- **When elections are complete, and county committee members noted on their Form 1s, collect all Form 1s.**

# Nominate Election Clerks

Choose clerks to work at the polls on every election day during the next two years (May 2008-May 2010). Fill out the names of those elected in Form 2. Registrars are not required to choose election clerks selected at their caucuses.

Form #2

Official Democratic Municipal Caucus Report  
20\_\_\_\_\_ Official Notice of Nomination of Election Clerks

For the Municipality of \_\_\_\_\_ County of \_\_\_\_\_ Ward/Precinct \_\_\_\_\_  
Page \_\_\_\_\_ of \_\_\_\_\_ (Total # of Pages)

**Instructions: Read Instruction Sheet in Caucus Kit before filling in this Report**

1. Please enter name of town, county, and page number on each page above (Precinct number if applicable)
2. Print name, mailing address, and phone of those persons selected to serve as Election Clerks in the columns below.
3. Return forms as described at bottom of page.

**TO THE MUNICIPAL CLERK:**

This is to notify you that the Democratic Municipal Committee of \_\_\_\_\_ (Town) has officially nominated the following persons to serve as Election Clerks to work at the polls on Election Day in \_\_\_\_\_ (Town or Precinct) for the next two years (February 20\_\_\_\_\_ to February 20\_\_\_\_\_). State law provides that you should select from this list when you choose Democrats to serve as Election Clerks. In the event that any of those persons listed cannot serve, please advise me, and another name will be submitted. Please consider this an official notice in compliance with State election law.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
Chair, Democratic Municipal Committee

Phone: \_\_\_\_\_ Printed Name: \_\_\_\_\_

PLEASE PRINT OR TYPE	USE BALL-POINT PEN
----------------------	--------------------

Name (*First, Last*): \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Town/Zip: \_\_\_\_\_  
Email: \_\_\_\_\_

Name (*First, Last*): \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Town/Zip: \_\_\_\_\_  
Email: \_\_\_\_\_

Name (*First, Last*): \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Town/Zip: \_\_\_\_\_  
Email: \_\_\_\_\_

Name (*First, Last*): \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Town/Zip: \_\_\_\_\_  
Email: \_\_\_\_\_

Name (*First, Last*): \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Town/Zip: \_\_\_\_\_  
Email: \_\_\_\_\_

WHITE (Original) – File with Town Clerk  
YELLOW – Duplicate - Send to Maine Democratic Party, PO Box 5258, Augusta, ME 04332-5258  
PINK – Keep for your municipal committee records

# Presidential Balloting and Election of Delegates to Convention

- Once you begin presidential candidate balloting, no late arrivals may join in.
- Supporters of specific candidates may request speaking time. Allow for equal time, but set reasonable limits.
- Announce the number of eligible Democrats present at the caucus and the number of delegates to be elected.
- Count and physically divide the eligible Democrats present according to presidential preference, including the category "uncommitted." Include the votes of the absent participants who registered by mail.



# Do the Math!

- Announce the count and determine the number of delegates each preference would be entitled to.

**To determine the number of delegates that each presidential preference is entitled to, apply the following formula:**

The number of attendees **and** registrants by mail voting for a preference (P) **divide by** the total number of caucus participants (C) **TIMES** The total number of delegates to be elected (E) **equals** the number of delegates apportioned to each presidential preference (D).

- $$\frac{P}{C} \times E = D$$

- Once preliminary delegate counts have been announced, allow a brief caucus period for movement among preferences. A person expressing a preference for candidate who received no delegates may wish to move to another preference group. (However, absentee voters who registered by mail cannot be moved to another group, as preferences beyond their original choices were not noted.) Recalculate the delegate counts.

# Changing Candidate Choices

- Once preliminary delegate counts have been announced, allow a brief caucus period for movement among preferences. A person expressing a preference for candidate who received no delegates may wish to move to another preference group. (However, absentee voters who registered by mail cannot be moved to another group, as preferences beyond their original choices were not noted.) Recalculate the delegate counts.





# Need an example?

- Fifty (50) Democrats attend a town caucus and 6 more send in registrations by mail, making 56 eligible voters. The municipality may elect 8 state convention delegates. There are 5 candidates for president, plus the category "uncommitted," for a total of 6 choices. Here's how the participants grouped themselves:
  - 30 people (including 4 register-by-mail voters) choose candidate "A"
    - $\frac{30}{56} \times 8 = 4.29$  for "A"
    - 56
  - 10 people choose candidate "B"
    - $\frac{10}{56} \times 8 = 1.43$  for "B"
    - 56
  - 6 people choose "Uncommitted"
    - $\frac{6}{56} \times 8 = 0.86$  for "Uncommitted"
    - 56
  - 5 people choose candidate "C"
    - $\frac{5}{56} \times 8 = 0.71$  for candidate "C"
    - 56
  - 3 people choose candidate "D"
    - $\frac{3}{56} \times 8 = 0.43$  for candidate "D"
    - 56
  - 2 people (both of them register-by-mail voters) choose candidate "E"
    - $\frac{2}{56} \times 8 = 0.29$  for candidate "E"
    - 56
- Rank the preferences in descending order of their results, as shown above. To find the number of delegates that will represent each preference, first allot to each preference the whole number that is contained in its numerical result.

# More Math

- In this example, candidate "A" would receive 4 delegates, and candidate "B" would receive 1 delegate, "Uncommitted" and candidates "C", "D" and "E" would not be apportioned any delegates at this stage.
- Next, total the number of delegates assigned. In this case,  $4 + 1 = 5$ . This leaves 3 more positions to be assigned to the candidates with the 3 highest fractional remainders. The largest remainder is 0.86 for "Uncommitted"; they get one delegate and one alternate. The second largest remainder is 0.71 for candidate "C"; they get one delegate and one alternate. The third largest remainder is a tie of 0.43 between candidates "B" and "D". Which one gets the delegate and alternate would be decided by a public coin toss.
- In this case, if someone who had chosen candidate "E" switched to another preference, that might eliminate the need for the coin toss. However, both voters expressing a preference for "E" registered by mail. Their preference cannot be moved to another candidate, as they are not present to make that decision.
- **A calculator is useful to help with the calculations!**

# Filling Delegate Slots

- Try to fill all your delegate and alternate positions; your town deserves full representation.
- You can name a delegate or alternate even if that person is not at the caucus and has not filled in an absentee form, as long as he or she has expressed a willingness to serve.
- Most alternates will move up to delegates by the time of the convention.
- If there are open slots for delegates or alternates after your caucus, those openings will be filled at meetings of delegates from the relevant presidential preference groups. The meeting will be called by a campaign representative, or by your town or county chair for vacancies in the uncommitted delegation.
- Attempt should be made to select equal numbers of men and women to be delegates

# Fill out Caucus Certification

Form #4  
9.25.07

## 20 \_\_\_\_ Official Democratic Municipal Caucus Report

### Certification of the Caucus

For the Municipality of \_\_\_\_\_ in the County of \_\_\_\_\_

I hereby certify that the attached caucus forms contain a true list of the names and addresses of those persons elected to the positions indicated at a legally called municipal caucus for the Municipality of \_\_\_\_\_ and that the attached forms represent a true compilation of the actions taken at said caucus. I understand these forms shall constitute the official record of the caucus.

Signed: \_\_\_\_\_ Name printed: \_\_\_\_\_ Date: \_\_\_\_\_  
Convenor, Chair, or Secretary of the Caucus

### Newspaper Advertisement and/or Public Announcement

Please attach to this form the entire newspaper page showing the name of the newspaper and the date of publication which contains the advertisement or news story announcing your caucus and/or a copy of the notice posted in your municipality.

### Please check that you have returned the following:

- \_\_\_\_\_ Form #1 Official Democratic Municipal Caucus Report (White copy)
- \_\_\_\_\_ Form #2 Nomination of Election Clerks (Yellow copy)
- \_\_\_\_\_ Form #3 Municipal Committee Officers and Public Officials (White copy)
- \_\_\_\_\_ Form #4 Certification of the Caucus (White copy)
- \_\_\_\_\_ Form #5 Delegate/Alternate List
- \_\_\_\_\_ Newspaper advertisement or Public Announcement
- \_\_\_\_\_ Copy of Municipal-By-Laws
- \_\_\_\_\_ Copy of Secretary's Caucus Minutes (Recommended)

\_\_\_\_\_  
Name of Caucus Chair

\_\_\_\_\_  
Name of Caucus Secretary

Please return the above in the large envelope provided within seven (7) days after the Caucus to:

Maine Democratic Party  
PO Box 5258  
Augusta ME 04332-5258

WHITE (Original) – Send to Maine Democratic Party, PO Box 5258, Augusta, ME 04332-5258  
YELLOW – Send to your County Chair  
PINK – Keep for your Municipal Committee records

# Form 5

Democratic Municipal Caucus Report  
20\_\_\_\_\_ Official List of Delegates and Alternates

Form 5  
9.25.07

For the Municipality of MADAWASKA

in the County of AROOSTOOK

Number of Delegates Allocated: 14

	Presidential Preference	Delegate	VAN ID	Alternate	VAN ID
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

# Reporting Your Results

- The press will be interested in our results as soon as we can get them. It's important for you to get your results in to the Maine Democratic party as soon as you are able.
- In your caucus packet, you will receive the telephone number assigned for your reporting use. Once you've conducted the final vote and you have done the math to apportion delegates (and you're able to reach a telephone) call your assigned number with the following information:
  - your name
  - your municipality
  - total number of caucus voters (including absentee votes)
  - number of delegates apportioned to each candidate.

# Keeping Records

- Keep all voting records until after the state convention (May 30 -June 1, 2008) in case challenges are made.
- Precinct caucus secretaries should give their precinct's information to the municipal caucus secretary. The caucus convenor/chair or caucus secretary should record **all** information about elections on the Form #5. Every Delegate and Alternate is to be listed on the Form #5 along with their VAN ID numbers.

That's all there is to it!