



Nevada State Democratic Party Caucus Day Guide

Please read through this guide carefully before Caucus Day to make sure that you have a firm grasp of all Caucus Day procedures. If you have questions concerning anything contained in the caucus packet, please contact caucus staff at the Nevada State Democratic Party 866-737-3367

**Call this number only if you have serious questions about rules or procedures on
Caucus Day which cannot be resolved by review of this Caucus Guide.
866-575-2008**

www.nvdemscaucus.com

www.nuestrocaucus.com

www.nvdems.com

Before Caucus Day

As Temporary Chair, the work you do to prepare for your caucus will help ensure a smooth and successful caucus. The better prepared you are, the greater the likelihood that those in attendance will leave with a positive feeling about the Nevada State Democratic Party. The following list of caucus preparations will help ensure the success of your caucus.

- 1) Read through this guide and the other caucus packet materials making sure you have a firm understanding of caucus procedures. You should contact Nevada State Democratic Party Staff to get answers to any questions you have **before Caucus Day**.
- 2) Check over the information written on the caucus packet outer envelope and determine the answers to the following questions:
 - Do you have the correct packet for your precinct?
 - Is there a number to call if something goes wrong as indicated on the caucus packet? (i.e. the doors to the caucus site are locked when you arrive)
- 3) Check through the contents of your caucus packet to familiarize yourself with the various forms and other materials contained in the packet. You should find the following:
 - Presidential Year Caucus Guide
 - Presidential Preference Cards
 - Temporary Chair Credentials
 - Caucus Registration Forms– Registered Democrats
 - Caucus Registration Form – New Democratic Voters
 - Nevada Voter Registration Applications
 - Crib Math Sheets for precincts with 2,3,4 or more delegates
 - Box of pens
 - Caucus Mathematics Poster
 - Caucus Mathematics Worksheet
 - Caucus Agenda Poster
 - Return Envelope – A (Nevada State Democratic Party)-White
 - Return Envelope - B (County Party)-Grey
 - Contribution Envelope
 - Resolution Submission Forms
 - Delegate Election Certificates
 - County Central Committee Forms
 - Nevada State Democratic Party Surveys
 - Deck of Cards
 - Letter from Senator Harry Reid
 - Letter from the NSDP Chair Jill Derby
 - Letter from Congresswoman Shelley Berkley
 - Letter from Legislative Leadership
 - Letter from Senator Joe Biden
 - Letter from Senator Hillary Clinton
 - Letter from Senator Chris Dodd
 - Letter from Senator John Edwards
 - Letter from Senator Mike Gravel
 - Letter from Congressman Dennis Kucinich
 - Letter from Senator Barack Obama
 - Letter from Governor Bill Richardson
 - Disclaimer Letter from the NSDP

- 4) **Call Democrats in your precinct and encourage them to attend the caucus.** The Nevada State Democratic Party leaders are fighting to ensure that Nevada retains its new position in 2008 and beyond. It is crucial that the 2008 Nevada Caucuses are well attended. Caucus Day is the best opportunity for Nevadans to show the nation that we see our early caucus date as both a new responsibility and a privilege. In addition to calling, you might even make up posters or yard signs advertising the caucus time and location. If you need a list of registered Democrats in your precinct, please call the Nevada State Democratic Party at **1-866-737-3367**.

Bring the following items to help conduct your caucus:

- Pocket calculator
- Extra pens and pencils
- Extra paper
- Markers
- Paperclips
- Rubber bands
- Clock or watch, if there is not one at the site
- White paper or cardboard to make signs
- Masking tape or painter's tape
- Name tags

Many caucus locations will have landline phones on site; however, it is important to bring a cell phone or to have another caucus attendee bring a cell phone in case there is no landline. This will be necessary when calling in the results to the Nevada State Democratic Party's toll-free Reporting Line. If you cannot find a cell phone please contact the Nevada State Democratic Party to resolve this situation. You must have a representative from each preference group that elected delegates present when you report apportionment results to the Nevada State Democratic Party's Reporting Line. You will be asked to report eligible caucus attendees at your precinct caucus. This will simply be the number of eligible attendees present when the viability threshold is announced.

Saturday, January 19, 2008
10:00 a.m. – 11:00 a.m.
Caucus Day Procedures

Caucus Day Setup Checklist

- Arrive at least 1 hour early –10:00 a.m.
- Immediately** call in to the number on your Precinct Chair Credential and report that your precinct is open for the caucus once you are inside the building. **IF YOU DON'T DO THIS YOU WILL BE CALLED BY NSDP STAFF.**
- Put up signs to direct people to entrances, exits and bathrooms, if needed.
- Put up the "Caucus Day Agenda" and "Caucus Mathematics Worksheet" posters.
- Place presidential preference group signs in areas that can be used by the preference groups if the caucus divides. If all campaigns have their own signs you may use those.
- Arrange tables and chairs in room.
- Arrange the caucus materials at the Permanent Chair's table in the order in which they will be used during the caucus.
- Set out the NSDP Caucus Survey Forms and be prepared to distribute them as soon as each caucus attendee is registered.
- Introduce yourself to other Temporary Chairs if you are in a location with multiple precincts.

Example of how your sign-in table should be set-up for maximum efficiency.

Democratic Sign-In Sheets 1 of 3 (A-K)	Democratic Sign-In Sheets 2 of 3 (L-R)	Democratic Sign-In Sheets 3 of 3 (S-Z)	New Democrat Sign- In Area	Miscellaneous Area
-Dem Sign-In Sheet -Presidential Preference Cards Make sure to label all Presidential Preference Cards with the Dem sign- in sheet label.	-Dem Sign-In Sheet -Presidential Preference Cards Make sure to label all Presidential Preference Cards with the Dem sign- in sheet label.	-Dem Sign-In Sheet -Presidential Preference Cards Make sure to label all Presidential Preference Cards with the Dem sign- in sheet label.	-Voter Registration Forms -New Dem-Sign - in Sheet -Presidential Preference Cards Make sure to write the person's name and affidavit number from the voter registration form on all Presidential Preference Cards.	-NSDP Surveys -Platform Suggestion Sheets -Central Committee Sign-Up Sheets -Pens -Letter from candidates -Extra space as needed
Beginning of Table		4		End of Table

The Caucus Registration Procedure

- The Temporary Chair and Temporary Secretary should conduct the registration procedure to ensure that all required forms are properly completed. You should not just set out the forms and allow caucus attendees to register on their own. You may wish to recruit helpers for the registration process from among the caucus attendees who arrive early, but care should be taken to make sure that any helpers recruited fully understand the caucus registration procedure and are capable of handling this job.

Democratic Voter Sign-In

- Set up registration table(s). If your Democratic Sign-In Sheet (sheet with preprinted names) includes more than eight (8) pages, you may wish to have several lines of registration going on simultaneously. Separate the Caucus Registration Form into two, three, or more groups of the alphabet (example: line one for A-K, line two for L - R, line three for S - Z).
- If the name of the caucus attendee appears on the official list of registered Democratic voters, the Temporary Secretary or a helper must have the attendee sign the printout to indicate that person is in attendance.
- Please note that the Caucus Registration Form — Registered Democrats should include the names of all Democrats registered to vote in this precinct as of December 15, 2007. In the unlikely event that names are missing, those individuals must complete a voter registration form even if they show a current voter registration card.
 - The Caucus Registration Form — Registered Democrats will have a pre-printed label on it next to the person's name. This label contains important tracking information. The label should be affixed to the person's Presidential Preference Card on the **RED SIDE, (Side 2)** as indicated, before they leave the Sign-In area.
 - Please instruct eligible caucus attendees **NOT** to fill out the Presidential Preference Card until instructed to do so.
- If the name of the caucus participant does not appear on the Caucus Registration Form — Registered Democrats that participant **must complete a voter registration form.**

New Democrat Voter Sign-In

- The Caucus Registration Form — New Registered Democrats will not have any preprinted labels. For these voters their name and the **RED NUMBER** located on their voter registration form receipt at the bottom should be written on the Presidential Preference Card on the **RED SIDE (Side 2)** and on the New Democratic Sign-In form before they leave the Sign-In area.

- All participants must be Democrats registered to vote in the precinct. A list of registered Democrats will be available at the caucuses. **If you are not on the list and are not yet registered to vote, you will be required to register as a Democrat at the caucus if eligible.**
- Seventeen-year-olds who will be 18 by the General Election on November 4, 2008 will be allowed to fully participate. They will be required to fill out a voter registration form and register as a Democrat if they have not done so already.
- Participants may register to vote on caucus day at the site. Republicans, Non-partisans and others may change registration to become a Democrat that day.
- Voter Registration forms will be available at all caucus locations.

Observers at the Caucus

Nevada's new historic opportunity in the nomination process brings with it a tremendous responsibility to provide information and access to the entire nation. Because precinct caucuses are open meetings, others have been invited to attend as observers. We have a responsibility to welcome these guests and give them an opportunity to fully observe Nevada's new process. Each Democratic precinct caucus in Nevada should be prepared to have at least one representative from a news organization. Some precinct caucuses will be visited by camera crews during the caucus, a few will be carried live and in their entirety by a national news organization. News organizations serve as the eyes and ears for the nation. We have an additional responsibility to help them do their jobs.

There are rules that must be followed by observers at the precinct caucus. The Temporary Chair is obligated to inform **observers** of these rules:

- Only eligible, registered caucus participants may participate on caucus matters or elections.
- The Temporary Chair **will** ask that all observers be in an area other than that reserved for the eligible caucus participants.
- Observers must remain quiet and not become involved in caucus discussions once the caucus is called to order.
- Eligible caucus participants are to be considered actively participating in the caucus from the time it is convened until it is adjourned. It is not appropriate for a reporter to interview a caucus participant while the caucus is in session.
- Campaign Staff and campaign volunteers that are observers will not be allowed to communicate, signal, or instruct the eligible caucus participants once the caucus is called to order by the Temporary Chair.
- All facilities at the caucus have been reserved for the caucus attendees and the Nevada State Democratic Party. The Temporary Chair, as an officer of the Nevada State Democratic Party, has first right to these facilities. The phone at a caucus site (if there is one at the site) must be available to the Temporary Chair whenever he or she requests it.
- Broadcast equipment at a caucus must be set up and used in a way that will not hinder or obstruct the participation of any caucus attendee.

In the event of persistent violations of these rules, the Temporary Chair may ask the disruptive person(s) to leave. **IF THAT DOES NOT WORK CALL YOUR LOCAL POLICE DEPARTMENT.** Do not call 911 unless there is a life threatening emergency.

The Nevada State Democratic Party Caucus Survey

After each caucus attendee is fully registered, he or she should be given a Nevada State Democratic Party Caucus Survey and asked to **complete it and return it before the caucus is called to order.**

Each caucus attendee must be given a copy of the Nevada State Democratic Party Caucus Survey; however, responses to the Caucus Survey are voluntary.

Under no circumstances should the information on these surveys be made available to anyone at the caucus. The forms should be placed in Return Envelope A (**White**) immediately after they are filled out.

11:30 a.m. Calling the Caucus to Order:

1. At 11:30 a.m. or after registration is complete, the Temporary Chair will call the caucus to order. Caucuses cannot be called to order **before 11:30 a.m.**
2. The Temporary Chair will briefly read through the Caucus Day Agenda Poster.
3. The Temporary Chair will explain that the primary purpose of the caucus is to:
 - Allocate delegates to Presidential Candidates.
 - Elect delegates and alternates to the County Convention.
 - Submit names for consideration for the County Central Committee.
 - Submit resolutions to the County Platform Committee.

The Nevada State Democratic Party Presentation

4. Read the letters from Senator Harry Reid and State Chair Jill Derby.
5. Read the message on the Nevada State Democratic Party Contribution Envelope. Pass the envelope around making sure that all caucus attendees have an opportunity to contribute. (Checks should be made payable to the Nevada State Democratic Party).
 - Contributions to the Nevada State Democratic Party are used to help pay for the caucus process which will cost more than \$2 million dollars.

Follow exactly the instructions on the envelope for sealing and returning the Nevada State Democratic Party Contribution Envelope to the Nevada State Democratic Party. **Envelopes must be sealed and the Temporary Secretary or Temporary Chair must sign across the seal before it is placed in Envelope A.**

The Nevada State Democratic Party must comply with Nevada Campaign Finance Disclosure laws. Failure to comply exactly with the instructions on the envelope will cause problems with the proper reporting of contributions made to the Nevada State Democratic Party by caucus attendees.

Election of Permanent Officers

6. It is now time for the caucus to elect its Permanent Chair and Permanent Secretary. Those who are serving as Temporary Chair and Temporary Secretary of the caucus are encouraged to seek office as Permanent Chair and Permanent Secretary.
7. Call for nominations for the office of Permanent Chair. Persons may nominate themselves. It is not necessary to second these nominations.

Temporary Chairs should nominate themselves and explain that they have been trained by the Nevada State Democratic Party to conduct the caucus, report results using the reporting system and calculate the caucus math.

Written ballots may be used, if necessary, if several persons are nominated for the position. **Note:** If ballots are used, attendees must write their name on their ballot as National Democratic Party rules **do** not allow secret ballots to be used in party procedures. In the interest of time, a voice vote should be taken if possible.

If only one person is nominated, the caucus may elect the person by unanimous voice vote, "All those in favor of electing _____ as Permanent Chair, please signify by saying 'aye'.

The permanent officers take over the caucus proceedings. If the Temporary Chair is not elected as Permanent Chair, he or she is still responsible for assisting the newly elected Permanent Chair with interpreting the materials, conducting the caucus and reporting results. They may also run for Permanent Secretary.

8. Repeat the above steps to elect the Permanent Secretary. **It is not mandatory that a Permanent Secretary be elected.**

Noon: Viability & Caucus Math

THIS PROCESS MAY NOT BEGIN UNTIL NOON

In order to participate in the Nevada State Democratic Party Caucuses, attendees MUST be in line, or signed in, by noon. At noon, Presidential Preference Cards should be given to any person in line, and after that point, no Presidential Preference Cards should be given to any new arrivals, as they will not be allowed to caucus.

9. In order to be entitled to elect delegates to the county convention, groups must reach a minimum threshold of eligible caucus attendees in their group. This is known as Viability.
10. Viability cannot be determined before Noon. The Permanent Chair will count the total number of eligible caucus attendees and announce that total number. This number will be recorded on the Caucus Mathematics Poster on the wall and the Caucus Mathematics Worksheet. Viability is then determined based on the number of delegates that precinct will elect (See Caucus Viability formulas).

Reminder: An eligible caucus attendee is:

- A resident of Nevada and of the precinct in which he or she wishes to participate.
- **A registered Democratic voter, or needs to re-register as a Democrat at the caucus. Voters may register at the precinct caucus on Caucus Day.**

11. For Precinct Caucuses that elect only **one delegate** to county convention, the delegate will be elected by the caucus as a whole by majority rule. The caucus will not divide into presidential preference groups. The caucus will fill out the Presidential Preference Cards and turn **them** into the Permanent Chair. The candidate receiving the most support will be awarded the delegate. Once the delegate is elected, the presidential preference of the delegate must be reported to the Nevada State Democratic Party Caucus Day reporting system by calling the phone number printed on the caucus packet.

12. Precinct Caucuses that elect **two or more delegates** will use one of the Caucus Viability formulas below to determine viability.

- In addition, a cheat sheet for viability is included in your caucus packet to check your work. Do not attempt to calculate without using the formulas provided.

Caucus Viability Formulas

Caucuses which elect
Two (2) delegates

Viable groups must contain 25% of attendees (# eligible attendees \times .25).

Caucuses which elect
Three (3) delegates

Viable groups must contain 1/6th of attendees (# eligible attendees \div 6).

Caucuses which elect
Four (4) or more delegates

Viable groups must contain 15% of attendees (# eligible attendees \times .15).

Always Round all fractions UP to a whole number when determining viability

(e.g. If 1.1 Round to 2 --- If 1.8 Round to 2)

Formation of Presidential Preference Groups

13. Before Presidential preference groups form, the Permanent Chair must read the following statement to all caucus attendees:

“All public meetings at all levels of the Democratic Party in Nevada shall be open to all members of the Democratic Party regardless of race, sex, age, color, creed, national origin, religion, ethnic identity, sexual orientation, economic status, philosophical persuasion or physical disability.”

14. At this point the Permanent Chair should instruct the caucus to divide into presidential preference groups. Caucus participants have up to 15 minutes to align with a preference group. If the caucus wishes for more time, the matter should go to a vote of the whole caucus before preference groups divide. When the caucus divides, the Permanent Chair will direct the various preference groups to different areas of the room as the case may be. The Permanent Chair will instruct eligible caucus participants not to fill out their Presidential Preference Cards until instructed by the Permanent Chair.

Note: There may be an uncommitted preference group.

15. Each group may then select a preference group volunteer. The preference group volunteer will be responsible for helping verify information from the preference group to the Permanent Chair and Permanent Secretary.
16. After the Permanent Chair has determined which groups are viable, all groups fill out the **BLUE SIDE** (Side 1) of the Presidential Preference Card. The Permanent Chair will count people in each group and collect Presidential Preference Cards from the viable groups and insert them into Envelope A (White).

Note: There can be no more viable preference groups than there are delegates to elect from a particular precinct. If there are, the smallest group(s) must re-align until the number of groups equals the number of delegates to elect from that precinct. The number of small groups that must realign is the number of preference groups minus the number of delegates. If there are 5 preference groups and 3 delegates to elect then the 2 smallest group(s) must realign. Ties for smallest group will be broken by drawing cards (reference **page 24** in this guide).

Realignment

17. After the first alignment, any preference group(s) that are not viable (has fewer members than the viability threshold number) must be given an opportunity to realign. Non-viable preference groups will receive another 15 minutes to realign. Only those persons in non-viable groups with Presidential Preference Cards may move to another group.

- Non-viable groups can join with other viable preference groups or with other non-viable preference groups in order to attain viability. Members may choose to realign individually or as a group.
- Members of non-viable groups can choose not to realign. However they will not be awarded any delegates if they remain non-viable.

18. Once the non-viable groups have realigned and been counted, the Permanent Chair will instruct them to fill out the **RED SIDE** (Side 2) of their Presidential Preference Card. After cards have been completed, the Permanent Chair will collect cards and insert them immediately into Envelope A (White).

Apportionment of Delegates to Viable Groups

19. When all the remaining groups are viable, and the number of viable groups does not exceed the number of delegates being elected, the Permanent Chair will determine the number of delegates that each preference group is entitled to elect. The Permanent Chair will record this information **on** the Caucus Mathematic Worksheet.

- The number of delegates to be awarded to each preference group is determined by:
 1. Multiplying the number of eligible members in each preference group by the total number of delegates to be elected at that precinct caucus (This is the number on your Caucus Packet).
 2. Then dividing the result by the number of total eligible caucus attendees (**Note:** this is the SAME number that was used to calculate viability from step 12, this number does not change even if people leave).
- This is illustrated in the following formula.

$$\frac{\text{\# Of eligible members in a preference group}}{\text{Total \# of eligible caucus attendees}} \times \text{Total \# of delegates that precinct caucus elects} = \text{Number of delegates to be elected by that group}$$

- **Note: The results are rounded up at 0.5 and down at less than 0.5.**

- (e.g. If 1.1 round down to 1 --- If 1.8 round up to 2)

20. After delegates are awarded to all viable preference groups, the Permanent Chair will total up the delegates awarded and compare that number to the number of delegates to be elected for that precinct. Delegates apportioned to viable groups will be recorded on the Caucus Mathematic Worksheet. If the two sets of numbers match, skip to item 23; if the number after rounding is **LESS** than it should be, skip to item 21. If the number after rounding is **MORE** than it should be skip to item 22.

21. If the total number of delegates you have calculated is **LESS** than the number to be elected, additional delegates must be awarded to one or more preference groups according to the following rule:

- An additional delegate(s) will be awarded to the group with the highest fraction below 0.5, or in other words the group with the fraction below 0.5 but closest to it.
- Observe the following example:
 - Scenario-There are 100 eligible caucus attendees in Precinct X. Precinct X will be electing 6 delegates to the County Convention:

Group	# of Members in Group	# of Delegates group will elect	After Rounding	Final
Anchovy	38	2.28	2	2
Cheese	24	1.44	1	2
Everything	22	1.32	1	1
Pepperoni	16	0.96	1	1
	100		5	6

For this example, cheese gains the delegate because it has the largest fraction that did not round up.

Note: In a case where two or more preference groups are tied for the same additional delegate, preference groups must draw from a deck of cards and high card wins the delegate (reference page **24** of guide).

22. If the total number of delegates you have calculated is **MORE** than the number to be elected, delegates will be subtracted from a preference group or groups according to the following rule:

- A delegate(s) will be subtracted from the preference group with the lowest fraction above 0.5, or in other words, the group with the fraction above 0.5 but closest to it.
- **Note:** A group cannot lose its only delegate. As long as there are not more preference groups than there are delegates to elect, **a preference group cannot lose its only delegate.**

- Observe the following example:
 - Scenario – There are 100 eligible attendees in Precinct X. Precinct X will be electing 4 delegates to the county convention.

Group	# of Members in Group	# of Delegates group will elect	After Rounding	Final
Anchovy	41	1.64	2	1
Cheese	23	0.92	1	1
Everything	21	0.84	1	1
Pepperoni	15	0.60	1	1
	100		5	4

For this example, Pepperoni cannot lose their only delegate. Therefore Anchovy loses the delegate because it has two delegates and its fraction is the next closest to rounding down.

Note: In a case where two or more preference groups are tied for the loss of a delegate, preference groups must draw from a deck of cards (reference page 24 of guide).

23. The Permanent Chair will inform each preference group of the number of county convention delegates that they are to elect within their preference group.
24. Representatives from each preference group must sign off on the Caucus Mathematics Worksheet.



Reporting Caucus Day Results

25. **Immediately** after the representatives sign-off on the Caucus Mathematics Worksheet, you must report your caucus day results to the Nevada State Democratic Party.

- This is the same reporting system that was used to open your precinct. Call back to the same number on your Precinct Chair Credentials. Report the following information by the following prompts.
 - Number of eligible caucus attendees when viability was announced.
 - Number of delegates that have been awarded to each viable preference group.
- A representative from each preference group **must** be present when the results are reported. This will prevent any reporting errors.

Note: If there are any problems with the sign-off process or reporting caucus results, Permanent Chairs should immediately call the Caucus Hotline. Nevada State Democratic Party staff will be available to resolve any issues.

866-575-2008

Election of Delegates and Alternates

26. The Permanent Chair must now read to all preference groups the following statement:

- ***“Discrimination in the conduct of Democratic Party affairs on the basis of sex, race, age, color, national origin, religion, sexual orientation, physical disability or economic status is prohibited. In order to encourage full participation by all Democrats in the delegate selection process and in all Party business, diversity programs shall be implemented with particular concern for minority groups as defined in the Democratic National Committee Charter.”***

27. Next, the Permanent Chair explains the role of a delegate to county convention.

- Delegates to the county convention attend the all-day convention on Saturday, February 23, 2008 and vote on a variety of party matters including, but not limited to: the county party platform, members to the county central committee, delegates to the state convention, etc. **If you wish to run as a National Delegate to attend the Democratic National Convention in Denver, CO in August 2008; you must be elected as a delegate to the county convention and from there to the state convention.**

28. If the caucus did **NOT** form preference groups, then the caucus as a whole shall now take nominations for the position of county convention delegate.

- Caucuses that elect **one (1)** delegate will be elected by the caucus as a whole by **majority rule**.

29. The Permanent Chair explains the process for electing delegates within each preference group. The Permanent Chair will ask the preference group volunteer from each group to keep track of any candidates and the results from the delegate elections.

- The procedure for groups electing **two to three** delegates is as follows:
 - Each candidate will get up to one (1) minute to make remarks about why he or she should be elected. After every candidate for delegate has been given the opportunity to speak the volunteer shall ask the preference group, in the order of speaking, to raise their hand if they wish to vote for this person as a delegate. Any eligible member of the preference group

may vote each time. At the end of reading all of the names, the top vote getters will be elected as delegates from that preference group to the county convention. If there is any tie it shall be broken by a drawing from a deck of cards (reference page **24** of guide).

- The procedure for groups electing **four or more** delegates is as follows:
 - For preference groups electing four (4) or more delegates, the voting shall be two (2) split rounds of voting. In these preference groups half of the number of delegate spots, plus one (1) more delegate spot, shall be elected in the first round with any person interested being allowed to run. After this first half plus one of the delegates has been elected, the remaining delegates shall be elected with anyone being allowed to run again including those who were not elected in the first round.
 - E.G. If a preference group elects eight (8) delegates it will elect 5 in the first round (half = 4 plus one =5) and then three (3) in the second round.

30. After delegates are elected within the preference group the Permanent Chair will have all delegates fill out Delegate Election Certificates.

31. Directions for Delegate Election Certificates:

- White Copy returned in Return Envelope **A-WHITE**.
- Yellow Copy returned in Return Envelope **B-GRAY**.
- Pink Copy given to Delegate(s) to keep.

Notes on Nominating Delegates and Alternates:

- While it is not mandatory, caucuses that elect more than one delegate should try to elect an equal number of men and women. For this purpose, it is appropriate to have more than one round of voting to elect all the delegates. Care should also be taken to encourage diversity among the candidates for delegate.
- Delegate candidates should be given a brief period of time (usually one minute) to speak to their preference group prior to the voting.
- The number of alternate delegates that may be elected is not limited. It is a good rule of thumb to elect at least as many alternate delegates as there are delegates elected. Anyone who is elected as an alternate delegate should be ready and willing to step in for a delegate if called upon. Any elected alternates can simply have their names and addresses recorded on a blank piece of paper. This paper should be returned in envelope B (**GRAY**).
- It is possible to nominate and elect someone who is not present at the caucus; however, only those present may vote.

- It is not a good idea to elect an individual not in attendance unless that person has requested that they be nominated.
- To run for National Delegate you have to attend your precinct caucus on Saturday, January 19, 2008 and be elected to the county convention.

Ratification of the Slate

32. At this time, if the caucus has broken into preference groups, the caucus attendees must dissolve their groups and reconstitute the caucus as a whole.

33. The Permanent Chair shall call for the ratification of the slate of delegates and alternate delegates by saying:

- "All those in favor of ratifying this slate of delegates and alternate delegates shall signify by saying 'aye' . . . all those opposed, say 'no'.
- Ratification shall mean that it is the sense of the caucus that the procedures used by the various preference groups were in conformity with the required procedures under the Delegate Selection Rules of the Nevada State Democratic Party.
- A majority vote is required. A hand count may also be taken if necessary. The purpose of the ratification vote shall be to get the consensus of the majority of the caucus that this slate is correct as it will significantly limit challenges. **If the slate is not ratified that shall be noted. However, the delegate selection certificates with the elected delegates shall still be given to the Permanent Chair to be forwarded.**

Submission of Names for the County Central Committee

34. There will be a sign-up sheet for anyone interested in being on the county central committee provided near (not at) the Sign-In table. All caucus attendees will be invited to sign this after signing in.

- In addition, the Permanent Chair should announce after the election of delegates that there is a sign-up sheet for recommendations to the county central committee at a table near sign-in. If anyone wishes to be considered for the county central committee, and has not put their name on the sheet already, please do so now.
- After everyone has had the chance to sign up, the Permanent Chair will collect the sign-up sheet and ask for a motion to forward this sheet to the county party for consideration. Upon a motion and a second, the Chair shall call the vote.

- If for some reason the motion does not pass, the names will be submitted to the county party without the consent of the Precinct Caucus.

Submission of Resolutions to the County Party Platform Committee

35. Resolution submission forms will be made available at the sign-in table for any person wishing to submit a resolution for consideration of the county platform committee.

- Because resolutions will not be voted on at the caucus, the Permanent Chair should not call for a motion to accept the resolutions or any other motion.
- The Permanent Chair should make a last call for resolutions and then continue with the agenda.

Before the Caucus is Adjourned

Review the following tasks before you adjourn your caucus:

- Did you report your caucus day results?
- Did representatives from **each preference group** sign the Caucus Mathematics Worksheet to verify that the numbers are accurate?
- Have all Presidential Preference Cards been filled out entirely and collected by the Permanent Chair and placed in Return Envelope A (**WHITE**)?
- Have the Nevada State Democratic Party Caucus Surveys been returned and placed in Return Envelope A (**WHITE**)?
- Was the slate of delegates and alternate delegates been ratified?
- Have all resolutions been written up, signed by the Permanent Chair or Secretary, and placed in Return Envelope B (**GRAY**)?
- Have all the forms of people that want to be on the County Central Committee been placed in Return Envelope B (**GRAY**)?
- Has the required information been recorded for all elected county convention delegates and alternate delegates?

The Caucus is Adjourned

36. At this point the Permanent Chair will ask the caucus attendees if there is any other business they wish to bring before the caucus. Examples may include announcements of upcoming Democratic Party and candidate events.

37. Assuming there is no further business for the caucus, the Permanent Chair shall adjourn the caucus by saying,

"Hearing no further business, this caucus is now adjourned. Thank you all for coming."

Final Permanent Chair Duties

38. Pick up the room and leave it as you found it. Double check that posters are off the walls, chairs and tables are put back, doors are closed, etc.
39. Make sure that the name of your county and the name of your precinct have been written on all of the forms in the caucus packet that require this information.
40. Count the number of white delegate certificates and match it against the number shown on the outside of your caucus packet.
41. Please check all forms for legibility. Complete and sign all forms where required.
42. The Permanent Chair or Secretary should seal the NSDP Contribution Envelope and sign across the seal.
43. Make sure the following items are inserted into the large Return Envelope A **(WHITE)**:
 - Caucus Registration Forms — Registered Democrats.
 - Caucus Registration Forms. — New Democrats.
 - Voter Registration Forms — Completed and Blank.
 - All Presidential Preference Cards — Completed and Blank.
 - All Nevada State Democratic Party Caucus Surveys. — Completed and Blank.
 - Caucus Mathematics Worksheet (with signatures from each preference group representative).
 - White copies of the delegate certificates.
 - Sealed Nevada State Democratic Party Contribution Envelope and all money collected.

Please note: the NSDP Contribution Envelope should be sealed at the caucus and placed immediately into Return Envelope A (White). **Return Envelope A (White), containing all materials described above, is to be mailed to the Nevada State Democratic Party within 24 hours of adjournment of the caucus by the Permanent Chair of the caucus.**

It is imperative because of Campaign Finance Disclosure laws that individual contributions made at the caucus be received by the Nevada State Democratic Party in the form that they were made by the individual contributor at the caucus. It is neither necessary nor helpful for the county party to make any kind of accounting or other arrangements for this money since the county party is in no way responsible for this money or the reporting of these contributions to Nevada Secretary of State's Office.

44. Insert the following items in the Return Envelope B (**GRAY**) :

- Yellow copies of the delegate election certificates.
- County Central Committee submission forms.
- Resolution submission forms.

45. Mail or deliver Return Envelopes **WHITE A** and **GRAY B**:

These envelopes contain information that is required for the preparation of the county convention. Failure to return them within 24 hours will delay preparations for the county convention and prohibit adequate notification of county convention delegates and alternate delegates.

Each Permanent Chair is personally responsible for getting the caucus materials in to the appropriate envelopes and mailed directly from their caucus. The county party should not add any additional steps. If county parties wish to provide assistance to Permanent Chairs, that is fine. However, materials must still be mailed immediately following adjournment of the caucus by the Permanent Chair.

Each caucus packet contains detailed instructions dealing with the separation and proper placement of all the materials for mailing to the appropriate places after the caucuses are over. If Temporary Chairs have questions regarding caucus procedure before the caucuses, or if Permanent Chairs have questions regarding caucus procedure or the separation and mailing of the caucus materials after the caucuses, those questions should be referred directly to the Nevada State Democratic Party.

Once Return Envelope A (WHITE) is filled with the correct materials, please seal it securely, sign on the appropriate line, and place it in a blue United States Postal Service mailbox. Please do the same for Return Envelope B (GRAY) only it will require postage. You can save the Nevada State Democratic Party money by affixing postage to Return Envelope A (WHITE) as well. If you choose to provide your own stamps, please have the envelope weighed at your nearest United States Post Office to ensure proper postage.

Caucus Quick Reference Guide

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Pre-Registration Period

What if the Nevada Democratic Caucus Reporting System is down or non working when I call to open my precinct?

- First, wait one minute and then try to call back into the system.
- If you are still unable to access the system you should immediately call the caucus hotline number provided on your caucus packet and let the reporting center know that your caucus location is open and that the reporting system did not work.

Will the caucus location room be viewable before January 19th?

- Locations may be available for preview on a case by case basis. Nevada State Democratic Party staff have advanced all locations and made sure to check all of them for capacity and acoustics. If you wish to see your location in advance, please contact the Nevada State Democratic Party staff and we will attempt to arrange a location visit for you before January 19th.

What if I am unable to get cell phone service or do not have a cell phone?

- There should be a landline at your location in most cases and especially, at locations where cell service is unavailable.
- If you do not have a cell phone please attempt to borrow one from a friend or family member. If you are unable to borrow a phone you should ask caucus attendees if anyone has a phone you can borrow.

Registration Period: Prior to Calling Caucus to Order

What do we do if we have no volunteers to help with registration?

- You should ask early arrival caucus attendees if anyone would be willing to help with sign in. If they agree you need to make sure you show them how to conduct registration.

How do we verify that someone is in the correct precinct?

- You will probably not be able to verify if a new registrant is in the correct precinct or not. However, if you can establish their correct precinct, please call the caucus hotline to get their caucus location.
- If you are unable to verify someone's correct precinct have them fill out a voter registration form and complete the New Democrat sign in sheet. They will then be able to participate in your precinct.

What if we don't have tables or chairs at our caucus location?

- See if you can locate tables and/or chairs somewhere else at the property. If you cannot find tables or chairs see if there is a way to make do with what is at the location. If the lack of tables or chairs becomes a significant problem call the caucus hotline number provided on your caucus packet.
- Tables and chairs should be at all caucus locations as the Nevada State Democratic Party will request them in advance.

Do we need to see identification from someone registering to vote?

- No. You may NOT ask for any identification when someone registers to vote. Nevada law does not require identification to register to vote.

What are the age restrictions for participating in the caucus?

- Anyone who will be 18 on or before November 4th, 2008 may register to vote as a Democrat and participate in the caucus. Since you do not check ID you just need to verify that the birth date on the voter registration form is before November 5th, 1990.

Caucus Called To Order: Prior to Determining Viability

What if, during the election of permanent officers, I am not elected Permanent Chair?

- If you are the Temporary Chair for a precinct and are not elected Permanent Chair you should still assist the newly elected Permanent Chair as well as run for Permanent Secretary.

Viability: Initial and Second Alignment

Can eligible caucus attendees caucus for an undeclared candidate not on the preference card?

- Yes. However, this will not be an option on the preference card or via the reporting system. If a preference group for a non-declared candidate becomes viable call the caucus hotline number provided on your caucus packet. If the non-declared candidate preference group is non-viable, report the results as normal and have the attendees in that group write the candidate's name on the preference card.

When and why do we “round up” versus rounding normally?

- The easy way to remember it is that you cannot have a fraction of a person. So, when determining viability you always round up. Rounding up means that you round to the next whole number regardless of the decimal point. So if your viability math comes out to 3.1 you would round all the way up to 4. If your viability math came out to 3.6 you would also round to 4. If the math came out to an exact 3 you would leave it where it is. The point is you always round up because that is what makes the entire caucus math work.
- On the other hand, when you are apportioning out delegates you will always round normally. Normal rounding means that you round up at .5 or higher and down below .5. So, if the delegate apportionment math for a preference group came out to 3.1 you would round DOWN to 3. If the math came out to 3.6 you would round UP to 4.
- When you are calculating math for viability and delegate apportionment you should only go to two decimal places (e.g. 3.11 and NOT 3.11354).

What if someone in a preference group does not want to fill out the preference card?

- While it is certainly our wish that a caucus attendee fills out a preference card, they are not required to do so. However, a caucus attendee must at least hold onto the card and use it according to permanent chair instructions with regard to alignment.

May candidates or campaign staff come into the caucus?

- The caucuses are open to the public. Anyone may attend the caucus as an observer but may only observe and may not participate or attempt to influence the caucus in anyway if they are not eligible to caucus.

What if people leave after viability is determined?

- Once viability is determined that becomes the permanent number for viability for all caucus math. Even if 99 out of 100 people leave the site, viability is still 100 and not 1.

What if during first alignment some eligible caucus attendees are not in the room but then come back during second alignment?

- All eligible caucus attendees may participate throughout the caucus. However, caucus attendees are only counted when they are physically present at any point. An eligible caucus attendee must be present during viability, or in a preference group, to be counted.

What if someone registers before viability is determined, then leaves and does not return until after viability is determined?

- They would not factor into viability but they would still be allowed to participate. The caucus math will still work this out.

Can the uncommitted preference group be viable and/or realign?

- Yes. The uncommitted preference group is a valid preference group just like all of the candidates and is treated the exact same way.

Can you have more viable groups than delegates?

- No. The math may result in there initially being more viable groups than delegates but in this case the smallest groups must realign until there are only as many viable groups as there are delegates. If there is a tie between which groups are the smallest they draw cards according to this guide (see section below under tie).

Miscellaneous

What if something happens that is not covered in this document or my caucus guide?

- If at any point you are stuck or stumped on anything please immediately call the caucus day hotline **866-575-2008**.

What if there is a tie at any point?

- If there is a tie at any point during the caucus the tie will be broken by a draw of cards using the deck of cards provided.
- The game of chance will be a game of high card draw with the Ace being high and suit does not matter. If the same card is drawn those in the tie breaker will redraw cards until there is a winner. Cards will be shuffled before drawing and all wild cards will be removed.