



DEMOCRATIC PARTY OF WISCONSIN

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Democratic Party of Wisconsin National Delegate Selection Process
First Tier Delegate Selection Caucus Instructions
To Be Held April 6, 2007
Registration: 12:00-2:00PM; Call to Order: 2:00PM

Following are instructions for the 1st Tier Caucuses. They will be helpful to you in securing a facility with enough rooms for your County General Caucus as well as the breakouts for each Presidential candidate caucus.

Please send the location of your County Caucus to the Democratic Party of Wisconsin State Headquarters at 222 West Washington Avenue, Suite 150, Madison, Wisconsin 53703 by 5:00PM on Friday, March 7, 2007.

The number of delegates each Presidential candidate is entitled to is determined by the Presidential preference primary held February 19, 2008. The Democratic Party of Wisconsin staff will make that calculation immediately following the primary and will provide the numbers to you, the Caucus Convener.

The total number of delegates who will proceed from the First Tier Caucus to the Congressional District Caucus has been determined by examining the number of votes cast for Governor. In the 4th Congressional District, one delegate and one alternate will be selected for every 1000 votes (or major portion thereof) cast for the Democratic nominee for Governor in 2006. In all other counties, there is one delegate and one alternate selected for every 500 votes (or major portion thereof) cast for the Democratic nominee for Governor in 2006. Those delegates will be elected to serve at the Congressional District Candidate Caucus which will be held on May 4 with registration from noon to 2:00 PM. The caucus will convene at 2:00 PM. A detailed accounting of the number of delegates for each county will be sent to each party by the end of February.

Please keep these instructions for your use at the Caucus on April 6.

Instructions

I. Room Preparation

A. Participant Registration Area Materials Needed:

- Several large tables with chairs for registrars
- Adequate number of registrars to be able to quickly register caucus participants
- A box of black ink pens
- Registration forms provided by the State Party – separate registration forms will be used for each presidential candidate
- Maps showing the geographic area covered by the caucus

B. Press and Visitor Registration Area

This MUST be totally separate from the participant registration area. Be certain to use the Press or Visitor form to register them. Provide I.D. tags to Press and Visitors. Arrange for a separate space in caucus and sub-caucus rooms for the Press and Visitors. All caucus and sub-caucus rooms are at all times open to the press, no exceptions; no meetings are closed. Visitors may be excluded by a majority vote of the sub-caucuses only; visitors may not be excluded from the general caucus meeting.

C. General Caucus Room

This area must be sufficiently large to accommodate all persons who attend the caucus. There should be an area in the front of the room for the Caucus convener.

D. Candidate Caucus Rooms

There must be sufficient rooms to permit a break of the various candidates' caucuses. In counties that are divided into more than one Congressional District there must be separate rooms for each candidate for each CD. The general caucus room can be used for one candidate if necessary. Each candidate must have their own room. Each room should have a table, sufficient chairs for the caucus participants, a chalkboard and chalk (or another display device), a ballot box, and blank paper ballots for the election of delegates and alternates (ballot paper will be supplied by the State Party and must be used).

Each Caucus must have a convener. While the Presidential candidates will likely want to have some input on this, if you do not hear from a specific candidate, the convener could be the Presidential candidate county representative.

E. Other Functions

Other tables can be set up for membership drives, food concessions, other fundraising, interest groups, etc. However, candidate tables may NOT be in the immediate registration area.

II. Registration – 12:00 PM to 2:00 PM on April 6, 2008

- Each participant must block print and sign the registration form provided by the State Party. This form will contain a statement of support for the Democratic Party. Identification may be requested to determine the identity and current address of the registrant. In no instance shall the requirement be more stringent than regular on-site voter registration. Participants must be at least 18 years of age and residents of the county for 10 days as of February 19, 2008.
- Hand each participant an Official Candidate Support Form provided by the State Party. This is to be completed in block printing and signed by the participant. It is to be retained by the

participant and deposited in the candidate's ballot box just outside the door of the candidates' sub-caucus room.

- C. Registration closes promptly at 2:00 PM. Only those persons in line at 2:00 PM are allowed to register. Appoint one of the registrars to stand at the end of the line to enforce this rule. One observer from each presidential caucus will also be permitted to stand at the end of the line, as well, if they request to do so.
- D. Count and total the number of participants registered and advise the general caucus convener of that number.

III. General Caucus Meeting

- A. The Caucus Convener shall call the caucus to order at 2:00 PM or as soon thereafter as all those in line at 2:00 PM have registered. Be certain a parliamentarian is present. Roberts Rules of Order shall be used insofar as they do not conflict with the Delegate Selection Plan and these rules.
- B. The Caucus Convener should briefly explain the procedures for the caucus and answer questions.
 - A strong pitch for party membership should be made at this time and membership forms should be distributed and collected. *(Under no circumstances should it be implied that membership is required to participate in the caucus; that would be in violation of the Selection Plan as required by the Democratic National Committee rules.)*
 - Announce the total number of delegates that will be selected to represent the area at the Congressional District caucus.
 - Announce the number of delegates who will be selected by each candidate sub-caucus today, as determined by the February 19, 2008 Presidential preference primary.
 - Read the list of presidential candidates who are eligible to form sub-caucuses. Candidates must have received at least 15% of the vote to be eligible. Only those candidates will be permitted to have sub-caucuses.
- C. The Caucus Convener shall then take an informal hand-count by candidate (and CD if a multiple CD county) to judge which rooms will be assigned to which group based on size.
- D. After establishing the room assignments, instruct participants to proceed to the candidate sub-caucus rooms.
 - Collection of Declaration Forms: Upon entering the room, the participant should deposit the signed official candidate support declaration in the ballot box just inside the door. Participants shall be given no less than 15 minutes and no more than 30 minutes to get to their sub-caucus room and deposit their declaration forms.
 - Once all participants have entered the sub-caucus room, the declaration forms shall be removed from the ballot box and given to the sub-caucus convener who shall have been designated by the candidate.

IV. Sub-caucus Meeting

- A. The first general order of business shall be for the sub-caucus convener to "pass the hat" to secure contributions to help the local party defray its caucus expenses. Local parties may ask for a voluntary contribution of up to \$1.00. No person can be required to pay any cost or fee to participate in the delegate selection process at any stage. The collection is to be turned over immediately to the County Party Treasurer.
- B. The sub-caucus convener shall then announce the time and place of the Congressional District caucus (May 4, 2008, registration from 12:00PM to 2:00 PM; caucus at 2:00 PM); the [Authorized and Paid For By the Democratic Party of Wisconsin, Joe Wineke, Chair](#)

State Convention (June 13 and 14, 2008 in Stevens Point, Wisconsin); and the National Convention (August 25-28, 2008 in Denver, Colorado).

Please inform all participants that neither the Democratic National Committee nor the Democratic Party of Wisconsin pays for their transportation, housing, or food at the Convention. Hotel arrangements have been made, but the individual delegate is responsible for his or her own costs.

- C. At this point, candidate appointed conveners may be replaced by the sub-caucus through a majority ballot procedure if that is the wish of the participants.
- D. The sub-caucus convener must, at this time, announce that only persons elected from this level to the Congressional District level who have filled out Statement of Intent and filed it in a timely manner will be eligible to seek district level delegate or alternate positions to the 2008 Democratic National Convention. Individuals only wishing to attend the Congressional District caucus need not have filed the Statement of Intent form. The Statement of Intent forms were due to the State Party by Friday, April 4, 2008 at 5:00 PM.
- E. Take nominations from the floor for individuals interested in becoming delegates to the 2nd Tier Congressional District Caucus. Write the names on a chalkboard or other display device.
- F. Each person running is entitled up to one minute for a statement on his or her own behalf unless the caucus votes otherwise and applies the same rule to all persons running. Such a vote can only be taken before any speeches are made.
- G. Appoint ballot clerks and begin the election process. A majority of those present and voting is required for election.
- H. Ballots shall be distributed and each participant may vote for up to the number to be elected. Remember that a majority vote is required for each individual candidate.
- I. Count the ballots.

Example

Five delegates are to be elected. One hundred ballots are cast; 51 required for election.

Nominees

Smith	82
Anderson	53
Adams	51
Lee	38
Jones	29
Brown	26
Wendt	22
Johnson	15

Smith, Anderson and Adams are elected because they received 51 or more votes. There are two remaining positions to fill. Drop the candidate(s) with the lowest vote totals (Johnson) until no more than twice the number of names (2) (Lee, Jones, Brown, and Wendt) remain for the position to be filled. Continue the balloting until a majority vote is reached.

- J. When all delegates have been elected, announce the winners and, using the same procedure, elect alternates. After any announcements, adjourn the sub-caucus. No other business shall be considered except the election of delegates.

- K. The candidate sub-caucus convener and the elected sub-caucus convener, if one was elected, shall immediately turn over to the Caucus Convener all material including ballots and participant support declarations.

V. Caucus Wrap-Up

The Caucus Convener shall mark the elected Delegates and Alternates on the Delegate Candidates list and, together with all registration forms, ballots for delegate/alternate selection and participant support declarations, and send all the material so as to be received at the Democratic Party of Wisconsin office, 222 West Washington Ave, Suite 150, Madison, WI 53703, no later than Friday, April 11, 2008.

Materials must be hand delivered or sent by certified mail except from those counties which have been given prior written approval to send them by UPS or other over-night courier service. There will be no exceptions made to this rule due to the sensitivity of the materials involved and the national requirements placed on the State Party to safeguard these records.

VI. Challenges or Disputes

In the event of a challenge to the implications of these rules at the caucus, the Caucus Convener and a representative of each presidential candidate shall attempt to resolve the issue. An aggrieved party may file a written appeal of the decision to the State Party's Executive Committee through Democratic Party of Wisconsin, 222 West Washington Avenue, Suite 150, Madison, WI 53703. Such appeal must be postmarked no later than Friday, April 11, 2008. (Metered postage other than that applied by the U.S. Postal Service itself does not qualify as a "postmark" for the purposes of these rules.)

The Executive Committee shall hear those appeals at a date, time and place to be determined within the limits imposed by the Delegate Selection Plan and these rules. The Committee's decision shall be final with the exception of appeal directly to the Compliance Assistance Commission of the Democratic National Committee, 430 South Capitol Street, S.E., Washington, D.C. 20003.