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NORTH DAKOTA  
DEMOCRATIC-NPL

2016

**DEM-NPL**

CAUCUS GUIDE

Please read through this guide carefully as soon as you receive it to make sure that you have a firm grasp of all Caucus Day procedures and to have answered any questions you may have. If you have questions concerning anything contained in the caucus packet, please contact staff at the Democratic-NPL Party (701-255-0460). On Caucus Day call this number only if you have serious questions about rules or procedures that cannot be resolved by review of this Caucus Guide.



## **BROAD OVERVIEW**

Attend your Legislative District Caucus on June 7, when each district will hold open caucuses to select delegates and alternates to the State Delegate Selection Meeting (“SDSM”). At the SDSM, which will take place in Bismarck on June 18, delegates will elect twenty-three (23) delegates and two (2) alternates to attend the 2016 Democratic National Committee Convention (“DNCC”) to nominate our candidates for president and vice president. These are competitive positions and delegates will need to actively campaign for them. All delegates and alternates are responsible for their own expenses, and potential delegates and alternates are free to fundraise to help pay for costs.

North Dakota is allotted to the DNCC twelve (12) district-level delegates and two (2) alternates; four (4) at-large delegates; two (2) Pledged PLEO<sup>1</sup> delegates; and, five (5) Unpledged PLEO<sup>2</sup> delegates. (NOTE: district-level delegates and alternates will be equally divided between men and women.)



## **FREQUENTLY ASKED QUESTIONS**

### **Who may participate in the June 7 caucus?**

Any person eighteen years of age or older who resides in North Dakota and is willing to be identified with the Democratic-NPL Party, its principles and its processes, shall be encouraged to and may participate fully, without discrimination on the grounds of race, sex, sexual orientation, gender identity, age, color, creed, national origin, religion, ethnic identity, economic status, or persons with disabilities as a delegate or alternate. Individuals will declare they are a Democrat by attending and participating in the presidential preference caucus, district convention or state convention. Participants shall be required to state that they are participating as a Democrat in the 2016 election and that statement shall be publically recorded on the sign in sheet at the caucus.

### **Is photo identification required to participate in the June 7 caucus?**

Photo identification is not required to participate in the caucus.

### **Can a person be a delegate to the Democratic National Committee Convention if the person is unable to attend the June 7 caucus?**

A person does not have to be present at the June 7 caucus to be a delegate to the national convention. (At-Large Delegate applications are due by June 10, 2016.)

### **In what kind of location should a caucus be held?**

Any building may be used as a caucus site, but it is recommended that the site is available for free when possible. Popular sites include, but are not limited to, schools, community centers, and union halls. A location shall be accessible/ADA compliant.

### **Can multiple districts hold their caucus in the same location?**

Yes, in areas where there are multiple districts in close proximity, a location may include more than one district. Note, however, that there may not be more than one caucus location per district

### **Are absentee ballots permitted in the June 7 caucus?**

No, participants must be present at the legislative-district level caucus to participate.

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<sup>1</sup> Pledged Party Leader and Elected Official, which are big city mayors and state-wide elected officials (to be given equal consideration); state legislative leaders, state legislators, and other state, county, and local elected officials and party leaders.

<sup>2</sup> Unpledged PLEOs are: Dem-NPL Party Chairperson and Vice Chairperson, DNC Committeewoman and Committeeman, and Sen. Heidi Heitkamp.



## DISTRICT-LEVEL CAUCUS TIMELINE

<b>Date</b>	<b>Activity</b>
April 25, 2016	Pre-registration for caucus participation begins at <a href="http://demnpl.com/caucus">demnpl.com/caucus</a>
May 3, 2016	Submit caucus location to Dem-NPL staff via email at <a href="mailto:people@demnpl.com">people@demnpl.com</a> or via phone at (701) 255-0460. All locations must be disability-accessible and should have WiFi capability.
May 6, 2016	Each District Chair shall issue news release, legal notice, or advertisement.
May 9, 2016	Delegate Selection Education conference call (information to follow)
May 17, 2016	Dem-NPL staff mails caucus supply packets
May 24, 2016	Dem-NPL staff issues public notice stating locations and purpose of caucus.
May 31, 2016	Dem-NPL staff issues public notice stating locations and purpose of caucus.
June 3-4, 2016	Caucus Chairs meet with volunteers and any sub-caucus chairs
June 6, 2016	District Chairs receive final pre-registration information from Dem-NPL staff
June 7, 2016	Hold your Legislative District Level Caucus at 7:00pm local time.
June 10, 2016	Statement of candidacy designating singular presidential or uncommitted preference and pledge support forms for district-level delegate or alternate to the DNCC due by 5:00pm CT.
June 10, 2016	Statement of candidacy designating singular presidential or uncommitted preference and pledge support forms for at-large delegate to the DNCC due by 5:00pm CT.
June 10, 2016	Statement of candidacy designating singular presidential or uncommitted preference and pledge support forms for PLEO delegate to the DNCC due by 5:00pm CT.
June 18, 2016	State Delegate Selection Meeting, where delegates, Standing Committee Members, Delegation Chair, and pages to the DNCC will be selected.



## DELEGATE NUMBERS BY LEGISLATIVE DISTRICT

<b>District</b>	<b>Allotted delegates for June 18 SDSM (to be elected at June 7 Legislative District Caucus)<sup>3</sup></b>	<b>Allotted alternates for June 18 SDSM (to be elected at June 7 Legislative District Caucus)</b>
District 01	4	4
District 02	6	6
District 03	6	6
District 04	9	9
District 05	7	7
District 06	8	8
District 07	7	7
District 08	7	7
District 09	11	11
District 10	9	9
District 11	13	13
District 12	7	7
District 13	11	11
District 14	7	7
District 15	8	8
District 16	10	10
District 17	11	11
District 18	10	10
District 19	8	8
District 20	9	9
District 21	11	11
District 22	10	10
District 23	10	10
District 24	10	10

<sup>3</sup>Each legislative district caucus will be entitled to elect one delegate and one alternate to the state delegate selection meeting for every 300 votes cast for the Democratic-NPL Party candidate for president in the last presidential election.



## DELEGATE NUMBERS BY LEGISLATIVE DISTRICT

<b>District</b>	<b>Allotted delegates for June 18 SDSM (to be elected at June 7 Legislative District Caucus)</b>	<b>Allotted alternates for June 18 SDSM (to be elected at June 7 Legislative District Caucus)</b>
District 25	9	9
District 26	10	10
District 27	10	10
District 28	6	6
District 29	7	7
District 30	7	7
District 31	8	8
District 32	8	8
District 33	6	6
District 34	8	8
District 35	10	10
District 36	5	5
District 37	5	5
District 38	6	6
District 39	5	5
District 40	5	5
District 41	10	10
District 42	9	9
District 43	9	9
District 44	13	13
District 45	9	9
District 46	11	11
District 47	9	9



## CAUCUS PREPARATION

Each location should have a Caucus Coordinator who will oversee the check-in process. If you are a Caucus Coordinator, the work you do to prepare in advance will help ensure a smooth and successful caucus. In many cases the Caucus Coordinator and Caucus Chair will be the same person. The following list of caucus preparations will help ensure the success of your caucus:

- 1) Read through this guide to ensure you have a firm understanding of caucus procedures. You should contact Dem-NPL staff at (701) 255-0460 to get answers to any questions you have well in advance of Caucus Day.
- 2) Follow the District-Level Caucus Timeline.
- 3) Set up a time to communicate with state party staff to ensure you feel comfortable with everything.
- 4) Depending on the size of your location and projected attendees, you may consider the following volunteer positions:
  - Volunteer coordinator
  - Outside door-greeters
  - Registration check-in: one person per hundred projected attendees
  - Program speakers
  - Inside door-greeters
- 5) Schedule a walk-through of your Caucus location. For all locations, determine where sub-caucuses can most easily occur so that you may direct candidates' supporters to those areas on Caucus Day. Make sure to test the WiFi, if applicable.
- 6) Open caucus supply packet and familiarize yourself with contents. Ensure you have enough materials for your expected turnout. Your supply packet will include:
  - This Planning Guide
  - Appeals forms
  - Caucus Chair Script
  - Check-in table signs
  - Media credentials
  - National Delegate flyers



## CAUCUS LOCATION PREPARATION

- 1) Caucus Chair, Caucus Coordinator, and volunteers arrive by 5:00pm at the latest to set up the area.
- 2) Don't forget to keep the main doors locked or you will have early arrivals before check-in is ready.
- 3) Inspect the Caucus area both inside and outside and post directional signage as necessary
- 4) Set up the check-in area, ensure table signage is posted clearly.
- 5) Ensure that all printed materials are laid out properly in the proper locations.
- 6) Set up seating area – if needed use tape on the floor to designate seating areas.
- 7) You should have space for the following areas:
  - Each presidential candidate
  - Uncommitted
  - Observers
  - Media
- 8) All volunteers should be in their places fifteen minutes before the doors open.
- 9) Prepare the stage area.
- 10) The Caucus Chair should make several announcements prior to 7:00pm regarding the doors closing promptly at 7:00pm.





## **CAUCUS LOCATION PREPARATION**

**Please note that the order and items in this section are required.**

- 1) The Caucus Chair announces the purpose of the meeting, which is to elect delegates and alternates to the SDSM. The chair will be the legislative district chair. If the legislative district chairperson does not attend the caucus, those members of the district in attendance shall elect a chairperson to serve for the meeting.
- 2) The Pledge of Allegiance or other patriotic opening ceremonies take place.
- 3) The chairperson shall call for requests to caucus. Any participant may request a preference caucus on a candidate or issue. The request shall be granted, provided there are enough people committing themselves to attend the preference caucus to be entitled, proportionally, to elect at least one full delegate to the state delegate selection meeting.
  - For example: District X is entitled to send 10 Delegates to the State Delegate Selection Meeting. There are 30 people that attend the Legislative District Caucus for District X. In order for a request to caucus to be granted, at least 3 attendees must commit themselves to the preference caucus.
- 4) The chairperson of the legislative district caucus shall select a temporary chairperson from and for each preference caucus and uncommitted caucus, and shall assign the number of full delegates and alternate that each preference caucus and the uncommitted caucus shall elect to the state delegate selection meeting. At least thirty minutes shall be granted for the preference and uncommitted caucuses.
- 5) Preference and uncommitted caucuses shall call for nominations for delegates and alternates to the state delegate selection meeting within their caucus. Persons wishing to be a delegate or alternate may nominate themselves. Starting with the election of the first delegate position the candidate receiving the highest number of votes will be elected to fill the allocated delegate position. After the delegates are elected then the alternate positions will be filled in the same manner.
- 6) Immediately upon conclusion of the caucus, the Caucus Chair shall report to Dem-NPL staff at (701) 255-0460 or via email at [people@demnpl.com](mailto:people@demnpl.com):
  - The number of participants in their respective district;
  - Their final delegate allocation counts.
- 7) The Caucus Chair shall forward the name, address email and telephone number of each delegate and alternate to the State Party within two days of the legislative district caucus via email at [people@demnpl.com](mailto:people@demnpl.com) or by mailing them to the state party at 1902 E Divide Ave, Bismarck, ND 58501.