



Precinct Caucuses 2018

STEP-BY-STEP PREFERENCE BALLOT PROCEDURES

Organizing Unit Chairs and Caucus Chairs are responsible for 1) the orderly conduct of registration and balloting, 2) the accurate counting and tallying of votes, 3) the timely reporting of results, and 4) the preservation of all caucus materials (particularly: registration info, ballots and the tally form for each precinct).

Before January 22 – Unit Chair

Provide the **name, email address, and phone number** of the person who will serve as the Organizing Unit point-of-contact for DFL headquarters staff on caucus night, February 6, to Hannah Quinn at hquinn@df.org or 651.251.6373. This contact person will be responsible for the gathering and reporting of ballot results from each precinct in your unit. If your unit would like to split up the reporting process, please provide the names of all authorized reporters (up to three per Organizing Unit). Inform all caucus convenors of the process you will use to gather the ballot results from their precincts. **All results must be reported as early as possible on February 6.**

February 6: Caucus Night – Convenor/Caucus Chair

STEP 1: Recruit people to assist at the caucus at registration and at the ballot box to ensure that attendees complete registration online or on paper (legibly and completely) **before** they are given a ballot.

STEP 2: Registration of attendees may begin as soon as everything is ready at each location, but **must begin no later than 6:30pm**. Balloting begins as soon as registration opens. The preference ballot is a secret ballot and does not require a signature on the back. A person may participate in the preference ballot without staying for the caucus meeting.

STEP 3: Once elected, the caucus chair takes over from the convenor and runs the caucus meeting. (The convenor is often elected to serve as caucus chair.)

STEP 4: Ask for at least two volunteers to serve as tellers to count the votes cast in the preference ballot. It is recommended that supporters of different candidates serve as tellers. (Observers are also welcome to respectfully watch the ballots being counted, but must not touch the ballots or interrupt the counting. Any questions or requests for a recount should wait until after the tellers have completed their process.)

STEP 5: Preference balloting must continue until 8:00pm, at which point balloting may stop, unless there are people still in line to register. Remind attendees that balloting is about to end, in case they have not yet voted. Once all have registered and cast their ballots, counting may begin.

STEP 6: Once ballot counting has begun, carefully count the number of registered attendees and record the total on the tally form. More than one person should do this count to ensure accuracy.

STEP 7: Tellers should first separate ballots into piles by candidate, then count each pile to determine the number of votes received by each candidate. A question by the observers should be resolved by the tellers doing a recount, as necessary. The tellers and observers must agree on the accuracy of each total before it is recorded on the tally form. Then, the total number of votes cast in the precinct must be recorded on the tally form.

STEP 8: The total number of registrants must be greater than or equal to the number of votes cast. If this is not the case, a recount of the registrants and votes cast should be conducted and the tally form must be corrected as needed.

STEP 9: The caucus chair, tellers and all observers must sign the tally form, attesting to its accuracy.

STEP 10: Place all ballots in an envelope labeled with the organizing unit and precinct and seal the envelope. **Do not dispose of the ballots!**

STEP 11: Announce the results of the preference balloting to the caucus attendees.

STEP 12: As soon as possible (even before the caucus is adjourned), report the number of registrants and the vote total for each candidate to the Unit Chair (or designated contact person) who will then report the results to DFL Headquarters.

STEP 13: After the caucus adjourns, gather all registration info, preference ballots and the tally form (as well as all resolutions considered and any other documents) and return these to the Unit Chair for safekeeping. These are the records that will be accessed in the event of a challenge.

February 6: Caucus Night – Unit Chair (or designated Contact Person)

STEP 1: Gather the ballot results from all precincts in your unit as early on caucus night as possible. In most cases, balloting will end by 8:00pm and totals should be known soon after. Instruct convenors that their precinct totals should ideally be reported to you immediately after they are announced to the caucus attendees. It is not necessary to wait until the caucus adjourns.

STEP 2: Use a computer or smartphone to access the DFL Reporting Website, or call the designated phone number you were given with your individual password ready, to report the number of registered attendees and the number of votes cast for each candidate – **by precinct**. It is not necessary to have all the vote tallies from all the precincts in your unit before reporting to the DFL Headquarters.

STEP 3: As the point-of-contact, it is your responsibility to report all results in a timely manner. There will be a lot of attention paid by campaigns and news media to the outcome of the DFL preference ballot.

After the Caucus – Unit Chair

Unit Chairs must gather and organize all the documents from each precinct caucus. Keeping all these documents in order is very important. In case of a challenge, the ballots, registration info and tally forms would be needed.

Questions

For answers to any questions you have about this process, contact:

Vicki Wright, Training & Party Affairs Director
651.251.6352 or vwright@df.org

Hannah Quinn, Deputy Training & Party Affairs Director
651.251.6373 or hquinn@df.org