

CAUCUS CHAIR INSTRUCTIONS

SETTING THE DATE, TIME AND LOCATION OF YOUR CAUCUS

- ✓ Caucuses must be held between February 10th and February 24th, 2010.
- ✓ Caucuses must be held in a public location that is compliant with the Americans with Disabilities Act.
- ✓ Submit your caucus information to the DSC by using the website massdems.org or by returning the enclosed postcard by January 11th 2010.
- ✓ If you would like to hold two or more ward caucuses in the same building but in separate rooms, please return the City Caucus Location Waiver (see Appendix A) to the DSC by January 11th, 2010.

PREPARING FOR YOUR CAUCUS

- ✓ Notify registered Democrats in your town or ward of the caucus. The notice should appear in local media no sooner than thirty and at least nine days before the caucus (see Sample Press Release Appendix B). Please note that individuals wishing to run as delegate or vote at the caucus must be registered Democrats in their town or ward as of December 31, 2009.
- ✓ Obtain a copy of the most recent official registration of Democrats from your town or city clerk or elections official.
- ✓ Recruit volunteers to assist with registration and balloting at the caucus.
- ✓ Make copies of Add-On Delegate forms and Registration Fee Waivers to distribute as needed at the caucus (See Appendix C-F). These forms can be downloaded at massdems.org.

CAUCUS DAY

- ✓ Arrive at the location at least 45 minutes before the caucus is scheduled to ensure that set up goes smoothly.
- ✓ The caucus is open to all Democrats, persons ineligible to register (children, non-citizens) and media, but only registered Democrats residing in the ward or town may vote and/or run for Delegate/Alternate.
- ✓ If the town or ward committee would like to conduct other business, the caucus must be completed and adjourned before another meeting is called to order.

- ✓ Registration must be opened 15 minutes before the scheduled start of the Caucus and must remain open until all persons presenting themselves 15 minutes after the scheduled start time have registered.
- ✓ Read aloud the letter from Chairman John Walsh (included in this mailing).
- ✓ Balloting must begin within one hour of the start of the caucus.
- ✓ Confirm that the rules have been posted or distributed, the affirmative action goals outlined and the number of delegates and alternates (equally divided between men and women) announced.
- ✓ Nominations must be made separately for each candidate and not for a slate.
- ✓ Before voting begins, post the names of all candidates.
- ✓ Candidates may make a brief statement and/or distribute material.
- ✓ Alternates are elected after delegates. Please rank alternates according to the number of votes received. In the case of a tie, please decide by lot.
- ✓ Remind elected Delegates/Alternates that the \$75 registration fee is due by April 9th, 2010. This fee is \$50.00 for a person with disabilities, a person 65 years of age or older or a full time student. Delegates are encouraged to pay their registration fees online at www.massdems.org.
- ✓ If a Delegate/Alternate is unable to pay the registration fee, he/she may apply for a fee waiver (see Appendix C). Forms can be downloaded at www.massdems.org.
- ✓ Distribute hotel information and any other convention material. Remind Delegates and Alternates that in May they will receive a mailing which includes directions, restaurant and local attractions, and information on receptions and other events at the Convention.

AFTER THE CAUCUS

- ✓ Chairs are encouraged to submit information online within two days of the caucus by utilizing the caucus website massdems.org/caucus. The original certification, tally and caucus sign-in sheets should also be returned to the DSC within two days of the caucus in the envelope provided or by fax to 617-776-2579 or by emailing a scanned copy to caucus@massdems.org. Please retain a copy for your records before mailing and if possible confirm that the party received the forms.
- ✓ If the book is not received by May 22nd, no one will be seated in the Ward or Town *ex officio* delegate position.
- ✓ Retain all ballots and a copy of all consent to nomination forms for at least 30 days after the caucus.
- ✓ Encourage those who are eligible and were not elected delegates or alternates to apply as add-on delegates (See Appendix D-F).