

MASSACHUSETTS
DEMOCRATIC PARTY



The 2004 Preliminary Call to Convention

The Massachusetts Democratic Party, in fulfillment of the “Charter of the Democratic Party of the Commonwealth of Massachusetts”, hereby calls a Convention for the purpose of grassroots organizing and training and amending the Party Charter. Said Convention will be held at the Mullins Center at the University of Massachusetts, Amherst on Saturday, May 8, 2004. The schedule will be announced in the Final Call to Convention, which will be published in April 2004.

The Massachusetts Democratic Party • Philip W. Johnston, Chair • 10 Granite Street, Quincy, MA 02169
617-472-0637 • www.massdems.org • Fax: 617-472-4391

PLEASE NOTE THE FOLLOWING IMPORTANT CHANGES FROM PREVIOUS EDITIONS OF THE PRELIMINARY CALL TO CONVENTION:

- ❖ Caucus date is Saturday, January 24, 2004.
- ❖ Entrance to and egress from the meeting may not be barred at any time.
- ❖ A late fee will be charged to delegates who do not send in their Convention Registration within ten days of the caucus. Registration fees can be paid by credit card.
- ❖ Pages 11-22 tear out for your convenience. Please remove these pages as a “book,” use them during your caucus, and mail back to the State Committee.
- ❖ Please note the forms on pages 6-9. Please copy these forms for members of your town/ward committees and others who may need them.
- ❖ All forms must be filled out completely and accurately. Incomplete applications for add-on delegates and waivers will not be accepted.
- ❖ If a caucus is not held or no delegates are elected, please return form on page 11, indicating such.
- ❖ All caucus information can be submitted by email at **caucus04@massdems.org**.

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TIMELINE AND CHECKLIST FOR CAUCUS CHAIRS

Please note that this checklist is intended as a guideline and does not substitute for the Method of Selecting Delegates to the 2004 Massachusetts Democratic Convention (pages 23-27).

I. SETTING THE DATE, TIME AND LOCATION OF YOUR CAUCUS

- Caucus must be held on Saturday, January 24, 2004.
- Return the enclosed "Caucus Location" card no later than January 8, 2004 or by email at **caucus04@massdems.org**.
- Caucus must be held in a public location that is accessible to people with disabilities.
- If you would like to hold two or more ward caucuses in the same building but in separate rooms, please complete the Caucus Location Waiver on page 6, including signatures from all relevant parties, and return to the State Committee by January 8, 2004.
- If the Democratic State Committee has not received a notice of caucus location by January 8, any ten Democrats in a town or ward may request permission to hold a caucus. See form on page 7. (Rule 5).
- Challenges to caucus location must be filed with the DSC by January 8, 2004.

II. PREPARING FOR YOUR CAUCUS

- Notify registered Democrats in your town or ward of the caucus by placing notice in one newspaper of general circulation and one of Affirmative Action outreach (or, if not available, one of free circulation) between December 26, 2003 and January 15, 2004. See the sample press release on page 5. The notice should appear at least twice before the caucus.
- Indicate newspapers to which you sent notices of the caucus on the "Caucus Location" card, which must be returned to the State Committee by January 8, 2004 or by email at **caucus04@massdems.org**.
- Obtain a copy of the most recent official registration of Democrats from your town or city clerk or elections official. Town and ward committees are entitled to one free voter list per year.
- Check the delegate/alternate allocation table on pages 30-31 to determine how many delegates and alternates will be elected from your town/ward.
- Recruit volunteers to assist with registration and balloting at the caucus.**
- Collect all necessary supplies for the caucus, including: ballots, pens, tape, posterboard or chalk board to list candidates' names, signs to identify caucus location, etc.
- Make copies of pages to distribute as needed at caucus.

III. CAUCUS DAY

- Arrive at the location at least 45 minutes before caucus is scheduled to ensure that set up goes smoothly.
- All attendees must print their names legibly on the sign in sheets.**
- Only registered Democrats residing in ward or town may vote and or run for Delegate/Alternate, but the caucus is open to all Democrats, persons ineligible to register (children, non-citizens) and media representatives.
- Call the caucus to order at the stated time.
- Review the agenda, as stated in Rule 6. No other business may be done. 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.
- Encourage all interested Democrats to run for delegate. If someone does not get elected delegate but qualifies for one of the add-on categories, he/she may apply using the form on page 9. However, it is preferable people run for delegate at the town/ward level first.

- Close registration at 15 minutes past the time of the caucus. People in line at that time are eligible to register and vote. Entrance to and exit from the meeting may not be barred at any time.
- Once registration is closed, balloting may begin. Balloting must begin by one hour past the call 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.
- Open nominations. Candidates must give their consent to nomination in writing or by letter.
- Slate making is allowed, but no special preference shall be given to slates. Nominations must be made separately for each candidate, not for the slate as a whole. (Rule 20)
- Before voting begins, post the names of all candidates.
- Candidates may make a brief statement and/or distribute material. (Rule 24)
- Candidates who are unopposed may be deemed elected and no ballot is required.
- Separate ballots must be used for election of male, female and “either” delegates and alternates, except when an election is uncontested. Election is by plurality; a second ballot shall be used only in the case of a tie.
- Alternates shall be elected after delegates. **Please rank alternates according to the number of votes received. In the case of a tie, please decide by lot.** This is necessary to determine the order in which alternates will replace delegates if necessary.
- Explain the process for challenging a caucus if necessary (Rule 33).
- Remind elected Delegates that they must pay the \$55 registration fee within ten days after the caucus. A \$35.00 registration fee will be accepted for a person with disabilities, a person 65 years of age or older or a full time student. Hand out envelopes for this purpose. (If, for some reason, you do not have the correct number of envelopes, other envelopes can be used.) If a delegate is unable to pay the registration fee, he/she may apply for a fee waiver (see form on page 8). Remind delegates that a late fee of \$10 will be charged if registration is not received within ten days after the caucus. Fee can be paid by credit card. **A boxed lunch will be provided for an additional fee of \$10.00.**
- Before elected Delegates and Alternates leave the caucus, make sure all information is complete (see pages 11-22).
- Remember to distribute to all Delegates and Alternates hotel information and any other convention material available.**

IV. AFTER THE CAUCUS

- Mail the original certification, tally and caucus sign-in sheets to the State Committee within TWO days after the caucus.** Please note that pages 11-22 pull out of this booklet for that purpose. Please retain a copy for your records before mailing. Chairperson may submit information by email at caucus04@massdems.org.
- 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 form on page 9).

PLEASE CALL THE MASSACHUSETTS DEMOCRATIC STATE COMMITTEE WITH ANY QUESTIONS AT 617-472-0637.

V. PRE-CONVENTION

- Charter Amendment proposals will be due to the State Committee office by, March 15, 2004.
- In April all delegates will receive a mailing with details concerning the convention. This mailing, the “Call to Convention,” will include order of business, directions, restaurant and local attractions, and information on receptions and other events at the Convention.

SAMPLE PRESS RELEASE

DEMOCRATS TO HOLD CAUCUS IN _____.

Registered Democrats in (town/ward) will be holding a caucus at (location) on (date) at (time) to elect (number) delegates and (number) alternates to the 2004 Massachusetts Democratic Convention. Delegates will be divided equally between men and women.

The Convention will be held on Saturday, May 8, 2004, at the Mullins Center, UMASS at Amherst. The political stakes are high this year, and for that reason the 2004 state convention will focus on energizing grassroots activists, as well as attracting young people into the Democratic Party. This reformatted convention will offer a range of public policy discussions, professional campaign training and special forums which will highlight issues of concern to young people.

The caucus is open to all registered Democrats in (town/ward). Candidates for delegate and alternate must consent to nomination in writing. All candidates may make a two minute statement and may distribute materials on their behalf. All ballots will be written and secret. Those not elected as Delegate and Alternate, who meet the qualifications, may apply to be add-on delegates in the following categories: youth, minority and disabled.

Discrimination on the basis of race, sex, age, color, creed, national origin, religion, ethnic identity, sexual orientation or economic status in the conduct of the caucus is strictly prohibited. Challenges to the delegate selection process can be filed with the Massachusetts Democratic Party, 10 Granite Street, Quincy, MA 02169 no later than ten days after the caucus date.

For more information, please contact the Democratic State Committee at 617-472-0637.

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HOW TO RUN FOR DELEGATE OR ALTERNATE

To run as a delegate, a person must:

- ⇒ Be a registered Democrat as of December 31, 2003
- ⇒ Be registered in the town and ward in which he or she plans to run.
- ⇒ Consent to nomination in writing. If not present, a letter must be submitted by the caucus date.
- ⇒ Be prepared to make a two minute statement and/or distribute materials on his/her behalf.
- ⇒ If elected, pay the registration fee or apply for a fee waiver within ten days of the caucus.

HOW TO PARTICIPATE IN A CAUCUS

To vote in a caucus, a person must:

- ⇒ Be a registered Democrat in the town/ward in which you wish to vote as of December 31, 2003
- ⇒ Arrive at Caucus within 15 minutes of its scheduled time. No one will be admitted after 15 minutes past the scheduled time.

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SITE WAIVER REQUEST FORM

This form must be filled out by cities that desire to hold more than one ward's caucus in the same location and returned to the Democratic State Committee by Thursday, January 8, 2004 by fax or mail.

The city of _____ hereby requests a waiver to hold the following ward caucus on January 24, 2004 at _____ (location) at _____ (time).

Each ward caucus will be held in a separate space. City and ward chairs please print and sign below:

Print & Sign name	Print & Sign name
Ward _____	Ward _____
Ward _____	Ward _____
Ward _____	Ward _____
Ward _____	Ward _____
Ward _____	Ward _____
Ward _____	Ward _____

CAUCUS PROPOSAL FOR TOWNS IN WHICH NO CAUCUS IS CALLED
BY JANUARY 8, 2004

Per Rule 5, "If a meeting has not been scheduled and announced by January 8, 2004, any ten registered Democrats residing in the affected ward or town may be authorized to call such a meeting, provided they each sign a request from such authority from the Democratic State Committee to be submitted by January 20, 2004."

We, the undersigned, registered Democrats in _____ (town/ward), call a caucus to be held at _____ (location) on _____ (date) at _____ (time).

Signed,

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

CONVENTION REGISTRATION FEE WAIVER REQUEST FORM

➔ **Caucus Chairs:** Please make copies of this form for delegates and alternates requesting financial assistance.

This form **MUST** be submitted to the Democratic State Committee within **TEN DAYS** after date of the caucus. Please call 617-472-0637 with any questions. Please retain a copy for your files.

To be filled out by delegate or alternate requesting a waiver: (Please fill out the entire form, **incomplete forms will be rejected.**)

Name: _____
Address: _____
City/Town: _____ Ward: _____
Zip: _____ Phone: _____
Email: _____

I request a waiver of all/part (circle one) of the Massachusetts Democratic Party's 2004 Convention registration fee. Paying the fee will be a financial hardship.

My family size is _____ (includes adults and dependent children).
My family income is _____ per year.
I am a student at _____.
Other circumstances to be taken into consideration:

_____.

I understand the Waiver Review Committee will review my request only if this information is complete in its entirety. I also understand that the Committee will inform me what portion, if any, of the delegate/alternate fee is waived. I will pay the portion due upon notice from the State Committee.

I certify that the statements above are true and accurate to the best of my knowledge.

Signature: _____

The Massachusetts Democratic Party recognizes the importance of including all Democrats and has taken these steps to make it possible for all people to attend the Convention.

Federal 2004 Guidelines place individuals with annual incomes of \$8,980, families of two with annual income of \$12,120, and families of four with annual incomes of \$18,400 at the poverty line.

This application can be faxed to the Democratic State Committee.

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ADD-ON DELEGATE APPLICATION FORM

2004 Democratic State Convention

This form **must** be filled out completely. **NO exceptions will be made.** Copies of this form will be accepted.

To be filled out by add-on delegate applicant:

I am applying to be a (please check only **one category** and detail as appropriate):

- Youth Delegate.** My date of birth is _____. (youth delegate applicants must be between 18 and 35 years of age. The number of youth delegates will be determined by Rule 30 in the Method of Selecting Delegates.)
- Minority Delegate.** (in accordance with Article One of the Charter of the Massachusetts Democratic Party)
I am: Black Hispanic Asian American Native American Cape Verdean
- Disabled Delegate.** (In accordance with Article One of the Charter of the Massachusetts Democratic Party)
My disability is _____ and I require the following special accommodations: _____

Please print the following information. All information is mandatory. **Please use voting address.**

Name _____ Male Female

Address _____

City _____ Zip _____ Ward/Precinct _____

Email _____ Phone _____

⇒ **State Senate District** _____

(if you do not know your ward, precinct or state senate district, please call your local elections commission or city or town hall for assistance.)

I attended/ran for delegate in my local caucus: yes no

I have previously attended a State Convention as a delegate: yes no

I participate in a Democratic organization: yes no (specify) _____

I certify that I am a registered Democrat on or before December 31, 2003:

Sign: _____ **Date:** _____

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. THANK YOU.

Please return this form to the Democratic State Committee by 5:00 pm March 12, 2004. Late applications will not be accepted. If you have any questions, please contact 617-472-0637. This application can be faxed to the Democratic State Committee 617 472-4391.



John Olver
Member of Congress

Welcome delegates!

As a former UMass professor and a proud resident of the Town of Amherst, I look forward to welcoming all delegates to the 2004 Massachusetts Democratic Party Convention at the Mullins Center on May 8th. With the National Convention in Boston looming in July, this session takes on particular importance.

Our party needs to jump-start grassroots activists for the 2004 races, and the state convention will be a great vehicle for doing just that. It is being planned as a different kind of convention – one that will feature programs and policymakers particularly aimed at young Democrats. We need these young activists on the ground in record numbers in order to achieve victories at all levels of government this November.

Our nation is truly at a crossroads. Our economic future, our shared social contract, our cherished liberties, our quality of life, and our place in the global community are all at stake. Let's make Amherst '04 the starting point for essential new directions!

— Congressman John Olver, 1st District



Please NOTE!

The Massachusetts Democratic State Convention will be held at the Mullin Center at the University of Massachusetts, Amherst on Saturday, May 8, 2004. A list of hotels in the area will be made available separately and distributed by the chair at the caucus. If you would like to make reservations for the weekend of the convention **please call the hotel of your choice directly.**

CERTIFICATION FORMS

DELEGATE & ALTERNATE VOTE TABULATION AND CERTIFICATION FORMS FOR _____ (TOWN/CITY), WARD _____

Each ward must submit a separate form.

INSTRUCTIONS:

- ➔ Forms must be filled out legibly.
- ➔ Forms must be completed by the caucus Chair (the committee Chair, or, if Chair is unable to attend caucus, the next highest ranking officer or a person appointed by the DSC).
- ➔ Check the appropriate box next to delegate's names to indicate minority, disabled and young Democrats who are elected delegates and/or alternates.
- ➔ Please list any special needs for delegates (i.e. wheelchair access, sign language, etc.).
- ➔ Original forms must be mailed within two days of the caucus by caucus chair. Please remove entire center section of booklet (pages 11-22). You may submit information by email at caucus04@massdems.org.
- ➔ See pages 30-31 for a guide to the # of delegates and alternates, each town is allowed to elect.
- ➔ With proof of eligibility those persons who are disabled, 65 years of age or older or a full time student may pay a \$35.00 delegate fee. Fee can be paid by credit card.



PLEASE PRINT:

These forms have been completed by _____ (Caucus Chair)

Address _____

City _____ Zip _____

Phone _____ Work Phone _____

Cell Phone _____ Email _____

If Caucus Chair is not Committee Chair, please print name of Committee Chair: _____

I hereby certify that these forms are accurate and complete and that said persons have been duly elected according to the rules set forward by the Massachusetts Democratic State Committee.

Sign name: _____ (Caucus Chair)

Print name: _____

Dear Fellow Democrats:

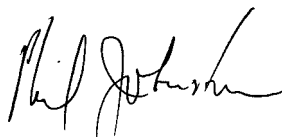
We all agree that Massachusetts deserves a state government that reflects our deeply-held values and understands its mission to serve all people with honesty, compassion and intelligence. Conversely, the Romney administration has repeatedly rejected that view throughout the past year.

It is critical, therefore, that Democratic activists across the state focus on the need to maintain and add to our numbers in the Legislature in 2004. The Republicans have publicly staked out a strategy in which they plan to challenge incumbent Democrats who have opposed Governor Romney's so-called government reforms. For several months, the Democratic Party has been quietly plotting our own plan to support our targeted incumbents and to find serious candidates who will oppose Republican officeholders.

Ample financial resources will not guarantee victory for either party. For Democrats, our strength has always been in our numbers. Next year, more than ever, we need our broad base of grass roots activists to play a major role in protecting our Democratic incumbents and in electing Democratic challengers to Republican officeholders.

The 2004 state convention has been developed with this mission in mind. Rather than filling the day with speeches and agenda votes, the May 8th state convention will feature serious panel discussions on significant public policy issues, an intense day-long program of campaign training courses and a third track that will highlight issues of importance to young voters. There is no better venue for this unique format than the Mullins Center at the University of Massachusetts at Amherst.

Thank you for participating in the caucuses to elect delegates to our 2004 state convention. Your commitment to helping Democrats win elected office will ensure a better future shared by all people of this state.



Phil Johnston
Chairman

2004 DELEGATE CERTIFICATION FORMS - MEN

Please make copies of forms as necessary.

PRINT ALL INFORMATION LEGIBLY. FILL OUT COMPLETELY

<hr/> Name: First	<hr/> M.I.	<hr/> Last
<hr/> Address		<hr/> Ward
<hr/> City/Town		<hr/> Zip
<hr/> Phone Number		<hr/> e-mail
<hr/> <input type="checkbox"/> Minority <input type="checkbox"/> Youth <input type="checkbox"/> Disabled <input type="checkbox"/> Senior Citizen		

<hr/> Name: First	<hr/> M.I.	<hr/> Last
<hr/> Address		<hr/> Ward
<hr/> City/Town		<hr/> Zip
<hr/> Phone Number		<hr/> e-mail
<hr/> <input type="checkbox"/> Minority <input type="checkbox"/> Youth <input type="checkbox"/> Disabled <input type="checkbox"/> Senior Citizen		

<hr/> Name: First	<hr/> M.I.	<hr/> Last
<hr/> Address		<hr/> Ward
<hr/> City/Town		<hr/> Zip
<hr/> Phone Number		<hr/> e-mail
<hr/> <input type="checkbox"/> Minority <input type="checkbox"/> Youth <input type="checkbox"/> Disabled <input type="checkbox"/> Senior Citizen		

<hr/> Name: First	<hr/> M.I.	<hr/> Last
<hr/> Address		<hr/> Ward
<hr/> City/Town		<hr/> Zip
<hr/> Phone Number		<hr/> e-mail
<hr/> <input type="checkbox"/> Minority <input type="checkbox"/> Youth <input type="checkbox"/> Disabled <input type="checkbox"/> Senior Citizen		

<hr/> Name: First	<hr/> M.I.	<hr/> Last
<hr/> Address		<hr/> Ward
<hr/> City/Town		<hr/> Zip
<hr/> Phone Number		<hr/> e-mail
<hr/> <input type="checkbox"/> Minority <input type="checkbox"/> Youth <input type="checkbox"/> Disabled <input type="checkbox"/> Senior Citizen		

<hr/> Name: First	<hr/> M.I.	<hr/> Last
<hr/> Address		<hr/> Ward
<hr/> City/Town		<hr/> Zip
<hr/> Phone Number		<hr/> e-mail
<hr/> <input type="checkbox"/> Minority <input type="checkbox"/> Youth <input type="checkbox"/> Disabled <input type="checkbox"/> Senior Citizen		

2004 DELEGATE CERTIFICATION FORMS - MEN

Please make copies of forms as necessary.

PRINT ALL INFORMATION LEGIBLY. FILL OUT COMPLETELY

Name: First	M.I.	Last

Address		Ward

City/Town		Zip

Phone Number		e-mail

<input type="checkbox"/> Minority <input type="checkbox"/> Youth <input type="checkbox"/> Disabled <input type="checkbox"/> Senior Citizen		

Name: First	M.I.	Last

Address		Ward

City/Town		Zip

Phone Number		e-mail

<input type="checkbox"/> Minority <input type="checkbox"/> Youth <input type="checkbox"/> Disabled <input type="checkbox"/> Senior Citizen		

Name: First	M.I.	Last

Address		Ward

City/Town		Zip

Phone Number		e-mail

<input type="checkbox"/> Minority <input type="checkbox"/> Youth <input type="checkbox"/> Disabled <input type="checkbox"/> Senior Citizen		

Name: First	M.I.	Last

Address		Ward

City/Town		Zip

Phone Number		e-mail

<input type="checkbox"/> Minority <input type="checkbox"/> Youth <input type="checkbox"/> Disabled <input type="checkbox"/> Senior Citizen		

Name: First	M.I.	Last

Address		Ward

City/Town		Zip

Phone Number		e-mail

<input type="checkbox"/> Minority <input type="checkbox"/> Youth <input type="checkbox"/> Disabled <input type="checkbox"/> Senior Citizen		

Name: First	M.I.	Last

Address		Ward

City/Town		Zip

Phone Number		e-mail

<input type="checkbox"/> Minority <input type="checkbox"/> Youth <input type="checkbox"/> Disabled <input type="checkbox"/> Senior Citizen		

2004 DELEGATE CERTIFICATION FORMS - WOMEN

Please make copies of forms as necessary.

PRINT ALL INFORMATION LEGIBLY. FILL OUT COMPLETELY

Name: First			M.I.			Last		
Address						Ward		
City/Town						Zip		
Phone Number						e-mail		
<input type="checkbox"/> Minority <input type="checkbox"/> Youth <input type="checkbox"/> Disabled <input type="checkbox"/> Senior Citizen								

Name: First			M.I.			Last		
Address						Ward		
City/Town						Zip		
Phone Number						e-mail		
<input type="checkbox"/> Minority <input type="checkbox"/> Youth <input type="checkbox"/> Disabled <input type="checkbox"/> Senior Citizen								

Name: First			M.I.			Last		
Address						Ward		
City/Town						Zip		
Phone Number						e-mail		
<input type="checkbox"/> Minority <input type="checkbox"/> Youth <input type="checkbox"/> Disabled <input type="checkbox"/> Senior Citizen								

Name: First			M.I.			Last		
Address						Ward		
City/Town						Zip		
Phone Number						e-mail		
<input type="checkbox"/> Minority <input type="checkbox"/> Youth <input type="checkbox"/> Disabled <input type="checkbox"/> Senior Citizen								

Name: First			M.I.			Last		
Address						Ward		
City/Town						Zip		
Phone Number						e-mail		
<input type="checkbox"/> Minority <input type="checkbox"/> Youth <input type="checkbox"/> Disabled <input type="checkbox"/> Senior Citizen								

Name: First			M.I.			Last		
Address						Ward		
City/Town						Zip		
Phone Number						e-mail		
<input type="checkbox"/> Minority <input type="checkbox"/> Youth <input type="checkbox"/> Disabled <input type="checkbox"/> Senior Citizen								

2004 DELEGATE CERTIFICATION FORMS - WOMEN

Please make copies of forms as necessary.

PRINT ALL INFORMATION LEGIBLY. FILL OUT COMPLETELY

<hr/> Name: First	<hr/> M.I.	<hr/> Last
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<hr/> <input type="checkbox"/> Minority <input type="checkbox"/> Youth <input type="checkbox"/> Disabled <input type="checkbox"/> Senior Citizen		
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<hr/> Name: First	<hr/> M.I.	<hr/> Last
<hr/> Address		<hr/> Ward
<hr/> City/Town		<hr/> Zip
<hr/> Phone Number		<hr/> e-mail
<hr/> <input type="checkbox"/> Minority <input type="checkbox"/> Youth <input type="checkbox"/> Disabled <input type="checkbox"/> Senior Citizen		
<hr/>		
<hr/> Name: First	<hr/> M.I.	<hr/> Last
<hr/> Address		<hr/> Ward
<hr/> City/Town		<hr/> Zip
<hr/> Phone Number		<hr/> e-mail
<hr/> <input type="checkbox"/> Minority <input type="checkbox"/> Youth <input type="checkbox"/> Disabled <input type="checkbox"/> Senior Citizen		
<hr/>		
<hr/> Name: First	<hr/> M.I.	<hr/> Last
<hr/> Address		<hr/> Ward
<hr/> City/Town		<hr/> Zip
<hr/> Phone Number		<hr/> e-mail
<hr/> <input type="checkbox"/> Minority <input type="checkbox"/> Youth <input type="checkbox"/> Disabled <input type="checkbox"/> Senior Citizen		
<hr/>		

2004 ALTERNATE CERTIFICATION FORMS - MEN

Please make copies of forms as necessary.

PRINT ALL INFORMATION LEGIBLY. FILL OUT COMPLETELY.

Name: First			M.I.			Last					
Address						Ward					
City/Town				Zip							
Phone Number				e-mail							
<input type="checkbox"/> Minority			<input type="checkbox"/> Youth			<input type="checkbox"/> Disabled			<input type="checkbox"/> Senior Citizen		

Name: First			M.I.			Last					
Address						Ward					
City/Town				Zip							
Phone Number				e-mail							
<input type="checkbox"/> Minority			<input type="checkbox"/> Youth			<input type="checkbox"/> Disabled			<input type="checkbox"/> Senior Citizen		

Name: First			M.I.			Last					
Address						Ward					
City/Town				Zip							
Phone Number				e-mail							
<input type="checkbox"/> Minority			<input type="checkbox"/> Youth			<input type="checkbox"/> Disabled			<input type="checkbox"/> Senior Citizen		

Name: First			M.I.			Last					
Address						Ward					
City/Town				Zip							
Phone Number				e-mail							
<input type="checkbox"/> Minority			<input type="checkbox"/> Youth			<input type="checkbox"/> Disabled			<input type="checkbox"/> Senior Citizen		

Name: First			M.I.			Last					
Address						Ward					
City/Town				Zip							
Phone Number				e-mail							
<input type="checkbox"/> Minority			<input type="checkbox"/> Youth			<input type="checkbox"/> Disabled			<input type="checkbox"/> Senior Citizen		

Name: First			M.I.			Last					
Address						Ward					
City/Town				Zip							
Phone Number				e-mail							
<input type="checkbox"/> Minority			<input type="checkbox"/> Youth			<input type="checkbox"/> Disabled			<input type="checkbox"/> Senior Citizen		

2004 ALTERNATE CERTIFICATION FORMS - WOMEN

Please make copies of forms as necessary.
PRINT ALL INFORMATION LEGIBLY. FILL OUT COMPLETELY

Name: First			M.I.			Last		
Address						Ward		
City/Town						Zip		
Phone Number						e-mail		
<input type="checkbox"/> Minority <input type="checkbox"/> Youth <input type="checkbox"/> Disabled <input type="checkbox"/> Senior Citizen								

Name: First			M.I.			Last		
Address						Ward		
City/Town						Zip		
Phone Number						e-mail		
<input type="checkbox"/> Minority <input type="checkbox"/> Youth <input type="checkbox"/> Disabled <input type="checkbox"/> Senior Citizen								

Name: First			M.I.			Last		
Address						Ward		
City/Town						Zip		
Phone Number						e-mail		
<input type="checkbox"/> Minority <input type="checkbox"/> Youth <input type="checkbox"/> Disabled <input type="checkbox"/> Senior Citizen								

Name: First			M.I.			Last		
Address						Ward		
City/Town						Zip		
Phone Number						e-mail		
<input type="checkbox"/> Minority <input type="checkbox"/> Youth <input type="checkbox"/> Disabled <input type="checkbox"/> Senior Citizen								

Name: First			M.I.			Last		
Address						Ward		
City/Town						Zip		
Phone Number						e-mail		
<input type="checkbox"/> Minority <input type="checkbox"/> Youth <input type="checkbox"/> Disabled <input type="checkbox"/> Senior Citizen								

Name: First			M.I.			Last		
Address						Ward		
City/Town						Zip		
Phone Number						e-mail		
<input type="checkbox"/> Minority <input type="checkbox"/> Youth <input type="checkbox"/> Disabled <input type="checkbox"/> Senior Citizen								

CAUCUS SIGN-IN 2004

ALL CAUCUS ATTENDEES MUST PRINT LEGIBLY BELOW.

1.

Name: First	M.I.	Last	Ward/Pct.
Address			City/Town
Zip	Phone Number	e-mail	

2.

Name: First	M.I.	Last	Ward/Pct.
Address			City/Town
Zip	Phone Number	e-mail	

3.

Name: First	M.I.	Last	Ward/Pct.
Address			City/Town
Zip	Phone Number	e-mail	

4.

Name: First	M.I.	Last	Ward/Pct.
Address			City/Town
Zip	Phone Number	e-mail	

5.

Name: First	M.I.	Last	Ward/Pct.
Address			City/Town
Zip	Phone Number	e-mail	

6.

Name: First	M.I.	Last	Ward/Pct.
Address			City/Town
Zip	Phone Number	e-mail	

7.

Name: First	M.I.	Last	Ward/Pct.
Address			City/Town
Zip	Phone Number	e-mail	

8.

Name: First	M.I.	Last	Ward/Pct.
Address			City/Town
Zip	Phone Number	e-mail	

PLEASE MAKE COPIES OF FORMS AS NECESSARY.

CAUCUS SIGN-IN 2004

ALL CAUCUS ATTENDEES MUST PRINT LEGIBLY BELOW.

1. _____
Name: First M.I. Last Ward/Pct.

Address City/Town

Zip Phone Number e-mail

2. _____
Name: First M.I. Last Ward/Pct.

Address City/Town

Zip Phone Number e-mail

3. _____
Name: First M.I. Last Ward/Pct.

Address City/Town

Zip Phone Number e-mail

4. _____
Name: First M.I. Last Ward/Pct.

Address City/Town

Zip Phone Number e-mail

5. _____
Name: First M.I. Last Ward/Pct.

Address City/Town

Zip Phone Number e-mail

6. _____
Name: First M.I. Last Ward/Pct.

Address City/Town

Zip Phone Number e-mail

7. _____
Name: First M.I. Last Ward/Pct.

Address City/Town

Zip Phone Number e-mail

8. _____
Name: First M.I. Last Ward/Pct.

Address City/Town

Zip Phone Number e-mail

PLEASE MAKE COPIES OF FORMS AS NECESSARY.

**METHOD OF SELECTING DELEGATES
TO THE 2004 MASSACHUSETTS
DEMOCRATIC CONVENTION**

1. The Massachusetts Democratic State Committee shall convene local caucuses in each ward and town for the purpose of electing the apportioned number of Delegates and Alternates to the Convention, except that, in the case of cities, a waiver may be granted prior to January 8, 2004, by the Democratic State Committee Chair or designee for a ward or several wards to hold the caucus outside the ward but within the city and provided that the chairpersons of all wards seeking to caucus at the same site must sign the waiver request. Said waivers shall be granted where failure to grant such a waiver will decrease the opportunity for participation by registered Democrats. Should several wards in a city meet in one location, they must caucus separately by ward for the election of Delegates and Alternates.
2. One Delegate shall be allocated to each ward or town and the remainder on the basis of a formula giving equal weight to Democratic Party registration in accordance with the Charter and to the average vote for Democratic candidates in the last general elections for the offices of Governor and President. The number of alternates for wards and towns: 1-19 delegates shall have up to 6 alternates, except that the number of alternates shall not exceed the number of delegates; 20-29 delegates shall have 8 alternates, 30-39 delegates shall have 10 alternates, and 40 or more delegates shall have 12 alternates. Said alternates shall be ranked according to the number of votes each receives. Tie votes shall be decided by lot; if no such election has occurred because the alternate candidates are uncontested, then such rank shall be determined by lot.
3. It shall be the responsibility of the chairpersons of the Democratic ward and town committees to call and chair a local caucus at a time to be determined on January 24, 2004 (unless the caucus is postponed due to a severe snowstorm or another weather-related event with approval by the Chair of the Democratic State Committee or his designee), in a public place that is accessible to the disabled and does not inhibit participation by any Democrat, and to promptly notify the Democratic State Committee of that time and location by January 8, 2004. The Chair of the State Democratic State Committee or his designee shall grant a waiver at the written request of the chairperson of any ward or town committee filed prior to January 8, 2004, to transfer the date and/or time of the ward or town caucus to a date between January 24, 2004 and February 1, 2004 and to any time reasonably convenient for participants. All caucus sites, upon receipt of a written request from a registered Democrat residing within the ward or town no later than ten days prior to the caucus, shall be subject to review for accessibility or the impracticality of accessibility by the Affirmative Action and Outreach Subcommittee, which shall also have authority to vote use of a site. If the chairperson of a ward or town committee is unable to serve as described above, the next highest ranking officer of the committee shall be responsible for serving in that capacity.
4. On the day of the scheduled caucus, the Chair of the Democratic State Committee or his designee may, with the advice and consent of the General Counsel or his designee and the Chairperson of the Rules Committee if possible, declare or grant a postponement and rescheduling of a ward or town caucus due to an emergency on the day of the scheduled caucus that substantially impairs the ability of registered Democrats to participate in the caucus on that day. Any such postponement shall require full and proper public notice for the rescheduled date satisfactory to the Democratic State Committee.
5. It shall be the responsibility of the chairperson of the local committee to make every reasonable effort to notify all registered Democrats no sooner than thirty and at least nine days before the local caucus (**December 26, 2003 - January 15, 2004**). The minimum notice to the local Democrats shall consist of at least one announcement in the local media and the Democratic State Committee shall be notified of the location of such notice by return of the enclosed card, postmarked no later than **January 8, 2004 or by email at caucus04@massdems.org**. Two announcements indicating date, time, place and purpose of the meeting must appear in at least one newspaper of general circulation in the area and one of Affirmative Action Outreach (or if not available one of free circulation). Each ward and town committee shall inform the chair of Democratic State Committee in writing no later than **January 8, 2004**, of the location of their caucus, using the enclosed "Send Back Card." Or by email at **caucus04@massdems.org**. In the event that a ward or town committee fails to schedule a time and place for such caucus, the Chair of the State Committee, or his or her designee, shall be authorized to call said caucus in accordance with the requirements outlined above. **If a meeting has**

not been scheduled and announced by January 8, 2004, any ten registered Democrats residing within the affected ward or town may be authorized to call such a meeting, provided they each sign a request for such authority from the Chair of the State Committee to be submitted by January 20, 2004. Such request must include a proposed caucus site. If a ward or town committee fails to schedule such a caucus and a caucus is not called as outlined above, the State Committee Chairperson or his designee, in consultation with the district state committee members, will do so. The State Committee Chair shall make public notice when a ward, town, or city committee fails to call a caucus. Should a ward/town committee chairperson fail to call said caucus and the caucus is then called by one of the above mentioned who would also appoint a temporary chairperson, the first order of business at the caucus will be the election of a permanent chairperson. The temporary chairperson shall bring to the caucus a copy of the official registration of the Democrats in the locale through December 31, 2003.

6. The local chairperson shall bring to the caucus a copy of the most recent official registration of Democrats in the locale. Only registered Democrats from that ward or town, as of December 31, 2003 as shown on said party registration list shall be allowed to vote on any matter at the local caucus. Registration shall remain open until all persons presenting themselves fifteen minutes past the stated time of the Caucus have registered (including any in line, inside or outside the meeting place). Ballots shall not be distributed until all such persons are registered and registration has been closed. **Those voting must be present at the caucus. There will be no absentee or proxy voting at any local caucus for any reason.** The chairperson will call the caucus to order at the time determined for the commencement of the caucus in accordance with Section 3. There shall be only six items on the agenda. (Agenda item (f) must begin within one hour after caucus is called to order.)
 - (a) Information concerning the 2004 Massachusetts Democratic Convention with special emphasis upon the responsibilities of Delegates who will attend.
 - (b) Discussion of "Affirmative Action and Outreach" as outlined in the Party Charter and Statewide Affirmative Action and Outreach Plan.
 - (c) Review of the "Method of Selecting Delegates to the 2004 Massachusetts Democratic Convention."

- (d) Explaining that certain Democratic Party officials are ex-officio delegates to the convention and that they each automatically attend the convention as full voting delegates equal to other delegates.
 - (e) Reading of the letter from the Chair.
 - (f) The nomination and election of Delegates and Alternates.
7. The "Preliminary Call to Convention for the Massachusetts Democratic Party" must be posted or distributed, in its entirety, at each local caucus to elect 2004 Delegates to the Massachusetts Democratic Convention.
 8. The caucus is an open Democratic Party meeting; no Democrat, person ineligible to register or media representative shall be denied admittance.
 9. No persons shall be excluded from any stage of the delegate selection process for failure to pay a cost or fee. There shall be no admission or expense charged at the local caucus. Donations may be solicited.
 10. There shall be no quorum requirement for the local caucus.
 11. No person may vote in more than one Delegate selection caucus.
 12. Discrimination on the basis of race, sex, age, color, creed, national origin, religion, sexual orientation, ethnic identity, philosophical persuasion, economic status or disability in the conduct of Democratic party affairs is strictly prohibited.
 13. Affirmative Action and Outreach, as outlined in the Party Charter and Statewide Affirmative Action plan, shall be a top priority concern of the organizers of each local caucus. A good faith effort is required to publicize the caucus and to hold it in an easily accessible public place including easy accessibility to the disabled. Ward and town committees shall make every effort to encourage full participation by all Democrats with particular concern for each of the designated target groups: Blacks, Hispanics, Asian-Pacific Americans, Native Americans and Cape Verdeans; and outreach programs to person with disabilities, lesbians, gay men, workers, youth, low and moderate income people, and senior citizens in the delegate selection process. The chairpersons of each caucus shall announce to the participants the Affirmative Action and Outreach goals during the caucus before any vote is taken.
 14. Delegates apportioned to each ward and town must be equally divided between men and women, except that one Delegate may be either a man or a woman if an

odd number of Delegates is to be elected. Separate ballots shall be utilized for male and female Delegates. If the number of Delegates to be elected by a caucus is even, there will be two elections, one for women and one for men. If the number of Delegates to be elected by the caucus is odd (and greater than one), there will be three elections, one for women and one for men, and one open to both women and men for the one (1) odd seat. In the three-election situation, the one open to both men and women shall be held last and those defeated in the first two elections may be re-nominated. Any seat(s) that is (are) not filled as required by the Equal Division Rule is forfeited along with the vote(s) accorded it at the Convention. The following examples serve to illustrate the Equal Division Rule described above:

- (a) Town apportioned 12 Delegates
2 men and 15 women attend the caucus
2 men and 6 women (half of Delegate seats) can be elected
 - (b) ward apportioned 7 Delegates
9 men and 2 women attend the caucus
3 men (half the Delegate seats) and 2 women can be elected and
one (1) man to fill the odd seat that goes to either sex
 - (c) ward apportioned 6 Delegates
27 men and 1 women attend the caucus
3 men (half of Delegate seats) and 1 woman can be elected
 - (d) town apportioned 5 Delegates
12 men and 12 women attend the caucus
2 men (half of Delegate seats) and 2 women (half the Delegate seats) can be elected, with the fifth seat going to either a man or a woman.
 - (e) Town apportioned 2 Delegates
0 men and 7 women attend the caucus
1 woman (half the Delegate seats) can be elected
 - (f) town apportioned 1 Delegate
number of persons attending the caucus of either sex makes no difference
1 Delegate can be elected of either sex.
15. Other than those Party and elected officials specified in paragraph thirty-one and thirty-two, no person shall serve as an automatic or ex-officio voting Delegate.
 16. Voters must be informed by the chairperson of the caucus of the number of Delegates to be elected.
 17. (a) Alternates shall be elected after Delegates by the same method. If an Elected Delegate (whether elected, minority, disabled or youth) certifies prior to the convention that he or she is unable to serve, or the Ward or Town Chair or State Committee Member so

certifies, the Chair of the Democratic State Committee upon verification shall issue credentials to the ranking Alternate Delegate of the same sex from that same ward or town (to the extent that there is no Alternate that fits the qualifications for said Delegate position, then there will be no substitution); and if the Ward or Town Chair or that Alternate certifies that he or she is unable to serve, then the Chairperson of the Democratic State Committee, upon verification, shall issue credentials to the second ranking Alternate of the same sex from the town or ward in which the Delegate resides. Alternates will be issued credentials as Alternates upon receipt of a twenty dollar registration fee. Alternates with credentials will be permitted to replace certified Elected Delegates of the same sex (*whether elected, minority, disabled, or youth*) from their own town or ward by exchanging credentials with the certified Delegates during the convention, registering with the Credentials Committee at a designated area and reporting to the Chair of their delegation.

- (b) the Committee shall not elect additional alternates for Ex-officio Delegates, minority, disabled, and Youth Add-on Delegates. Ex-officio Delegates will not be replaced by Alternates.
18. Candidates must be registered Democrats as of December 31, 2003 within the ward and town from which they are running as Delegate. *Only registered Democrats from that ward or town, as of December 31, 2003 as shown on said party registration list shall be allowed to vote on any matter at the local caucus.*
 19. A candidate for Delegate or Alternate at the local caucus must be present and give his or her written consent to nomination, unless two-thirds of those present and voting at the local caucus move to have the candidate's name placed in nomination despite the candidate's absence. Any candidate who publicly endorsed the opponent of the nominee of the Democratic Party in either of the two most recent biennial elections cannot be elected or seated as a delegate or alternate.
 20. Nominations must be made and votes cast separately for each candidate for delegate or alternate and not for the slate as a whole, although slate making shall not be prohibited.
 21. Use of the Unit Rule is prohibited as required by the State and National Charter.
 22. Nominations are closed by two-thirds (2/3) of those present and voting or by general consent. The names of all candidates for Delegate and Alternate must be posted before balloting begins; however, names of candidates who are unopposed for a position need not be posted.

23. Nominations can be reopened by a majority of those present and eligible to vote.
24. Each candidate will be allowed to make a two-minute speech and to distribute material on his/her behalf. The provision allowing each candidate to make a two-minute speech may be waived or amended by a vote of two-thirds (2/3) of those present and eligible to vote.
25. Persons eligible to vote may vote for as many person(s) as they wish, up to the maximum number of persons to be elected.
26. Voting shall be by written and secret ballot and the use of tellers to be appointed by the chairperson of the caucus; except that candidates who are unopposed for a position may be deemed elected and no ballot is required.
27. Election at local caucuses shall be by a plurality of those present and voting; that is, those candidates receiving the greatest number of votes on the first ballot will be elected. A runoff will be conducted in the event of a tie vote. The tally shall be announced.
28. The chairperson of the caucus shall fill out the form certifying the election of local Delegates and Alternates to which must be appended a listing of the voting on each ballot.
29. The chairperson of the local caucus must mail to the Massachusetts Democratic Party no later than January 26, 2004 (or two days after the caucus, in the case of a snow date or waiver) the completed certification form of elected Delegates and Alternates (with vote tabulation form appended), the caucus attendee sheets of everyone attending the caucus, and must distribute registration envelopes to the elected Delegates and Alternates at the caucus. Chairpersons can submit caucus information by email at **caucus04@massdems.org**. The registration envelope and fee of \$55.00 per delegate must be mailed by the Delegate by February 3, 2004 (or ten days after the caucus, in the case of a snow date or waiver). A late fee of \$10.00 will be due with each Delegate registration received or postmarked after the February 3, 2004 deadline. Ward and town committees are strongly urged to pay the registration fees for delegates. Delegates seeking a low-income waiver of the registration fee must complete and file a letter of application, using the enclosed form. Only completed forms will be considered by the Waiver Review Committee. They may require additional written documentation relating to the delegate's financial circumstances.
30. The State Committee Chair shall appoint a Credentials Committee that will meet immediately prior to and during the Convention to determine any disputes regarding the issuance or validity of credentials. The Credentials Committee shall devise a plan for the distribution of delegate and alternate credentials; the Chair of the Credentials Committee shall be charged with the implementation of such plan.
31. All Democratic Senators, Democratic Congressmen, former Democratic Congressmen, Democratic Governor's Council, Democratic State Senators, Democratic State Representatives, Democratic Mayors, former Democratic Statewide Officeholders, former Democratic Presidential Electors and Alternate Electors, former members of the Democratic National Committee, present Democratic County Elected Officials, and present Sub-Committee Chairs, as determined in the By-Laws of the State Committee who are not DSC members, the members of the Democratic State Committee, and ward and town and city committee chairs, except such office holders or party officials who have publicly opposed the election of a nominee of the Democratic Party in either of the most recent two biennial elections, shall serve as ex-officio Delegates to the Convention with full voting privileges. To ensure adequate representation at the Democratic State Convention, the Democratic State Committee shall survey the Delegates to determine whether the minority representation reflects the participation of minorities in the party as defined in Article I of the Charter of the Democratic Party of the Commonwealth of Massachusetts. If it does not so reflect the minority population of the Commonwealth, the Democratic State Committee shall establish a target number reflecting the percentage in the most recent Party affirmative action plan and elect, based upon the recommendation of the Caucus of Minority Democrats, which shall utilize a process based in a lottery and geography and approved by the Democratic State Committee and which shall consist of the minority members of the Democratic State Committee, at least thirty days prior to said Convention, a number of at-large Delegates none of whom have publicly opposed the election of a nominee of the Democratic Party in either of the two most recent biennial elections. **The chairperson of each local caucus must indicate, when submitting the caucus results, the representation of minority, youth, disabled and affirmative action groups within his or her ward or town's delegation.** Further, the State Committee shall select, upon the recommendations of the Affirmative Action & Outreach Sub-Committee, which shall utilize a process based upon a lottery and geography and approved by the Democratic State Committee, not

fewer than 14 disabled persons to provide such representation none of whom have publicly opposed the election of a nominee of the Democratic Party in either of the two most recent biennial elections. And, the Democratic State Committee shall appoint, based upon the recommendation of the Youth Services Sub-Committee, following the procedure previously adopted and in effect by the Youth Services Sub-Committee at least 30 days prior to the convention, a number of “young” delegates on an at-large basis equal to the number of delegate seats left vacant due to the failure of such towns or wards to hold a caucus or fill their delegate allotment, none of whom have publicly opposed the election of a nominee of the Democratic Party in either of the two most recent biennial elections, but in no event, fewer than one hundred (100) Delegate seats. These seats shall be equally divided between men and women, and preference shall be given to “young” Democrats residing in towns or wards that failed to hold a caucus or who participate in Democratic organizations. The Executive Director of the State Democratic Committee shall institute an application procedure to implement these add-on procedures.

No person eligible to be an ex-officio delegate may run in a local caucus, except for ward or town committee chairs or State Committee members whose term may expire before the Convention.

All such aforementioned delegates shall pay a delegate fee and if applicable a late fee after notice of their selection by the State Committee.

32. The Chairperson of each city, ward, and town committee at the time of the convention (as duly recorded with the offices of the Secretary of the Commonwealth and the Democratic State Committee) shall serve as an ex officio Delegate to the convention with full voting privileges. If he/she cannot serve or is a Delegate in another capacity, the next highest ranking officer (vice chairperson, secretary, treasurer and affirmative action officer) shall. If the next highest ranking officer cannot serve, a meeting of the full committee shall be called to elect the committee member to serve in this position. **If there are co-chairpersons of the committee, a meeting of the full committee shall be called to elect one (1) to serve in this capacity.**
33. The Chairperson of the Democratic State Committee shall appoint a Compliance Review Committee, which shall hear and decide all challenges to the results of a caucus.
34. Challenges to Delegates and Alternates shall be filed separately for each Ward and Town with the

Compliance Review Committee by a registered Democrat, residing within the ward or town, and having direct knowledge of the grounds for the challenge. Said challenge shall be postmarked no later than ten days after the caucus. Specific grounds must be addressed in an initial challenge. The Chairperson of the Compliance Review Committee will review the challenges, and shall determine if a hearing is necessary, and shall present all information pertinent to his decision to the full committee, all subject to further review by the full committee if requested by the challenger or otherwise. Information concerning challenges will be available from the Democratic State Committee, 10 Granite Street, Quincy, MA 02169, (617) 472-0637.

35. These rules may not be suspended, amended or overruled by any local committee or caucus.
36. Caucus Chairpersons shall retain all ballots for at least 30 days, and shall make available for inspection upon reasonable request or presentment to the State Committee. Caucus Chairpersons shall furnish the names and addresses of each caucus participant to the Democratic State Committee together with the ballot results no later than January 26, 2004 (or two (2) days after the caucus, in the case of a snow date or waiver).

ARTICLE SEVEN

Charter of the Democratic Party of the Commonwealth of Massachusetts

Affirmative Action and Outreach

SECTION I.

Support of Affirmative Action Programs

The Democratic Party of Massachusetts, to encourage full participation by all segments of the populations, shall conduct Affirmative Action and Outreach Programs on behalf of target groups: Blacks, Hispanics, Asian Americans, Native Americans and Cape Verdeans; and outreach programs on behalf of persons with disabilities, lesbians, gay men, workers, youth, low and moderate income people and senior citizens.

SECTION II.

Goals

The goals of affirmative action and outreach shall be:

- (a) to institute those procedures at all levels and in all units of the Party which will provide: 1) target group members with an understanding of the methods and procedures for participating in all elections and programs of the Democratic Party, 2) an opportunity to participate in all elections and programs of the Democratic Party
- (b) to elect target group members to all levels and units of the

Democratic Party according to parity of enrolled Democrats in a voting area, through a formula compatible with the United States Census data.

(c) these goals shall not be accomplished either directly or indirectly by the state Democratic Party's imposition of mandatory quotas at any level of the delegate selection process or in any other Party affairs, as defined in the By-Laws of the Democratic National Committee and the Democratic State Committee.

SECTION III.

Affirmative Action and Outreach Sub-Committee

The majority of the Affirmative Action and Outreach Sub-Committee of the State Committee shall oversee the formulation and implementation of uniform affirmative action plans for each state senatorial district, to include plans for ward and town committees therein, for the election of members to all Party committees and for the selection of delegates to conferences and conventions. All Affirmative Action and Outreach plans shall be submitted for approval to the State Committee, which shall remain responsible for all affirmative action efforts. Challenges to the formulation or implementation of these plans shall be referred to the Judicial Council.

SECTION IV.

Implementation of Affirmative Action and Outreach

With continual outreach and affirmative action as a major priority of the National and Massachusetts Democratic Parties, the goals of affirmative action and outreach shall be achieved by, but not limited to, the following steps: (a) the equal division insofar as possible between men and women at every level of party structure. (b) a written affirmative action plan by all levels and units of the Democratic Party, including submittal of population figures relative to the target groups. The Affirmative Action and Outreach Sub-Committee shall help devise, implement and hold accountable individual Affirmative Action and Outreach plans. (c) the establishment of uniform implementation guidelines, data sources and procedures for setting goals. (d) the allocation of financial resources by the State Committee to affirmative action and outreach as a priority program. (e) the communication of all Party programs and Party elections shall be frequent, public and explicit. All meetings, caucuses, conferences and conventions shall be held in centrally located, accessible and well publicized sites. (f) the formulation of all Party rules, regulations, and processes written in clear, explicit language. (g) the establishment by each ward and town committee of an affirmative action and outreach advisor, who shall serve as an officer of the local committee. (h) the State Committee shall hire a full-time staff person to assist the Affirmative Action and Outreach Sub-Committee in the discharge of their duties, if funds are available.

SECTION V.

Non-Compliance with Affirmative Action and Outreach

Delegate and member elections at every level will be monitored by the Affirmative Action Committee. The failure to achieve affirmative action goals will result in an automatic compliance review by the Affirmative Action and Outreach Sub-Committee. If a compliance review determines that affirmative action plans were not ade-

quately implemented, then the matter shall be submitted to the Judicial Council, which may order that a committee not be recognized or a delegation not be seated unless and until a new and adequate election is held. If a compliance review determines that, although a "good faith" effort was made to formulate and implement affirmative action goals, the effort failed, in that case, the Judicial Council is empowered to recommend that the unit in question be designated a priority area for special affirmative action efforts by the State Committee.

SECTION VI.

Challenges

Challenges to the formulation, implementation or achievement of affirmative action goals may be brought before the Affirmative Action and Outreach Sub-Committee by an enrolled Democrat from the area in question with right of appeal to the Judicial Council.

THIS YEAR, THE CONVENTION WILL BE UNLIKE ANY BEFORE.

At most State Conventions, you sit in your seats for hours on end, listening to speech after speech telling you why we ought to win next year.

You already know why we ought to win.

The economy. The war. Human rights. Education. Health care. Public safety. Choice.

This time will be different.

WE'RE GOING TO TELL YOU HOW WE CAN WIN!



AN UNCONVENTIONAL PRESENTATION AT THE 2004 MASSACHUSETTS DEMOCRATIC STATE CONVENTION

Since 1994, the Massachusetts Democratic Campaign Institute — a service of the Massachusetts Democratic Party — has presented educational seminars on campaign tactics and techniques to help Democrats win elections and organize volunteers.

Two-day seminars in each election year plus a special post-primary program called "40 Days and Counting" have featured acclaimed experts in all aspects of political campaigning and organizing. Well-known statewide and national professionals and veterans have offered their expertise in polling, communications, phone-banking, canvassing, GOTV, uses of technology and much more.

This year, the DCI goes two steps further.

First, we've expanded our program to include the key issues of the day — so attendees can be ready with talking points for debates and discussions — and a complete track dedicated to youth and younger Democrats.

Second, we've included the program as a part of the Democratic State Convention. At no extra cost. And no extra travel time.

TTT was developed by the Massachusetts Democratic Party's Campaign Services, Youth Services, Field Services and Policy Committees. Training and handouts will be provided by the Democratic Legislative Campaign Committee.

MAKE SURE YOUR DELEGATES RESERVE THEIR PLACES

The brochures enclosed describe TTT in detail, and provide a form for registration. Remember...there is NO EXTRA FEE required for attending the TTT or receiving the handouts and materials. Make sure you distribute a brochure to each delegate and alternate. If you have extra brochures, give them to the people who were not elected (they may attend for just \$55).

2004 DELEGATE/ALTERNATE ALLOCATIONS

Town City	Del04	Alts04
Abington	.9	6
Acton	.11	6
Acushnet	.8	6
Adams	.7	6
Agawam	.16	6
Alford	.1	1
Amesbury	.8	6
Amherst	.20	8
Andover	.16	6
Arlington	.36	10
Ashburnham	.4	4
Ashby	.2	2
Ashfield	.2	2
Ashland	.9	6
Athol	.5	5
Attleboro 1	.4	4
Attleboro 2	.4	4
Attleboro 3	.4	4
Attleboro 4	.3	3
Attleboro 5	.3	3
Attleboro 6	.4	4
Auburn	.10	6
Avon	.4	4
Ayer	.4	4
Barnstable	.24	8
Barre	.3	3
Becket	.2	2
Bedford	.8	6
Belchertown	.7	6
Bellingham	.9	6
Belmont	.17	6
Berkley	.7	6
Berlin	.2	2
Bernardston	.2	2
Beverly 1	.4	4
Beverly 2	.4	4
Beverly 3	.4	4
Beverly 4	.4	4
Beverly 5	.4	4
Beverly 6	.4	4
Billerica	.19	6
Blackstone	.5	5
Blandford	.1	1
Bolton	.3	3
Boston 1	.21	8
Boston 2	.13	6
Boston 3	.19	6
Boston 4	.16	6
Boston 5	.21	8
Boston 6	.15	6
Boston 7	.16	6
Boston 8	.8	6
Boston 9	.12	6
Boston 10	.13	6
Boston 11	.15	6
Boston 12	.14	6
Boston 13	.13	6
Boston 14	.20	8
Boston 15	.10	6
Boston 16	.19	6
Boston 17	.19	6
Boston 18	.42	12
Boston 19	.21	8
Boston 20	.40	12
Boston 21	.19	6
Boston 22	.18	6
Bourne	.9	6
Boxborough	.3	3
Boxford	.4	4
Boylston	.3	3
Braintree	.24	8
Brewster	.6	6
Bridgewater	.11	6
Brimfield	.2	2
Brockton 1	.9	6
Brockton 2	.7	6
Brockton 3	.8	6

Town City	Del04	Alts04
Brockton 4	.8	6
Brockton 5	.8	6
Brockton 6	.8	6
Brockton 7	.8	6
Brookfield	.2	2
Brookline	.47	12
Buckland	.2	2
Burlington	.14	6
Cambridge 1	.7	6
Cambridge 2	.4	4
Cambridge 3	.7	6
Cambridge 4	.8	6
Cambridge 5	.9	6
Cambridge 6	.10	6
Cambridge 7	.7	6
Cambridge 8	.7	5
Cambridge 9	.10	6
Cambridge 10	.10	6
Cambridge 11	.9	6
Canton	.14	6
Carlisle	.4	4
Carver	.6	6
Charlemont	.2	2
Charlton	.5	5
Chatham	.4	4
Chelmsford	.17	6
Chelsea 1	.3	3
Chelsea 2	.4	4
Chelsea 3	.5	5
Chelsea 4	.6	6
Cheshire	.3	3
Chester	.1	1
Chesterfield	.1	1
Chicopee 1	.5	5
Chicopee 2	.5	5
Chicopee 3	.4	4
Chicopee 4	.5	5
Chicopee 5	.5	5
Chicopee 6	.5	5
Chicopee 7	.4	4
Chicopee 8	.5	5
Chicopee 9	.5	5
Chilmark	.2	2
Clarksburg	.2	2
Clinton	.9	6
Cohasset	.5	5
Colrain	.2	2
Concord	.12	6
Conway	.2	2
Cummington	.1	1
Dalton	.5	5
Danvers	.13	6
Dartmouth	.20	8
Dedham	.16	6
Deerfield	.4	4
Dennis	.9	6
Dighton	.4	4
Douglas	.4	4
Dover	.3	3
Dracut	.17	6
Dudley	.6	6
Dunstable	.2	2
Duxbury	.7	6
East Bridgewater	.6	6
East Brookfield	.2	2
East Longmeadow	.8	6
Eastham	.4	4
Easthampton	.11	6
Easton	.11	6
Edgartown	.3	3
Egremont	.2	2

Town City	Del04	Alts04
Erving	.2	2
Essex	.3	3
Everett 1	.5	5
Everett 2	.5	5
Everett 3	.5	5
Everett 4	.5	5
Everett 5	.5	5
Everett 6	.5	5
Fairhaven	.11	6
Fall River 1	.9	6
Fall River 2	.8	6
Fall River 3	.8	6
Fall River 4	.7	6
Fall River 5	.6	6
Fall River 6	.8	6
Fall River 7	.7	6
Fall River 8	.9	6
Fall River 9	.10	6
Falmouth	.21	8
Fitchburg 1	.4	4
Fitchburg 2	.4	4
Fitchburg 3	.4	4
Fitchburg 4	.3	3
Fitchburg 5	.4	4
Fitchburg 6	.4	4
Florida	.1	1
Foxborough	.9	6
Frammingham	.35	10
Franklin	.14	6
Freetown	.5	5
Gardner 1	.3	3
Gardner 2	.3	3
Gardner 3	.3	3
Gardner 4	.3	3
Gardner 5	.3	3
Gay Head	.1	1
Georgetown	.4	4
Gill	.2	2
Gloucester 1	.4	4
Gloucester 2	.4	4
Gloucester 3	.4	4
Gloucester 4	.4	4
Gloucester 5	.4	4
Goshen	.2	2
Gosnold	.1	1
Grafton	.8	6
Granby	.4	4
Granville	.1	1
Great Barrington	.5	5
Greenfield	.10	6
Groton	.5	5
Groveland	.4	4
Hadley	.4	4
Halifax	.4	4
Hamilton	.4	4
Hampden	.3	3
Hancock	.1	1
Hanover	.7	6
Hanson	.5	5
Hardwick	.2	2
Harvard	.4	4
Harwich	.8	6
Hatfield	.4	4
Haverhill 1	.5	5
Haverhill 2	.4	4
Haverhill 3	.5	5
Haverhill 4	.5	5
Haverhill 5	.5	5
Haverhill 6	.5	5
Haverhill 7	.5	5
Hawley	.1	1
Heath	.1	1

Town City	Del04	Alts04
Hingham	.11	6
Hinsdale	.2	2
Holbrook	.7	6
Holden	.8	6
Holland	.2	2
Holliston	.8	6
Holyoke 1	.4	4
Holyoke 2	.4	4
Holyoke 3	.5	5
Holyoke 4	.4	4
Holyoke 5	.5	5
Holyoke 6	.5	5
Holyoke 7	.5	5
Hopedale	.4	4
Hopkinton	.7	6
Hubbardston	.2	2
Hudson	.9	6
Hull	.8	6
Huntington	.2	2
Ipswich	.7	6
Kingston	.6	6
Lakeville	.5	5
Lancaster	.3	3
Lanesborough	.3	3
Lawrence 1	.6	6
Lawrence 2	.7	6
Lawrence 3	.6	6
Lawrence 4	.6	6
Lawrence 5	.7	6
Lawrence 6	.6	6
Lee	.4	4
Leicester	.6	6
Lenox	.5	5
Leominster 1	.5	5
Leominster 2	.5	5
Leominster 3	.5	5
Leominster 4	.5	5
Leominster 5	.5	5
Leverett	.3	3
Lexington	.23	8
Leyden	.1	1
Lincoln	.5	5
Littleton	.5	5
Longmeadow	.10	6
Lowell 1	.7	6
Lowell 2	.4	4
Lowell 3	.4	4
Lowell 4	.4	4
Lowell 5	.4	4
Lowell 6	.6	6
Lowell 7	.3	3
Lowell 8	.6	6
Lowell 9	.5	5
Lowell 10	.4	4
Lowell 11	.5	5
Ludlow	.14	6
Lunenburg	.5	5
Lynn 1	.10	6
Lynn 2	.8	6
Lynn 3	.8	6
Lynn 4	.6	6
Lynn 5	.7	6
Lynn 6	.6	6
Lynn 7	.9	6
Lynnfield	.6	6
Malden 1	.5	5
Malden 2	.5	5
Malden 3	.6	6
Malden 4	.4	4
Malden 5	.5	5
Malden 6	.5	5
Malden 7	.4	4
Malden 8	.5	5
Manchester	.3	3
Mansfield	.10	6
Marblehead	.12	6
Marion	.4	4

Town City	Del04	Alts04	Town City	Del04	Alts04	Town City	Del04	Alts04	Town City	Del04	Alts04
Marlboro 1	.3	- 3	North Adams 3	.2	- 2	Rutland	.4	- 4	Waltham 1	.4	- 4
Marlboro 2	.4	- 4	North Adams 4	.3	- 3	Salem 1	.5	- 5	Waltham 2	.4	- 4
Marlboro 3	.3	- 3	North Adams 5	.3	- 3	Salem 2	.5	- 5	Waltham 3	.4	- 4
Marlboro 4	.3	- 3	North Andover	.13	- 6	Salem 3	.5	- 5	Waltham 4	.4	- 4
Marlboro 5	.3	- 3	North Attleboro	.11	- 6	Salem 4	.5	- 5	Waltham 5	.4	- 4
Marlboro 6	.3	- 3	North Brookfield	.3	- 3	Salem 5	.4	- 4	Waltham 6	.5	- 5
Marlboro 7	.3	- 3	North Reading	.8	- 6	Salem 6	.4	- 4	Waltham 7	.4	- 4
Marshfield	.14	- 6	Northampton 1	.4	- 4	Salem 7	.4	- 4	Waltham 8	.4	- 4
Mashpee	.8	- 6	Northampton 2	.4	- 4	Salisbury	.5	- 5	Waltham 9	.4	- 4
Mattapoisett	.4	- 4	Northampton 3	.5	- 5	Sandisfield	.1	- 1	Ware	.6	- 6
Maynard	.7	- 6	Northampton 4	.4	- 4	Sandwich	.11	- 6	Wareham	.11	- 6
Medfield	.6	- 6	Northampton 5	.4	- 4	Saugus	.17	- 6	Warren	.3	- 3
Medford 1	.6	- 6	Northampton 6	.4	- 4	Savoy	.1	- 1	Warwick	.1	- 1
Medford 2	.6	- 6	Northampton 7	.4	- 4	Scituate	.11	- 6	Washington	.1	- 1
Medford 3	.6	- 6	Northborough	.7	- 6	Seekonk	.7	- 6	Watertown	.25	- 8
Medford 4	.5	- 5	Northbridge	.7	- 6	Sharon	.13	- 6	Wayland	.9	- 6
Medford 5	.6	- 6	Northfield	.2	- 2	Sheffield	.3	- 3	Webster	.9	- 6
Medford 6	.6	- 6	Norton	.8	- 6	Shelburne	.2	- 2	Wellesley	.14	- 6
Medford 7	.6	- 6	Norwell	.6	- 6	Sherborn	.3	- 3	Wellfleet	.3	- 3
Medford 8	.6	- 6	Norwood	.19	- 6	Shirley	.3	- 3	Wendell	.2	- 2
Medway	.7	- 6	Oak Bluffs	.4	- 4	Shrewsbury	.17	- 6	Wenham	.2	- 2
Melrose 1	.4	- 4	Oakham	.2	- 2	Shutesbury	.2	- 2	West Boylston	.4	- 4
Melrose 2	.3	- 3	Orange	.4	- 4	Somerset	.14	- 6	West Bridgewater	.4	- 4
Melrose 3	.4	- 4	Orleans	.5	- 5	Somerville 1	.7	- 6	West Brookfield	.2	- 2
Melrose 4	.3	- 3	Otis	.2	- 2	Somerville 2	.8	- 6	West Newbury	.3	- 3
Melrose 5	.4	- 4	Oxford	.7	- 6	Somerville 3	.9	- 6	West Springfield	.14	- 6
Melrose 6	.4	- 4	Palmer	.7	- 6	Somerville 4	.7	- 6	West Stockbridge	.2	- 2
Melrose 7	.4	- 4	Paxton	.3	- 3	Somerville 5	.10	- 6	West Tisbury	.3	- 3
Mendon	.3	- 3	Peabody 1	.7	- 6	Somerville 6	.9	- 6	Westborough	.9	- 6
Merrimac	.4	- 4	Peabody 2	.6	- 6	Somerville 7	.9	- 6	Westfield 1	.4	- 4
Methuen	.25	- 8	Peabody 3	.7	- 6	South Hadley	.10	- 6	Westfield 2	.4	- 4
Middleborough	.9	- 6	Peabody 4	.7	- 6	Southampton	.4	- 4	Westfield 3	.4	- 4
Middlefield	.1	- 1	Peabody 5	.5	- 5	Southborough	.5	- 5	Westfield 4	.4	- 4
Middleton	.4	- 4	Peabody 6	.5	- 5	Southbridge	.10	- 6	Westfield 5	.4	- 4
Milford	.15	- 6	Pelham	.2	- 2	Southwick	.5	- 5	Westfield 6	.4	- 4
Millbury	.8	- 6	Pembroke	.9	- 6	Spencer	.7	- 6	Westford	.10	- 6
Millis	.5	- 5	Pepperell	.6	- 6	Springfield 1	.13	- 6	Westhampton	.2	- 2
Millville	.2	- 2	Peru	.1	- 1	Springfield 2	.14	- 6	Westminster	.4	- 4
Milton	.21	- 8	Petersham	.2	- 2	Springfield 3	.9	- 6	Weston	.6	- 6
Monroe	.1	- 1	Phillipston	.2	- 2	Springfield 4	.12	- 6	Westport	.11	- 6
Monson	.5	- 5	Pittsfield 1	.5	- 5	Springfield 5	.12	- 6	Westwood	.8	- 6
Montague	.6	- 6	Pittsfield 2	.5	- 5	Springfield 6	.11	- 6	Weymouth	.34	- 10
Monterey	.2	- 2	Pittsfield 3	.6	- 6	Springfield 7	.12	- 6	Whately	.2	- 2
Montgomery	.1	- 1	Pittsfield 4	.6	- 6	Springfield 8	.11	- 6	Whitman	.8	- 6
Mount Washington	.1	- 1	Pittsfield 5	.5	- 5	Sterling	.4	- 4	Wilbraham	.8	- 6
Nahant	.4	- 4	Pittsfield 6	.5	- 5	Stockbridge	.3	- 3	Williamsburg	.3	- 3
Nantucket	.6	- 6	Pittsfield 7	.5	- 5	Stoneham	.15	- 6	Williamstown	.6	- 6
Natick	.20	- 8	Plainfield	.1	- 1	Stoughton	.18	- 6	Wilmington	.12	- 6
Needham	.20	- 8	Plainville	.4	- 4	Stow	.4	- 4	Winchendon	.4	- 4
New Ashford	.1	- 1	Plymouth	.24	- 8	Sturbridge	.5	- 5	Winchester	.13	- 6
New Bedford 1	.12	- 6	Plympton	.2	- 2	Sudbury	.10	- 6	Windsor	.1	- 1
New Bedford 2	.11	- 6	Princeton	.3	- 3	Sunderland	.3	- 3	Winthrop	.13	- 6
New Bedford 3	.11	- 6	Provincetown	.5	- 5	Sutton	.4	- 4	Woburn 1	.4	- 4
New Bedford 4	.12	- 6	Quincy 1	.12	- 6	Swampscott	.10	- 6	Woburn 2	.4	- 4
New Bedford 5	.12	- 6	Quincy 2	.12	- 6	Swansea	.11	- 6	Woburn 3	.4	- 4
New Bedford 6	.10	- 6	Quincy 3	.11	- 6	Taunton 1	.5	- 5	Woburn 4	.4	- 4
New Braintree	.1	- 1	Quincy 4	.11	- 6	Taunton 2	.4	- 4	Woburn 5	.4	- 4
New Marlboro	.2	- 2	Quincy 5	.11	- 6	Taunton 3	.5	- 5	Woburn 6	.4	- 4
New Salem	.2	- 2	Quincy 6	.11	- 6	Taunton 4	.4	- 4	Woburn 7	.4	- 4
Newbury	.4	- 4	Randolph	.21	- 8	Taunton 5	.4	- 4	Worcester 1	.10	- 6
Newburyport 1	.3	- 3	Raynham	.7	- 6	Taunton 6	.4	- 4	Worcester 2	.11	- 6
Newburyport 2	.3	- 3	Reading	.15	- 6	Taunton 7	.4	- 4	Worcester 3	.9	- 6
Newburyport 3	.3	- 3	Rehoboth	.5	- 5	Taunton 8	.5	- 5	Worcester 4	.12	- 6
Newburyport 4	.3	- 3	Revere 1	.6	- 6	Templeton	.4	- 4	Worcester 5	.12	- 6
Newburyport 5	.2	- 2	Revere 2	.4	- 4	Tewksbury	.16	- 6	Worcester 6	.9	- 6
Newburyport 6	.3	- 3	Revere 3	.6	- 6	Tisbury	.3	- 3	Worcester 7	.11	- 6
Newton 1	.9	- 6	Revere 4	.6	- 6	Tolland	.1	- 1	Worcester 8	.8	- 6
Newton 2	.10	- 6	Revere 5	.7	- 6	Topsfield	.3	- 3	Worcester 9	.12	- 6
Newton 3	.9	- 6	Revere 6	.6	- 6	Townsend	.4	- 4	Worcester 10	.8	- 6
Newton 4	.9	- 6	Richmond	.2	- 2	Truro	.3	- 3	Worthington	.2	- 2
Newton 5	.9	- 6	Rochester	.3	- 3	Tyngsboro	.6	- 6	Wrentham	.5	- 5
Newton 6	.11	- 6	Rockland	.10	- 6	Tyringham	.1	- 1	Yarmouth	.14	- 6
Newton 7	.8	- 6	Rockport	.5	- 5	Upton	.4	- 4			
Newton 8	.8	- 6	Rowe	.1	- 1	Uxbridge	.7	- 6			
Norfolk	.4	- 4	Rowley	.3	- 3	Wakefield	.16	- 6			
North Adams 1	.2	- 2	Royalston	.1	- 1	Wales	.2	- 2			
North Adams 2	.3	- 3	Russell	.1	- 1	Walpole	.12	- 6			



10 Granite St. 4th Floor
Quincy, MA 02169