

## **Proposed Agenda for the 2016 3rd Legislative District Caucus**

Venue: Rogers High School, Commons, 1622 E Wellesley Ave, Spokane WA 99207

Date: Sunday, April 17, 2016

**12:15 pm** - Begin registration

**1:00 pm** - Call to Order

Pledge of Allegiance

Appointment of Temporary Secretary, Sergeant-at-Arms, and Parliamentarian

Initial Credentials Report

Begin Seating of Alternates

Challenges

Announcement of Initial Allocation of Delegates Among Presidential Preferences and Notice of Opportunity to Change Preference by Reregistering with the Credentials Committee

Adoption of Agenda and Rules

Election of Permanent Chair

Appointment of Permanent Secretary, Sergeant-at-Arms, and Parliamentarian

**2:00 pm** - Final Credentials Report (no earlier than 2:00 PM)

Announcement of Final Allocation of Delegates Among Presidential Preferences

Appointment of Tally Committee for Each Presidential Sub-Caucus

Sub-Caucuses to Choose Delegates and Alternates (1 minute speech per each delegate candidate)

Sanders - Commons

Clinton - Gymnasium

Election of Delegates and Alternates to the Congressional District Caucuses and the State Convention

Good of the Order

**No Later Than 6:30 pm** - Adjournment

**No Later Than 7:00 pm** - Premises Vacated

## Proposed Rules for 2016 3rd Legislative District Caucus

Note: These rules have been drafted in accordance with the State Party's 2016 Delegate Selection and Affirmative Action Plan (DSAAP). No Legislative District may amend these rules in a way that conflicts with the DSAAP. A Legislative District that wishes to amend these rules may send them to the State Party prior to the Caucus for review.

1. The 3rd Legislative District Caucus shall be held on Sunday, April 17, 2016 commencing at 1:00 PM, at Rogers High School, Commons, 1622 E Wellesley Ave, Spokane WA 99207.
2. Delegates to the Legislative District Caucus shall be the delegates and alternates elected at the precinct caucuses. An alternate shall not have a vote unless seated to replace an absent or ineligible delegate. Alternates shall be listed and seated in the order in which they were elected and to the extent possible shall be of same gender as the delegate being replaced.
3. Any duly elected delegate or alternate who moves from his or her precinct prior to the District Caucus shall automatically forfeit his or her seat and an alternate shall be seated in his or her place.
4. At the time of signing in, delegates and alternates shall sign in by precinct, indicating their presidential preference as of the time of signing, which preference statement shall be reflected in the preliminary report of the Credentials Committee. There will be a registration fee for all participants to the Legislative District Caucus of \$5.00 at the door. Payment of this fee shall not be a condition of participation or election.
5. The Legislative District Chair or the Chair's designee shall serve as the Temporary Chair of the Legislative District Caucus. The Temporary Chair shall appoint a temporary Secretary, Sergeant-at-Arms, and Parliamentarian.
6. The Chair of the Credentials Committee shall present the preliminary report of the Credentials Committee which shall include:
  - a. The total number of delegates certified elected within the Legislative District.
  - b. The total number of delegates registered and seated at the time the report is given.
  - c. The total number of alternates eligible to be seated at the time due to the absence of elected delegates.
  - d. Supervision by name and precinct of the seating of eligible alternates.
  - e. Presentation of challenged precinct documentation for decision by the caucus as a whole, starting with the lowest numbered precinct or at the beginning of the alphabet and proceeding in alpha-numerical order until all challenges are resolved. If the challenged delegate is not sustained, he or she shall be removed immediately and replaced by a qualified alternate. A challenged delegate may not vote on the question of his or her own challenge.

- f. The number of seated delegates (including alternates to be seated as delegates) supporting each presidential candidate or uncommitted status.

The Temporary Chair shall announce the allocation of delegates to presidential preferences that will result if there are no changes in attendance or preference that occur before the adoption of the final credentials report. Following the report of the Credentials Committee, any delegate may change their presidential preference by registering a revised presidential preference with the Credentials Committee. These changes will be reflected in the final allocation of State Convention delegates. A delegate who changes presidential preference will participate in the election of delegates with their new presidential preference sub-caucus.

The Credentials Committee may seat unchallenged delegates arriving after the Credentials Committee report.

7. The Chair of the Rules Committee shall present the report of the Rules Committee.
8. Any registered voter of the Legislative District may nominate themselves or be nominated by a delegate to the caucus for the position of Permanent Chair. Nominations, seconding speeches and speeches by the candidate on his or her own behalf shall not total more than three (3) minutes per nominee. A majority is required to elect. If no person has a majority, the candidate receiving the least votes is dropped and balloting shall be repeated using the remaining names. This procedure shall be repeated until a candidate receives a majority.
9. The Permanent Chair shall appoint a Secretary, Sergeant-at-Arms, and Parliamentarian.
10. The Chair of the Credentials Committee shall present the final report of the Credentials Committee which shall include an update of all items included in the preliminary report of the Credentials Committee.
11. Upon adoption of the final credentials report, the Chair shall announce the final allocation of State Convention delegates and alternates, reflecting the presidential preferences in the final report of the Credentials Committee, including the following information:
  - a. The number of qualified delegates seated.
  - b. The number of qualified alternates seated in place of disqualified or absent delegates.
  - c. The total number eligible to vote at the caucus.
  - d. Allocation of Congressional District Caucus and State Convention delegates and alternates supporting each presidential candidate or uncommitted status.

12. Congressional District Caucus/State Convention delegates and alternates shall be elected by presidential preference sub-caucus using the following procedures:
  - a. Each candidate for Congressional District Caucus/State Convention delegate or alternate must be a resident registered voter in the Legislative District and must be identified as to presidential preference.
  - b. Each candidate for Congressional District Caucus/State Convention delegate or alternate shall self-nominate by signing the nomination list at the registration table. A self-nomination shall be assumed to be a nomination made during the presidential preference sub-caucus of which the self-nominator is a member at the time delegates are to be elected. No second is required. A candidate who is not present must signify in advance, in writing individually, his/her presidential preference, that he/she will serve if elected and that he/she is a Democrat and is willing to be known as such. The letter of any absent candidate shall be read by the sub-caucus chair and shall constitute a nomination, no second required. Each candidate shall have up to (1) one minute (including the time spent by the sub-caucus chair reading an absent candidate's nomination letter) for speech on his/her behalf.
  - c. Voting shall be by signed ballot and a ballot to be counted must have all positions filled with no duplications (This prevents delegates from skewing the vote by only voting for one candidate and leaving the other positions blank). The chair of the sub-caucus shall give clear notice to the delegates that they must vote for the allotted number of candidates, give adequate time to do so, and ask voting delegates to check their ballots before turning them in. A plurality is required to elect. The Chair shall provide the ballots. After the votes are collected and tallied, the person receiving the most votes shall have been elected, the person receiving the next most votes shall have been elected, and so forth until all allotted delegate positions are filled. In case of a tie vote, the assignment of a delegate position shall be by lot.
  - d. Congressional District Caucus/State Convention alternates shall be selected from the same set of ballots used for the election of delegates. The candidate for delegate receiving the most votes after all delegate slots are filled shall become alternate number one, and the alternate receiving the next most votes shall be alternate number two, and so forth. In case of a tie vote, the assigning number to the alternates shall be by lot.
  - e. Each delegation elected shall be equally divided between women and men in both the delegate and alternate categories unless there are an insufficient number of nominees from one gender to fill available positions (If a legislative district can elect 40 delegates but 10 men and 30 women are running then the women can take the delegates spots that the men are unable to fill and the delegation will consist of 10 men and 30 women.)

13. Following their election, each delegate and alternate shall be provided with registration materials for the State Convention.
14. The Chair shall transmit the Affirmative Action Report, and the names, demographic profiles germane to the delegate selection and affirmative action plan, mailing addresses, telephone numbers, email addresses, and presidential preference of delegates and alternates elected at the legislative district caucus to the State Democratic Chair within five (5) days of their election. Alternates shall be listed in the order in which they were elected.
15. Not applicable.
16. Not applicable.
17. A quorum shall consist of 40% of the number eligible to vote as shown on the credentials report, as most recently amended.
18. The Chair shall appoint a representative tally committee of alternates or non-delegates for each presidential preference sub-caucus. All ballots shall be returned to the Chair and shall be retained by the Chair until the State Convention has adjourned.
19. The Unit Rule<sup>1</sup> shall not be permitted at any time
20. Proxy voting shall not be allowed.
21. All possible efforts shall be made to insure maximum participation of ethnic minorities, women, youth, persons over 65 years of age, LGBTQ, Labor, veterans, persons with a high school education or less, disabled, and persons of economic disadvantage.
22. Robert's Rules of Order, Newly Revised, shall prevail in other matters not specifically covered herein.

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<sup>1</sup> The Unit Rule is a rule of procedure at a national political convention under which a state's entire vote must be cast for the candidate preferred by a majority of the state's delegates.

Allowing the unit rule at your caucus would mean that all delegates would be chosen for one candidate. This would be in conflict with the current system which allows for proportional representation