



Utah **Democratic** Party

# 2020 Neighborhood Caucus Night Materials

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# Utah Democratic Party

Dear Neighborhood Caucus Night Host,

Neighborhood Caucus Night is here! In this box are most of the materials you need to host your Neighborhood Caucus Night meetings. Most of you have spoken with me (and/or your County Party Chair) about hosting these meetings.

## What's in the box?

**Neighborhood Caucus Host Planning Guide** This includes some best practices for hosting your neighborhood caucus meeting and slides from the trainings we've given. Please review this packet thoroughly before Neighborhood Caucus Night.

**Caucus Attendee Forms** This form is for each attendee to fill out so we can capture their information to keep them involved in the party in the future. The forms are color coded by Congressional District (CD). Make sure each attendee gets a form for the CD they live in!

**Letter from the UDP Chair Jeffrey Merchant** One is provided for each Precinct, so there's no need to read it out loud on Neighborhood Caucus Night.

**Precinct Caucus Meeting Agenda** One is provided for each Precinct.

**State Party Rules for Precinct Caucus Meetings** One is provided for each Precinct.

**Roles and Responsibilities for Precinct Officers and Delegates** One is provided for each precinct.

**Precinct Caucus Election Results Form** One is provided for each precinct.

**Poll Worker Application**

**Things you'll need to provide for your caucus location:** Voter registration forms (you can get these from your county clerk's office), pens, and volunteers at each location. You may also choose to have clipboards and any local Democratic Party swag you may have access to. Let me know if I can help you get any of these things!

Once your Neighborhood Caucus Meeting is over, make sure you collect the list of delegates in your area and a list of all those who attended your Neighborhood Caucus Meeting. The forms for collecting this information are included in this packet. Your list of delegates should be given to the state party by **Saturday, April 4**. Your list of attendees should be given to the state party by **Friday, April 10** unless the Rules Committee has approved an exception.

If you have any questions at all, please feel free to call me any time.

In solidarity,

Matthew Patterson  
Executive Director  
Utah Democratic Party  
(417) 425-7441  
mpatterson@utdem.org



## 2020 Neighborhood Caucus Night Host Planning Guide

### A few months before Neighborhood Caucus Night

- Find a location
  - Plan on a 25% increase in attendance from 2018. It's not too late to find a larger (or additional) location.
  - Schools work great. Libraries, community centers, or county buildings could work if large enough
- Consider accessibility when choosing a location and form an accessibility plan
  - The Utah Democratic Party's bylaws require that "every reasonable effort shall be made to ensure Party events are fully accessible." Things to plan for include:
    - Parking
    - 36" paths and walkways
    - ASL interpreters (if requested)
    - Low-vision materials (20-pt font, 1.5 spacing, Arial or Helvetica)
    - Adequate seating
    - Lower tables (we usually use these anyway)
    - Bathrooms, including at least one non-gender bathroom if possible
  - You should fulfill all other reasonable requests for whatever someone needs to be able to attend and participate

### 2-3 weeks before Neighborhood Caucus Night

- Secure volunteers
  - Set up
  - Registration
  - Directing attendees inside and outside
  - Accessibility issues

- Take down
- Planning meeting with your volunteers
- Visit the location
  - Assess your needs, plan the layout (and where to place directional signs and arrows) with accessibility in mind, and identify potential challenges and solutions
  - Ask what the venue requires from you (e.g. room layout if they are setting up) and how to get what you need (e.g. Wi-Fi password, flag, sound system, etc.)
  - Find out who to call if issues come up on Neighborhood Caucus Meeting night
- Begin advertising in the neighborhood
  - Yard signs, posters, and flyers throughout the district
  - Social media
  - Community councils
  - Door knocking or phone calls to known Democrats
- Get everything needed for Neighborhood Caucus Night
  - Party-supplied materials
  - Printed arrow and directional signs and blue painter's tape
  - Voter registration forms (your County Clerk can provide these)
  - Pens and pencils and thick black marker
  - Precinct maps
  - VoteBuilder access for registration
  - Dollars for Democrats bags
  - Power strip(s) for computer and phone chargers
  - Coin for tie-breaking
  - Clipboards and time keeping cards (optional)
- Confirm your current Precinct officers
- Determine who will speak at your meeting (e.g. candidates or surrogates, elected officials, county party leadership). Consider creating rules on speaking order, time limits, sign in sheets.

## March 24 Day of Neighborhood Caucus Meetings

*This is a suggested timeline that may change depending on the time the venue is available or county party rules. Check with your County Chair for any changes.*

### 5:00 pm: One hour before registration opens

- Notifies the venue staff that you have arrived
- Volunteers prepare the space
  - Setup any furniture needed (e.g. desks, tables, chairs)
  - Help designate precinct areas, with enough space between precincts, and clearly marked precinct numbers
  - Place interior directional signs and arrows
  - Set up registration area (attendee info sheets, pens/pencils, Precinct maps)
  - Exterior greeters dispatched to setup event and parking signs
- Host instructs color guard and prepares the flag

### 5:40 to 5:45 pm: 15–20 minutes before registration opens

- Everyone in position and ready
  - Exterior greeters are outside
  - Registration desk is ready to receive
  - Precinct assistants are by maps
  - Host is floating
- Assign one or more people to assist with accessibility issues if possible

### 6:00 pm: Registration opens

- Registration volunteers with laptops check attendee's voter registrations
  - If an attendee's voter registration status cannot be verified (e.g. their registration is "private"), that person may:
    - Show their voter ID card
    - Show a screenshot from [vote.utah.gov](http://vote.utah.gov) verifying their voter registration is active
    - Re-register to vote, which will not change their registration status or information
  - Attendees can register to vote on Night Caucus Meeting night.
- Volunteers must check ID (this is state law)

- Volunteer writes the VANID and Precinct of the voter on the attendee registration form
- Volunteer tells attendee which Precinct they are in
- NOTE: Registration closes at 7 pm

### **6:30 pm: Sample agenda**

- Call the meeting to order at 6:30 pm
  - Even if some people are arriving late, you must start on time
- Welcome, introductions, and roadmap
- Pledge of Allegiance
- Dollars for Democrats bags
  - Pass around as host explains the party's need for donations
- Explain the purpose of the Neighborhood Caucus Night
- Explain the roles and responsibilities of delegates and precinct officers
- Emphasize that delegates are expected to attend convention
- Introduce any speakers
  - Set a time for each speaker between 1 and 5 minutes
- Review the Precinct packets
  - Explain the voting procedures (voice vote or show of hands; secret ballots are not allowed)
  - Remind attendees all
- Encourages precincts to strongly consider ensuring the greatest amount of diversity
- Explain that 30 minutes should be sufficient time for precinct caucus meetings
- Host asks new Precinct chairs to turn in Precinct packets once finished
- Host reminds attendees of upcoming events
  - County convention
  - Any other county events)
  - State convention on April 24 and 25,
  - Taylor and Mayne Dinner on April 24
- Host thanks everyone for attending and dismisses attendees to attend Precinct Caucus Meetings

## **7:00 to 7:30 pm: Breakout for Precinct Caucus Meetings**

- Follow the agenda provided
- Volunteers answer questions that arise
- Host announces when 10 minutes remain
- Host announces when 5 minutes remain, asks precincts to wrap up, and asks for volunteers to stay to help clean up
- Host asks new Precinct chairs to turn in Precinct Election Results forms, caucus attendee forms, and dollars for Democrats bag from their precinct

## **7:35 to 8:00 pm: Take down**

- Host remains available for questions
- Volunteers collect all remaining forms and money
- Count the money
  - Two volunteers count any money collected
  - Place money in assigned envelope, write the amount collected, seal, and sign
- Take down and collect all signs, maps, and other materials
- Move furniture to its original placement
- Volunteers perform a final sweep
  - Ensure everything has been collected, taken down, or trashed.
- Host notifies venue staff (e.g. administrators, custodial staff) of their departure
- Host takes forms and money to designated drop-off immediately afterward

## **YOU MUST COMPLY WITH YOUR VENUE'S DEPARTURE REQUIREMENTS**



## After Neighborhood Caucus Night

- Submit data to the Utah State Democratic Party
  - Caucus Attendee forms and Precinct Election Results forms:
    - Due on Friday, April 10 (i.e., they must be mailed by April 8 to arrive on time)
    - Consider making photocopies for your records
  - State delegates:
    - The list should be submitted via email to Matt Patterson at [mpatterson@utdem.org](mailto:mpatterson@utdem.org) **using the template provided with all information completed**
    - If you elect state delegates on Neighborhood Caucus Night, email the list as soon as possible
    - If you elect state delegates at your county convention on a different day, submit your delegate list by Friday, April 4
    - using the template provided with all fields field for all delegates,
  - The Utah State Democratic Party is able to assist with data entry upon request and will share data back to the county parties as soon as possible

**That's it! You're done!**

# Frequently Asked Questions

## **Q: Who can help me plan?**

A: You have plenty of options!

- Matthew Patterson: Executive Director (also available on Neighborhood Caucus Night)
  - mpatterson@utdem.org
  - 417-425-7441
- Nadia Mahallati: Vice Chair (also available on Neighborhood Caucus Night)
  - nadia@utdem.org
  - 916-521-6199
- Zach Thomas: Chair of County Chairs and Weber County Chair
  - zthomas@utdem.org
  - 801-710-8361
- Terri Goodall: Eastern Regional Coordinator and Wasatch County Chair
  - terrigoodall@gmail.com
  - 660-287-6098
- Brittanie Parry: Western Regional Coordinator and Iron County Chair
  - Hokey23@gmail.com
  - 435-327-2745
- Previous Neighborhood Caucus Night hosts

## **Q: Who can participate Precinct Caucus Meetings?**

A: Anyone can attend, but only registered voters who live in the Precinct can vote and be elected as a Precinct officer or delegate

17-year-olds can participate if they will be 18 by November 3 (general Election Day), and pre-registered to vote

**Q: When do Neighborhood Caucus Night forms need to be back to UDP?**

A: Caucus Attendee and Precinct Election forms are due by Friday, April 10

State delegate lists (you must use the provided template and fill out all information)

- ASAP (if selected on Neighborhood Caucus Night)
- April 4 (if selected another day)

**Q: Is it ok to hold county convention the same night as Neighborhood Caucus Night?**

A: Yes, but it still must happen on March 24!





## Utah Democratic Party

March 24, 2020

Dear Utah Democrats,

Welcome to the 2020 Democratic Caucus meeting! As you know, these meetings, which are happening throughout the state today, are the foundation of the grassroots political movement that we are all a part of. Being here today not only shows your commitment to the ideals of the Democratic Party, but more importantly the ideals of the American way of life.

The people of Utah are hungry for leadership. We know that because for the first time in years, Utahns have started legislating for themselves. When the Legislature refused to act on medical marijuana, on healthcare, and on redistricting, we acted for ourselves. When the Legislature passed terrible tax policies, we said no. It doesn't matter the issue, whether it's education, or housing, or air quality or violence, Republicans have ignored the will of the people, and it's time to return to responsive governance.

So, what can you do?

1. **Fill out the Volunteer Information** section of your Caucus Attendee Form. I know, some of you are thinking "what will I get myself into if I fill this out." I get it, I've been there. Fill it out anyway! This will help you to meet like-minded people in your neighborhood and help Democrats win in 2020.
2. **Make a contribution to the county party.** I recognize that it can be hard to give, but if you skip that latte, or burger, or bottle of water, and throw a dollar or two in the Dollars for Democrats bag, you help your county party to support candidates right here in your neighborhood.
3. **Run for a precinct office!** Let me be clear: THIS IS NOT A HARD JOB! It is easy, it is fun, and it gets you involved in the process. It doesn't mean you don't have to do any work, but the work is not hard, and it is vital to our progress.

This year is our year. Don't leave yourself out of the victory. Contribute however you can, and together, let's make Utah a better place to work, to play and to live.

Sincerely,

Jeff Merchant  
Chair  
Utah Democratic Party

# 2020 Precinct Caucus Meeting Agenda

1. Choose someone to run the Precinct Caucus Meeting. Generally, this will be the incumbent Precinct chair, but if they do not attend the Precinct Caucus Meeting, someone else will need to ensure everything is accomplished.
2. Elections (by show of hands or voice vote; no secret ballots):
  - Review the Roles and Responsibilities sheet.
  - We strongly encourage Precincts to consider ensuring the greatest amount of diversity among those elected.
  - Elect a Precinct chair and other Precinct officers.
  - Elect the number of delegates assigned to your Precinct.
  - Use the Precinct Election Results form to record the elected Precinct officers and delegate(s). Be sure to complete the entire form, including **all contact information, in legible writing**.
3. Ensure everyone has completely filled out their caucus attendee forms, including **all contact information**.
4. Pass around the election judge forms for interested attendees to complete.
5. **The newly-elected precinct chair will turn in ALL FORMS to the Neighborhood Caucus Meeting host.**

# State Party Rules For Precinct Caucus Meetings

## CONSTITUTION OF THE UTAH STATE DEMOCRATIC PARTY

### ARTICLE IX: Full Participation

**Section 1.** Any person who will be eligible to vote in Utah in the next General Election, resides in the political subdivision for which the political activity is conducted, and participates in good faith, may be eligible to participate except as otherwise provided herein and in the Bylaws, in precinct caucuses, state and county conventions, Democratic Party primary elections, state and county central and executive committees, and state and county party office.

**Section 2.** Discrimination in the conduct of party affairs on the basis of race, gender, age (if of voting age), color, creed, national origin, religion, ethnic identity, sexual orientation, economic status, or disability is prohibited, to the end that the party at all levels be open.

### ARTICLE X: General Provisions

**Section 3.** In the absence of other provisions, Robert's Rules of Order, as most recently revised, shall govern the conduct of all meetings of the Utah State Democratic Party.

**Section 4.** There shall only be one vote counted for each person at all meetings of the Utah State Democratic Party regardless of the number of positions that they hold.

**Section 5.** . . . Voting by proxy shall not be permitted in any meeting of the Utah State Democratic Party. Remote participation shall not be permitted at State Conventions.

**Section 7.** No delegate shall be mandated to vote contrary to their choice as expressed at the time elected. Delegates who did pledge to a candidate or issue should in all good conscience reflect the sentiments of those who elected them.

**Section 13.** No person shall be elected to any party office or as a delegate unless they are present or provide their express written consent.

**Section 14.** In the event that two or more persons receive the same number of votes in an election held by the Utah State Democratic Party, the outcome shall be determined by lot, unless the Bylaws or other rules adopted by an entity of the Utah State Democratic Party specifically state otherwise.

*See reverse for relevant excerpts from the Utah State Democratic Party Bylaws.*

# State Party Rules For Precinct Caucus Meetings

## BYLAWS OF THE UTAH STATE DEMOCRATIC PARTY

### ARTICLE XII General Provisions

**Section 10.** Organizing Caucuses. Each precinct caucus may elect at least two members to the County Central Committee and at least one delegate to the County Convention. The precinct caucus may elect delegates to the State Convention, if provided for by the County Party State Delegate Selection rules. The County Parties may allocate to a precinct more than one County Delegate position based on written rules that use as a base for allocation either County Party leaders, population, number of registered voters, some verifiable measure of Democratic Party strength in that precinct as compared to the other precincts in the County, or some combination thereof. If a County Party does not adopt a rule for allocation of delegates, they shall be allocated in the same manner that the Utah State Democratic Committee uses to allocate State Delegates. Precinct caucus locations shall be held in places within or nearby the precinct which are accessible and reasonably convenient to attendees, including people with disabilities. Vacancies or replacements for people elected as County Delegates shall reside in or nearby the precinct, but in no circumstances outside the State House District, for which the vacancy occurs and preference must be given to persons living in the precinct for which the vacancy occurs. The County Party shall determine the method of notification to the Utah State Democratic Committee and the County Party of the persons elected to serve in one or more of the following positions: County Delegates, State Delegates, election judges, registration agents, and County Party Central Committee members. Regardless of the method used the notification must be within seventy-two hours after the conclusion of the caucus. If the Utah State Democratic Committee requires a Presidential Preference Vote to take place at the precinct caucus, the County Party determines the method by which the results of the vote shall be transmitted to the Utah State Democratic Committee by telephone or facsimile within five hours after the conclusion of the precinct caucus. The precinct caucus shall be prepared to conduct business for at least one hour.

*See reverse for relevant excerpts from the Utah State Democratic Party.*



# Roles & Responsibilities: 2020–2022 Precinct Officers

## **Precinct Chair**

- Serve as a liaison between the residents of your Precinct and the party, including sharing information about meetings and events
- With help from the Party, locate and get to know Democrats in your Precinct
- Recruit volunteers for party work, like passing out candidate literature door-to-door and helping make sure Democrats in your precinct vote on time
- Encourage and promote qualified Democratic candidates running to represent their Precinct
- Be prepared to host the next precinct caucus, or find someone who will.
- Assist with other duties as requested by county party officers

## **Precinct Vice Chair**

- Assist the Precinct chair in planning, recruiting, and organizing
- Serve as Precinct chair if a vacancy occurs

## **Precinct Secretary** (if applicable, otherwise assigned to the Precinct chair)

- Assist the Precinct chair in planning, recruiting, and organizing
- Maintain contact information for all Democrats in the precinct

## **Precinct Treasurer** (if applicable)

- Assist the Precinct Chair in planning, recruiting, and organizing

*See reverse for Roles and Responsibilities for delegates.*

# Roles & Responsibilities: 2020–2022 Delegates

If you are unable fulfill your duties as a delegate, inform your precinct chair or a county party officer of your resignation.

- Read the Call to Convention when it is sent to you
  - Familiarize yourself with any other materials that may be sent to (e.g. the platform or rule changes that you might be expected to vote on)
- Become familiar with Democratic candidates and issues
  - Candidates may contact you to gain support. It is important that you be well informed so you can make intelligent choices
  - Remember, you represent the other Democrats in your Precinct but you are not bound to the preferences of your Precinct
- Attend and vote at 2020 and 2021 conventions
  - Anyone can attend conventions; however, materials are only prepared for official delegates. Only delegates are allowed to vote
  - At the 2020 county conventions, county delegates will formally elect delegates to the state convention and nominate candidates to appear on the ballot for districts entirely within that county (i.e. county commissions or councils, other county offices, and, in some counties, candidates for the state legislature). They may also adopt a county party platform or resolutions, or vote on amendments to party rules
  - At the 2020 State Convention (April 24–25), state delegates will nominate candidates to appear on the ballot for the statewide and multi-county districts. A platform will also be adopted at this convention and the delegates may vote on resolutions or amendments to party rules
  - At the 2021 county and state conventions, new party officers will be elected
- Support your precinct, legislative house district, county, state, and national party officers by
  - Helping to organize your district
  - Distributing political literature
  - Attending party functions
  - Doing volunteer work for local campaigns and your county party

*See reverse for Roles and Responsibilities for Precinct officers.*

# Precinct Caucus Election Results

The Party encourages you to consider ensuring the greatest amount of diversity.

## POLITICAL DISTRICT INFORMATION

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County: \_\_\_\_\_ Precinct ID: \_\_\_\_\_

## Precinct Officers Elected

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Chair's name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Vice chair's name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Secretary's name (if applicable) \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Treasurer's name (if applicable) \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

**Delegates Elected** This precinct can elect # \_\_\_\_\_ of delegates (if applicable)

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Delegate's name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Delegate's name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Delegate's name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

## Certification of Results by Caucus Host

Precinct Caucus Host's Signature \_\_\_\_\_

# Poll Worker Application

**NOTE:** All applicants must be registered voters. Only those physically able to perform all duties on Election Day will be accepted. This requires good eyesight and hearing and the ability to endure the long hours on Election Day. Back problems often prevent a person from being able to perform these duties.

Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Party Affiliation \_\_\_\_\_ Evening Phone \_\_\_\_\_

Email \_\_\_\_\_

Are you a registered voter? Yes\_\_\_\_\_ No \_\_\_\_\_

Have you served as a poll worker before? Yes\_\_\_\_\_ No \_\_\_\_\_

Are you willing to work a precinct other than your own? Yes\_\_\_\_\_ No \_\_\_\_\_

Which elections are you able to work? Primary\_\_\_\_\_ General \_\_\_\_\_

Are you physically able to sit or stand for long periods of time? Yes\_\_\_\_\_ No \_\_\_\_\_

Are you able to lift 45 pounds? Yes\_\_\_\_\_ No \_\_\_\_\_

Do you use a computer on a regular basis? Yes\_\_\_\_\_ No \_\_\_\_\_

Are you willing to attend additional training? Yes\_\_\_\_\_ No \_\_\_\_\_

I declare that I am a qualified applicant and physically able to perform the duties of an election judge and that I will attend the required two-hour classroom training class before each election.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_