



Nevada 2020 Caucus Recount Manual

Table of Contents

Introduction & Glossary	2
Recount Request Summary	3
Before the Recount	5
• Requesting a Recount	
• Forms & Filing	
• Deadlines & Requirements	
• Assessing Recount Requests	
• Approval and Denial of Recount	
• Scope of Recount	
• Cost of Recount	
• Timing of Recount	
• Preparing for the Recount	
Conducting the Recount	8
• Caucus Reporting Sheets	
• Retabulating Precinct Caucus Results	
• Observing the Recount	
After the Recount	12
• Results	
• Reporting & Certification	
• Withdrawing a Request	

Introduction

The Nevada State Democratic Party has prepared this guide of the recount procedures regarding the 2020 First in The West Caucus. This comprehensive guide will provide specific information that outlines the process for requesting and receiving a recount upon the conclusion of the 2020 Democratic Caucus on **February 22nd, 2020**.

This guide was completed in conjunction with the Democratic National Committee and Nevada State Democratic Party leaders. This guide has been provided equally to all Presidential campaigns. Please note this guide does not carry the force and effect of Nevada law, regulation or rule.

Glossary

Recount: A recount is a hand review of every precinct Caucus Reporting Sheet, the certified final expression of preference and record of awarded delegates, and a manual retabulation of caucus results from the precinct level to the statewide level to ensure the accuracy of announced statewide caucus night results.

2020 Caucus Recount Request Summary

The Nevada State Democratic Party will provide any qualified Democratic presidential candidates the opportunity to request a recount that is paid for by the candidate and carried out in a timely manner.

Any presidential candidate may personally request a complete statewide recount by submitting a request in writing, executed by the candidate, to the Nevada State Democratic Party Chairman:

- A. Requests for recount must state the reason for the request, the basis of the reason for requesting and a good faith statement of belief that a recount process may increase the national delegate allocation for the requesting candidate.
- B. Requests for recount must be received by the Nevada State Democratic Party Chairman no later than **Monday, February 24, 2020, at 5:00 pm PST**. The request must be statewide in scope. No partial recount will be permitted.
- C. The Nevada State Democratic Party will respond to all recount requests within 48 hours of receipt. In the case of a valid request, the response will include an anticipated timeline for review and an initial estimate of fees to be assessed to the candidate in order to complete the recount. In the case of an invalid request, the response will state the reasons for invalidity.
- D. The Nevada State Democratic Party will provide the candidate requesting the recount 24 hours following the receipt of the timeline and cost to provide the State Party with the deposit of the full amount necessary to complete the requested recount. If the cost of the recount is greater than the initial estimate of fees, candidates will be responsible for paying The Nevada State Democratic Party the deficiency. If the deposit is greater than the total cost of the recount, the excess shall be refunded by The Nevada State Democratic Party.
- E. Upon receipt of the deposit, the Nevada State Democratic Party Chairman will send a copy of the request and the State Party's response to the authorized representative of any presidential candidate who received at least one (1) National Delegate Equivalent.

- F. The Nevada State Democratic Party will work in conjunction with our technology vendor to complete the requested recount no later than **Friday, March 6, 2020**.

- G. Upon completion of the recount, the Nevada State Democratic Party Chairman will send written notice of the results to the requestor and the authorized representative of any presidential candidate who received at least one (1) National Delegate Equivalent. The Nevada State Democratic Party will certify caucus results within seven days of completing the requested recount.

Before the Recount

Requesting a Recount

Any Presidential Campaign may request a statewide recount. No requests for a partial recount will be accepted. Throughout our caucus to convention process, the Nevada State Democratic Party is required to:

- Ensure final expressions of preference as part of the presidential nominating process are securely preserved, in a method to be specified in the State's Plan, that ensures the availability of a prompt and accurate recount; (Rule 2.K.6)
- Provide a standard process that any presidential candidate may request a recount that is paid for by the candidate and carried out in a timely manner. (Rule 2.K.7)

Forms & Filing

Candidate campaigns that wish to request a recount are required to follow these guidelines in order to have their request processed. Requests for recount may be presented by email to the Nevada State Democratic Party.

How to File:

Please address a letter to the Nevada State Democratic Party Chair, William McCurdy II. This letter can be emailed to (chairmccurdy@nvdemts.com) and please copy both the NSDP Executive Director, Alana Mounce and Caucus Director, Shelby Wiltz. (amounce@nvdemts.com) // (swiltz@nvdemts.com).

This letter should be considered your official request. To be accepted and processed, the letter must:

- Be received no later than **Monday, February 24, 2020, at 5:00 pm PST.**
- Include the name, phone number and email address for the presidential campaign's authorized representative.
- Include the reason for the request, the basis of the reason for requesting and a good faith statement of belief that a recount process may increase the national delegate allocation for the requesting candidate.

Deadlines & Requirements for Requesting a Recount

Requests for recount must specify the reason for the request and outline how the recount may increase the national delegate allocation to the requesting candidate campaign.

Requests for recount must be received by the Nevada State Democratic Party Chairman no later than **Monday, February 24, 2020, at 5:00 pm PST**. The request must be statewide in scope. No partial recount will be permitted. The Nevada State Democratic Party will begin accepting requests for a recount 48 hours before the request deadline.

Assessing Recount Requests

Requests for recount will be assessed by a committee made up of the following people:

- Nevada State Democratic Party Chair - William McCurdy
- Executive Director - Alana Mounce
- Caucus Director - Shelby Wiltz
- And at the State Party's discretion:
 - The Democratic National Committee's Voter Protection Team
 - The State Party's legal counsel and/or advisors

Approval and Denial of Recount

The Nevada State Democratic Party in conjunction with the Assessment Committee will review all accepted requests for a recount and determine whether the requesting party may gain at least one additional national delegate as a result of the recount process.

The Nevada State Democratic Party will respond to all recount requests within 48 hours of receipt. In the case of a valid request, the response will include an anticipated timeline for review and an estimate of fees to be assessed to the candidate in order to complete the recount.

In the case of an invalid request, the response will state the reasons for invalidity and be communicated to that campaign within 48 hours.

The Nevada State Democratic Party will provide the candidate requesting the recount 24 hours following the receipt of the timeline and cost to provide the State Party with the deposit of the full amount necessary to complete the requested recount.

Upon receipt of the deposit, the Nevada State Democratic Party Chair will send a copy of the request and the State Party's response to the authorized representative of any presidential candidate who received at least one (1) National Delegate Equivalent.

Scope of Recount

Any Presidential Campaign that filed to participate in the Nevada Caucus may request a statewide recanvas. No partial recount requests will be accepted.

Cost of Recount

Upon responding to a valid recount request, the Nevada State Democratic Party will include an anticipated estimate of fees to be assessed to the candidate in order to complete the recount. This estimate will be assessed using the following criteria:

- Staff capacity to conduct recount
 - Overtime pay
 - Payment for time spent away from job responsibilities
 - Fees and stipends for additional short term staff
- Space rental
 - Recount space
 - Storage space
- Vendor fees
 - Staff and overtime fees
 - Additional retainer and project fees
- Legal and advisory fees

Campaigns must make a full deposit of the initial fees estimate within 24 hours of receiving notice of a valid recount request from the Nevada State Democratic Party. If the cost of the recount is greater than the initial estimate of fees, candidates will be responsible for paying The Nevada State Democratic Party the deficiency. If the deposit is greater than the total cost of the recount, the excess shall be refunded by The Nevada State Democratic Party.

Timing of Recount

- The NSDP will begin accepting requests for recount on **Saturday, February 22, 2020 - 5:00 pm PST.**

- The deadline for submitting a request for a recount is **Monday, February 24, 2020 - 5:00 pm PST.**
- The NSDP will respond to requests for recount **within 24 hours** of receipt
- The Nevada State Democratic Party will provide the candidate requesting the recount **24 hours** following the receipt of the timeline and cost to provide the State Party with the full deposit of the initial fees estimate. If the cost of the recount is greater than the initial estimate of fees, candidates will be responsible for paying The Nevada State Democratic Party the deficiency. If the deposit is greater than the total cost of the recount, the excess shall be refunded by The Nevada State Democratic Party.
- The Nevada State Democratic Party will work in conjunction with our technology vendor and Assessment Committee to complete the requested recount no later than **Friday, March 6, 2020.**

Preparing for the Recount

When conducting a recount the Nevada State Democratic Party will only review past results. The recount will ensure an accurate review of the final expression of preference on Caucus Day.

Questions regarding whether individuals should or should not have been permitted to participate in the caucus or other questions regarding the conduct of the caucus are beyond the scope of a recount. A recount concerns a review of final expression and awarded delegates for each precinct. It does not concern the conduct of the caucus participants themselves. Any questions regarding any alleged irregularities or issues beyond the scope of a recount may be lodged with the DNC's Rules and Bylaws Committee in the form of an implementation challenge.

Conducting the Recount

Caucus Reporting Sheets

Caucus Reporting Sheets are the paper record of the report that will be submitted through the NV Dems Caucus Reporting tool on **February 22, 2020**, and will be the **primary record for any recount process as opposed to the Presidential Preference Card which only includes the in-person count totals for each alignment and no record of awarded delegates**. Caucus Reporting Sheets will be signed and certified by the Permanent Precinct Chair of each precinct. A member of each viable preference group will also be asked to sign the Caucus Reporting Sheet.

Caucus Reporting Sheets in addition to Presidential Preference Cards will be collected from all Permanent Precinct Chairs by the Site Lead for each location on **February 22, 2020**, at the conclusion of the caucus. Permanent Precinct Chairs will place all Caucus Reporting Sheets in a designated return envelope at the conclusion of the caucus. That envelope along with other materials and supplies will be returned to the Site Lead. Site Leads are responsible for returning all materials to the Nevada State Democratic Party by mail or by drop off within **48 hours** of the conclusion of the caucus. The Nevada State Democratic Party will complete an intake process of all Caucus Day supplies and materials to ensure we have received Caucus Reporting Sheets from each precinct. Caucus Reporting Sheets will be logged and stored securely by precinct.

When recounting Caucus Reporting Sheets, recount administrators will work in teams to review one precinct at a time. The recount administrators will simply reference the total number of eligible caucus participants and delegates won by each candidate to establish consistency between the intended results on the Caucus Reporting Sheet and the results submitted through the Caucus Reporting Tool.

In reviewing Caucus Reporting Sheets, inconsistencies are declared if the intended result on the Caucus Reporting Sheet from the precinct is different from the results reported through the Caucus Reporting Tool. The Nevada State Democratic Party will review all precincts before taking further action on any inconsistencies. If an inconsistency is found, the caucus result will be updated to reflect the Caucus Reporting Sheet.

Re-tabulating precinct caucus results

Once all precincts have been recounted, the Nevada State Democratic Party will work with our technology vendor to retabulate caucus results from the precinct level to the statewide level.

Observing the recount

The recount will take place in a rented space, the fee for which will be paid for by the requesting campaign. The recount room will be open to campaign staff observers. To ensure an orderly and efficient recount process, the Nevada State Democratic Party Chairman will appoint a minimum of (10) ten recount administrators to oversee the process.

The Nevada State Democratic Party will provide the recount schedule to all campaigns. The State Party will allow up to (4) four observers per campaign in the recount space. Each campaign will be limited to (2) two observers within any specific room inside the larger recount space.

The recount space will not be open to the public or the press. Only Nevada State Democratic Party staff, members of the Recount Committee, and authorized campaign staff will be permitted inside the recount space.

Campaign staff observers may witness the recount process and must remain quiet during the recount process. No phones or cameras will be allowed in the recount room. Campaign observers may not challenge or interrupt the recount process. Observers may not touch Caucus Reporting Sheets or any other documents and materials in the recount space.

Challenging Votes

Authorized representatives of presidential candidates will be permitted to observe the process, but no challenges to or interference in the recount will be allowed. The Nevada State Democratic Party will only review past results and Caucus Reporting Sheets.

The Nevada State Democratic Party will not allow for provisional votes during the caucus process.

The Nevada State Democratic Party will not allow for challenges to the intent of a voter's preference. Likewise, a voter's eligibility cannot be called into question during a recount. The Nevada State Democratic Party assumes good faith when registering voters to participate in the caucus and expects voters to fill out voter registration forms honestly and legally. The Nevada State Democratic Party will not ID voters at any caucus location.

After the Recount

Recount Results

At the conclusion of the recount, the Nevada State Democratic Party will write a summary report of the results and in the form of a CSV file outlining the number of delegates awarded to each candidate in each precinct and a summary of those awarded delegates at the county, congressional district and statewide levels. The results will be reviewed by the recount committee and certified by the State Party Chairman. These results will then be emailed and mailed to all campaigns equally.

Once all campaigns have confirmed receipt, the Nevada State Democratic Party will publish the results on its website. All recount results are final.

Withdrawing Requests

Candidates may withdraw a request for a recount at any time by submitting **a letter to the Nevada State Democratic Party Chair, William McCurdy II.**

This letter can be emailed to (chairmccurdy@nvdems.com) and please copy both the NSDP Executive Director, Alana Mounce and Caucus Director, Shelby Wiltz. (amounce@nvdems.com) // (swiltz@nvdems.com).

Recount deposit must be made upfront and are non-refundable once the recount has commenced.