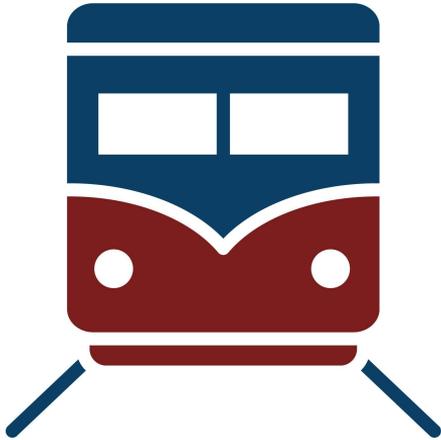


2020 Nevada Democratic Caucus Express Training



Agenda



1. **What is a Caucus?**
2. **What to Expect at a Caucus**
3. **Rules For All Caucus Sites**
4. **Before, During, & After the Caucus**
5. **Caucus Check-In Process**
6. **How to Register Voters**
7. **Caucus Steps and Script**
8. **Safety at Caucus Sites**
9. **Next Steps**

What is a Caucus?

What is the Nevada Democratic Caucus?

The Nevada Caucus is where voters get to make their choice for Democratic presidential nominee in 2020.

The Nevada Caucus is also a community meeting where Nevada Democrats gather to conduct party business such as running as a delegate and contributing to the county party platform.

Nevada is the first diverse state in the presidential nominating process and the only early battleground state.

Our 2020 caucus will be the most accessible, expansive, and transparent caucus yet.

Who can Participate?

In order to be eligible for the caucus, a voter must:

- Be a registered Democrat in Nevada.
- Be 18 years of age or older by November 3, 2020.

2020 Caucus Plan Toplines

Our 2020 Caucus is the most expansive and accessible we've had yet.

In 2020 we will offer:

- Same day voter registration
- Four-day early vote period [February 15 - February 18]
- Multilingual voting options: English, Spanish, and Tagalog
- Traditional precinct caucuses [February 22]
- Las Vegas strip caucus sites for hospitality workers [February 22]

How can you participate

Early Vote: Saturday, February 15 - Tuesday, February 18, 2020.

- You can go to any early vote location in your county!

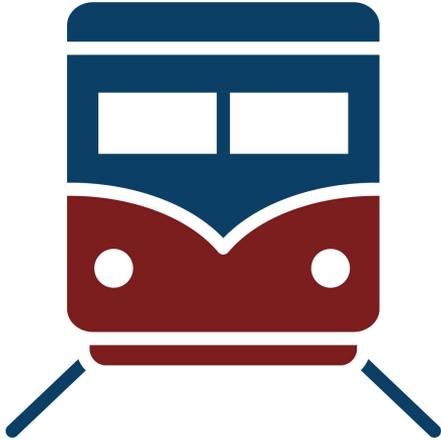
Precinct Caucus: Saturday, February 22, 2020.

- You must go to the location assigned to the precinct in which you live.

All Early Vote and Caucus Day locations can be found on our website:

caucus.nvdems.com

Agenda



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What to expect at a Caucus

Who will be there?

- Our Volunteers! They will be responsible for running the caucus. These are the primary roles we need our volunteers to fulfill for Caucus Day.
 - ***Site Leads***
 - ***Temporary Precinct Chairs***

Site Lead

Role of the Site Lead includes but is not limited to the following:

- Reporting your caucus site open and closed to the State Party
- Coordinating set up and caucus registration
- Ensuring each precinct room is set up prior to the caucus
- Managing issues as they arise at the caucus site, stepping in where needed and reporting serious issues to the State Party
- Additionally filling the role of a Temporary Precinct Chair
- Receiving completed caucus materials from each precinct chair
- Returning all caucus materials and information to the State Party

Temporary Precinct Chair

The Role of the Temporary Precinct Chair includes but is not limited to the following:

- Checking in caucus attendees and registering new voters
- Administering the procedural and logistical aspects of the precinct caucus
- Determining viability, counting each presidential preference group, and calculating the number of delegates to be awarded to each group
- Taking Democratic Party platform suggestions from caucus attendees
- Reporting precinct caucus results to the Nevada State Democratic Party
- Returning all necessary documents and materials to your Site Lead

Who will be there?

- **Caucus Goers**
 - Voters will caucus with other registered voters that live in their precinct.
- **Members of the media**
 - Press may show up at some caucus sites to cover the process. Press are prohibited from interfering with the process and interviewing participants during the event.
- **Presidential campaign volunteers and staff**
 - Campaigning is common at caucus sites. Volunteers and staff may attend on behalf of candidates, but must follow guidelines and not interfere with the process.
- **Guests & Observers**

Caucus Vocabulary

Viability

- Viability determines whether or not a candidate's preference group is eligible to be awarded delegates and is based on the total number of eligible caucus attendees who participate in the caucus.

Viability Threshold

- The viability threshold is the percentage of voters (early voters and in-person participants combined) that a candidate needs in a precinct in order to be eligible to win delegates on Caucus Day! At most caucus locations, the viability percentage will be 15%.

Realignment

- If a preference group does not meet the viability threshold, the participants of that group will realign by joining another preference group.

Sample Scenario

Let's imagine that a caucus participant lives in fictional precinct 401 in Boulder City. Their precinct has been assigned **2** delegates.

For precincts assigned 2 delegates, at least **25%** of eligible caucus attendees must align with a candidate in order for a candidate to be viable.

Sample Scenario

Eligible participants are made up of all early voters from the precinct, plus all in-person participants with preference cards that are present on Caucus Day.

At precinct 401, 100 eligible participants caucused...

- Early Vote Participants = **35**
- In-person Caucus Attendees = **65**
- Total eligible participants = **100**

Caucus Math

When determining viability in each precinct, the Permanent Precinct Chair will add the total number of in-person attendees to the total number of early vote participants from the precinct. Viability will be determined using this formula:

(Early Voters + In-Person Attendees) X (Viability Percentage for the precinct)

Viability Threshold For Precinct 401 = **25%**

(35 early voters +65 in-person) x 25% = 25 people needed in each preference group

**When determining viability, YOU MUST ALWAYS ROUND UP!*

How does it work if you early vote?



1. You arrive at any early vote location in your county!



2. You check-in and cast your presidential preference!

- a. You can register to vote or update your registration at your early vote site.
- b. You will make multiple preference options in case your first choice isn't viable on Caucus Day.



3. Your vote is securely stored, and will be counted with your precinct on Caucus Day!



4. On Caucus Day, your vote will be counted with your precinct to determine viability and award delegates!

Caucus Math

Viability Threshold For Precinct 401 = **25%**

25% of 100 = 25 people

1st Alignment

- Candidate A = **20** people [non viable]
 - 15 in-person, 5 early vote
- Candidate B = **50** people
 - 30 in-person, 20 early vote
- Candidate C = **30** people
 - 20 in person, 10 early vote

Caucus Math

2nd Alignment (Realignment)

Because Candidate A was not viable, the participants from that preference realigned to one of the other two candidates.

- Candidate A = non viable
- Candidate B = **60** people
 - 37 in-person, 23 early vote
- Candidate C = **40** people
 - 28 in-person, 12 early vote

Caucus Math

Once all of the presidential preference groups are viable, the Precinct Chair will apply a delegate allocation formula to determine how many delegates the group is awarded.

Delegate Allocation Formula:

of people in preference group X number of delegates assigned to the precinct / total number of eligible attendees

- Candidate B: $60 \times 2 / 100 = 1.2$ - ROUND DOWN = **1** delegate
- Candidate C: $40 \times 2 / 100 = 0.8$ - ROUND UP = **1** delegate

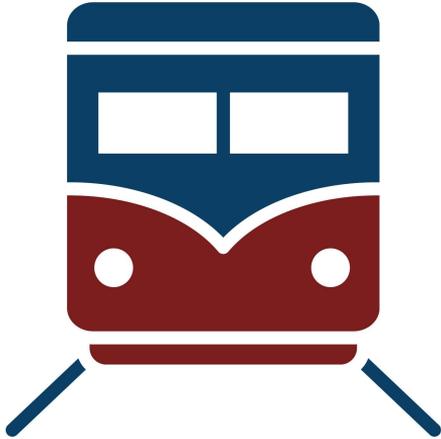
Election of Delegates to the County Convention

- After delegates have been awarded to each viable preference group, the caucus will move to the election of delegates. Attendees can self-nominate & nominate others.
- Each candidate for a delegate position shall have up to one minute to make remarks.
- Precincts are entitled to elect half the number of alternates as they are allocated delegates. If a precinct is only allotted one delegate, one alternate shall be elected.
- Anyone elected as a Delegate or Alternate **MUST** complete a Delegate or Alternate Certificate form to ensure their participation at the County Convention.

Important Notes on Electing Delegates

1. Caucuses that elect more than one delegate should try to elect an equal number of men and women. For this purpose, it is appropriate to have more than one round of voting to elect all the delegates. Care should also be taken to encourage diversity among the candidates for delegate.
2. If the number of caucus attendees is less than or equal to the number of delegates allocated to a precinct, the Permanent Chair may entertain a motion to elect all attendees as delegates to the County Convention by acclamation.
3. Elected delegates & alternates will fill out the Delegate Election Certificate. Delegates will keep a personal copy, and the Permanent Chair will keep one copy to be returned to the State Party and one copy to be returned to the County Party.

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Rules for Caucus Sites

As a Caucus Day Volunteer, you are an officer of the Democratic Party, and will be required to abide by these rules:

1. Caucus volunteers are not permitted to give speeches on behalf of presidential candidates at the caucus during the realignment period. Caucus volunteers should not serve as precinct captains on behalf of presidential candidates.
2. Caucus volunteers must remain neutral while performing their duties and are discouraged from wearing candidate merchandise or apparel.
3. All Caucus Volunteers must sign a **Neutrality Agreement** which you'll see on the next page.

Neutrality Agreement

I, _____ hereby pledge to honor the letter and spirit of this caucus volunteer neutrality agreement.

As a caucus volunteer, I may support any candidate for the Democratic nomination for President of the United States.

As a caucus volunteer, I may participate in all aspects of the caucus like any and all other eligible caucus attendees.

However, I may not use my role as a caucus volunteer to misinterpret any rules or influence the results of the caucus in any manner. I may not use my powers as a caucus volunteer to alter any aspect of the caucus and I agree to follow the training program and guidelines set forth by the Nevada State Democratic Party.

Once you have read the agreement, sign on your paper copy to acknowledge that you agree.

Rules for Caucus sites

The Nevada State Democratic Party is committed to running an expansive, accessible, and transparent caucus process. To ensure the integrity of the First In The West Caucus, it is imperative that the following rules for campaigns, observers and other guests at the caucus sites be followed.

The following rules MUST be followed by guests at all caucus sites:

- Only eligible, registered caucus participants may participate in the caucus.
- The Site Lead/Temporary Chair will ask that all guest observers (including campaign staff and volunteers) be seated in an area other than what is reserved for eligible caucus participants, if there is room. Caucus participants are given first priority for space in the precinct location.
- Guest observers must remain quiet and not become involved in caucus discussions once the caucus is called to order.

Rules for Caucus sites

- Eligible caucus participants are to be considered actively participating in the caucus from the time it is convened until it is adjourned. It is not appropriate for a reporter to interview a caucus participant while the caucus is in session.
- All facilities at the caucus have been reserved for caucus attendees and the Nevada State Democratic Party. The Site Lead/Temporary Chairs, as officers of the Democratic Party, have the first right to these facilities.
- In the event that there is broadcast equipment at a caucus site, it must be set up and used in a way that will not hinder or obstruct the participation of any caucus attendees. In the event of violations of these rules, the Site Lead/Temporary Chairs may ask the disruptive person(s) to leave.

Rules for Caucus sites

Campaign staff and persons appearing on behalf of candidates and issues not specifically listed on the agenda or the presidential preference card will not be offered an opportunity to speak during the caucus. However, they may speak individually with attendees and pass out literature prior to the caucus being called to order at 12:00 p.m. on Saturday, February 22. In accordance with Nevada Revised Statute, soliciting signatures to any kind of petition is prohibited.

- Presidential campaigns will be limited to two (2) staffers or volunteers at each caucus precinct location on February 22.
- Campaign staff and campaign volunteers who are observers will not be allowed to communicate, signal, or instruct the eligible caucus participants once the caucus is called to order by the Temporary Chair.
- Campaign staff and campaign volunteers will be given the opportunity to speak during the realignment period.

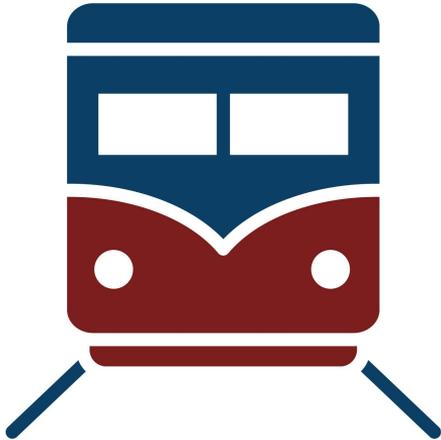
Rules for Caucus sites

- Campaign signs are NOT allowed to be posted inside any caucus location or inside any property hosting a caucus location.
- Campaigns may NOT hand out stickers, due to possible assessment of damage charges by facilities. Buttons, pins, and literature are acceptable to distribute outside of the caucus site prior to the caucus being called to order.
- No campaigning activity by presidential campaigns is permitted inside the registration area of the precinct caucus.
- Paraphernalia that obstructs views, causes a distraction (such as noisemakers) or interrupts the caucus are prohibited on caucus sites.
- Eligible caucus participants WILL BE allowed to wear campaign gear in support of their candidate in their precinct caucus.

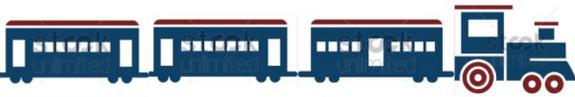
Rules for Caucus sites

- Each campaign is responsible for the removal of any campaign materials they bring to the precinct caucus or provide to supporters at the conclusion of the caucus.
- Campaign staff and campaign volunteers must respect precinct chairs and site leads at all times, including their personal space. Campaign staff and campaign volunteers may ask for information or clarification but are not to crowd, harass, or make physical contact with the precinct chair for any reason.
- No outside food is permitted at caucus locations. Individuals may bring water. Campaigns are not to provide food or drink to caucus attendees once inside the caucus location.
- All guests, observers and campaign staff or volunteers will be asked to identify themselves at check-in, and wear an orange wristband.

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Before, During, & After the Caucus

Things that will happen before Caucus Day

Receive Precinct Materials

- Leading up to Caucus Day, **Site Leads** will receive their caucus location information and precinct materials.
- Caucus materials pick up/
Drop off will take place over the next week.



Things that will happen before Caucus Day

Drive to Caucus Sites

- All caucus volunteers should drive to their caucus site to ensure they know where they are arriving on Caucus Day.
- You don't need to go tour the site -- just drive there sometime before the Caucus to get a sense of your location.



Things that will happen before Caucus Day

Exchange Contact Info with other Volunteers

- All caucus volunteers will exchange contact information with other volunteers at their assigned site.
- Site Leads will call each volunteer assigned to their site to ensure they have all the information they need prior to Caucus Day.



Caucus Day Materials Deepdive

Caucus Box Materials

❑ Site Information Sheet

- ❑ The Nevada State Democratic Party will provide a cover sheet that details specific information and instructions for your site. We will include instructions for where to set up check-in, which rooms to use and information for your on-site point of contact.



Caucus Day Information

Site Name	
Site Address	
County	
Precincts at Site	
Site ID Number	
Site Pin	

Site Lead's Name and Phone Number	
Site Point of Contact #1 and Phone Number	
Site Point of Contact #2 and Phone Number (If applicable)	
NV Dems Hotline Number	
NV Dems Point of Contact	
Wifi Name	
Wifi Password	

Site Specific Setup Instructions:

What goes here:

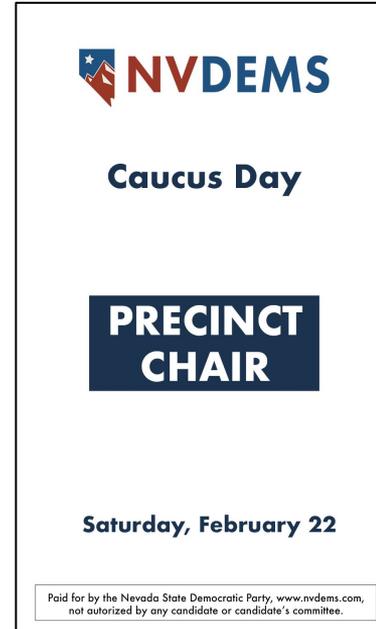
- Where to put check-in desks and additional check in information
- Overflow space for the site
- Other misc notes/flags about the site

Site Specific Closing Instructions:

Site specific closing/cleaning instructions go here

Caucus Box Materials

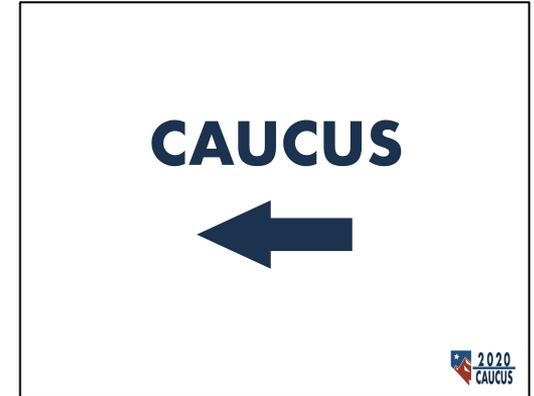
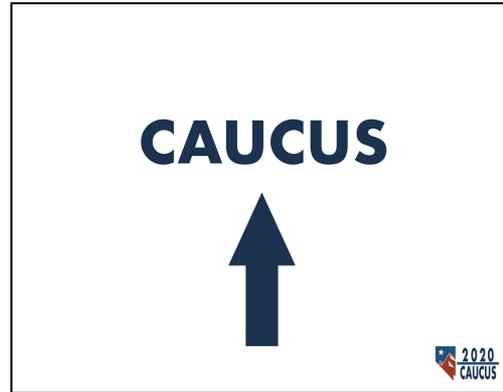
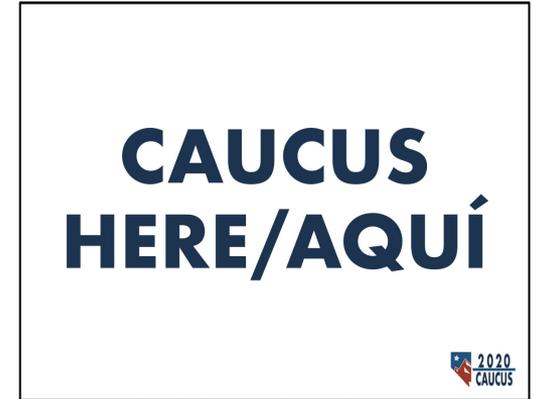
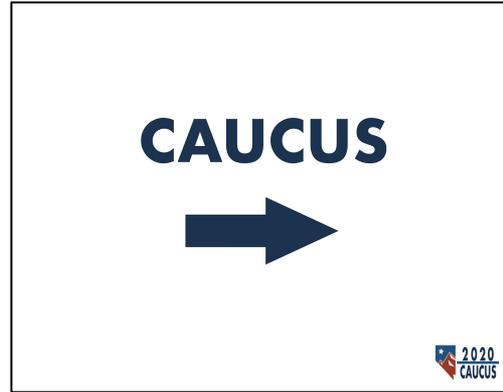
Volunteer Credentials (Materials may be updated before Caucus Day)



Caucus Box Materials

Directional Arrows:

We will provide directional signs for your use throughout the site! Make sure to bring extra markers and paper in case you need to make your own.



Caucus Box Materials

Precinct Signs

We will also provide signs for you to label your check-in area and the rooms for each specific precinct.

**CHECK-IN
REGISTRARSE**



**VOTER
REGISTRATION
REGISTRO DE
VOTANTES**



**PRECINCT
XXXX**



Caucus Box Materials

Voter Registration Forms

We will walkthrough how to register voters in an upcoming section, but here is a look at the paper form you will use **ONLY** when you cannot register a voter using the Secretary of State's website.

Voter Registration Application
Before completing this form, review the General, Application, and State specific instructions.

Are you a citizen of the United States of America? <input type="checkbox"/> Yes <input type="checkbox"/> No		This space for office use only.				
Will you be 18 years old on or before election day? <input type="checkbox"/> Yes <input type="checkbox"/> No						
If you checked "No" in response to either of these questions, do not complete form. <small>(Please see state specific instructions for rules regarding eligibility to register prior to age 18.)</small>						
1	<input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	Last Name	First Name	Middle Name(s)	<input type="checkbox"/> Jr. <input type="checkbox"/> III <input type="checkbox"/> Sr. <input type="checkbox"/> IV	
2	Home Address		Apt. or Lot #	City/Town	State	Zip Code
3	Address Where You Get Your Mail If Different From Above			City/Town	State	Zip Code
4	Date of Birth	5 Telephone Number (optional)		6 ID Number - See item 6 in the instructions for your state		
Month / Day / Year						
7	Choice of Party <small>(see item 7 in the instructions for your State)</small>	8	Race or Ethnic Group <small>(see item 8 in the instructions for your State)</small>			
9 I have reviewed my state's instructions and I swear/affirm that: ■ I am a United States citizen ■ I meet the eligibility requirements of my state and subscribe to any oath required. ■ The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be fined, imprisoned, or (if not a U.S. citizen) deported from or refused entry to the United States.						
Please sign full name (or put mark) ▲						
Date: _____						
Month / Day / Year						

If you are registering to vote for the first time: please refer to the application instructions for information on submitting copies of valid identification documents with this form.

Please fill out the sections below if they apply to you.

If this application is for a **change of name**, what was your name before you changed it?

A	<input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	Last Name	First Name	Middle Name(s)	<input type="checkbox"/> Jr. <input type="checkbox"/> III <input type="checkbox"/> Sr. <input type="checkbox"/> IV
---	--	-----------	------------	----------------	---

If you were **registered before** but this is the **first time you are registering from the address in Box 2**, what was your address where you were registered before?

B	Street (or route and box number)	Apt. or Lot #	City/Town/County	State	Zip Code
---	----------------------------------	---------------	------------------	-------	----------

If you live in a rural area but do not have a street number, or if you have no address, please show on the map where you live.

C	<p>Write in the names of the crossroads (or streets) nearest to where you live.</p> <p>Draw an X to show where you live.</p> <p>Use a dot to show any schools, churches, stores, or other landmarks near where you live, and write the name of the landmark.</p> <p>Example</p> <table border="1"><tr><td>Public School ●</td><td>Route # 2</td><td>● Grocery Store</td></tr><tr><td></td><td></td><td>Woodchuck Road</td></tr></table> <p style="text-align: right;">NORTH ↑</p>	Public School ●	Route # 2	● Grocery Store			Woodchuck Road	
Public School ●	Route # 2	● Grocery Store						
		Woodchuck Road						

If the applicant is unable to sign, who helped the applicant fill out this application? Give name, address and phone number (phone number optional).

D	_____
---	-------

Mail this application to the address provided for your State.

Caucus Box Materials

Presidential Preference Cards

These could change slightly before Caucus Day, but here's a good idea of what these will look like.

PRESIDENTIAL PREFERENCE CARD

SIDE 2
USE OTHER SIDE FIRST
FINAL ALIGNMENT

USE OTHER SIDE FIRST

1. **ONLY USE THIS RED SIDE IF YOUR CANDIDATE WAS NOT VIABLE IN THE FIRST ALIGNMENT AND THERE IS A FINAL ALIGNMENT.**

2. When instructed, using **ONLY** pen, shade in the square next to the name of the candidate whose preference group you are in.

3. In order to verify that you are an eligible caucus participant, this card **MUST** be returned to the Permanent Chair.

DO NOT LEAVE YOUR CAUCUS WITHOUT RETURNING THIS CARD TO YOUR PERMANENT CHAIR

FINAL ALIGNMENT

→ MICHAEL BENNET

→ JOE BIDEN

→ PETE BUTTIGIEG

→ JOHN DELANEY

→ TULSI GABBARD

→ AMY KLOBUCHAR

→ DEVAL PATRICK

→ BERNIE SANDERS

→ TOM STEYER

→ ELIZABETH WARREN

→ ANDREW YANG

→ UNCOMMITTED

SIDE 2
USE OTHER SIDE FIRST
FINAL ALIGNMENT

PRESIDENTIAL PREFERENCE CARD

Full Name _____ Precinct Number _____

Cell Phone Number _____ Voter PIN _____

Email _____ Assigned Room _____

Sign here to verify you did not participate in the Early Vote process: _____

INSTRUCTIONS

USE THIS BLUE SIDE FIRST

1. Do not fill this out until instructed to do so by the Permanent Chair.

2. When instructed, using **ONLY** pen, shade in the square next to the name of the candidate whose preference group you are in.

3. In order to verify that you are an eligible caucus participant, this card **MUST** be returned to the Permanent Chair.

DO NOT LEAVE YOUR CAUCUS WITHOUT RETURNING THIS CARD TO YOUR PERMANENT CHAIR

FIRST ALIGNMENT

→ MICHAEL BENNET

→ JOE BIDEN

→ PETE BUTTIGIEG

→ JOHN DELANEY

→ TULSI GABBARD

→ AMY KLOBUCHAR

→ DEVAL PATRICK

→ BERNIE SANDERS

→ TOM STEYER

→ ELIZABETH WARREN

→ ANDREW YANG

→ UNCOMMITTED

SIDE 1
USE THIS SIDE FIRST
FIRST ALIGNMENT

Precinct Packets

Precinct packets for each precinct will include:

Caucus Guide & Script

This guide will be available in every precinct to help with instructions and facilitating the caucus.

This will be the **most important tool** you have!



2020 Nevada First In The West
Caucus Guide

Site Lead

Hotline: xxx-xxx-xxxx

Precinct Packets

Precinct packets for each precinct will include:

Caucus Agenda

This agenda will keep your *caucus train* running on time! Keep it with you and follow it on Caucus Day!

TIME	TASK	GUIDE PAGE
BEFORE CAUCUS DAY	Complete Before Caucus Day checklist	Before Caucus Day Checklist.....p 1
	1. Ensure the caucus location is open and all necessary rooms are accessible	Getting Setup.....p 3
CAUCUS DAY	2. Unpack the caucus box and organize materials and supplies to be distributed to Temporary Precinct Chairs	
7:30 am	3. Complete the Opening Checklist	
	4. Check in Temporary Precinct Chairs as they arrive, assign opening tasks	Volunteer Roles.....p 4 Setting Up Your Site... p 4
8:00 am	5. Give Temporary Precinct Chairs their precinct folder and direct them to their assigned precinct rooms to set up	
	6. Set up check-in table	
8:10 am	7. Call/text any Temporary Precinct Chairs that have not yet arrived	
8:30 am	8. Report the site as open when NV Dems point of contact calls	
8:35 am	9. Temporary Precinct Chairs complete the opening process	
9:00 am	10. Bring Temporary Precinct Chairs back to the check-in area to review the agenda, walk through check-in and caucus process, and assign roles	Setting Up Your Site...p 5 Check-in.....p 6 During Caucusing.....p 9
9:40 am	11. Everyone is in place and ready for site to open	

Precinct Packets

Precinct packets for each precinct will include:

Caucus Reporting Sheet

This paper reporting sheet looks just like the math poster and will be the **MOST IMPORTANT RECORD** of what has occurred at the caucus.

This sheet should be filled out completely in **EVERY** precinct!

At the end of the caucus the Precinct Chair should sign this document and ask a member of each viable preference group to sign.

CAUCUS REPORTING SHEET

STEP 1: SETUP PRECINCT ROOM
STEP 2: CALL CAUCUS TO ORDER
STEP 3: COUNT PARTICIPANTS
STEP 4: CALCULATE VIABILITY NUMBER
STEP 5: IN-ROOM FIRST ALIGNMENT
STEP 6: EARLY VOTE FIRST ALIGNMENT
STEP 7: DETERMINE FIRST ALIGNMENT VIABILITY

STEP 8: COLLECT PREFERENCE CARDS FROM VIABLE GROUPS
STEP 9: IN-ROOM FINAL ALIGNMENT
STEP 10: EARLY VOTE FINAL ALIGNMENT
STEP 11: DETERMINE ALIGNMENT VIABILITY
STEP 12: CALCULATE + AWARD DELEGATES
STEP 13: RECORD + REPORT FINAL CAUCUS RESULTS
STEP 14: ELECT DELEGATES
STEP 15: CONCLUDE CAUCUS

STICKER

Please fill out this sheet completely after you have conducted your caucus. Use the Math Poster to fill in the information below.

STEP 3: COUNT PARTICIPANTS		STEP 5-7: FIRST ALIGNMENT				STEP 9-11: FINAL ALIGNMENT				
Total In-Person Participants		Name of candidate or uncommitted group	Number of in-person participants	Early Vote participants	Total caucus participants	In the candidate viable after 1st alignment?	Number of in-person participants	Early Vote participants	Total caucus participants	In the candidate viable after final alignment?
Total Early Voters		Michael Bennet								
Total Caucus Participants		Joe Biden								
		Pete Buttigieg								
		John Delaney								
		Tuli Gabbard								
		Amy Klobuchar								
		Deval Patrick								
		Bernie Sanders								
		Tom Steyer								
		Elizabeth Warren								
		Andrew Yang								
		Uncommitted								

STEP 4: Calculate viability number

Total participants = # voters needed for viability

If achieving 4 or more delegates: $\times 0.15 =$

If achieving 3 delegates: $\times 6 =$

If achieving 2 delegates: $\times 0.25 =$

Only one alignment will occur. The candidate with the most votes will be awarded the delegates.

Viability Number

STEP 12-13: DELEGATE MATH	STEP 14: DELEGATES		STEP 15: DELEGATES		STEP 16: DELEGATES		STEP 17: DELEGATES	
Name of viable candidate group	Total participants in final alignment	Delegates to elect	Total caucus participants	Result before rounding	Delegates Awarded	Result after rebrokerage	Delegates Awarded	Result after rebrokerage

SIGNATURES

This form must be signed by the Permanent Chair. Please ask a representative from each viable preference group to sign this form. THIS FORM MUST BE RETURNED TO THE NEVADA STATE DEMOCRATIC PARTY.

Permanent Chair Name: _____ Representative of Tuli Gabbard: _____
 Permanent Chair Email: _____ Representative of Amy Klobuchar: _____
 Permanent Chair Cell #: _____ Representative of Deval Patrick: _____
 Permanent Chair Signature: _____ Representative of Bernie Sanders: _____
 Caucus Secretary (if applicable): _____ Representative of Tom Steyer: _____
 Representative of Michael Bennet: _____ Representative of Elizabeth Warren: _____
 Representative of Joe Biden: _____ Representative of Andrew Yang: _____
 Representative of Pete Buttigieg: _____ Representative of Uncommitted: _____
 Representative of John Delaney: _____

Notes: State Party Envelope

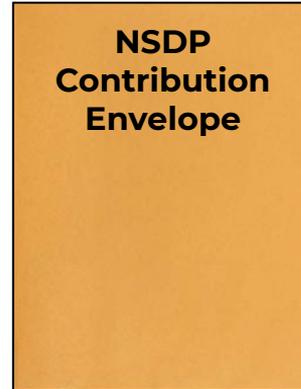
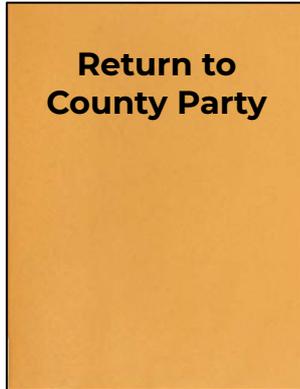
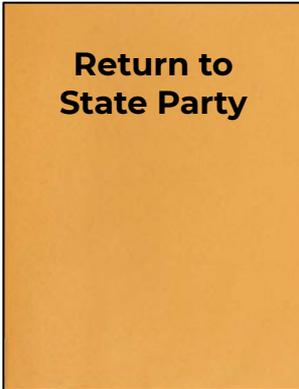
Precinct Packets

Precinct packets for each precinct will include:

State Party Envelope, County Party Envelope and the NSDP Contribution Envelope

At the end of your caucus, the Permanent Chair will return their precinct caucus materials and forms in these envelopes. There will be a form in your precinct packet that outlines which materials go in which folders.

The NSDP contribution envelope will be available for voters to make donations.



Precinct Packets

Precinct packets for each precinct will include:

Resolution Submission Forms

This form should be made available at the check-in table for caucus goers to take as needed if they would like to submit a resolution to their County Platform.

These forms should be turned into the Precinct Chair at the end of the caucus.


Platform Resolution Submission Form

This form is provided for the purpose of recommending resolutions from Precinct Caucus attendees for consideration at the County Convention in which the Precinct Caucus was held. This form contains space for a **Preamble**, followed by the **Resolution**. A preamble is not always necessary but is used to provide additional information without which the point or merits of the suggested resolution might not otherwise be understood.

Completed forms should be returned to the Permanent Chair at the end of the precinct caucus.

Preamble:
Whereas, _____

Therefore, be it resolved:

Name: _____
Phone # _____ **Email:** _____
County _____

Precinct Packets

Precinct packets for each precinct will include:

Delegate and Alternate Forms

Keep these forms in the precinct.

When someone is elected as a delegate or alternate to their county convention, an election certificate must be filled out and returned to the Precinct Chair!


County Alternate Candidate Election Certificate

County _____ Precinct # _____ Chair Name _____
Candidate Name: _____
Directions for Permanent Chair:
1. White Copy returned in Envelope A
2. Yellow Copy returned in Envelope B
3. Pink Copy returned to Delegate to keep

This form certifies that the following person has been elected as an alternate to the County Convention:

First Name _____ Last Name _____
Phone _____ Email _____
Address _____
City _____ Zip Code _____

County Alternate Election Certificate

County _____ Precinct # _____ Chair Name _____
Candidate Name: _____
Directions for Permanent Chair:
1. White Copy returned in Envelope A
2. Yellow Copy returned in Envelope B
3. Pink Copy returned to Delegate to keep

This form certifies that the following person has been elected as an alternate to the County Convention:

First Name _____ Last Name _____
Phone _____ Email _____
Address _____
City _____ Zip Code _____

During The Caucus

Volunteers will follow a schedule to ensure that the caucus is running on time. Site Leads should use their best efforts to ensure all volunteers stick to the following schedule.

7:30 AM	Site Lead arrives at caucus location and ensures: <ol style="list-style-type: none">1. That the caucus location is open.2. All necessary rooms are accessible.
7:40 AM	<ol style="list-style-type: none">1. Site Lead unpacks their caucus box and organizes materials and supplies to be distributed to Temporary Precinct Chairs.2. Site Lead completes Site Opening Checklist.

During The Caucus

Site Leads will complete a checklist when opening their site that includes items like these:

- Is the building unlocked & have you made contact with site point of contact?
- Do you have the NV Dems point of contact saved in your phone?
- Have you identified where you will set up your check-in area?

During The Caucus

8:00 AM	All other volunteers arrive and check-in with Site Lead: <ol style="list-style-type: none">1. Temporary Precinct Chairs receive precinct folder and proceed to assigned precinct rooms to post appropriate signage and ensure the room is setup properly.2. Site Lead begins setting up caucus check-in/registration areas.
8:10 AM	Site Lead calls/texts any volunteers that have not yet arrived. The Volunteer Matrix can be found in Box 1 of your Caucus supplies.
8:30 AM	Site Lead reports their site open to NV Dems.
8:35 AM	All volunteers work together to complete the setup process.

During The Caucus

<p>9:00 AM</p>	<ol style="list-style-type: none">1. All volunteers meet at the check-in/registration area.2. Site Lead meets with their volunteer team to review the agenda, role assignments and instructions for shut down and clean up post-caucus.3. Site Lead completes a walk through of the check-in process with all volunteers.
<p>9:40 AM</p>	<p>All volunteers are in assigned places at the registration area to prepare for the caucus site to open.</p>

During The Caucus

10:00 AM	Location is open to the public for check-in! ALL HANDS ON DECK!
11:30 AM	Site Lead will assess the remaining line, and if possible, dismiss Temporary Precinct Chairs from the check-in area so that they may proceed to their assigned precinct rooms to prepare for the Caucus to be called to order.

During The Caucus

12:00 PM

1. Site Lead will identify and mark the last person in line:
 - No person who gets in line after 12pm will be allowed to participate in the caucus.
 - Attendees who are in line by 12pm will be allowed to finish checking in, and the caucus will commence when check-in is fully completed.
 - Caucus cannot be called to order before 12pm.
2. After check-in and registration are complete, the Temporary Precinct Chair will call the caucus to order.

During The Caucus

12:10 - 1:30 PM	Once the caucus has been called to order, the Temporary Precinct Chair will do the following: <ol style="list-style-type: none">1. Hold the election of the Permanent Chair2. Announce total Early Vote participants in the precinct3. Announce viability threshold for the precinct caucus4. Conduct presidential preference alignment(s)5. Report results to the Nevada State Democratic Party6. Hold election of Delegates and Alternates7. Conduct other party business
1:30 PM	<ol style="list-style-type: none">1. Permanent Precinct Chair follow instructions on the Form Collection Checklist to return all materials and paperwork to the Site Lead.2. Site Lead with the assistance of all volunteers completes Site Shutdown Checklist.
2:00 PM	Site Lead reports their site closed to NV Dems.

After the Caucus - Precinct Chairs

After Precinct Chairs have reported results and adjourned the caucus, they will inform the Site Lead that their precinct is closed and return all necessary materials.

Precinct Chairs should take special care to do the following:

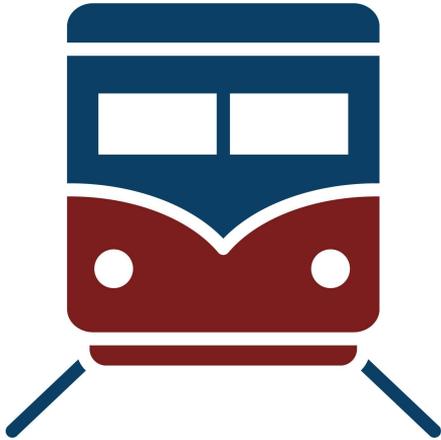
- ❑ Double-check that all **Caucus Reporting Sheets** are accounted for. This is the primary written record of the caucus results and it is **crucial** that each one is returned to the Nevada State Democratic Party.
- ❑ Make sure the name of the county and precinct have been written on all forms that require this information.
- ❑ Check all forms for legibility. Complete and sign all forms where required.
- ❑ Ensure that the NV Dems contribution envelope is sealed and signed.

After the Caucus - Site Lead

Site Leads should return all caucus materials to the Nevada State Democratic Party, either by taking them to designated drop site(s) in Clark County & Washoe County.

Your Caucus Packet will list the appropriate return method and address for your location on your Site Cover sheet

Agenda



1. What is a Caucus?
2. What to Expect at a Caucus
3. Rules For All Caucus Sites
4. Before, During, & After the Caucus
5. **Caucus Check-In Process**
6. How to Register Voters
7. Caucus Steps and Script
8. Safety at Caucus Sites
9. Next Steps



Caucus Check-In Process

Check-in Process

Overview

- ❑ Caucus participants may begin check-in at 10:00 am
- ❑ Caucus check-in ends at 12:00 pm (no later). Those in line by noon can participate.
- ❑ Caucus participants receive preference card and directions to their precinct area
- ❑ Site Lead closes check-in table after the last person who was in line at 12 pm has been checked in.

Checking in Caucus Participants:

1. Look up caucus participant to confirm they are registered to vote and their address is up-to-date

- ❑ Ask caucus participant for their full name.
- ❑ Find their name on the paper voter roll.
- ❑ If found, ask their date of birth and address to confirm.*

*If the caucus participant isn't in the voter roll OR their address is out-of-date, they will need to fill out a voter registration form.

Clark Democratic Voter List - Last Name (C)									
2008	Last Name	First Name	Middle Name	DOB	Address	City	Zip	Party	Register
151280	CLUGA	ERNA	F	10/22/1959	1401 OREGON ST IN	LAS VEGAS	89101		CLUGA - 4943
249238	GAAR	JACRETT	CHRISTINA	04/03/1987	1384 SPYGLASS DR	HENDERSON	89074		CLUGA - 7873
490614	GAAR	OLGA	A	10/23/1943	4065 MONTEVIA AVE	LAS VEGAS	89120		CLUGA - 7047
451596	GAAR	VERENCE		07/20/1923	4065 MONTEVIA AVE	LAS VEGAS	89120		CLUGA - 7047
174000	GAARD	BRANDON	DEAN	06/05/1994	3153 DOWNING GULLS DR APT 118	LAS VEGAS	89128		CLUGA - 1749
348927	GAAR	ANDREW	ALVIN	02/28/1978	4252 ZANGLA ST UNIT 3	LAS VEGAS	89121		CLUGA - 1034
348102	GAAR	AMBER		02/04/1998	8400 BOULEVARD HWY APT 210	LAS VEGAS	89121		CLUGA - 1400
139100	GAAR	ASTIN		03/06/1978	4517 BARNES CT	LAS VEGAS	89147		CLUGA - 1002
139063	GAAR	WILLIAM	T	07/24/1939	1916 E PERLIN RD APT 1218	LAS VEGAS	89121		CLUGA - 1889
489619	GABRIEL	YASMIN	ALI	02/02/1983	1848 WINDSON ST APT 202	LAS VEGAS	89119		CLUGA - 1086
851391	GABRIEL	SARAH		11/26/1994	119 VERBA SANTA ST	HENDERSON	89015		CLUGA - 7074
129176	GABRIELSON	ALFONSO	LORRENZO	05/23/1968	4431 ROSE TREE LN	LAS VEGAS	89136		CLUGA - 1734
497804	GABRIELSON	BONNIE	LOUI	04/21/1947	7163 ROYAL MEGACURVE	LAS VEGAS	89131		CLUGA - 1815
823289	GABRIELSON	CELIA		06/23/1925	3122 FALCONER RD IN UNIT 80	LAS VEGAS	89128		CLUGA - 1762
137343	GABRIELSON	CHRIS	DAVID	05/24/1974	1975 W WINDY SPRINGS RD UNIT 205A	HENDERSON	89014		CLUGA - 7411
133620	GABRIELSON	DANNY	JERRY	08/28/1949	1794 ESTERAN AVE	SARASOTA	36929		CLUGA - 1074
833960	GABRIELSON	EMILIANO	F	04/23/1973	9057 MACCANOCK AVE	LAS VEGAS	89148		CLUGA - 6849
115264	GABRIELSON	JACOB	LOUIS	06/20/1905	112 ILLIAN WAY	MESQUITE	89027		CLUGA - 1731
108874	GABRIELSON	JENNIFER	J	04/01/1972	1583 CEDER CT	LAS VEGAS	89131		CLUGA - 1853
812224	GABRIELSON	JOE	L	06/06/1949	129 PALMA DEL RIO	LAS VEGAS	89110		CLUGA - 1931
409902	GABRIELSON	JOHN		04/24/1994	7153 HONOLULU CT	LAS VEGAS	89119		CLUGA - 1882
142811	GABRIELSON	JOSIE		07/26/1985	4122 BONITA MARINE ST	NORTH LAS VEGAS	89042		CLUGA - 6966
142014	GABRIELSON	JUDITH	ELAINE	06/24/1942	4431 ROSE TREE LN	LAS VEGAS	89136		CLUGA - 1734
302014	GABRIELSON	JUDY		04/24/1949	129 PALMA DEL RIO	LAS VEGAS	89110		CLUGA - 1931
139264	GABRIELSON	LISA	LYNK	10/23/1966	30 BRONX DR	HENDERSON	89014		CLUGA - 7642
151219	GABRIELSON	MARGARET	MARIE	02/24/1951	1794 ESTERAN AVE	SARASOTA	36929		CLUGA - 1074
120817	GABRIELSON	MERRYLYN	KAROLTA	11/28/1963	112 ILLIAN WAY	MESQUITE	89027		CLUGA - 1731
809042	GABRIELSON	NATASHA	G	02/23/1974	9057 MACCANOCK AVE	LAS VEGAS	89148		CLUGA - 6849
875654	GABRIELSON	FRANCLIA	GROVEM	11/27/1988	4791 FRANCIS CELIA AVE	LAS VEGAS	89122		CLUGA - 7036
100819	GABRIELSON	SACHAL	JANET	04/24/1975	551 CEDAR WAY APT 1013	HENDERSON	89014		CLUGA - 7403
190624	GABRIELSON	SAH	B	01/23/1947	7103 ROYAL MEGACURVE	LAS VEGAS	89131		CLUGA - 1815
101408	GABRIELSON DUMAIT	JOSEFINA	FERDIA	12/05/1947	212 YERBA AVE UNIT A38	HENDERSON	89015		CLUGA - 7107
101017	GABRIELSON-DITE	LORRENZO		10/23/1973	1775 ORGULLO DR	LAS VEGAS	89122		CLUGA - 1307
101014	GABRIEL	ANN		04/20/1987	1010 ANAKAZI BLVD	COVINGTON	70012		CLUGA - 1473
842000	GABRIEL	THOMAS	GARLAND	04/21/1947	1010 ANAKAZI BLVD	COVINGTON	70012		CLUGA - 1473
377019	GABRIELIAN	NODA	NAHDI	10/23/1994	2103 BIRNBAW AVE	HENDERSON	89014		CLUGA - 7012

Checking in Caucus Participants:

2. Confirm a caucus participant did not participate in the early vote process by looking them up on printed list of early voters for your site

Checking in Caucus Participants:

3. Check in the caucus participant

- Put their 1st PIN sticker next to their name on the voter roll.
- Have the caucus participant initial next to the PIN sticker.

Checking in Caucus Participants:

4. Give caucus participants a Presidential Preference Card

- ❑ Put their 2nd PIN sticker on their Presidential Preference Card.
- ❑ Write their precinct # on the card.
- ❑ Give them their card and a pen.

PRESIDENTIAL PREFERENCE CARD

SIDE 2
USE OTHER SIDE FIRST
FINAL ALIGNMENT

USE OTHER SIDE FIRST

1. **ONLY USE THIS RED SIDE IF YOUR CANDIDATE WAS NOT VIABLE IN THE FIRST ALIGNMENT AND THERE IS A FINAL ALIGNMENT.**

2. When instructed, using **ONLY** pen, shade in the square next to the name of the candidate whose preference group you are in.

3. In order to verify that you are an eligible caucus participant, this card **MUST** be returned to the Permanent Chair.

DO NOT LEAVE YOUR CAUCUS WITHOUT RETURNING THIS CARD TO YOUR PERMANENT CHAIR

FINAL ALIGNMENT

→ MICHAEL BENNET
 → JOE BIDEN
 → PETE BUTTIGIEG
 → JOHN DELANEY
 → TULSI GABBARD
 → AMY KLOBUCHAR
 → DEVAL PATRICK
 → BERNIE SANDERS
 → TOM STEYER
 → ELIZABETH WARREN
 → ANDREW YANG
 → UNCOMMITTED

SIDE 2
USE OTHER SIDE FIRST
FINAL ALIGNMENT

PRESIDENTIAL PREFERENCE CARD

Full Name _____ Precinct Number _____
Cell Phone Number _____ Voter PIN _____
Email _____ Assigned Room _____

Sign here to verify you did not participate in the Early Vote process:

INSTRUCTIONS

USE THIS BLUE SIDE FIRST

1. Do not fill this out until instructed to do so by the Permanent Chair.

2. When instructed, using **ONLY** pen, shade in the square next to the name of the candidate whose preference group you are in.

3. In order to verify that you are an eligible caucus participant, this card **MUST** be returned to the Permanent Chair.

DO NOT LEAVE YOUR CAUCUS WITHOUT RETURNING THIS CARD TO YOUR PERMANENT CHAIR

FIRST ALIGNMENT

→ MICHAEL BENNET
 → JOE BIDEN
 → PETE BUTTIGIEG
 → JOHN DELANEY
 → TULSI GABBARD
 → AMY KLOBUCHAR
 → DEVAL PATRICK
 → BERNIE SANDERS
 → TOM STEYER
 → ELIZABETH WARREN
 → ANDREW YANG
 → UNCOMMITTED

SIDE 1
USE THIS SIDE FIRST
FIRST ALIGNMENT

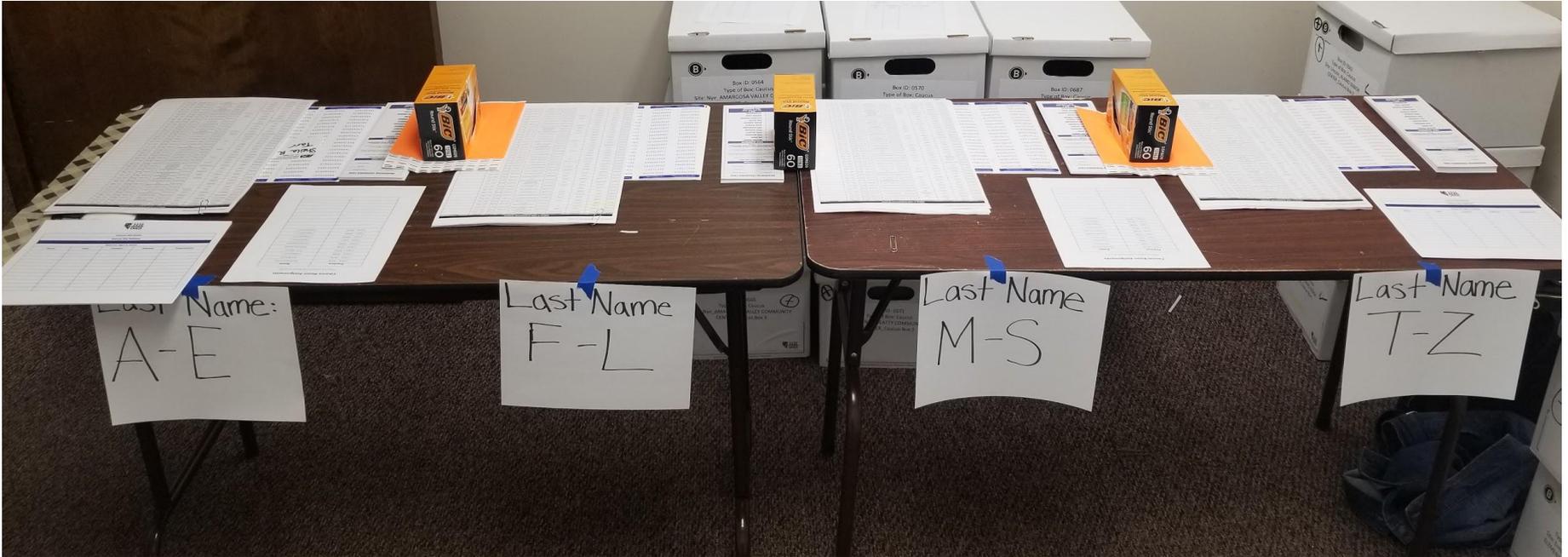
Checking in Caucus Participants:

5. Give next step directions

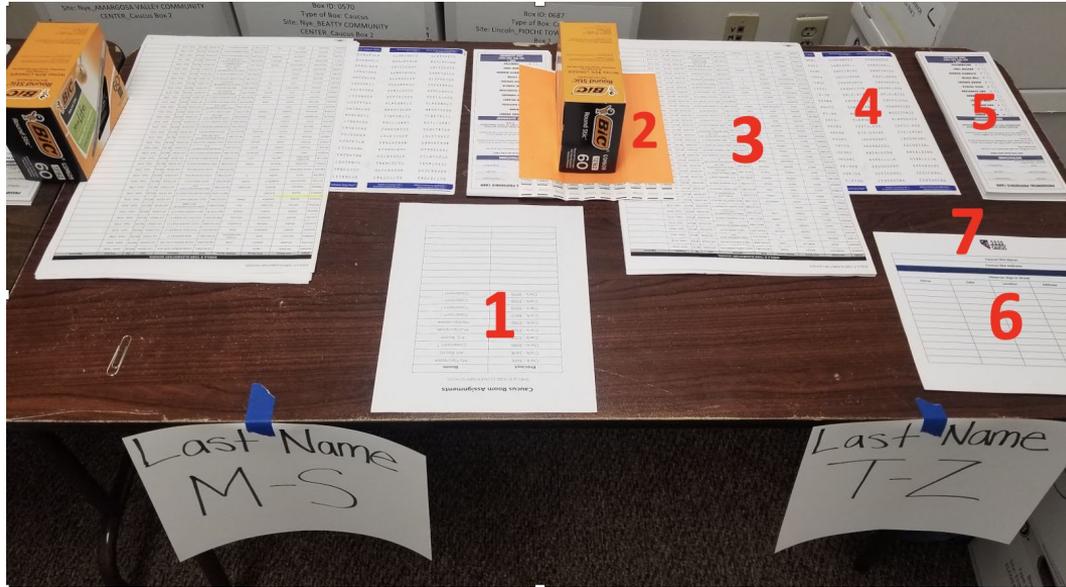
- ❑ Direct them to wait in their assigned precinct room for the caucus to be called to order. This information can be found on your room assignments sheet.

While they wait, they can also get a form to submit a resolution to the county platform and nominate themselves to the county party central committee.

Check-in Table Setup

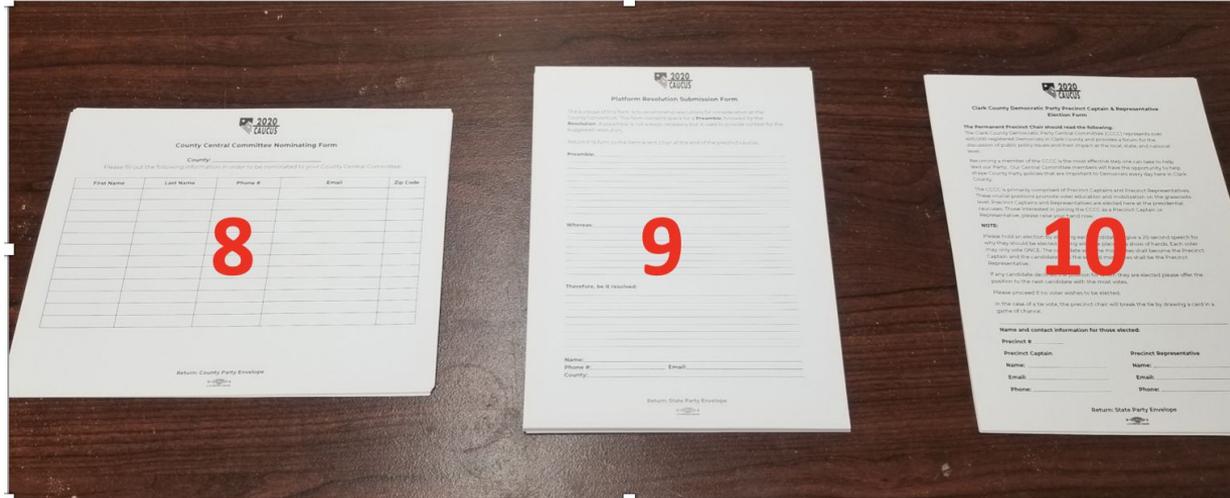


Check-in Table Setup



- 1) Precinct Room Assignment
- 2) Observer Wristbands
- 3) Voter Roll
- 4) Pin Stickers
- 5) Presidential Preference Cards
- 6) Observer Sign-in
- 7) (Not Pictured) Early Vote List (Will be delivered day of, should be next to each voter roll)

Check-in Table Setup



- 8) County Central Cmte Nominating Form; 9) County Platform Resolution Form;**
10) Clark County Precinct Person Form

Checking in Caucus Participants not on voter roll:

***Check-in caucus participants not on the voter roll**

If a caucus participant isn't on the voter roll, it's probably because:

- They weren't registered as of January 15, 2020
- Are not registered as a Democrat.
- Or maybe they are on the voter roll but their address is not current.

But that's ok, they can just register to vote same day and participate in the caucus.

Checking in Caucus Participants not on voter roll:

1. Ask caucus participants to register to vote

- ❑ Direct them to the voter registration area**
- ❑ Have them to complete the online application, or give them a voter registration form.**

Point out that in order to vote today, they will need to select “Democrat” as their party. They do NOT need to show ID.

Checking in Caucus Participants not on voter roll:

2. Check in the Caucus Participant

- Have them sign in on the paper sign-in sheet.
- Put their 1st PIN sticker next to their name
- Have the caucus participants initial next to the PIN sticker.

Checking in Caucus Participants not on voter roll:

3. Give Caucus participants their Presidential Preference Card

- ❑ Put their 2nd PIN sticker on their Presidential Preference Card.
- ❑ Look them up on the NV Dems look-up tool on caucus.nvdems.com to find their precinct.*
- ❑ Write their precinct # on the card.
- ❑ Give them their card and a pen.

*If you cannot use the look-up tool, reference your paper precinct maps for your site. Ask the voter to identify where they live on the map to assign their precinct.

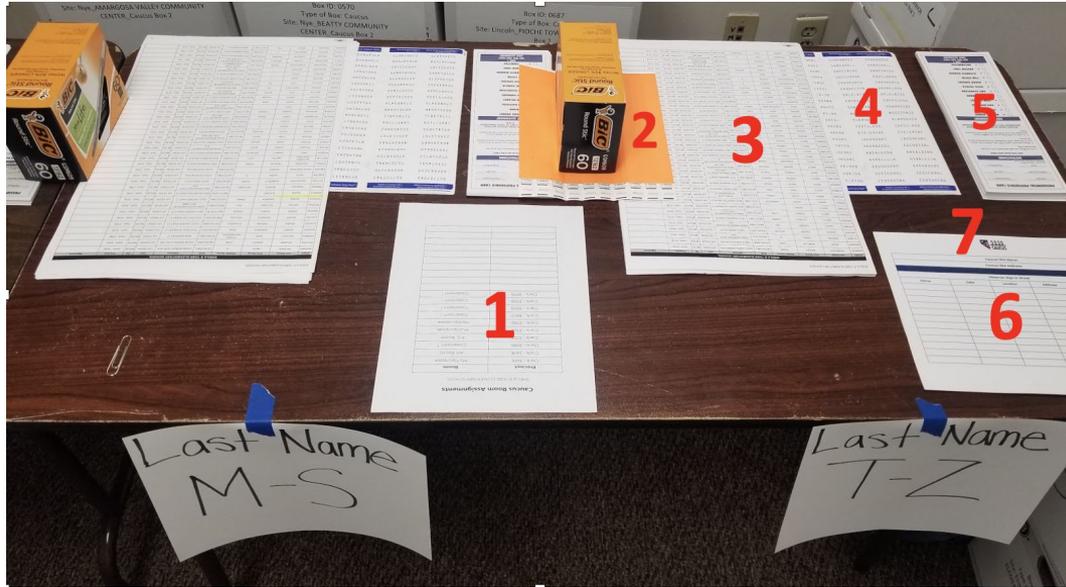
The screenshot displays the 'I WILL VOTE' website interface. At the top, it says 'I WILL VOTE' and 'Ir al sitio en Español'. Below is a map showing the location of the caucus at Rancho High School, 1900 E Searles Ave, Las Vegas, NV 89101. The map includes a red pin and labels for 'ARCHIE C. GRANT PARK' and 'Woodlawn Cemetery'. Below the map, the text reads: 'Vote on Saturday, February 22nd', 'ADDRESS: Caucus Day Location - RANCHO HIGH SCHOOL, 1900 E SEARLES AVE, LAS VEGAS, NV 89101', 'VOTING DATES & TIMES: Saturday, February 22nd, Caucus Registration Opens at 10AM, Registration Closes at 12PM', and 'YOUR PRECINCT CODE: 4510'. The precinct code '4510' is circled in black. At the bottom, there are links for 'Terms of Service' and 'Privacy Policy', and a footer with contact information: 'Paid for by the Democratic National Committee (202) 863-8000, This communication is not authorized by any candidate or candidate's committee. Copyright © 2020 DNC Services Corporation'.

Checking in Caucus Participants not on voter roll:

4. Give next step directions

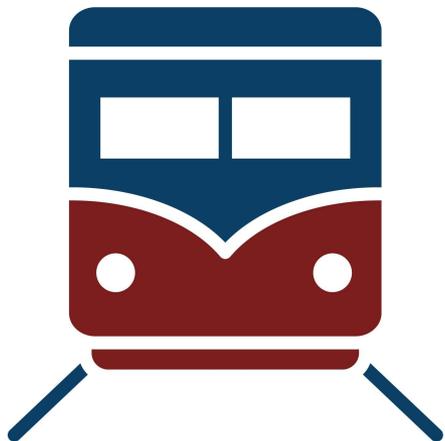
- ❑ Direct them to wait in their assigned precinct room for the caucus to be called to order. This information can be found on your room assignments sheet.

Voter Registration Table Setup



- 1) Federal Voter Reg App
- 2) Pin Stickers
- 3) Presidential Preference Cards
- 4) iPad (to register using NV SOS online application)
- 5) Backup Precinct Locator Maps
- 6) Precinct Room Assignments
- 7) (Not Pictured) Voter Reg Sign-in (Will be delivered day of)

Agenda



1. What is a Caucus?
2. What to Expect at a Caucus
3. Rules For All Caucus Sites
4. Before, During, & After the Caucus
5. Caucus Check-In Process
6. **How to Register Voters**
7. Caucus Steps and Script
8. Safety at Caucus Sites
9. Next Steps



How to Register Voters

We Do Not ID Voters at any Caucus Location!

When registering a voter, they do not need to provide their ID or proof of their identity. In order to register online using the Secretary of State's website, the voter must have a Nevada Issued ID number, but they do not need to provide it to the volunteer in order to register.



If a voter does not have a Nevada State Issued ID or if they don't know their ID number, they can register using the paper voter registration form as long as they know the last four digits of their social security number.

New Voter Register/Update Registration

When registering voters the same day, you should use the Secretary of State's website whenever possible!

Online via Nvsos.gov →

In-person, Voter Registration form ↓



Voter Registration Application
Before completing this form, review the General, Application, and State specific instructions.

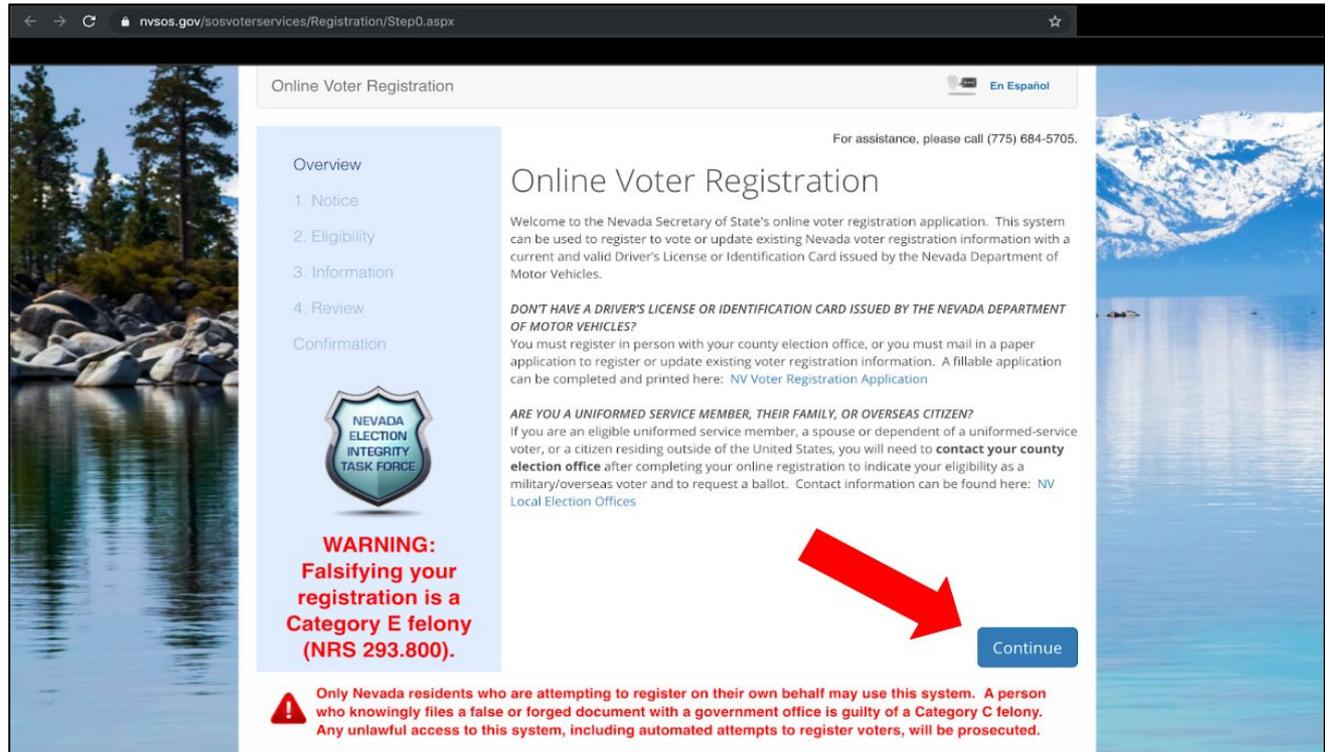
Are you a citizen of the United States of America? <input type="checkbox"/> Yes <input type="checkbox"/> No		This space for office use only.			
Will you be 18 years old on or before election day? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If you checked "No" in response to either of these questions, do not complete to form. <i>(Please see state specific instructions for rules regarding eligibility to register prior to age 18)</i>					
1	<input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	Last Name	First Name		
		Middle Name(s)	<input type="checkbox"/> Jr. <input type="checkbox"/> III <input type="checkbox"/> Sr. <input type="checkbox"/> IV		
2	Home Address		Apt. or Lot #		
	City/Town		State		
	Zip Code				
3	Address: Where You Get Your Mail If Different From Above				
	City/Town		State		
	Zip Code				
4	Date of Birth		5 Telephone Number (optional)		
	Month	Day	Year	6	ID Number - See item 6 in the instructions for your state
7	Choice of Party <small>(see item 7 in the instructions for your State)</small>		8	Race or Ethnic Group <small>(see item 8 in the instructions for your State)</small>	
9 I have reviewed my state's instructions and I swear/affirm that: • I am a United States citizen • I meet the eligibility requirements of my state and subscribe to any oath required. • The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be fined, imprisoned, or if not a U.S. citizen) deported from or refused entry to the United States.				Please sign full name (or put mark) _____ Date: _____ Month Day Year	

Online Voter Registration

Let's walk through how to get a voter registered online via nvsos.gov!

Volunteers at the Voter Registration Table should designate a few tablets for the sole purpose of voter registration using the Secretary of State's website.

From here, you will scroll down on the page and click the continue button.

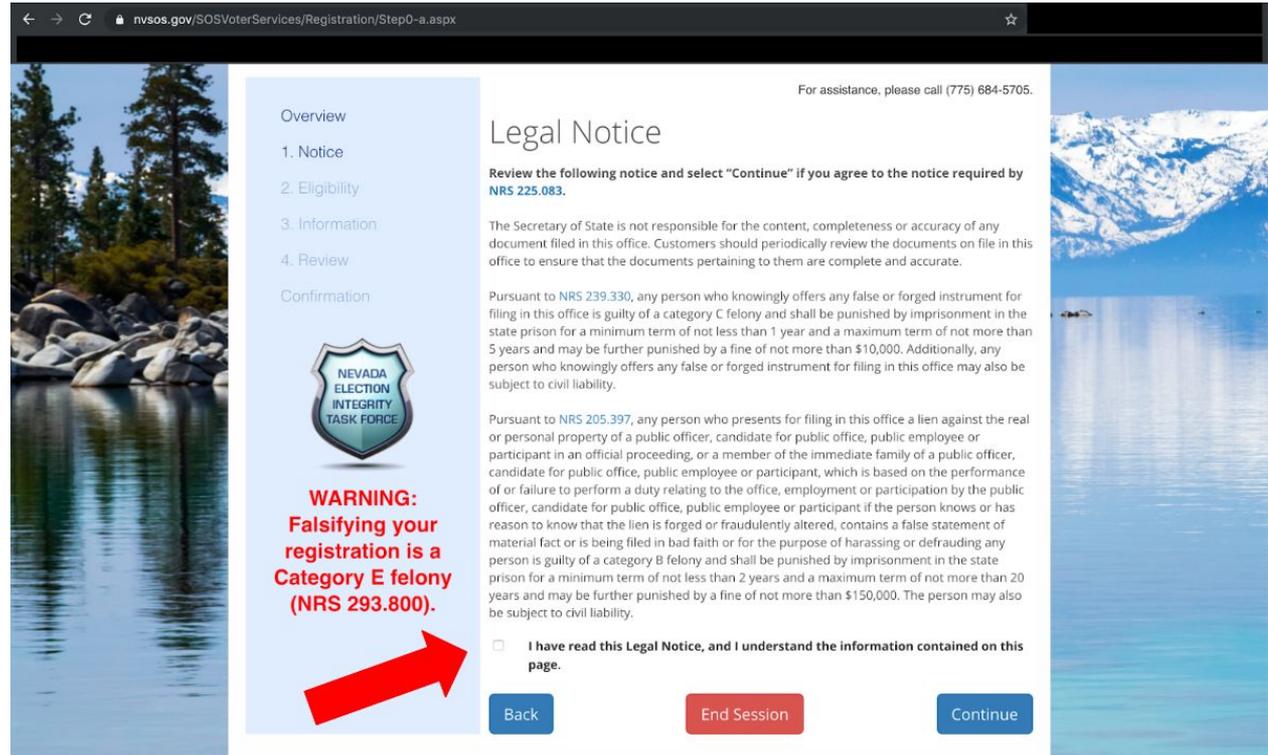


The screenshot shows the 'Online Voter Registration' page on nvsos.gov. The browser address bar displays 'nvsos.gov/sosvoterservices/Registration/Step0.aspx'. The page title is 'Online Voter Registration' and it includes a language toggle for 'En Español'. A navigation menu on the left lists 'Overview', '1. Notice', '2. Eligibility', '3. Information', '4. Review', and 'Confirmation'. The main content area features a 'WARNING: Falsifying your registration is a Category E felony (NRS 293.800).' and a 'Continue' button. A red arrow points to the 'Continue' button. A disclaimer at the bottom states: 'Only Nevada residents who are attempting to register on their own behalf may use this system. A person who knowingly files a false or forged document with a government office is guilty of a Category C felony. Any unlawful access to this system, including automated attempts to register voters, will be prosecuted.'

Online Voter Registration

Let's walk through how to get a voter registered online via nvsos.gov!

On this next page, you will have the voter check the box after reading the legal notice. Then they will press continue.



The screenshot shows a web browser window with the URL `nvsos.gov/SOSVoterServices/Registration/Step0-a.aspx`. The page is titled "Legal Notice" and includes a navigation menu on the left with options: Overview, 1. Notice, 2. Eligibility, 3. Information, 4. Review, and Confirmation. A "NEVADA ELECTION INTEGRITY TASK FORCE" logo is displayed above a red warning message: "WARNING: Falsifying your registration is a Category E felony (NRS 293.800)." A large red arrow points from this warning to the "Continue" button at the bottom right. The main content area contains the "Legal Notice" text, which includes references to NRS 225.083, NRS 239.330, and NRS 205.397. At the bottom of the page, there are three buttons: "Back", "End Session", and "Continue". A checkbox labeled "I have read this Legal Notice, and I understand the information contained on this page." is present but unchecked.

For assistance, please call (775) 684-5705.

Legal Notice

Review the following notice and select "Continue" if you agree to the notice required by [NRS 225.083](#).

The Secretary of State is not responsible for the content, completeness or accuracy of any document filed in this office. Customers should periodically review the documents on file in this office to ensure that the documents pertaining to them are complete and accurate.

Pursuant to NRS 239.330, any person who knowingly offers any false or forged instrument for filing in this office is guilty of a category C felony and shall be punished by imprisonment in the state prison for a minimum term of not less than 1 year and a maximum term of not more than 5 years and may be further punished by a fine of not more than \$10,000. Additionally, any person who knowingly offers any false or forged instrument for filing in this office may also be subject to civil liability.

Pursuant to NRS 205.397, any person who presents for filing in this office a lien against the real or personal property of a public officer, candidate for public office, public employee or participant in an official proceeding, or a member of the immediate family of a public officer, candidate for public office, public employee or participant, which is based on the performance of or failure to perform a duty relating to the office, employment or participation by the public officer, candidate for public office, public employee or participant if the person knows or has reason to know that the lien is forged or fraudulently altered, contains a false statement of material fact or is being filed in bad faith or for the purpose of harassing or defrauding any person is guilty of a category B felony and shall be punished by imprisonment in the state prison for a minimum term of not less than 2 years and a maximum term of not more than 20 years and may be further punished by a fine of not more than \$150,000. The person may also be subject to civil liability.

I have read this Legal Notice, and I understand the information contained on this page.

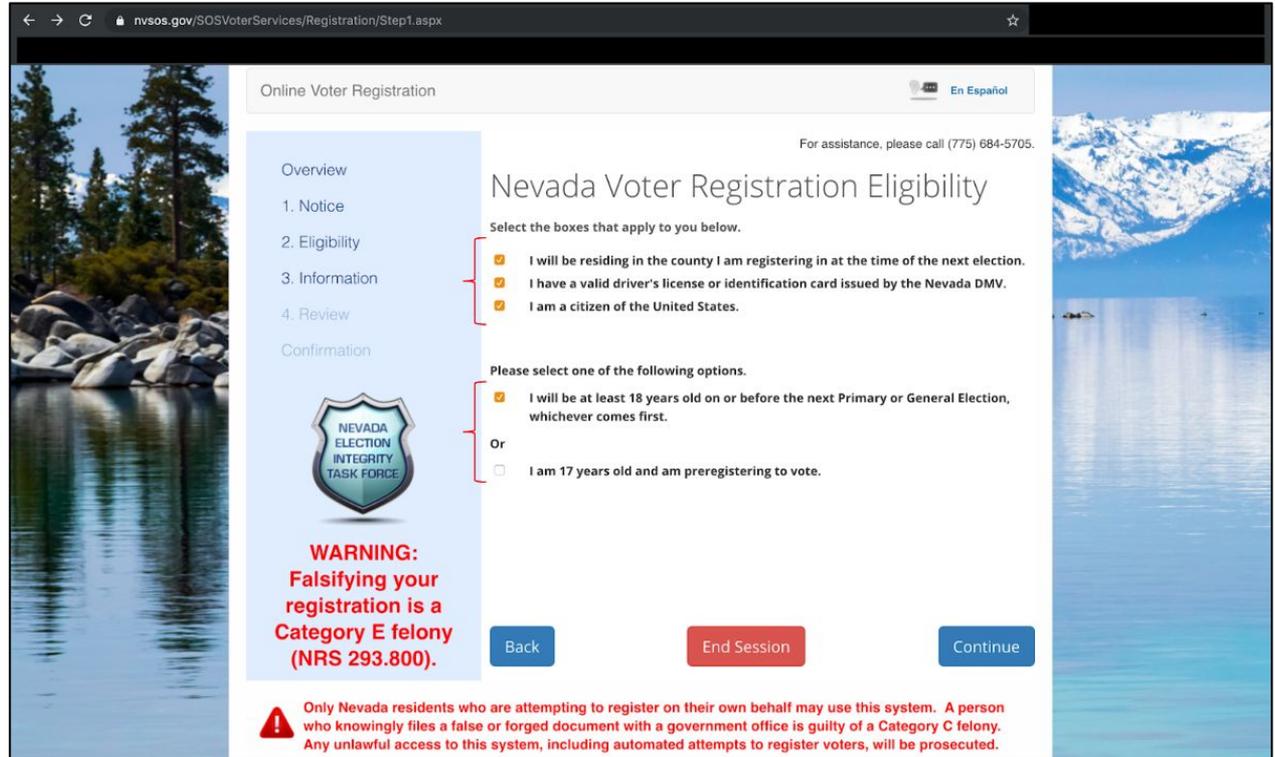
Back End Session Continue

Online Voter Registration

Let's walk through how to get a voter registered online via nvsos.gov!

Once you get to this page, it is important that you instruct the voter that they must select all 3 of the boxes in the top portion, and one of the two in the lower portion in order to advance to the next page.

*If you do not check all three of the boxes in the top portion, and try to advance, you will receive an "ineligible to register online" notification on the site.

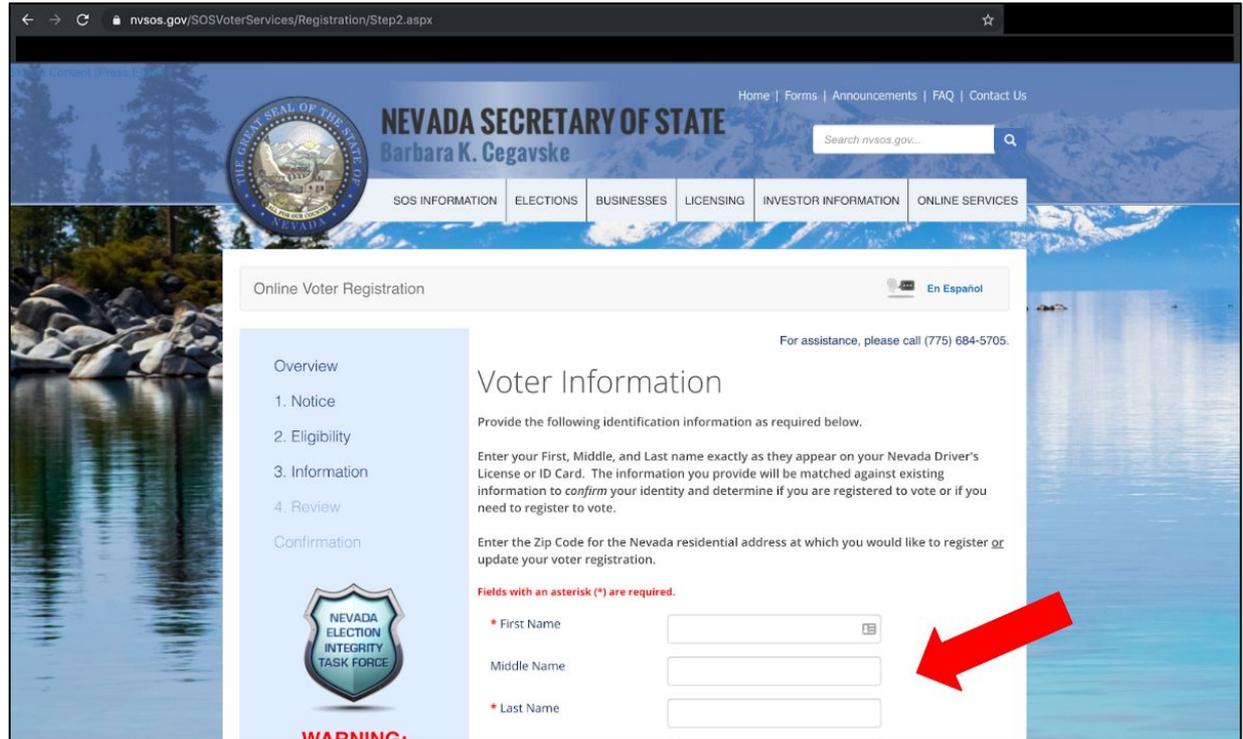


The screenshot shows the 'Online Voter Registration' page for Nevada. The page title is 'Online Voter Registration' and it includes a language toggle for 'En Español'. A contact number is provided: 'For assistance, please call (775) 684-5705.' The main heading is 'Nevada Voter Registration Eligibility'. Below this, there are two sections of instructions. The first section says 'Select the boxes that apply to you below.' and lists three checkboxes, all of which are checked: 'I will be residing in the county I am registering in at the time of the next election.', 'I have a valid driver's license or identification card issued by the Nevada DMV.', and 'I am a citizen of the United States.' The second section says 'Please select one of the following options.' and lists two options: 'I will be at least 18 years old on or before the next Primary or General Election, whichever comes first.' (checked) and 'I am 17 years old and am preregistering to vote.' (unchecked). At the bottom, there are three buttons: 'Back', 'End Session', and 'Continue'. A warning message is displayed in red text: 'WARNING: Falsifying your registration is a Category E felony (NRS 293.800).' Below the warning is a red triangle icon and a red text box stating: 'Only Nevada residents who are attempting to register on their own behalf may use this system. A person who knowingly files a false or forged document with a government office is guilty of a Category C felony. Any unlawful access to this system, including automated attempts to register voters, will be prosecuted.'

Online Voter Registration

Let's walk through how to get a voter registered online via nvsos.gov!

Now that you've made it to this page, ask the voter to input their basic information.



The screenshot shows the 'Online Voter Registration' page on nvsos.gov. The page header includes the Nevada Secretary of State's name, Barbara K. Cegavske, and navigation links for Home, Forms, Announcements, FAQ, and Contact Us. A search bar is also present. The main content area is titled 'Online Voter Registration' and features a sidebar with a progress indicator showing steps: 1. Notice, 2. Eligibility, 3. Information, 4. Review, and Confirmation. The 'Voter Information' section contains instructions and a form with three input fields: * First Name, Middle Name, and * Last Name. A red arrow points to the 'Last Name' field. A 'WARNING:' label is visible at the bottom left of the form area.

NEVADA SECRETARY OF STATE
Barbara K. Cegavske

Home | Forms | Announcements | FAQ | Contact Us

Search nvsos.gov...

SOS INFORMATION | ELECTIONS | BUSINESSES | LICENSING | INVESTOR INFORMATION | ONLINE SERVICES

Online Voter Registration En Español

For assistance, please call (775) 684-5705.

Overview

1. Notice
2. Eligibility
3. Information
4. Review

Confirmation

NEVADA ELECTION INTEGRITY TASK FORCE

WARNING:

Voter Information

Provide the following identification information as required below.

Enter your First, Middle, and Last name exactly as they appear on your Nevada Driver's License or ID Card. The information you provide will be matched against existing information to *confirm* your identity and determine if you are registered to vote or if you need to register to vote.

Enter the Zip Code for the Nevada residential address at which you would like to register or update your voter registration.

Fields with an asterisk (*) are required.

* First Name

Middle Name

* Last Name

Online Voter Registration

Let's walk through how to get a voter registered online via nvsos.gov!

Their information should be displayed like this; They'll confirm that they are not a robot; Then continue the review page!

3. Information

4. Review

Confirmation

WARNING:
Falsifying your registration is a Category E felony (NRS 293.800).

Enter your First, Middle, and Last name exactly as they appear on your Nevada Driver's License or ID Card. The information you provide will be matched against existing information to *confirm* your identity and determine if you are registered to vote or if you need to register to vote.

Enter the Zip Code for the Nevada residential address at which you would like to register or update your voter registration.

Fields with an asterisk (*) are required.

* First Name

Middle Name

* Last Name

Suffix

* Date of Birth

* NV Dept. of Motor Vehicles ID Number Is this secure?

* Last 4 Digits of Your Social Security # Is this secure?

* Zip Code (new/updated) Help

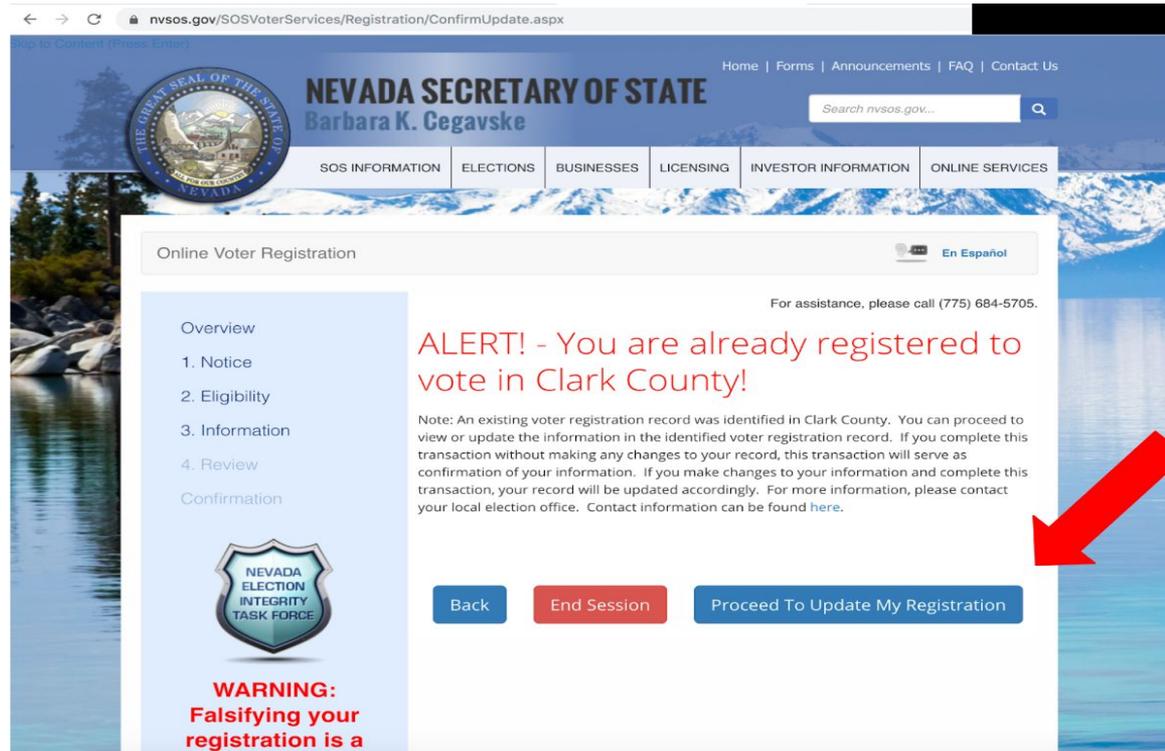
* Please confirm you are a human user and not a robot ... Why?

I'm not a robot reCAPTCHA Privacy - Terms

Online Voter Registration

Let's walk through how to get a voter registered online via nvsos.gov!

If you get this page it means that the voter is already registered to vote and can proceed to update their information such as party or address.



The screenshot shows the Nevada Secretary of State's website at the URL `nvsos.gov/SOSVoterServices/Registration/ConfirmUpdate.aspx`. The page header includes the Nevada State Seal, the Secretary's name Barbara K. Cegavske, and navigation links for Home, Forms, Announcements, FAQ, and Contact Us. A search bar is also present. The main navigation menu includes SOS INFORMATION, ELECTIONS, BUSINESSES, LICENSING, INVESTOR INFORMATION, and ONLINE SERVICES. The current page is titled "Online Voter Registration" and includes a language selector for "En Español".

The page content features a left-hand navigation menu with the following items: Overview, 1. Notice, 2. Eligibility, 3. Information, 4. Review, and Confirmation. Below this menu is a shield-shaped logo for the "NEVADA ELECTION INTEGRITY TASK FORCE" and a red warning message: "WARNING: Falsifying your registration is a".

The main content area displays a red alert message: "ALERT! - You are already registered to vote in Clark County!". Below the alert is a note: "Note: An existing voter registration record was identified in Clark County. You can proceed to view or update the information in the identified voter registration record. If you complete this transaction without making any changes to your record, this transaction will serve as confirmation of your information. If you make changes to your information and complete this transaction, your record will be updated accordingly. For more information, please contact your local election office. Contact information can be found here." A red arrow points to the right side of the page.

At the bottom of the page, there are three buttons: "Back", "End Session", and "Proceed To Update My Registration". A note at the top right of the content area says "For assistance, please call (775) 684-5705."

Online Voter Registration

Let's walk through how to get a voter registered online via nvsos.gov!

Here, newly registered voters or voters updating their registration can review their information, sign their form and finalize registration.

The screenshot shows the 'Final Review' step of the online voter registration process on the Nevada Secretary of State's website. The page header includes the Nevada Great Seal, the Secretary's name (Barbara K. Cegavske), and navigation links for Home, Forms, Announcements, FAQ, and Contact Us. A search bar is also present. The main content area is titled 'Online Voter Registration' and features a sidebar with a progress indicator showing steps: Overview, 1. Notice, 2. Eligibility, 3. Information, 4. Review, and Confirmation. The 'Final Review' section prompts the user to confirm their information and includes fields for Name, Date of Birth, NV Dept. of Motor Vehicles ID Number, and County. Below these are fields for Home Address and Mailing Address. A red warning message at the bottom left states: 'WARNING: Falsifying your registration is a'. A small 'En Español' link is visible in the top right of the main content area.

nvsvos.gov/SOSVoterServices/Registration/Step5.aspx

NEVADA SECRETARY OF STATE
Barbara K. Cegavske

Home | Forms | Announcements | FAQ | Contact Us

Search nvsos.gov...

SOS INFORMATION | ELECTIONS | BUSINESSES | LICENSING | INVESTOR INFORMATION | ONLINE SERVICES

Online Voter Registration

En Español

For assistance, please call (775) 684-5705.

Final Review

Please confirm your information is accurate. Click the Edit link below the section you want to edit if something is inaccurate.

Name: [Redacted]

Date of Birth: [Redacted]

NV Dept. of Motor Vehicles ID Number: [Redacted]

County: [Redacted]

Home Address: [Redacted]

Mailing Address: [Redacted]

WARNING: Falsifying your registration is a

NEVADA ELECTION INTEGRITY TASK FORCE

Online Voter Registration

Let's walk through how to get a voter registered online via nvsos.gov!

The big blue button at the bottom of the page will read "**Click here to complete your registration now!**"

The screenshot shows the 'Final Review' step of the online voter registration process on the Nevada Secretary of State's website. The page header includes the Nevada Great Seal, the Secretary's name (Barbara K. Cegavske), and navigation links for Home, Forms, Announcements, FAQ, and Contact Us. A search bar is also present. The main content area is titled 'Online Voter Registration' and includes a language toggle for 'En Español'. A sidebar on the left lists the registration steps: Overview, 1. Notice, 2. Eligibility, 3. Information, 4. Review, and Confirmation. The 'Final Review' section contains a confirmation message and a form with the following fields: Name, Date of Birth, NV Dept. of Motor Vehicles ID Number, and County. Below these are fields for Home Address and Mailing Address. A blue 'Edit' button is located at the bottom right of the first form section. A warning message at the bottom left of the sidebar reads: 'WARNING: Falsifying your registration is a'. The Nevada Election Integrity Task Force logo is also visible in the sidebar.

Paper Voter Registration Form

Let's walk through how to get a voter registered via the paper form!

Help voters register with the paper voter registration form ONLY when they do not possess a Nevada State issued ID.

Voter Registration Application
Before completing this form, review the General, Application, and State specific instructions.

Are you a citizen of the United States of America? Will you be 18 years old on or before election day? <small>(Please see state-specific instructions for rules regarding eligibility to register prior to age 18)</small>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	This space for office use only.		
1 <input type="checkbox"/> Mr. <input type="checkbox"/> Miss Last Name		First Name		Middle Name(s)	<input type="checkbox"/> Jr. <input type="checkbox"/> III <input type="checkbox"/> Sr. <input type="checkbox"/> IV
2 Home Address		Apt. or Lot #	City/Town	State	Zip Code
3 Address Where You Get Your Mail If Different From Above			City/Town	State	Zip Code
4 Date of Birth Month / Day / Year		5 Telephone Number (optional)		6 ID Number - See item 6 in the instructions for your state	
7 Choice of Party <small>(See item 7 in the instructions for your state)</small>		8 Race or Ethnic Group <small>(See item 8 in the instructions for your state)</small>			
9 I have reviewed my state's instructions and I swear/affirm that: • I am a United States citizen • I meet the eligibility requirements of my state and subscribe to any oath required. • The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be fined, imprisoned, or (if not a U.S. citizen) deported from or refused entry to the United States.					
Please sign full name (or put mark) ▲					Date: Month / Day / Year

If you are registering to vote for the first time: please refer to the application instructions for information on submitting copies of valid identification documents with this form.

Please fill out the sections below if they apply to you.

If this application is for a change of name, what was your name before you changed it?

A <input type="checkbox"/> Mr. <input type="checkbox"/> Miss Last Name		First Name		Middle Name(s)	<input type="checkbox"/> Jr. <input type="checkbox"/> III <input type="checkbox"/> Sr. <input type="checkbox"/> IV
--	--	------------	--	----------------	---

If you were registered before but this is the first time you are registering from the address in Box 2, what was your address where you were registered before?

B Street (or route and box number)	Apt. or Lot #	City/Town/County	State	Zip Code
------------------------------------	---------------	------------------	-------	----------

If you live in a rural area but do not have a street number, or if you have no address, please show on the map where you live.

• Write in the names of the crossroads (or streets) nearest to where you live.
• Draw an X to show where you live.
• Use a dot to show any schools, churches, stores, or other landmarks near where you live, and write the name of the landmark.

C	Example	Route #2	Public School ●	Grocery Store ●	Woodchuck Road	X	NORTH ↑
---	---------	----------	-----------------	-----------------	----------------	---	---------

If the applicant is unable to sign, who helped the applicant fill out this application? Give name, address and phone number (phone number optional).

D

Mail this application to the address provided for your State.

Paper Voter Registration Form

Let's walk through how to get a voter registered via the paper form!

The next few slides will walk you through how to appropriately help voters register to vote.

The Form

Are you a citizen of the United States of America? Will you be 18 years old on or before election day? If you checked "No" in response to either of these questions, do not complete form. <small>(Please see state-specific instructions for rules regarding eligibility to register prior to age 18.)</small>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	This space for office use only.			
1	<input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	Last Name	First Name	Middle Name(s)	<input type="checkbox"/> Jr <input type="checkbox"/> II <input type="checkbox"/> Sr <input type="checkbox"/> IV	
2	Home Address		Apt. or Lot #	City/Town	State	Zip Code
3	Address Where You Get Your Mail If Different From Above			City/Town	State	Zip Code
4	Date of Birth _____ Month Day Year	5	Telephone Number (optional) _____	6 ID Number - (See Item 6 in the instructions for your state) _____		
7	Choice of Party <small>(see Item 7 in the instructions for your State)</small>	8	Race or Ethnic Group <small>(see Item 8 in the instructions for your State)</small>	_____		

- Both boxes in the top section need to be checked
- ID number can be their NV Drivers license OR the last 4 digits of their social
- Make sure the applicant doesn't write the current date as his/her birth date
- Check to ensure handwriting is legible!

Paper Voter Registration Form

Let's walk through how to get a voter registered via the paper form!

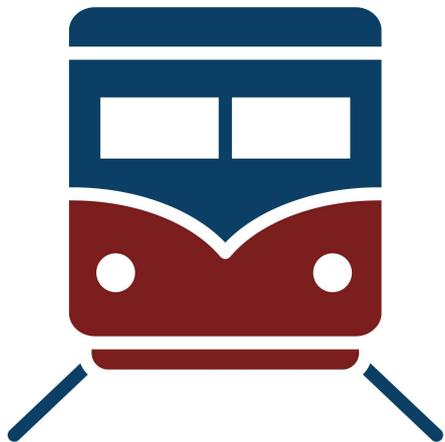
The next few slides will walk you through how to appropriately help voters register to vote.

The Form

7	Choice of Party <small>(see Item 7 in the instructions for your State)</small>	8	Race or Ethnic Group <small>(see Item 8 in the instructions for your State)</small>	<input type="text"/>
9	I have reviewed my state's instructions and I swear/affirm that: ■ I am a United States citizen ■ I meet the eligibility requirements of my state and subscribe to any oath required. ■ The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be fined, imprisoned, or (if not a U.S. citizen) deported from or refused entry to the United States.			<input type="text"/> Please sign full name (or put mark) ▲ Date: <input type="text"/> / <input type="text"/> / <input type="text"/> Month Day Year

- The applicant must register as a Democrat to participate in this caucus
- Make sure the voter fills out Box 7 and Box 9
- The voter does not fill out Box 8
- Ensure that the voter does not put their birth date in the 'Date' section

Agenda



1. What is a Caucus?
2. What to Expect at a Caucus
3. Rules For All Caucus Sites
4. Before, During, & After the Caucus
5. Caucus Check-In Process
6. How to Register Voters
7. **Caucus Steps and Script**
8. Safety at Caucus Sites
9. Next Steps



Caucus Steps and Script

Caucus Steps

Step 1. Setup Your Precinct Room

- ❑ Set up your space
 - ❑ Precincts in separate rooms or separate areas of a large space
 - ❑ Move furniture that's not needed out of the way
 - ❑ Make sure you have chairs for those not able to stand for long periods
 - ❑ Designate an area for observers
- ❑ Put up your precinct sign, Caucus 101 poster, and Math Poster
- ❑ Set out a clock or timer
- ❑ Open the Caucus Calculator on your iPad

Math Poster Setup

Fill in the **Step 1-2 Box** with your:

- Caucus Site name,
- Precinct number
- Number of Delegates to elect

Also, add your number of Delegates to elect in the **Delegate Math box**.

CAUCUS MATH POSTER

Please fill this poster out completely as you conduct your caucus. You should use this as a tool to help you determine viability and award delegates.

STEPS 1-2: SETUP PRECINCT ROOM

Caucus Site	
Precinct Number	
Delegates to elect	

STEP 3: COUNT PARTICIPANTS

Total In-Person Participants	
Total Early Voters	
Total Caucus Participants	

Once you've counted all voters, this number stays the same, even if some voters choose to leave during caucus.

STEP 4: CALCULATE VIABILITY NUMBER

	Total participants	=		# voters needed for viability
If electing 4 or more delegates	x	0.15	=	
If electing 3 delegates	+	6	=	
If electing 2 delegates	x	0.25	=	
If electing 1 delegate	Only one alignment will occur. The candidate with the most support will be awarded the delegate.			
	Viability Number			

STEPS 5-7: FIRST ALIGNMENT

Name of candidate or uncommitted group	Number of in-person participants	+	Early Vote participants	=	Total caucus participants	Is the candidate viable after 1st alignment?
Michael Bennet		+		=		
Joe Biden		+		=		
Pete Buttigieg		+		=		
John Delaney		+		=		
Tulsi Gabbard		+		=		
Amy Klobuchar		+		=		
Deval Patrick		+		=		
Bernie Sanders		+		=		
Tom Steyer		+		=		
Elizabeth Warren		+		=		
Andrew Yang		+		=		
Uncommitted		+		=		

STEPS 9-11: FINAL ALIGNMENT

Number of in-person participants	+	Early Vote participants	=	Total caucus participants	Is the candidate viable after final alignment?
	+		=		
	+		=		
	+		=		
	+		=		
	+		=		
	+		=		
	+		=		
	+		=		
	+		=		
	+		=		
	+		=		
	+		=		

STEPS 12-13: DELEGATE MATH

Name of viable candidate group	Total participants in final alignment	Delegates to elect	Total caucus participants	=	Result before rounding	Result after rounding	Delegates Awarded	Result after tiebreaker (if necessary)
				=				
				=				
				=				
				=				
				=				
				=				
				=				
				=				
				=				
				=				
				=				

If a decimal is 0.5 and above round up. If a decimal is below 0.5 round down.
 If any delegates are remaining after rounding, give out the extra delegate(s) starting with the candidate that is closest to rounding up to the next whole number.
 If you've given out too many delegates after rounding, subtract the extra delegate(s) starting with the candidate that is furthest away from rounding up to the next whole number.

CAUCUS STEPS

- STEP 1: SETUP PRECINCT ROOM
- STEP 2: CALL CAUCUS TO ORDER
- STEP 3: COUNT PARTICIPANTS
- STEP 4: CALCULATE VIABILITY NUMBER
- STEP 5: IN-ROOM FIRST ALIGNMENT
- STEP 6: EARLY VOTE FIRST ALIGNMENT
- STEP 7: DETERMINE FIRST ALIGNMENT VIABILITY
- STEP 8: COLLECT PREFERENCE CARDS FROM VIABLE GROUPS
- STEP 9: IN-ROOM FINAL ALIGNMENT
- STEP 10: EARLY VOTE FINAL ALIGNMENT
- STEP 11: DETERMINE FINAL VIABILITY
- STEP 12: CALCULATE + AWARD DELEGATES
- STEP 13: RECORD + REPORT FINAL CAUCUS RESULTS
- STEP 14: ELECT DELEGATES
- STEP 15: CONCLUDE CAUCUS

iPad setup

Unlock the iPad

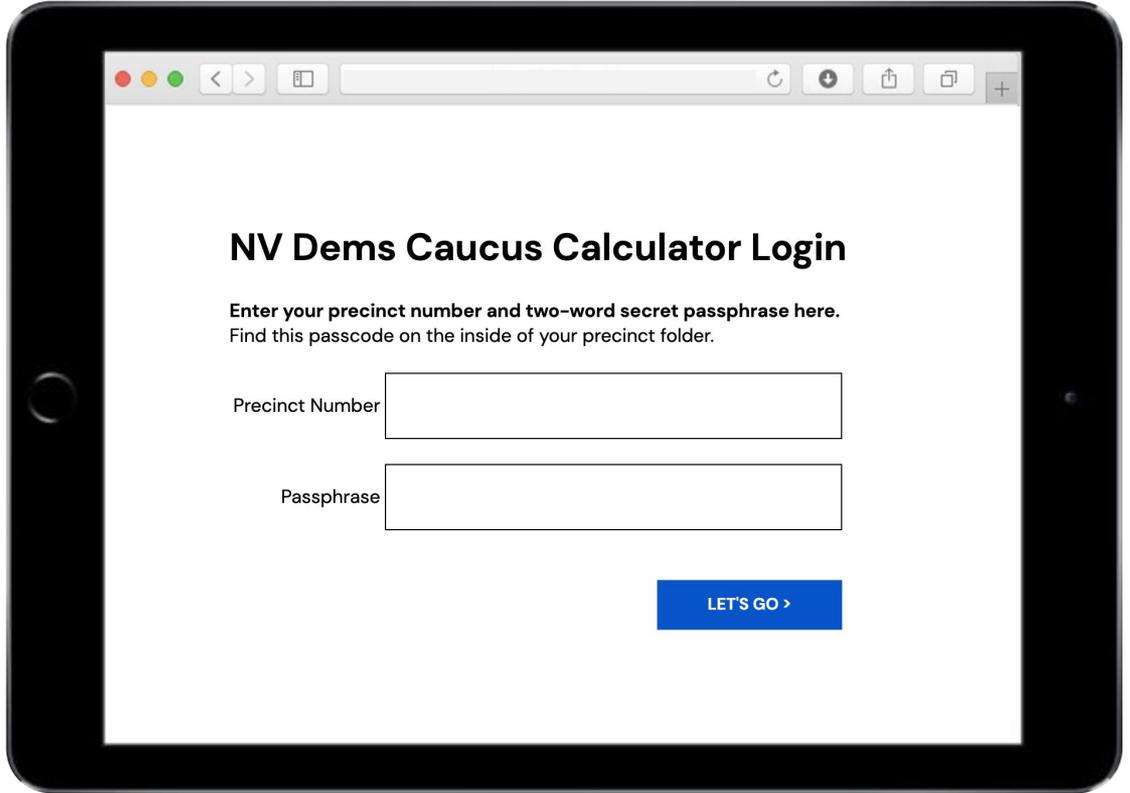
- ❑ Open iPad case
- ❑ Hold iPad horizontally
- ❑ Press the small round “home” button on the side of the screen twice
- ❑ This brings you to your iPad home screen



iPad setup

Login to the Caucus Calculator

- Tap the icon in the top left corner called “Caucus Calculator”
- This will open the Caucus Calculator website
- Enter your Precinct Number and the secret passphrase on the inside of your Precinct Folder
- If you enter the wrong info, you will be able to try again
- Once logged in, your iPad is ready for caucus
- NOTE: Your Ipad will start at Step 3!



Caucus Steps

Step 2. Call Caucus to Order

Begin the caucus after 12 PM and after every caucus-goer who was in the check-in line by 12 PM has completed check-in. Anyone not in line by 12 PM will not be able to participate.

Final Caucus Script

The Caucus Script will be provided to every precinct on Caucus Day, February 22nd.

If you are a Temporary Precinct Chair, the Caucus Script is the most important tool you have for running a successful caucus!

You should follow the script, word for word, to ensure you don't skip anything important!

The script will include important notes that instruct you when and how to deliver information.

[Note: **The text in bold is to be read aloud**, *other text* is for your reference.]

Step 2. Call Caucus to Order

[Step 1 was setting up your caucus room]

Begin Your Caucus

Welcome! My name is _____ and I'm the Temporary Chair for this precinct. I was recruited, trained, and certified by the Nevada State Democratic Party to run this precinct caucus.

This is precinct #_____ and we have #____ delegates to elect today.

At this time, I would like to call the caucus to order!

This is a neighborhood meeting. The primary purpose of the caucus is for Democrats from our neighborhood to get together to voice our preference for whom we would like to be the 2020 Democratic presidential nominee.

This is a grassroots process that affords all of us an equal opportunity to participate and have our voices heard. In order to have a positive and fair process, we must simultaneously support our preferred candidate with enthusiasm and treat each other with kindness and respect.

Please say yes if you will commit to contributing to a fair and positive caucus today by treating every person in the room with kindness and respect.

Step 2. Call Caucus to Order

The caucuses are a grassroots election process paid for by the Nevada State Democratic Party. The party incurs expenses such as space, equipment rentals, printing of caucus materials, and hiring staff in order to run a successful caucus.

We are suggesting a \$20 donation for 2020. Any donation you can make today is greatly appreciated, however, it is NOT mandatory in order to participate.

At this point, I will pass around a donation envelope for the Nevada State Democratic Party for anyone who would like to donate.

Note: Circulate the contribution envelope provided to you. Seal and sign the envelope and give it to your Site Lead at the end of the caucus.

Step 2. Call Caucus to Order

**While the envelope makes its way around the room,
I will read selected letters from elected officials.**

Note: Read the letters from elected officials and party leaders provided in the caucus packet in the following order while the donation envelope is circulated:

- Governor Sisolak
- Senator Cortez Masto
- Senator Jacky Rosen
- Representative Dina Titus, or Representative Steven Horsford, or Representative Susie Lee (depending on your congressional district)

Note: If you are running behind schedule, please skip the reading of the letters. Please wait to proceed until the donation envelope has made its way to everyone in the room and has returned to you. At the end of your caucus, you should return the donation envelope to your Site Lead.

Step 2. Call Caucus to Order

Note: Now it is time to elect the Permanent Chair. This has to happen before any official business is conducted.

Before any official business is conducted at this caucus, the caucus as a whole must elect a Permanent Precinct Chair. I am the Temporary Precinct Chair for this precinct. As I mentioned before, I was recruited, trained and certified by the Nevada State Democratic Party to run this caucus. I have also signed a neutrality pledge agreeing to run this caucus without bias towards any specific candidate. I would like to nominate myself as Permanent Precinct Chair. Are there any other nominations?

All those in favor of electing me, as Permanent Precinct Chair, please signify by saying “aye”. Any opposed please say “nay”.

Note: If there are multiple precinct chair nominations, please take a vote by show of hands. If someone other than the Temporary Precinct Chair is elected, the Temporary Precinct Chair should help assist the Permanent Chair in conducting the Caucus.

**At this point the you (Permanent Precinct Chair) may appoint a Caucus Secretary if you so choose. It is not mandatory to appoint a Caucus Secretary. If you choose to appoint a Caucus Secretary, please use the following language: **

At this point, I would like to appoint _____ as the Caucus Secretary.

Step 2. Call Caucus to Order

Now that we know the number needed for viability, it's time to join our presidential preference groups. Before we start, I would like to read the following statement banning discrimination in our caucus process.

“All public meetings at all levels of the Democratic Party in Nevada shall be open to all members of the Democratic Party regardless of race, age, color, creed, national origin, religion, ethnic identity, sexual orientation, gender identity/expression, economic status, philosophical persuasion or physical disability.”

Step 3: Count Caucus Participants

Next, I will count the number of caucus participants.

If you are an observer, please go to the observer area. Children may stay with their parents. All participants, please hold up your preference card high. I will walk around and count each person. Once you have been counted, please put your hand down.

Note: Only count eligible caucus participants (those who have a presidential preference card). Observers can also be identified because they will have an orange wristband.

Count participants out loud so that everyone can hear you.

The total number of in-person participants for this precinct is _____.

Can we all agree that there are _____ caucus participants here?

Note: First, record the number on the Caucus Math Poster. Then, record the number into the Caucus Calculator and proceed to the next step.

Part 3: Count Caucus Participants

This year for the first time, we offered Nevadans the chance to participate in our caucus over four days in advance of our Caucus Day.

Those participants' preferences will be included in our caucus here today.

Note: Look at the number of early vote participants on Calculator. Record the number of early voters on the Caucus Math Poster

I can now report that there were _____ early voters in our precinct.

The total number of caucus participants in this precinct is _____.

Part 4: Calculate Viability Number

In this next part I'll be calculating our viability number for our caucus.

The viability number is the minimum number of people who need to align with a candidate for that candidate to be awarded at least one delegate. The count of people will include both people in-person here today and people who voted early.

For example, in the next step you'll be forming groups to show your preference for the candidates. If our viability number was 20 but there's a candidate preference group with only 19 people, that candidate would not be viable.

The viability number is based on the number of delegates allotted to our precinct and the total number of in-person and early voting participants.

Part 4: Calculate Viability Number

If the calculation results in a decimal number, we will round up.

I will now use the formula on the Math Poster to calculate our viability number.

Note: Complete Math Poster section for viability number. On the Calculator, advance to Step 4. On this screen, confirm that the viability number on the Math Poster matches.

The viability number for our precinct is _____.

As a reminder, once you form candidate preference groups, you must have at least ____ people in the group, including early voters, for that candidate to be viable.

Part 5: In-Room First Alignment

We're now ready to move into candidate preference groups. We will align ourselves in this room first, and then align our early voters. Here's how this will work:

- You will move to the preference group of your choice.**
- If you need help, I can direct you in finding the group you're looking for.**
- You should organize alphabetically by the last name of your candidate. Please organize yourselves.**
- You will have 15 minutes to align with your candidate group.**
- When you're ready, fill out the **BLUE** side of your presidential preference card.**
- We will share early vote first alignment results after we finish step.**

Note: Start, time, and conclude First Alignment.

Part 5: In-Room First Alignment

Ok, if you're ready, the 15 minutes starts now.

Note: Take note of the time or set an alarm so you can track the 15 minutes. Watch the time and when the 15 minutes is up or if they're done early...

Is everyone done and ready to move on?

Next Step: Count each group

I will now count and record the number of caucus participants in each group.

Note: On the Calculator, click "NEXT" to advance to Step 5.

When I come to your group, please hold up your preference card high.

Once you've been counted, please put your hand down.

Note: Go to each group, count the participants out loud so that everyone can hear you. Record the results for each preference group on the Math Poster. Enter the results for each preference group's alignment into the Caucus Calculator. On the following screen, review the results on the Caucus Calculator

Part 6: Early Vote First Alignment

Note: Announce results for each group

The [Insert each candidate name] group has ____ in-person caucus participants.

Note: After reviewing the in person first alignment counts, click “NEXT” on the Calculator to see early vote first alignment results. Write the results on the math poster. Announce the early vote results for each group.

The group for [insert candidate name] has ____ first choice early votes.

NOTE: At this step, you will record the viability results. On the Calculator, click “NEXT” to advance to Step 7. Use the results shown on the Calculator, record on your Math Poster which candidate group IS or IS NOT viable.

Part 7: Determine First Alignment Viability

As a reminder, each group must have at least ____ people in the group, including early voters, for that candidate to be viable.

The [insert candidate name] group has ____ in-person caucus participants plus _____ early votes where this candidate was their first choice.

This gives them a total of _____ caucus participants. This group [is / is not] viable.

Part 8: Collect Preference Cards from Viable Groups

NOTE: If all groups are viable...

Because all of our groups were viable we're ready to move on to award delegates. But first, I need to collect all of your presidential preference cards.

NOTE: Your Caucus Calculator should confirm that all of your groups are viable. Collect completed preference cards for all participants. Go to Step 10 on p27.

NOTE: If there is at least 1 non-viable group...

Because we had one or more groups that were not viable, we will do a final round of alignment. This final alignment will only apply to the people in the non-viable groups (both in-person and early voters). Please hold on to your preference cards.

For the people in viable groups, please stay where you are and I will come to collect your preference cards. If you are in a viable group, you may not re-align.

NOTE: Collect preference cards from viable groups only.

Part 9: In-Room Final Alignment

To help the people in the non-viable groups decide if and which group they want to move to, a representative of each group — both viable and non-viable — will have 1 minute to give a speech. We will go in alphabetical order by the candidate's last name.

NOTE: Call on each group in alphabetical order. Time the speeches for 1 min each.

Thank you for your remarks. At this time, we will proceed to the final alignment.

Okay, the people in the non-viable groups have 15 minutes to join a viable group or form a viable group. If you remain in a nonviable group, your group will not be awarded any delegates. The time starts now.

NOTE: Take note of the time or set an alarm so you can track the 15 minutes. Watch the time and when the 15 minutes is up or if they're done early...

Is everyone done and ready to move on? Once you have aligned with your new preference group, fill out the **RED side of your preference card.**

Part 9: In-Room Final Alignment

NOTE: On the Calculator, click “NEXT” to advance to Step 9. Go to each group and count the number of final alignment in-person participants. When recording the final in-person participant count for each preference in-person group, make sure that the final count for that group is equal to the initial in-person participant count plus any newly aligned participants. You can check this by referring to the number of preference cards collected for each candidate preference group.

→ *Record results on the Math Poster and in your Caucus Calculator.*

→ *In the Calculator, you’ll then be able to confirm the results you’ve entered.*

I will now count and record the total number of participants in each group.

When I come to your group, for those of you who have just realigned, please hold up your preference card high and I will collect your preference cards.

Once you’ve been counted, please put your hand down.

The [insert candidate name] group has ____ in-person caucus participants.

Step 10. Early Vote Final Alignment

NOTE: On the Calculator click 'NEXT' to advance to Step 10, to see early vote final alignment results. The calculator will automatically realign any early voters necessary. Write the results from the Calculator on the math poster.

The [insert candidate name] group has ____ early votes in the final alignment. [REPEAT]

NOTE: If you haven't already, collect preference cards for remaining participants.

Please stay where you are and I will come to collect your preference cards.

Step 11. Determine Final Alignment Viability

NOTE: Record final alignment viability results. On the poster, for each candidate group, record if they ARE and ARE NOT viable. Review and compare the viability results with the results on the Caucus Calculator. Then, Announce final alignment viability results for each group.

As a reminder, each group must have at least ____ people in the group, including early voters, for that candidate to be viable.

[insert candidate name] group has ____ in-person caucus participants plus ____ early votes.

This gives them a total of ____.

This group [is / is not] viable.

Step 12. Calculate & Award Delegates

NOTE: Inform participants of next steps.

Now, I will calculate how many delegates will be awarded to each viable preference group.

This part requires me to do some math and record results and may take me a few minutes. I will share the results when done.

NOTE: In the Delegate Math portion of the poster, complete the delegate math formula.

- *In first column of the Delegate Math section, write name of all viable groups (ONLY write in viable groups)*
- *Copy each group's final alignment numbers from above*
- *Multiply by the number of Delegates you'll be electing*
- *Divide this by total caucus participants*
- *If the delegate math results in an exact decimal tie, you will need to break the tie with a deck of cards.*
- *Record any tiebreaks on the Math Poster along with who received the additional delegate.*

Step 12. Calculate & Award Delegates

NOTE: On the Calculator, click “NEXT” to advance to Step 13. Check that the delegate results on your Math Poster match those in the Calculator.

Now that I have the results, I will announce and award the delegates for each viable preference group. I will walk you through the math as I give results.

This precinct is awarding ____ delegates to our county convention.

The total number of in-person and early voting participants is ____ .

I have multiplied the total number of members in each preference group by the number of delegates our precinct is electing and divided by the total number of eligible caucus participants (total # in-person participants + total # early voters).

This result gave us a decimal number which will be rounded to determine the final number of delegates.

The number of delegates awarded to each viable preference group is [insert candidate name] = ____.

Step 13. Record + Report Final Results

NOTE: Now, fill out your Caucus Reporting Sheet by copying the results from Math Poster onto the sheet. Invite representatives from each viable candidate groups to sign Reporting Sheet.

Can I now have a representative from each viable preference group come sign the Caucus Reporting Sheet?

NOTE: Next you will report you results. Follow these steps to report your results to the Nevada State Democratic Party:

- *Call the hotline to report your results to NV Dems. When asked, provide the secret passphrase found inside your folder.*
- *Take a photo on your phone of your Caucus Reporting Sheet and text the photo to NV Dems.*
- *Return your Reporting Sheet to your Site Lead.*

Step 14. Elect Delegates

We will now elect the delegates to send to the County Convention. I'll start by explaining the role of a delegate to the County Convention:

Delegates to the County Convention attend the all-day convention on Saturday, April 18, 2020 and vote on a variety of party matters including the county party platform, members to the county central committee, electing delegates to the state convention in Las Vegas on May 30-31, 2020.

If you wish to run as a National Delegate to attend the Democratic National Convention in Milwaukee from July 13 - 16, 2020, you must first be elected as a delegate to the County Convention and from there to the State Convention.

NOTE: Instruct preference groups to take nominations

Each preference group should start by taking nominations for your delegate positions. You have 2 positions:

- 1. County Convention Delegate**
- 2. Alternate County Convention Delegate**

Step 14. Elect Delegates

As a reminder, the number of delegates for each preference group is _____.

For the alternate, you can elect half as many alternates as has been awarded delegates. So if you have 4 delegates, you can award 2 alternates.

Please note that each group should try to elect an equal number of men and women.

Each candidate running for delegate or alternate will have up to 1 minute to make remarks.

Step 15. Conclude Caucus

NOTE: Hand out delegates and alternate certificate forms

Now that each viable candidate preference group has elected all of their allotted delegates and alternates, I will pass out delegate and alternate certificate forms to be filled out.

Delegates and alternates should return their forms to me after the adjournment of this caucus.

I will be submitting the final verified results back to the Nevada State Democratic Party after our caucus concludes. We will now move on to the submission of resolutions.

NOTE: Collect resolution submission forms

If you picked up a resolution submission form at the check-in table please bring it to me now.

Step 15. Conclude Caucus

NOTE: Announce County Central Committee Nominations sign-up

If you are interested in becoming a member of the County Central Committee, there is a sign-up sheet at the check-in table. Please visit the check-in table to sign up once the caucus has adjourned.

NOTE: (For Clark County only) Fill out Clark County Precinct Captain form. Please find the Clark County Democratic Party Precinct Captain & Representative Election Form in your precinct folder. Follow and complete the instructions on the form.

NOTE: Collect all forms.

If you have any outstanding forms, please bring them to me now.

NOTE: Allow time for participants to bring up any other business or announcements they may have. Once that is over, adjourn the caucus.

This caucus is now adjourned. Thank you all for participating!

Caucus Steps

After the Caucus: Precinct Chairs

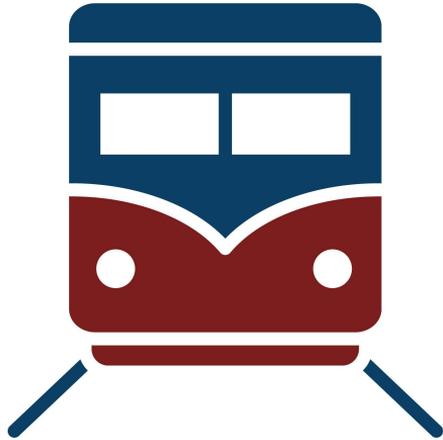
- ❑ Gather all materials and package according to instructions in the Precinct Chair Guide.
- ❑ Return all materials to the Site Lead.
- ❑ Return the space to the way you found it.
- ❑ Consult Site Lead for further instructions.

Caucus Steps

After the Caucus: Site Leads

- ❑ After caucuses concludes, Precinct Chairs will return all Reporting Sheets and caucus materials to you. Confirm they have:
 - ❑ Called in a report of their results to NV Dems via the Reporting Hotline.
 - ❑ Have taken a photo of their Caucus Reporting Sheet and texted that photo to NV Dems.
- ❑ Use one iPad to take a photo of each reporting sheet.
- ❑ Return all reporting sheets to the appropriate envelope.
- ❑ See site cover sheet for instructions on returning materials to NV Dems.

Agenda



1. What is a Caucus?
2. What to Expect at a Caucus
3. Rules For All Caucus Sites
4. Before, During, & After the Caucus
5. Caucus Check-In Process
6. How to Register Voters
7. Caucus Steps and Script
8. **Safety at Caucus Sites**
9. Next Steps



Safety at Caucus Sites

Safety at Caucus Sites

In case of Emergency...

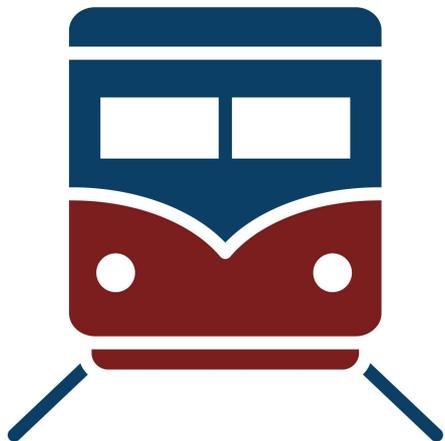
In case of emergencies such as physical threats of violence or fire **Always** call **911** first and immediately. When you are safe and able, alert your NV Dems point of contact.

For other non-urgent situations, try to troubleshoot the scenario as best as you can; we are counting on your leadership at your sites!

In case of reporting trouble, call your NV Dems point of contact.



Agenda



1. What is a Caucus?
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9. **Next Steps**



Next Stops on this Train!

What comes next...

Vote Early!

- We encourage all Caucus Day volunteers to vote early so that you can successfully execute your role on Caucus Day!

What's your plan? Write it down.

- Do you know which day you'll be going to vote early?
Saturday, 2/15 Sunday, 2/16 Monday, 2/17 Tuesday, 2/18
- Will you be voting in the:
Morning Afternoon Early Evening
- Do you know what Early Vote sites are nearest to your home or work?
Visit our website, caucus.nvdems.com for a full list of Early vote locations in your county!
- Do you know how you plan to get to your Early Vote site?
Walk Drive Get a ride



Still more work ahead...

Help us with recruitment!

- We have such a short time left to go and we still need to recruit and train volunteers, And you can help!
- You can help us by:
 1. Recruiting volunteers!
 2. Encouraging your friends and family to do a Caucus Express Training!



Thank You!