



**2020 Nevada First in the West
Caucus Guide**

Precinct Chair

Hello!

Welcome to the 2020 Nevada Volunteer Caucus Guide! Thank you so much for volunteering your time and helping the Nevada State Democratic Party execute Nevada's most expansive, accessible and transparent First in the West Caucus yet. We can not be successful without volunteers like you.

This guide will cover everything you need to know in order to run an effective, fair and organized caucus. Please read through this guide and the other materials in your caucus packet. This is your one-stop-shop for everything you need to know before, during and after the caucus and the best place to go for questions.

If you have any additional questions that are not answered in this guide, please contact your organizer or the Nevada State Democratic Party as soon as possible.

Sincerely,

A handwritten signature in black ink, appearing to read "William McCurdy II". The signature is fluid and cursive, with a large, stylized "W" and "M".

William McCurdy II

Caucus Steps and Table of Contents

| | |
|--|-----|
| How to Use This Guide..... | p1 |
| Step 1: Setup Your Precinct Room | p2 |
| Step 2: Call Caucus to Order..... | p3 |
| Step 3: Count Caucus Participants..... | p13 |
| Step 4: Calculate Viability Number..... | p15 |
| Step 5: In-Room First Alignment | p17 |
| Step 6: Early Vote First Alignment | p19 |
| Step 7: Determine First Alignment Viability..... | p20 |
| Step 8: Collect Preference Cards from Viable Groups..... | p21 |
| Step 9: In-room Final Alignment | p23 |
| Step 10: Early Vote Final Alignment | p26 |
| Step 11: Determine Final Alignment Viability..... | p27 |
| Step 12: Calculate & Award Delegates..... | p28 |
| Step 13: Record & Report Final Results | p33 |
| Step 14: Elect Delegates..... | p34 |
| Step 15: Conclude Caucus..... | p36 |
| Step 16: Close your Precinct Room | p38 |
| Caucus Math Examples..... | p39 |
| Rules & Guidelines..... | p48 |



How to Use this Guide

This guide will walk you through every step of the caucus process.

Each step includes instructions and a script, which you must read to facilitate your precinct caucus.

Text in bold italics is your script to be read aloud.

Items in a box are things you need to do, such as enter data, write on the poster, etc.

If you are conducting your caucus without the Calculator, please refer to the Early Vote envelope for materials and guidance.

Your Temporary Precinct Chair Role

As Temporary Precinct Chair, your primary responsibility is to ensure that the precinct caucus runs fairly and efficiently on Caucus Day.

Your Site Lead may also be asked to help with opening, closing, and other activities. More information about these tasks are available in the Caucus Site Lead Guide or talk to your Site Lead for details.

Details

Temporary Precinct Chairs run the individual precinct caucuses on Caucus Day and report results to the Nevada State Democratic Party.

Their role includes but is not limited to the following:

- 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
- Reporting precinct caucus results to the Nevada State Democratic Party
- Returning all necessary documents and materials to your Site Lead
- Conducting all necessary party business in precinct after delegates have been awarded

Step 1. Setup Your Precinct Room

Here's what you will do in this step:

The orientation of your caucus space will depend on your site...

- If you have one big caucus space and multiple precincts, you should designate separate areas for each precinct.
- If you have multiple rooms and multiple precincts, you should use a separate room for each precinct.
- Move any unnecessary furniture to the side if needed to maximize the space.
- Make sure you have enough chairs for volunteers and caucus participants who may not be able to stand for periods of time.
- Designate an area for observers.

In your box/folder of caucus supplies....

- Put up Precinct # sign outside of the room
- Put up Math Poster and Caucus 101 poster in easily accessible places.
On the Math Poster:
 - In the 'Step 1' box, fill in Caucus Site name and Precinct #
 - In 'Step 1' box and in the 'Delegate Math' section, fill in the number of delegates this precinct will elect. This number can be found on your precinct folder and reporting sheet.
- Set out a clock or timer to help with timed activities

Setup your iPad:

- On the iPad, tap the icon called Caucus Calculator in the top left of your homescreen.
- This will open a web page asking for your Precinct # and passphrase. (You'll find the passphrase inside of your precinct folder). Enter these before you begin caucus.

Step 2. Call Caucus to Order

Here's what you will do in this step:

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.

1. Begin your caucus, introduce yourself & announce precinct # and delegate #
2. Call for donations
3. Read letters from Democratic party officials while waiting for donations to be gathered (if time)
4. Elect permanent officers
5. Read non-discrimination statement

Read the script that begins on the next page aloud to the room to walk you through each of these steps.

2. Call caucus to order

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.

Call for donations

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.

- 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.

2. Call caucus to order

Read letters

If you are running behind, skip this letters section but wait to proceed until the donation envelope has gone around the room and is returned to you.

If you do read the letters, please read in the following order:

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

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

Hello, Nevada and welcome to our First in the West Caucus!

Today, we come together for a day of unification. We have the amazing opportunity to gather with our friends, family, and neighbors to share our thoughts and ideas. Collectively creating a better and brighter future for our state is what caucusing is all about, and each of you play a pivotal role in that future. We need to hear your voice. All of your voices. When we come together as a community, we thrive. This is your chance to let your fellow Nevadans and the nation know what matters the most to you. So thank you for exercising your right to vote and thank you for making your voice heard.

This caucus process was designed in a uniquely-Nevada way. It's a reflection of our amazing diversity, from our growing Asian American and Pacific Islander community to our nearly one-third Latinx population. Offering additional language choices for caucus materials, continuing the tradition of workplace caucus sites, and introducing four days of in-person early voting -- something no other caucus state has done before -- are all a part of Nevada's commitment to making this our most accessible and expansive caucus yet. It is critical to not only provide Nevadans every opportunity to participate but to make this process as convenient as possible to guarantee we nominate the candidate who best represents our state.

Few states have the diversity offered by Nevada and we will continue to prove the importance of having a Western state's voice heard early to ensure the issues that matter most to us are at the forefront of the national conversation. The Silver State will be a true test for our candidates and what happens here will ultimately be an indicator for the rest of the country.

That's why today is so important. Today, we select the nominee who will go on to defeat Donald Trump and take back the White House next November.

Come on, Nevada, let's remind the country why we are the most important early state!

Sincerely,



Governor Steve Sisolak

Hello Fellow Nevada Democrats!

I am thrilled to welcome you to the First in the West Democratic Caucus!

Today, we come together with our family, friends and neighbors to raise our voices in firmly rejecting Donald Trump's reckless agenda. Each and every one of you will play a crucial role in helping decide who will receive our Party's nomination.

In November, our Party will defeat Donald Trump at the ballot box – and begin the work to unite our country. It will be thanks in part to Nevada Democrats like you for helping decide today who will have the great privilege and responsibility to do just that.

As the third state to make our voices heard– and the only early state that's truly a diverse battleground – we know that Nevada is a microcosm of the rest of the country. We've got strong union families, diverse communities of Latino, AAPI and African Americans, as well as fiercely independent rural communities and vibrant urban areas. We know our diversity is our strength. The diversity of our voices across the Silver State today is why Nevada Democrats continue to see historic gains.

From our wins in 2016 – like my own Senate race – to the incredible gains we saw in 2018, Nevada continues to lead! We have shown the rest of the country what we're capable of when we all come together and work hard to get Nevadans to the polls by making every phone call, knocking on every door – and ensuring we're talking to voters about the issues that matter most to them like access to quality, affordable health care, economic opportunity and ensuring every child receives a strong public education.

In the days and months ahead, I encourage you to keep fighting and stay engaged! At the end of the day, we must keep our most important goals at the forefront: Uniting around our nominee who will stand up to Donald Trump and ensure Democrats win up and down the ballot on Election Day. I know, together, Nevada Democrats will get it done.

¡La lucha sigue! The fight continues!

A handwritten signature in blue ink that reads "Catherine Cortez Masto". The signature is fluid and cursive, with the first name being the most prominent.

Catherine Cortez Masto
U.S. Senator for Nevada

My Fellow Nevadan,

It gives me so much joy to welcome you to the 2020 Nevada First in the West Democratic Caucus! Today, you will help decide who will get to advance as our party's nominee to take on Donald Trump.

Since 2008, Nevadans have emerged as a force in selecting our party's nominee for president, and rightfully so. In Nevada, we know that our diversity makes us stronger and when every community gets the opportunity to make their voice heard, it makes our democracy stronger. This is a time when we need more voices, not less, to be heard throughout our electoral process.

Nevada's caucus will be a bellwether for the direction of the rest of the country - we are the first diverse state and we are the only early battleground state to choose our party's nominee.

I am proud of the many Democrats who are running for president and those who have invested their time and energy to come to our great state to listen directly from you. With every one of their visits, you reminded them of our Nevada values: that we are committed to protecting access to quality health care, protecting our public lands for future generations, fighting for our hardworking families every single day, ensuring every child has access to a strong public education system, and that our state is a place where DREAMers thrive.

Today, you get to select a candidate who you feel will stand up and fight for Nevada, and I urge you to remain engaged in the months to come. We must unite around our party's nominee and ensure we elect a democrat this November! I know we can do this, and I know Nevadans will help get it done.

I am proud to be a Nevadan and honored to represent you in the United States Senate.

With appreciation,

A handwritten signature in black ink, appearing to read "Jacky Rosen". The signature is fluid and cursive, with the first name "Jacky" being more prominent than the last name "Rosen".

Jacky Rosen
United States Senator

Dear Fellow Democrats,

I am proud to join with thousands of you as we make our voices heard in the 2020 Nevada Democratic Presidential Caucuses. Today we take the first step in our presidential nomination process by gathering with friends and neighbors to discuss grassroots politics. We are meeting in schools, union halls, community centers, churches, and other locations throughout the State to demonstrate our support for the candidates who share our vision for the future of this country.

I know you've heard me say it before, but this is the most important election of our lifetime. The current president would lie, cheat, steal, and even bribe a foreign government to win this election. We have to fight precinct by precinct because I truly believe the heart and soul of our nation are on the ballot.

Unlike Republicans, Democrats are working to protect our environment, bring immigrants out of the shadows, raise wages for workers, make voting more accessible, and guarantee access to affordable health care. If Republicans take back the White House, these goals will be much harder to achieve. As the third state in the country and the first Western state on the Democratic nominating calendar, Nevada will play a major role in selecting our nominee – the candidate who will lead our party and take on the GOP in November.

I thank each of you for your commitment and activism with the Democratic Party and for helping me in so many campaigns. I will never forget what you have done for me personally and for our important cause.

Please do not hesitate to call if I can be of service; and if you find yourself in Downtown Las Vegas or Washington, D.C., come by our office anytime.

Sincerely,

A handwritten signature in black ink that reads "Dina Titus". The signature is written in a cursive, flowing style.

Dina Titus
Member of Congress Nevada's First District

Dear Nevada Democrats,

Thank you for taking time out of your busy schedule to participate in our First In The West Democratic Caucus. You are taking part in a historic election at a critical time in our nation's history. Each and every one of you knows what's at stake in this election. Our nation is at a crossroads, and in 2020 we will choose between fear and hope, between corruption and transparency, and between division and unity. By being here today, you have demonstrated clearly where you stand, and together we will win in November and begin the work of bringing our country back together.

Nevada has a key role to play. We are the first state to cast votes in the Democratic Presidential nominating contest that truly reflects the diversity of the United States. And we have been a bright light leading the way in our nation's politics since November of 2016, when in an otherwise bleak night for Democrats across the country, we won up and down the ballot. We won because we have built a broad coalition in this state that is serving as a model for Democrats across the country. In short, Nevada Democrats have proven what is possible when a diverse range of voices are heard, when young people are inspired, when we have the back of our brothers and sisters in the labor movement, and when hardworking grassroots activists roll up their sleeves, make phone calls, knock doors, and win elections.

No matter who wins the nomination, we must not lose sight of our broader goal: to win in November, to restore confidence in American leadership, to bridge the divides in our country, and to ensure that the boundless opportunity of this nation is accessible to each and every American. Today's caucus is an important opportunity to make Nevada's voice heard, to strengthen our party, and to organize for the fight ahead. Thank you for being here.

Sincerely,

A handwritten signature in black ink that reads "Susie Lee". The signature is written in a cursive, flowing style.

Susie Lee

Dear Democrats,

Welcome to the 2020 Nevada Caucuses! This is the largest caucus our state has ever organized and it is incredible that so many people have shown up to help us decide on which candidate will represent our party this upcoming November.

Selecting our nominee is an important process and everyone here is going to play a role in electing the next President of the United States. Please make sure to thank all of the volunteers and staff who are making this caucus happen. This is just a warm-up round for what's coming in November.

It is critical that regardless of which candidate wins the primary, that we all come together to back our nominee against this current administration. The last few years have been incredibly challenging for all of us and it's about time that we elect a Democrat to the White House to bring back respectability to our nation's oval office.

Remember, today is just the start of the work we all need to do this year. We will need all of you to keep voting, to stay engaged, and to volunteer to help us win in November. 2018 was a landmark election for our state and we will need your help to build upon what we've accomplished. We need to turn out a record number of Nevadans, we need to protect our majority in the US House of Representatives, and we must preserve our position in the State Legislature.

It is my absolute honor to serve as your member of Congress. Please don't hesitate to reach out to my office or my campaign if I can ever be of assistance.

Let's get to work,

A handwritten signature in black ink that reads "Steven Horsford". The signature is written in a cursive, flowing style.

Congressman Steven Horsford

2. Call caucus to order

Elect Permanent Officers

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.

Before any official business is conducted at this caucus, the caucus as a whole must elect a Permanent Chair. I am a 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 agreement to run this caucus without bias towards any specific candidate. I would like to nominate myself as Permanent 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."

You 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 will appoint _____ as the Caucus Secretary.

Non-discrimination statement

Before we start moving into candidate preference groups, 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 or expression, economic status, philosophical persuasion or physical disability.

Step 3. Count Caucus Participants

Here's what you will do in this step:

1. Record number of caucus participants
 - a. Count in-person participants in the room and announce that number to the room
 - b. Record room count on Math Poster
 - c. Enter in-person room count into your Caucus Calculator on the iPad
2. Record number of early voters*
 - a. On the Caucus Calculator view the number of total early voters and announce that number to the room
 - b. Record the count of early voters on the Math Poster
3. Add in-person participants and early voters to identify the total number of participants in your caucus
4. Record this number on the Math Poster in Step 1 and in the Delegate Math section
5. Confirm these numbers on the Calculator

*If you are conducting your caucus without the Calculator, at this point please refer to the Early Vote results envelope for materials and guidance.

3. Count Caucus Participants

Count In-Person Caucus Participants and Announce

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.

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?

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

Find Early Vote Participants on Calculator and Announce

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.

- 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 _____.

Step 4. Calculate Viability Number

Here's what you will do in this step:

1. Explain what the viability number is
2. Use Math Poster to calculate viability number
3. Announce viability number
4. Record viability number on poster
5. Confirm viability number on calculator

4. Calculate Viability Number

Start by explaining the viability process.

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.

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.

- 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.

Step 5. In-Room First Alignment

Here's what you will do in this step:

1. Give instructions for First alignment
2. Start First alignment
3. End First alignment
4. Count each group and enter into Caucus Calculator on your iPad
5. Review resulting numbers on Caucus Calculator
then write on the Math Poster
6. Announce results

5. In-Room First Alignment

Give instructions for 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.*

Start, time and conclude First Alignment

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

- 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?

Count each group

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

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.

- 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

Announce results for each group

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

Step 6. Early Vote First Alignment

Here's what you will do in this step:

1. Use Caucus Calculator to see results for early vote
2. Record the early vote results on the Math Poster
3. Announce the early vote results for each group

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.

Step 7. Determine First Alignment Viability

Here's what you will do in this step:

1. Add first alignment totals per group for both in-person participants and early voters and record on Math Poster
2. Using the Viability Number, determine if each preference group is viable
3. Record viability results on the Math Poster
4. Use Calculator to confirm viability results
5. Announce viability results

Record 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.

Announce 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.

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.

Step 8. Collect Preference Cards from Viable Groups

Here's what you will do in this step:

If all groups are viable:

- Collect candidate preference cards.
- You will not have to do a final alignment.
Skip to Step 10 on page 26.

If there is at least 1 non-viable group:

- Collect presidential preference cards from voters in the viable groups only.

8. Collect preference cards from viable groups

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.

- 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

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.

Collect preference cards from viable groups only.

Step 9. In-Room Final Alignment

Here's what you will do in this step:

1. Preference group gives 1 minute speeches
2. Start final alignment
3. End final alignment
4. Count each group and enter into Caucus Calculator
5. Review resulting numbers on Caucus Calculator then write on the Math Poster
6. Announce results

9. In-Room Final Alignment

Preference group speeches

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.

- 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.

Start, run and end 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.

- 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.

9. Final Alignment in Room

Count each group

- 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.

Announce results for each group

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

Step 10. Early Vote Final Alignment

Here's what you will do in this step:

1. On the Caucus Calculator, you'll see final alignment numbers for early voters
2. Record the final alignment early voter results on the Math Poster
3. Announce the final alignment early vote results for each group

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.

Announce the early vote results for each group.

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

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

Here's what you will do in this step:

1. Add final alignment totals for each group's in-person participant and early voter count, and record on the Math Poster in 'Final Alignment'
2. Using the Viability Number, determine the viability for each candidate preference group
3. Record viability results on the Math Poster
4. Click next on the Calculator to confirm viability results
5. Announce viability results

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

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

Here's what you will do in this step:

1. Inform participants of next step
2. Record final alignment totals for each viable group in the Delegate Math section on Math Poster
3. Complete the Delegate Math section of the Math Poster
4. Click "NEXT" on the Caucus Calculator to confirm results Announce and award delegates

12. Calculate and Award Delegates

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.

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.

See next page for detailed guidance on delegate math and tie-breakers.

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

12. Calculate + Award Delegates

How Delegate Math and Awarding Delegates Works

Delegates can only be awarded to viable groups. After the Final Alignment has concluded, the Precinct Chair will determine the number of delegates each group is entitled to elect by using the following formula:

$$\frac{\text{Number of members within a presidential preference group}}{\text{Total number of precinct caucus participants}} \times \text{Number of delegates elected from that precinct caucus}$$

The result of this formula will produce a decimal number. After calculating the caucus formula result for each viable candidate, you can follow these steps to award delegates.

Step 1: Round

If a decimal is 0.5 and above round up. If a decimal is below 0.5 round down.

Step 2: Look for Leftover Delegates or Too Many Delegates

Leftover Delegates: 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.

Too Many Delegates: 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.

- *You cannot take away a viable group's only delegate. Skip that group and keep going.*
- *If there is an exact decimal tie, use a deck of cards to break the tie. The winner will gain or keep the additional delegate.*

Step 3: Viable Candidates

Check one more time to make sure every viable candidate has at least one delegate. If there are any viable candidates without a delegate, give them one! A candidate can never lose their only delegate.

12. Calculate and Award Delegates

Caucus Tiebreakers

When awarding delegates, a presidential preference group with caucus math results of 0.5 and above is rounded up. Similarly, a preference group with results below 0.5 is rounded down.

In some precincts on Caucus Day, a normal rounding of the precinct delegate counts will result in more or fewer delegates than the precinct is entitled to award to the county convention. If there are two or more groups that have the same lowest or highest decimal as a result of the caucus math, a game of chance will decide which group(s) lose or gain the delegate(s).

How to break a tie

In these very limited circumstances where two or more presidential preference groups are tied for the loss or gain of a delegate, groups must each draw a single card from a deck of cards to break the tie:

- The high card determines the winner, and aces are high.
- In evaluating the high card amongst cards of the same rank, the card suit will control the outcome, from highest to lowest: spades, hearts, diamonds, clubs.

Tiebreaker scenarios should always be determined after the completion of caucus math.

Tiebreakers are determined by referring to the decimal, not the number of individuals in any given preference group.

- The Nevada State Democratic Party is providing an unopened deck of cards to all precinct locations.
- The deck of cards should be shuffled by a Precinct Chair or Site Lead at least seven times before use, and all extra cards (Jokers & Directional Cards) should be removed.
- The results of the tiebreaker as well as which group pulled what particular card, shall be recorded and reported to the Nevada State Democratic Party.

On Caucus Day, the Nevada State Democratic Party will have a hotline for all Precinct Chairs if they have questions about the tie breaker process.

The Nevada State Democratic Party is committed to a fair and transparent caucus process. Using a deck of cards as the tie breaker is the Nevada State Democratic Party's precedent for deciding caucus ties, set in 2008.

12. Calculate + Award Delegates

Announce and award delegates

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

Here's what you will do in this step:

1. Copy the results from your Math Poster to your Caucus Reporting Sheet.
2. Ask a representative from each viable candidate group to sign the Reporting Sheet
3. Follow the instructions to report your results to NV Dems

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?

Report Results

Follow these steps to report your results to the Nevada State Democratic Party:

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

Step 14. Elect Delegates

Here’s what you will do in this step:

1. Explain process
2. Instruct preference groups to take nominations

Explain process

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.

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*

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.

14. Electing Delegates

How Electing Delegates Works

The Permanent Chair does not need to facilitate the election of delegates and alternates. This should be facilitated by a member of each preference group.

Delegates will be awarded according to the following procedure:

If electing 1 delegate:

The delegate will be elected as a whole after every candidate for delegate has been given the opportunity to speak. The candidate for delegate with the most support will be elected.

If electing 2 or 3 delegates:

After every candidate for delegate has been given the opportunity to speak, a member of that preference group will ask the group, to raise their hand if they wish to vote for each person as a delegate, in the order that they spoke. Any eligible member of the group may vote each time. At the end of reading all of the names, the top vote getters will be elected as delegates from that preference group to the County Convention. If there is a tie, it must be broken by drawing a card.

If electing 4 or more delegates:

The voting will be split into two rounds. In the first round, half the number of delegate spots plus one will be elected. Any person interested in being a delegate is allowed to run in the first round. After the first round has concluded, the remaining delegates will be elected. Anyone may run in the second round, including those who were not elected in the first round.

Before moving on to the next section, wait for preference groups to elect their delegates and alternates.

Step 15. Conclude Caucus

Here's what you will do in this step:

1. Make a series of announcements
2. Hand out delegate and alternate certificate forms
3. Collect resolution submission forms

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.

Collect resolution submission forms

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

15. Conclude Caucus

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.

(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.

Collect all forms

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

Any other business

Allow time for participants to bring up any other business or announcements they may have.

Adjourn caucus

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

Step 16. Close Your Precinct Room

Material Collection Checklist

You are responsible for collecting the materials and handing them off to the Site Lead. Your Site Lead may ask you to help with other closing tasks too.

- Check all forms for legibility. Complete and sign all forms where required.**

Forms for State Party Envelope (Returned to State Party):

- Caucus Reporting Sheet
- Alternate Filing Form (White Copy)
*make sure they all have county and precinct written on them
- Delegate Filing Form (White Copy)
*make sure they all have county and precinct written on them
- Clark County Precinct Captain and Representative Election Form (if applicable)
- Platform Resolution Submission Forms

Forms for County Party Envelope (Returned to County Party):

- Alternate Filing Form (Yellow Copy)
 - Delegate Filing Form (Yellow Copy)
 - County Central Committee Nominating Forms
- Preference Cards: If there is space, place preference cards in the State Party Envelope. If not, place a rubber band around preference cards and give to your Site Lead who will place them in Box 1.
 - Voter Registration Forms: Place all paper voter registration forms in the hanging folder they came in and put in Box 3.
 - Sign and seal all Donation Envelopes and place them back in Box 1.
 - Site Leads should place all other caucus materials back in the box from which they came.
 - Site Leads return all caucus materials to the NV State Democratic Party (see instructions on your Site Cover Sheet).

Caucus Math Examples

Caucus Math Examples

Principle 1

When awarding delegates, a presidential preference group with caucus math results of 0.5 and above is rounded up. Similarly, a preference group with results below 0.5 is rounded down.

Principle 1 Example A

| Delegates in Precinct: | | Viability Threshold: | | | |
|------------------------|----------------------------|----------------------|-----------------------|----------------|---------------------|
| | 7 | | | | 15% |
| Candidate | People In Preference Group | Percentage | Caucus Formula Result | After Rounding | Delegates Allocated |
| Candidate A | 14 | 17.72% | 1.2405 | 1 | 1 |
| Candidate B | 19 | 24.05% | 1.6835 | 2 | 2 |
| Candidate C | 18 | 22.78% | 1.5949 | 2 | 2 |
| Candidate D | 12 | 15.19% | 1.0632 | 1 | 1 |
| Candidate E | 16 | 20.25% | 1.4177 | 1 | 1 |
| Total: | 79 | 100.00% | | 7 | 7 |

Example A Explained

- In this 7–delegate precinct, all five candidates met the viability threshold and are entitled to at least one delegate.
- Candidates A, D & E all have decimal results below .5 and round down as a result.
- Candidates B and C have decimal results above .5 and round up as a result.

Principle 1 Example B

| Delegates in Precinct: | | Viability Threshold: | | | |
|------------------------|----------------------------|----------------------|-----------------------|----------------|---------------------|
| 6 | | 15% | | | |
| Candidate | People In Preference Group | Percentage | Caucus Formula Result | After Rounding | Delegates Allocated |
| Candidate A | 8 | 30.77% | 1.8461 | 2 | 2 |
| Candidate B | 4 | 15.38% | 0.9230 | 1 | 1 |
| Candidate C | 5 | 19.23% | 1.1538 | 1 | 1 |
| Candidate D | 5 | 19.23% | 1.1538 | 1 | 1 |
| Candidate E | 4 | 15.38% | 0.9230 | 1 | 1 |
| Total: | 26 | 100.00% | | 6 | 6 |

Example B Explained

- In this 6–delegate precinct, all 5 candidates meet the viability threshold and are entitled to at least one delegate.
- Candidates A, B and E have decimal results above .5 and round up as a result.
- Candidates C and D all have decimal results below .5 and round down as a result.
- Even though the decimals results are identical for candidates C and D, rounding allows for the allocation of 6 delegates – the number of delegates originally allocated to this precinct, so no tie breaker is necessary.

Principle 2

A viable preference group can never lose its only delegate. Delegates can be added to the total number of delegates originally Apportioned to a precinct only when necessary to accommodate viable preference groups that would otherwise lose their only delegate.

Principle 2 Example A

| Delegates in Precinct: | | Viability Threshold: | | | |
|------------------------|----------------------------|----------------------|-----------------------|----------------|---------------------|
| | 4 | | | | 15% |
| Candidate | People In Preference Group | Percentage | Caucus Formula Result | After Rounding | Delegates Allocated |
| Candidate A | 13 | 17.11% | 0.6842 | 1 | 1 |
| Candidate B | 13 | 17.11% | 0.6842 | 1 | 1 |
| Candidate C | 13 | 17.11% | 0.6842 | 1 | 1 |
| Candidate D | 13 | 17.11% | 0.6842 | 1 | 1 |
| Candidate E | 24 | 31.58% | 1.2632 | 1 | 1 |
| Total: | 76 | 100.00% | | 5 | 5 |

Example A Explained

- In this precinct Candidates A, B, C, D and E all met viability threshold and are entitled to at least one delegate.
- After rounding, more delegates have been awarded than the precinct was originally allocated.
- While Candidates A, B, C & D all had an exact decimal tie, no tiebreaker would need to occur as they are all entitled to one delegate for having met the viability threshold.
- As a result of **Principle 2**, this precinct would be awarded an additional delegate to reflect the caucus formula result and allow for all viable candidates to have a delegate.

Principle 2 Example B

| Delegates in Precinct: | | Viability Threshold: | | | |
|------------------------|----------------------------|----------------------|-----------------------|----------------|---------------------|
| 5 | | 15% | | | |
| Candidate | People In Preference Group | Percentage | Caucus Formula Result | After Rounding | Delegates Allocated |
| Candidate A | 12 | 16.44% | 0.8219178082 | 1 | 1 |
| Candidate B | 14 | 19.18% | 0.9589041096 | 1 | 1 |
| Candidate C | 22 | 30.14% | 1.506849315 | 2 | 1 |
| Candidate D | 25 | 34.25% | 1.712328767 | 2 | 2 |
| Candidate E | 0 | 0.00% | 0 | 0 | 0 |
| Total: | 73 | 100.00% | 5 | 6 | 5 |

Example B Explained

- In this precinct, Candidates A, B, C and D all met viability threshold and are entitled to at least one delegate..
- After rounding, the precinct has awarded 6 delegates, but only has five to award.
- The precinct needs to subtract one delegate from the candidate furthest from rounding up to the next whole number, which is candidate C.
- Candidate C is allocated one fewer delegate than Candidate D, who has the higher decimal.
- Under **Principle 2**, you can only add a delegate(s) to the precinct if a viable group would otherwise not receive at least one delegate.

Principle 3

When there is a remaining delegate to award after rounding, distribute it to the preference group that is closest to rounding up to the next whole number. When awarding multiple remaining delegates, distribute 1 delegate to the preference group that is closest to rounding up to the next whole number and then continue distributing one delegate at a time in descending order until there are no delegates remaining to distribute.

Principle 3 Example A

| Delegates in Precinct: | | 6 | | Viability Threshold: | | 15% | |
|------------------------|----------------------------|------------|-----------------------|----------------------|---------------------|-----|--|
| Candidate | People In Preference Group | Percentage | Caucus Formula Result | After Rounding | Delegates Allocated | | |
| Candidate A | 38 | 38.00% | 2.2800 | 2 | 2 | | |
| Candidate B | 24 | 24.00% | 1.4400 | 1 | 2 | | |
| Candidate C | 22 | 22.00% | 1.3200 | 1 | 1 | | |
| Candidate D | 16 | 16.00% | 0.9600 | 1 | 1 | | |
| Candidate E | 0 | 0.00% | 0 | | 0 | | |
| Total: | 100 | 100.00% | 6 | 5 | 6 | | |

Example A Explained

- In this precinct there are 6 delegates to award, but only 5 have been awarded after rounding.
- After rounding, Candidate B's result, 1.44, is the closest to rounding up to the next whole number and is therefore given the additional delegate.

Principle 3 Example B:

| Delegates in Precinct: 10 | | | Viability Threshold: 15% | | | |
|---------------------------|--|------------|--------------------------|-----------------------|----------------|---------------------|
| Candidate | People In Preference Group (1st Alignment) | Percentage | After 2nd Alignment | Caucus Formula Result | After Rounding | Delegates Allocated |
| Candidate A | 10 | 13.33% | 0 | 0.0000 | 0 | 0 |
| Candidate B | 5 | 6.67% | 0 | 0.0000 | 0 | 0 |
| Candidate C | 10 | 13.33% | 0 | 0.0000 | 0 | 0 |
| Candidate D | 23 | 30.67% | 23 | 3.0667 | 3 | 5 |
| Candidate E | 27 | 36.00% | 27 | 3.6000 | 4 | 5 |
| Total: | 75 | 100.00% | 50 | 6.6667 | 7 | 10 |

- In this 10 delegate precinct, D and E have met the viability threshold.
- Supporters of candidates A, B, and C all chose to leave the caucus, unwilling to realign.
- The viability threshold is set at the first alignment and does not change, even if someone leaves the caucus. Therefore, the number of participants remains at 75 – the number of individuals who were in attendance at the end of the first alignment.
- After initial rounding, Candidates D and E get 3 and 4 delegates, respectively.
- Remaining delegates are apportioned in order of whichever remaining candidate’s caucus formula result is closest to the next whole number after rounding.
- Candidate D’s caucus formula result is .9333 away from the next whole number after rounding (4), while Candidate E’s caucus formula result is 1.4 away from the next whole number after rounding (5).
- Since candidate D is closer to the next whole number after rounding, the first remaining “spare” delegate is allocated to Candidate D, and the second one is allocated to Candidate E.
- The process will repeat itself, reallocating delegates in descending order.
- In this scenario, Candidate D gets the first remaining delegate, Candidate E gets the second, and Candidate D gets the third.
- As all 10 delegates in this precinct have now been assigned, the reallocation process halts with 5 delegates assigned to Candidate E, and 5 to Candidate D.

Principle 4

A game of chance (tie-breaker) can only occur when there is an exact decimal tie and candidates are competing for the loss or gain of a delegate. When evaluating ties only reference the decimal, not the whole number. We will look at up to 4 decimal places to determine a tie.

Principle 4 Example A

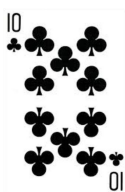
| Delegates in Precinct: 5 | | Viability Threshold: 15% | | | |
|--------------------------|----------------------------|--------------------------|-----------------------|----------------|---------------------|
| Candidate | People In Preference Group | Percentage | Caucus Formula Result | After Rounding | Delegates Allocated |
| Candidate A | 0 | 0.00% | 0 | 0 | 0 |
| Candidate B | 20 | 33.33% | 1.6667 | 2 | 1 |
| Candidate C | 20 | 33.33% | 1.6667 | 2 | 2 |
| Candidate D | 20 | 33.33% | 1.6667 | 2 | 2 |
| Candidate E | 0 | 0.00% | 0 | 0 | 0 |
| Total: | 60 | 100.00% | | 6 | 5 |

Example A Explained

- In this 5 delegate precinct, Candidates B, C & D all met the viability threshold and are entitled to at least one delegate for having done so.
- All three viable candidates are in an exact decimal tie and too many delegates have been awarded, so a game of chance will occur.
- Candidates B, C & D all draw cards from the unopened deck provided by the Nevada State Democratic Party.

Card Draw Results:

Candidate B:



Candidate C:



Candidate D:



- Candidates C & D will keep their additional delegates due to drawing the higher cards. Candidate B will lose their additional delegate.

Principle 4 Example B

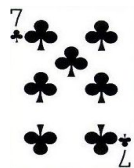
| Delegates in Precinct: 5 | | Viability Threshold: 15% | | | |
|---------------------------------|----------------------------|--------------------------|-----------------------|----------------|---------------------|
| Candidate | People In Preference Group | Percentage | Caucus Formula Result | After Rounding | Delegates Allocated |
| Candidate A | 0 | 0.00% | 0 | 0 | 0 |
| Candidate B | 0 | 0.00% | 0 | 0 | 0 |
| Candidate C | 7 | 50.00% | 2.5000 | 3 | 2 |
| Candidate D | 7 | 50.00% | 2.5000 | 3 | 3 |
| Candidate E | 0 | 0.00% | 0 | 0 | 0 |
| Total: | 14 | 100.00% | | 6 | 5 |

Example B Explained

- In this 5 delegate precinct, Candidates C & D both met the viability threshold and are therefore entitled to at least one delegate.
- Candidates C & D each receive 3 delegates after rounding.
- Candidates C & D are in an exact decimal tie and too many delegates have been awarded so a game of chance will need to occur.
- Candidates C & D would both draw cards from the unopened deck provided by the Nevada State Democratic Party.

Card Draw Results:

Candidate C:



Candidate D:



- Due to tiebreaker rules, Candidate D will keep the additional delegate. Candidate C would lose their additional delegates. If two candidates draw the ranked card, the tiebreaker is then determined by the suit of the card.

The rank of card suits is as follows, from highest to lowest:

- Spades
- Hearts
- Diamonds
- Clubs

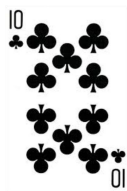
Principle 4 Example C

| Delegates in Precinct: 8 | | Viability Threshold: 15% | | | |
|--------------------------|----------------------------|--------------------------|-----------------------|----------------|---------------------|
| Candidate | People In Preference Group | Percentage | Caucus Formula Result | After Rounding | Delegates Allocated |
| Candidate A | 15 | 15.00% | 1.2000 | 1 | 1 |
| Candidate B | 45 | 45.00% | 3.6000 | 4 | 3 |
| Candidate C | 20 | 20.00% | 1.6000 | 2 | 2 |
| Candidate D | 20 | 20.00% | 1.6000 | 2 | 2 |
| Candidate E | 0 | 0.00% | 0 | 0 | 0 |
| Total: | 100 | 100.00% | 8 | 9 | 8 |

Example C Explained

- In this 8 delegate precinct, Candidates A, B, C & D have all met the viability threshold and are therefore entitled to at least one delegate.
- After rounding, candidate B should receive 4 delegates and candidates C & D should each receive 2 delegates resulting in more delegates than the precinct has to Apportion.
- Candidates B, C & D are in an exact decimal tie and would need to complete a game of chance to determine who keeps or loses a delegate.
- Candidates B, C & D would all draw cards from the unopened deck provided by the Nevada State Democratic Party.
- Card Draw Results:

Candidate B:



Candidate C:



Candidate D:



- Candidates C and D drew the high cards, so Candidate B loses their fourth delegate and is awarded 3 delegates.

Rules & Guidelines

2020 First In The West Caucus Rules & Guidelines

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 guidelines for campaigns, observers and other guests at caucus sites be followed.

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

1. Only eligible, registered caucus participants may participate in the caucus.
2. 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.
3. Guest observers must remain quiet and not become involved in caucus discussions once the caucus is called to order.
4. 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.
5. 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.
6. 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.

Precinct Caucus Day Site Guidance

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.

1. Presidential campaigns will be limited to two (2) staffers or volunteers at each caucus precinct location on February 22.
2. 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.
3. Campaign staff and campaign volunteers will be given the opportunity to speak during the realignment period.
4. Campaign signs are NOT allowed to be posted inside any caucus location or inside any property hosting a caucus location.
5. 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.
6. No campaigning activity by presidential campaigns is permitted inside the registration area of the precinct caucus.
7. Paraphernalia that obstructs views, causes a distraction (such as noisemakers) or interrupts the caucus are prohibited on caucus sites.
8. Eligible caucus participants WILL BE allowed to wear campaign gear in support of their candidate in their precinct caucus.
9. 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.
10. 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.
11. 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.
12. All guests, observers and campaign staff or volunteers will be asked to identify themselves at check-in.
13. In the event of violations of these rules, the Site Leads or Precinct Chairs may ask the disruptive person(s) to leave.

Strip Caucus Guidance

1. Presidential campaigns must abide by the rules and regulations set by each individual property regarding campaigning and/or contacting employees on the property.
2. Under no circumstances are presidential campaigns allowed to campaign in the back of the house of any property prior to or during the Strip Caucuses on Saturday, February 22, 2020.
3. Presidential campaigns will be limited to three (3) staffers or volunteers at each Strip Caucus precinct location on February 22, 2020.
4. No outside food is permitted at caucus locations. Individuals may bring water. Food may be provided by the management of specific properties for their employees.
5. Campaign signs are NOT allowed to be posted inside any Strip Caucus precinct location or inside any property hosting a Strip Caucus precinct.
6. Campaigns may NOT post signs or hand out stickers, due to possible assessment of damage charges by facilities.
7. Buttons, pins, and literature are acceptable to distribute.
8. No campaigning activity by presidential campaigns is permitted inside the registration area of the Strip Caucus precinct site.
9. Paraphernalia that obstructs views, causes a distraction (such as noisemakers), or interrupts the caucus are prohibited on caucus sites.
10. Eligible caucus participants will be allowed to wear campaign gear in support of their candidate.
11. A designated area for campaigning will be provided at each site and will vary by location.
12. Each campaign is responsible for the removal of any campaign materials they bring to a Strip Caucus precinct or provide to supporters at the conclusion of the caucus.
13. Individual properties reserve the right to ask campaign staff, volunteers or caucus participants to leave if activities are causing disturbances to hotel guests near the Strip Caucus precinct room or anywhere on the property.

Rules for All Volunteers

- Caucus volunteers are not permitted to give official speeches on behalf of presidential candidates at the caucus. Caucus volunteers are not permitted to serve in a dual role as precinct captains on behalf of presidential candidates.
- Caucus volunteers must remain neutral while performing their duties and are discouraged from wearing candidate merchandise or apparel.
- All Caucus Volunteers will sign the Neutrality Agreement found in their Precinct Packet and place it in the State Party Envelope before returning it to the Nevada Democratic Party:

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.

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.

Signature:_____

Date:_____

Electing Delegates

After delegates have been awarded to each viable preference group, the caucus will move to the election of delegates. Each candidate for a delegate position shall have up to one minute to make remarks.

The role of a delegate to the County Convention is explained by the Permanent Chair: Delegates will attend an all day Convention on Saturday, April 18, 2020 where they will elect delegates to the state convention, elect members to the central committee, and discuss platform resolutions. If you wish to go to the Democratic National Convention, you must first be elected to the County Convention and then to the State Convention.

Delegates will be elected according to the following procedures:

If electing 1 delegate: The delegate will be elected as a whole after every candidate for delegate has been given the opportunity to speak. The candidate for delegate with the most support will be elected.

If electing 2 or 3 delegates: After every candidate for delegate has been given the opportunity to speak, the Permanent Chair shall ask the group, in the order that they spoke, to raise their hand if they wish to vote for each person as a delegate. Any eligible member of the group may vote each time. At the end of reading all of the names, the top vote getters will be elected as delegates from that preference group to the county convention. If there is a tie, it must be broken by drawing a card.

If electing 4 or more delegates: The voting will be split into two rounds. In the first round, half the number of delegate spots plus one will be elected. Any person interested in being a delegate is allowed to run in the first round. After the first round has concluded, the remaining delegates will be elected. Anyone may run in the second round, including those who were not elected in the first round.

EXAMPLE:

If the group elects 8 delegates, it will elect 5 in the first round (4+1) and then 3 in the second round.

Notes on Nominating & Electing Delegates & Alternates

- 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
- If the number of caucus participants is less than or equal to the number of delegates allocated to a precinct, the Permanent Chair may entertain a motion to elect all participants as delegates to the County Convention by acclamation.
- Delegates will fill out the Delegate Election Certificate. Delegates will keep the pink copy, and the Permanent Chair will collect the white and yellow copies. The WHITE copy will go into State Party Envelope and the YELLOW copy will go into County Party Envelope.
- Anyone elected as a Delegate or Alternate MUST complete a Delegate or Alternate Certificate form to ensure their participation at the County Convention.
- 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.
- It is possible to nominate and elect someone who is not present at the caucus; however, only those present may vote.
- To be a delegate to the National Convention you must attend your precinct caucus or vote early and be elected to the county and state conventions.

Submission Of Resolutions To The County Platform

Resolution submission forms will be made available at the check-in desk for any person wishing to submit a resolution for consideration by the county platform committee.

The Permanent Chair SHOULD NOT call for a motion to accept the resolutions or any other motion. The Permanent Chair or Permanent Secretary should place the resolutions in the State Party Envelope