

# **PROCEDURE FOR PREFERENCE CAUCUS**

**Please follow these procedures exactly – if preference caucuses are formed**

1. Call for nominations for caucus chairperson
  - a. Allow sufficient time for anyone to nominate
  - b. Call for election by voice vote or show of hands
2. Call for nominations for secretary
  - a. The secretary will record nominations and election results for the caucus
  - b. Allow sufficient time for anyone to nominate
  - c. Call for election by voice vote or show of hands
  - d. If no one is nominated, then the Chair will appoint someone
3. If you feel the number of people in attendance caucus is incorrect, use the signed ballots to call up the roll
  - a. If there are people in attendance at your caucus who didn't sign up to come, they must leave, unless they are recognized as guests
  - b. The signed ballots will be provided by the Rules Committee
4. Explain the following to all in attendance:
  - a. The purpose of this preference caucus is to elect delegates and alternates to the State Dem-NPL convention in Minot March 19-21, 2020
  - b. Voting for nominees will be by secret ballot
  - c. Delegates will be elected first, then alternates (All must get a majority to win)
  - d. Your state convention delegation must be balanced by sex
5. Open the nominations for State Convention delegates
  - a. People can nominate themselves
  - b. Write the names on a whiteboard where everyone in attendance can view them
  - c. Hold the nomination period open until everyone has had an opportunity to make nominations
  - d. Gather at least twice as many nominations as the number of delegates you are allotted – there will be as many alternates allotted as the number of delegates
6. Call for a motion to close nominations and vote on that
  - a. After the vote, ask if any nominees wish to address the caucus
7. Explain the voting procedures to all in attendance
  - a. Then distribute ballots to each member of the caucus
  - b. The Chair and Secretary are also voting members
  - c. Each caucus member can vote for only one delegate per round of voting
8. Conduct the first round of voting and quickly count the ballots
  - a. If one of the nominees received a majority of the votes on the first round of balloting, then they will be the first delegate selected
  - b. If no one received a majority, then the top 2 vote getters will face each other in a run-off election
    - The winner of the run-off is now the first delegate
9. The second round of elections will be dictated by the gender of the first elected delegate
  - a. Every caucus member will vote for one of the nominees that are opposite the gender of the first elected delegate
  - b. If one of the nominees received a majority of the votes on the first round of balloting, then they will be the second delegate selected
  - c. If no one received a majority, then the top 2 vote getters will face each other in a run-off election
    - The winner of the run-off is now the second delegate
10. Repeat this process – alternating by gender – until all of the allotted delegate positions have been filled
11. After electing all the allotted delegate positions, repeat the process to fill all of the allotted alternate positions, again alternating by gender
12. Ensure that every elected delegate and alternate remains in attendance at the caucus
  - a. Instruct the Secretary to gather all the necessary information to complete the forms for the delegates (**Form D**) and alternates (**Form E**)
13. Sign the attached delegate and alternate forms
  - a. Deliver them immediately to the District Chair on the convention floor