

# Legislative and Senate District Caucuses

## Caucus Role Mairix

Get help so you don't have to keep track of and enforce all of the caucus rules by yourself.

Who?	How many?	Who selects and trains them?	What do they do?	What resources do they need?	Who provides the resources?
<b>Usher(s)</b>	The number of ushers depends on how many entrances there are for your room (check with Arrangements Chair) and how many people you expect to attend.	Caucus Chair	Enforce admission rules.  Direct people to the right caucus if necessary. (Be familiar with the map to make this job easy.)	“House and Senate Caucus Rules”  “Ushers’ Cheat Sheet”  Map of School with caucus rooms marked (to direct people to the right caucus, if necessary)	Convention Committee
<b>Timekeepers</b>	2 people typically - One person to run the timer and the other to hold up the cards. (Find people who won't be distracted from their job by the speeches. It's harder than you might think.)	Caucus Chair	Enforce speaking time limits.	Timer/Stopwatch/Clock  Cards (1 minute, 30 seconds, 15 seconds, STOP) – <i>must be returned</i>  “House and Senate Caucus Rules”	Timekeeper  Convention Committee  Convention Committee
<b>Elections Volunteers</b>	Two	Elections Chair	Enforce balloting guidelines.  One person handles the ballot box and checks credentials, the other person to moves the line and manages people.	Ballot box Sharpie Table	Convention Committee
<b>Caucus Chair</b>		Steering Committee	Run caucus according to House and Senate Caucus rules  Plan ahead for orderly proceedings	House and Senate Caucus Rules  Caucus Agenda  Convention Agenda (for speaking order); Ballots also reflect speaking order	Convention Committee