

## Precinct Chairman Checklist: Before Caucus night

Your Vice-chair, Secretary, Treasurer and others can help with this list:

- \_\_\_ Find out where your Precinct Caucus will be held.
- \_\_\_ Attend Caucus Training in your county or district.
- \_\_\_ Make sure you know your Legislative District Officers and how to contact them in case you need their assistance.
- \_\_\_ Become very familiar with Caucus materials.
  
- \_\_\_ Recruit Assistants to manage your Caucus Registration Desk.
- \_\_\_ Train Assistants using *Caucus Registration Desk* handout and *Caucus Balloting: Notes*. Photocopy these documents and provide them to Assistants so they can prepare. Encourage them to treat all attendees with kindness and helpfulness while still following the written policies.
  
- \_\_\_ Make enough copies of *Constitution and Bylaws Summary: Precinct Officers* for the number of Precinct Officers and Committee Members your precinct will elect.
- \_\_\_ Make enough copies of *Constitution and Bylaws Summary: Delegates* for the number of Delegates your precinct will elect.
- \_\_\_ Make at least two more copies of your *Neighborhood Caucus Flyer*
- \_\_\_ Make enough copies of *2010 -2011 State Delegate Duties and Responsibilities* for each elected State Delegate
- \_\_\_ Copy the precinct map so you will be able to give one to each newly elected Precinct Officer.
- \_\_\_ You are required to read the platform in your caucus. You may want to make extra copies so that others can follow along.
- \_\_\_ Make as many copies of the *2010 Neighborhood Caucus Attendee Roll* as you will need for your expected caucus turnout.
- \_\_\_ If you are expecting very high turnout, it would be helpful to have an extra copy of your *List of Registered Voters in your Precinct* at the Caucus Registration Desk.
- \_\_\_ Make as many copies of the *Voter Registration* form as you think your precinct will need.
- \_\_\_ Make a copy of *2010-2012 UCRP Calendar* for new each Officer and Delegate.
- \_\_\_ Make a poster with a list of open seats differentiating between races that County and State Delegates will vote on.
  
- \_\_\_ Confirm that there is a flag in the room or bring one with you.
- \_\_\_ Bring enough pens for all attendees.
- \_\_\_ Prepare small pieces of paper and make them available to be used for ballots. You will be voting by secret ballot for officers and delegates. Provide separate ballots for each election.
- \_\_\_ Prepare containers in which to collect your ballots. Prepare to seal these containers after the results are announced so they can be securely stored in case of an election challenge.
  
- \_\_\_ Please refer to *Preliminary Set-Up* on page 4 of the *2010 Caucus Handbook of Instructions* to help you prepare for the caucus.
- \_\_\_ Advertise Caucus Locations – Make as many copies as you need of the sign/notice included in your packet. Post signs in at least 3 places at least 5 days in advance of Caucus. Post the sign/notice, with permission, in windows, on buildings, etc. Also consider newspapers, websites, church bulletins, etc. Create a flyer and deliver one to every home in your precinct.
  
- \_\_\_ Arrive early to set up your meeting room.
- \_\_\_ Conduct Precinct Caucus according to the *2010 Handbook of Instructions*.
  
- \_\_\_ Decide how and when to distribute campaign literature

**Over (During/After Caucus Checklists)**

## **Precinct Chairman: During Caucus Checklist**

- \_\_\_ Assign prayer and pledge before calling the meeting to order
- \_\_\_ Complete *2010 Neighborhood Caucus Attendee Role* for all attendees.
- \_\_\_ Complete *Elected Precinct Officers and Delegates* form.
- \_\_\_ Read *UCRP Platform*.
- \_\_\_ Record Election Judges Volunteers on *2010 Neighborhood Caucus Attendee Role*.
- \_\_\_ Explain *Check-a-Buck*.
- \_\_\_ Explain the need for financial assistance and pass donations envelope. (Be the example. Show your precinct that you are the first to put money in the envelope.) Be sure they clearly indicate if their donation is a pledge.
  
- \_\_\_ Elect and record Precinct Officers.
- \_\_\_ Provide *Constitution and Bylaws Summary: Precinct Officers* to each elected Precinct Officer.
  
- \_\_\_ Elect and record *at least three* Precinct Committee Members.
- \_\_\_ Provided *Constitution and Bylaws Summary: Precinct Officers* to each elected Committee Member.
  
- \_\_\_ Elect and record County Delegates.
- \_\_\_ Provided *Constitution and Bylaws Summary: Delegates* to each County Delegate.
  
- \_\_\_ Elect and record State Delegates.
- \_\_\_ Provided *2010 -2011 State Delegate Duties and Responsibilities* handout to each elected State Delegate.
- \_\_\_ Provided *Constitution and Bylaws Summary: Delegates* to each State Delegate.
  
- \_\_\_ Give all newly elected Officers and Delegates an invitation to their first training meeting.
- \_\_\_ Give Precinct Maps to the new Precinct Chair and Vice-chair.
- \_\_\_ Introduce Precinct Officers and Delegates to the Legislative District Officer directing your caucus location.
  
- \_\_\_ Make sure the room is returned to its original state.

## **Precinct Chairman Checklist: At the end of Caucus**

- \_\_\_ Put everything back in the packet and return the packet to the Legislative District Officer.
- \_\_\_ Verify that *Elected Precinct Officers and Delegates* form was filled out completely, accurately, and legibly.
- \_\_\_ Verify that the correct number of Officers and Delegates were elected.
- \_\_\_ Return *Elected Precinct Officers and Delegates* form to Legislative District Officer.
- \_\_\_ Return *List of Registered Voters in your Precinct* to Legislative District Officer (including relevant notes).
- \_\_\_ Report any elected Officers and Delegates who switched political parties at caucus.
- \_\_\_ Review Election Judge volunteers with Legislative District Officer.
- \_\_\_ Turned in Voter Registration forms to Legislative District Officer
- \_\_\_ Collected Donations Envelope - Counted money and filled out completely. Signed and sealed.
- \_\_\_ Returned Donation Envelope to a Legislative District Officer