11th Legislative District Democratic Organization

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April 23, 2012

To: All 11th Legislative District Caucus Delegates and Alternates:

Attached is the official call to the District Caucus:

**Saturday April 28, 2012 – 10:00 am**

**IAM Hall – 9125 15th Avenue South**

**Seattle, Washington 98108**

The proposed agenda and rules are included in the attachment.

See you on Saturday,

(original signed by)

Azziem Underwood

11th District Democratic Chair

Attachment (1)

**Official Call to the**

**11th Legislative District Caucus**

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**Proposed Agenda for**

**2012 - 11th Legislative District Caucus**

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1. 10:00 am - Registration
2. 10:45 am - Call to Order

Sign-in tables close upon completion of credentials report.

1. Pledge of Allegiance
2. Appointment of Temporary Secretary, Sergeant-at-Arms, and Parliamentarian
3. Credentials Report
4. Seating of Alternates
5. Challenges
6. Adoption of Agenda and Rules
7. Election of Permanent Chair
8. Election of Delegates and Alternates to the Congressional District Caucuses and the State Convention
9. Adoption of Platform and Resolutions
10. Good of the Order
11. Adjournment – No later than 3:00 pm

**Proposed Rules for**

**2012 11th Legislative District Caucus**

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1. The Legislative District Caucus shall be held on Saturday, April 28, 2012 commencing at 10:00 am, at IAM Local 751 Lodge Hall, 9125 15th Avenue South, Seattle, Washington 98108.

1. Delegates to the Legislative District Caucus shall be the delegates and alternates elected at the precinct caucuses. An alternate shall not have a vote unless seated to replace an absent or ineligible delegate. Alternates shall be listed and seated in the order in which they were elected and to the extent possible shall be of same gender as the delegate being replaced.
2. Any duly elected delegate or alternate who moves from his or her precinct prior to the District Caucus shall automatically forfeit his or her seat and an alternate shall be seated in his or her place.

4. At the time of signing in, delegates and alternates shall sign in by precinct. There will be a registration fee for all participants to the Legislative District Caucus of $11.00 at the door. Payment of this fee shall not be a condition of participation or election.

5. The Legislative District Chair or the Chair’s designee shall serve as the Temporary Chair of the Legislative District Caucus. The Temporary Chair shall appoint a temporary Secretary, Sergeant-at-Arms, and Parliamentarian.

1. The Chair of the Credentials Committee shall present the report of the Credentials Committee which shall include:

A. The total number of delegates certified elected within the Legislative District.

B. The total number of delegates registered and seated at the time the report is given.

C. The total number of alternates eligible to be seated at the time due to the absence of elected delegates.

D. Supervision by name and precinct of the seating of eligible alternates.

E. Presentation of challenged precinct documentation for decision by the caucus as a whole, starting with the lowest numbered precinct or at the beginning of the alphabet and proceeding in alpha-numerical order until all challenges are resolved. If the challenged delegate is not sustained, he or she shall be removed immediately and replaced by a qualified alternate. A challenged delegate may not vote on the question of his or her own challenge.

F. The number of seated delegates (including alternates seated as delegates) supporting each presidential candidate or uncommitted status.

The Credentials Committee may seat unchallenged delegates arriving after the Credentials Committee report.

1. The Chair of the Rules Committee shall present the report of the Rules Committee.
2. Any registered voter of the Legislative District may nominate themselves or be nominated by a delegate to the caucus for the position of Permanent Chair. Nominations, seconding speeches and speeches by the candidate on his or her own behalf shall not total more than three (3) minutes per nominee. A majority is required to elect. If no person has a majority, the candidate receiving the least votes is dropped and balloting shall be repeated using the remaining names. This procedure shall be repeated until a candidate receives a majority.
3. The Permanent Chair shall appoint a Secretary, Sergeant-at-Arms, and Parliamentarian.
4. The Chair shall announce the allocation of State Convention delegates and alternates including the following information:
5. The number of qualified delegates seated.
6. The number of qualified alternates seated in place of disqualified or absent delegates.
7. The total number eligible to vote at the caucus.
8. Allocation of Congressional District Caucus and State Convention delegates and alternates supporting each presidential candidate or uncommitted status.
9. The election of Congressional District Caucus/State Convention delegates and alternates:
10. Each candidate for State Convention delegate or alternate must be a resident registered voter in the Legislative District and must be identified as to presidential preference.
11. Each candidate for Congressional District Caucus/State Convention delegate or alternate shall be nominated by signing the nomination list at the registration table. No second is required. A candidate who is not present must signify in advance, in writing individually, his/her presidential preference, that he/she will serve if elected and that he/she is a Democrat and is willing to be known as such. The letter of any absent candidate shall be read by the sub-caucus chair and shall constitute a nomination, no second required. Each candidate shall have up to one minute (including the time spent by the sub-caucus chair reading an absent candidate’s nomination letter) for speech on his/her behalf.
12. Voting shall be by signed ballot and a ballot to be counted must have all positions filled with no duplications (This prevents delegates from skewing the vote by only voting for one candidate and leaving the other positions blank). The Chair shall give clear notice to the delegates that they must vote for the allotted number of candidates, give adequate time to do so, and ask voting delegates to check their ballots before turning them in. A plurality is required to elect. The Chair shall provide the ballots. After the votes are collected and tallied, the person receiving the most votes shall have been elected, the person receiving the next most votes shall have been elected, and so forth until all allotted delegate positions are filled. In case of a tie vote, the assignment of a delegate position shall be by lot.
13. Congressional District Caucus/State Convention alternates shall be selected from the same set of ballots used for the election of delegates. The candidate for delegate receiving the most votes after all delegate slots are filled shall become alternate number one, and the alternate receiving the next most votes shall be alternate number two, and so forth. In case of a tie vote, the assigning number to the alternates shall be by lot.
14. Each delegation elected shall be equally divided between women and men in both the delegate and alternate categories unless there are an insufficient number of nominees from one gender to fill available positions (If a legislative district can elect 40 delegates but 10 men and 30 women are running then the women can take the delegates spots that the men are unable to fill and the delegation will consist of 10 men and 30 women.)
15. Following their election, each delegate and alternate shall be provided with registration materials for the State Convention.
16. The Chair shall transmit the Affirmative Action Report, and the names, demographic profiles germane to the delegate selection and affirmative action plan, mailing addresses, telephone numbers, email addresses, and presidential preference of delegates and alternates elected at the legislative district caucus to the State Democratic Chair within five (5) days of their election. Alternates shall be listed in the order in which they were elected.
17. A quorum shall consist of 40% of the number eligible to vote as shown on the credentials report, as most recently amended.
18. The Chair shall appoint a representative tally committee of alternates or non-delegates. All ballots shall be returned to the Chair and shall be retained by the Chair until the State Convention has adjourned.
19. The Unit Rule\* shall not be permitted at any time.
20. Proxy voting shall not be allowed.
21. All possible efforts shall be made to insure maximum participation of ethnic minorities, women, youth, and persons over 65 years of age, LGBTQ, Labor, veterans, persons with a high school education or less, disabled, and persons of economic disadvantage.
22. Robert’s Rules of Order, Newly Revised, shall prevail in other matters not specifically covered herein.

\* The Unit Rule is a rule of procedure at a national political convention under which a state's entire vote must be cast for the candidate preferred by a majority of the state's delegates.

Allowing the unit rule at your caucus or convention would mean that all delegates would be chosen for one candidate. This would be in conflict with the current system which allows for proportional representation.

With the conclusion of today’s caucus, we will have completed the first two stages of the 2012 caucus cycle. And, if you signed on as a delegate or alternate today, you qualify for the next two steps:

**Sunday, May 20th Congressional District Caucuses**

**Times TBD** For the exact time, date and location of your congressional district caucus go to [www.wa-democrats.org](http://www.wa-democrats.org).

**Friday – Sunday** **State Convention – Seattle**

**June 1st – 3rd** Committee meetings, caucus meetings and a series of trainings will take place on Friday the 1st. The State Convention will be called to order at 9am on Saturday the 2nd. Additional delegates and alternates will be elected to the National Convention on Sunday the 3rd.

The cycle culminates with the national convention:

**Monday – Thursday National Convention – Charlotte, NC**

**September 3rd – 6th**

**Precinct Committee Officer’s (PCO’S)**

**Declaration of Candidacy**

Filing for 2012 for all PCO candidates is May 14th – 18th.

You can file online beginning on **May 14th at 9 a.m**. Online filing ends on May 18, 2012, at 4 p.m.

Go to <http://www.kingcounty.gov/elections.aspx>

Under “Candidates and jurisdictions” select “Candidate filing”

A PCO candidate can submit a Declaration Candidacy – Precinct Committee Officer application form by mail. This form is available online. Candidates who file with a paper form do not receive immediate notification that King County Elections received their declaration. However, filing online gives an immediate response and confirmation.

Candidates who file the paper form frequently mail in the paper form too early.

King County Elections strongly recommends the use of the online declaration of candidacy for PCO candidates. PCOs who have trouble navigating a computer may contact KC Elections for assistance. Their business office is located at,

King County Elections

919 SW Grady Way

Renton, WA 98057

Telephone: 206-296-1565.

Listed below are changes in PCO elections as a result of Washington State legislation enacted this year:

1. Only contested races within the same party in the same precinct will appear on the ballot.
2. If only one candidate files at the end of candidate filing that person will be deemed elected.
3. There will be specific instructions on the ballot indicating the party affiliation for the candidates as well as for the voter.
4. The last day to withdraw is Monday, May 21; previously candidates had 4 full days following the week of candidate filing to withdraw.
5. No write-ins for PCO races.