

# 2024 Caucus Training



#### ★ Lincoln Day Dinner

February 24, 4 pm - 9 pm

Davis Conference Center

#### ★ <u>Caucus Training</u>

February 27, 6:30 pm - 8 pm Centerville Library

#### **<u>★</u>** Caucus Training

February 29, 6:30 pm - 8 pm

Bountiful Library

### **Important Dates**



March 5, 6 pm - 9 pm

Davis County Schools

★ County Nominating Convention April 13

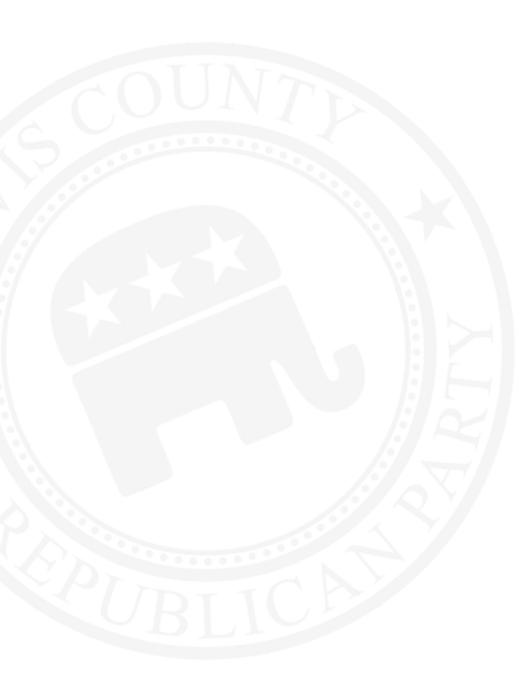
Clearfield High School

**State Nominating Convention** 

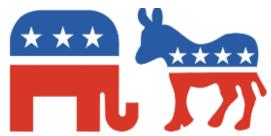
April 27

Salt Palace Convention Center









• An informal meeting of local party members to discuss candidates and choose delegates to the party's convention

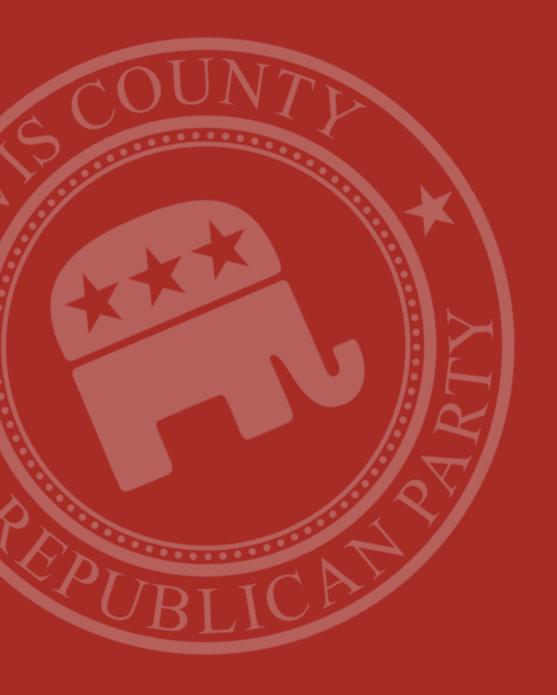
• A group within a legislative body seeking to represent a specific interest or policy

#### • Two possible origins

<sup>°</sup> From Algonquian *cau'-cau'-as'u* meaning 'adviser, counselor', attested in the Oxford English Dictionary of Etymology

<sup>°</sup> The modern usage of caucus comes from the *Caucus Club of Boston*, an influential Colonial political organization around the time of the American Revolution, perhaps from Medieval Latin *caucus*, 'drinking vessel', from of Latin *caucum*, akin to Greek *kaukos*. \*Note: this is said to be 'folk-etymology', from attested in *Great Leaders and National Issues of 1896* 









- Please join the DCRP Slack Channel.
  Find out who your School Lead is and how you can contact them.
- 3. Bring an electronic device with a charger.
- 4. Don't forget to bring your precinct packet.

- 5. Don't forget to ask your School Lead for the Wi-Fi.6. Take a "before" picture of the room.
- 7. Precinct Chair/Host should set up a "Check In" table.
- 8. Set up a place to conduct the meeting at the front of the room.
- 9. Bring volunteers to help with credentialing to prevent bottlenecking.





# Bring an Electronic Device

- We recommend you bring a laptop to input your Precinct Results on Caucus Night.
- You can input results with your smartphone if needed know that it will be quite a lot of typing.
- If you don't have a device you can bring, reach out to your School Lead to make arrangements to share with another precinct.

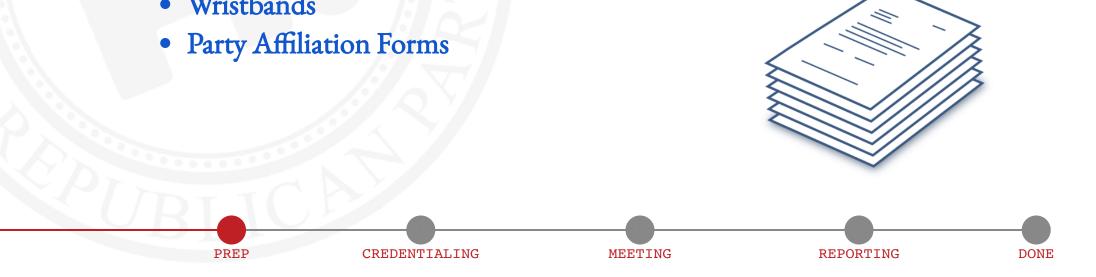




### **Precinct Packets**

- Precinct Chair/Host Script
- Caucus Rules
- Caucus FAQ's
- Caucus Signs
- Davis County Party Platform
- Precinct/Delegate Duties and Responsibilities
- Wristbands

- **Election Instructions**
- Ballots
- Ballot Tally Sheets
- Results Reporting Forms
- Donation Envelopes





# Credentialing



- The State Party shall provide the county parties with either an electronic check-in system or the ability to check in a participant on a pre-populated form that already includes the relevant voter information.
- While the State Party strongly recommends the electronic check-in method, a county party and/or individual participant can choose whether to participate. Blank forms will be available for those participants who opt out of the electronic check-in and are not included on the pre-populated form. County parties will collect and return the forms to the State Party.
- The State Party may also provide the ability for participants to pre-register for the meeting. Precinct members will only be able to pre-register for themselves.
- Attendees must show a valid government-issued ID to confirm residency within the Precinct.





#### 2024 Republican Caucus Signup

PREP

This form is required to sign up to attend the 2024 Republican Neighborhood Caucus meetings. By submitting this Caucus Credential Application, you agree to give the Utah GOP permission to verify your voter registration information.

Legal Name *	• *
First Name Last Name	
Please provide the name as it appears your driver's license.	
Preferred First Name (optional)	
Example: Chris vs. Christopher	
State Voter ID (Click here to lookup)	• ]
Date of Birth *	]
MM-dd-yyyy	
Home Address *	•
la l	
Street Address	
Zity Zip Code	
This must match your Voter Registration which is usually the same as your Drivers License.	1

CREDENTIALING

MEETING



- ALL attendees will be required to register before or on caucus night.
- They can register from their computer at home or on their mobile device at caucus.gop
- Pre-registration is expected to open on February 12th.
- Once voters register, they will receive one of five confirmation emails they will need to show at Check In.

DONE

REPORTING

# **Registration Emails**

#### CREDENTIALED

#### **CREDENTIALED - ABSENTEE**

This indicates an attendee has met the requirements to be credentialed.

Check their Photo ID and give them a wristband.

This indicates an attendee has met the requirements but will be sending their ballot absentee with a precinct member. They must have provided a copy of their Photo ID and it must match the address on file.



• Follow the the Absentee Check - In

process next.





## **Registration Emails**

#### NOT ELIGABLE

This indicates an attendee is currently registered with another political party. They may attend the meeting, but they cannot be credentialed or vote.

#### NOT A UTAH REGISTERED VOTER

This indicates an attendee did not register to vote by the February 23rd deadline.

They may attend the meeting, but they cannot be credentialed

#### or vote.

UNAFFILIATED Voter Registration Update Required

This indicates an attendee is currently registered as unaffiliated.

To be credentialed, they must fill out an affiliation form at the registration table.





# **Unaffiliated Registration**

The voter did not affiliate as Republican by the February 23, 2024, deadline. If the voter is unaffiliated, they may affiliate as a Republican on Caucus Night. Have them fill out a Voter Registration Form and check the "Party Affiliation Change" box. Use the Voter Registration Form and their Photo ID as Caucus Registration.

	on(s) for pleting for	m: New Regis	stration Party Affiliation	Change Address Change	Name Change
		Yes No	Are you a citizen of the United If you answered "No", do not		
Eligibility	1	Yes No	Will you be at least 18 years o	f age on or before election day?	
		Yes No		we question, are you 16 or 17 years of ag h of the prior two questions, do not complete t	
Name	2	Last Name	Firs	t Name Middle	Name Suffix
	-				
	-	Name at Birth (if diffe	rent from above)		
ine dedicas	3	Residential Address (r	no P.O. Boxes)	Unit or Apt. Number	City or Town
ine dedicas	3	Residential Address (r	no P.O. Boxes)	Unit or Apt. Number County in Utah	City or Town
where you live	3				City or Town
The address where you live  The address where you get your mail	3	State			City or Town







#### Each voter will need to be checked in before entering the Caucus

Meeting.

1. Ask for the Registration Confirmation Email or Unaffiliated Voter Registration Form and their Photo ID.

2. Make sure it matches the information on your precinct roster.

3. Put the Unaffiliated Voter Registration Form in the Precinct Packet so it can be turned in at the end of the night.

- 4. Check the voter off on the precinct roster.
- 5. Put a wristband on their wrist and let them in the room.

IMPORTANT: If someone tries to check in and they have not yet registered, ask them to step

aside and register on their phone or visit the registration table.







### Absentee Check-In

- The name on the ID must match the precinct roster. If the address on their ID does not match the absent participant must provide the correct address that matches their voter registration.
- The Precinct Host must be able to verify their voter registration status and affiliation to the Republican Party.

PLEASE NOTE: An absentee voter is defined as a voter who seals their ballot in an envelope with a photocopy of their government-issued ID, whether they bring their ballot themselves or it is brought on their behalf by someone else in their precinct.







• A caucus participant may bring a maximum of 3 additional ballots of neighbors residing in the same precinct and may bring any absentee ballots from household members residing at the same address.

In order for the absentee ballot to be counted, they will need to provide the following:

- 1. The completed ballot sealed in an envelope with the signature of the voter across the seal.
- 2. It must be accompanied by a photocopy of the absent participant's government issued-ID and their email receipt from the pre-registration process.







## Caucus Rules & Agenda

- Caucus rules are contained in the State Party's governing documents and cannot be suspended or changed at the caucus under any circumstances. The rules are designed to create a standardized procedure throughout the State and to ensure a fair and level playing field for all attendees.
- The State Party sets the agenda. The individual precincts do not adopt or amend the agenda. If multiple precincts meet in the same location, they may complete all required business in one body before the Nominations and Elections section of the agenda.
- Presidential Preference Poll results will be shared by the State Party only. Only preregistered voters will receive election results by email if a valid email address is provided.

MEETING

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DONE

REPORTING

### Caucus Agenda

1. Welcome 2. Prayer 3. Pledge of Allegiance 4. Reading of County Platform 5. Review of Rules and Procedures 6. Review of Precinct/Delegate Role Duties 7. Open Voting for PPP 8. Precinct Nominations/Elections 9. Other Business as directed by the State or County Party 10. Adjournment and Close Voting for PPP







## Roles & Responsibilities

For the County Party to run smoothly and represent its residents, all members running for Precinct Roles must understand the duties of that role and agree to carry them out if elected.

DO NOT SKIP OVER THIS STEP

All Precinct and Delegate positions are 2-year terms.

- Precinct Chair
- Precinct Vice Chair
- Precinct Secretary/Treasurer

- County Delegate
- State Delegate
- Alternates





### Open Presidential Preference Poll (PPP) Voting

- Presidential Preference Poll Ballots can be collected at any time during the meeting.
- Balloting shall be kept open until adjournment of the meeting.
- Only one candidate may be chosen on the ballot and write-in candidates are not allowed.
- Ballots shall not be accepted after adjournment.
- The meeting may not be adjourned if individuals are waiting to cast their ballot.
- Election judges will be chosen during the meeting to count Presidential Preference Poll ballots after adjournment (**minimum of 3**).



### Nominations

- Nominations for each role shall be taken from the floor.
- Only credentialed participants may nominate.
- Only credentialed participants may be nominated.
- An individual may nominate themselves.
- A nominee does not need to be in attendance.



- The Precinct Host may close nominations for an office only when no further nominations are offered.
- Candidate speeches for state delegate, county delegate, and precinct leadership shall be limited to a total of three minutes per role, evenly divided among the candidates, or thirty seconds each, whichever is less, unless modified by a majority vote.





### **Precinct Elections**

- Elections can be declared by acclamation if only one nominee is submitted for any given office.
- Voting will be by secret ballot for contested races.
- Ballots will be made available only to credentialed participants.
- If three or more candidates are nominated for the same precinct office or the same delegate position, the caucus may use <u>Multiple Ballots</u> or <u>Preference Voting</u> to choose Precinct Officers and Delegates.
- All elections shall be determined by a majority vote (>51%).
- Alternates should be elected for both county and state delegate roles.
- The Precinct Chair/Host shall announce the vote counts.





## **Tallying Elections - Multiple Round**

1. Count the votes for each candidate and record

them on the result sheet.

 If no one reaches 51% or more of the vote, eliminate the last-place candidate and repeat the process.

3. If conducting another round, issue a new ballot.

• Additional speeches in each round are

optional.





- 1. Tally ballots for the first choice and record them.
- 2. Calculate percentage.

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- 3. If no candidate has 51% or more of the vote, eliminate the last-place candidate and redistribute their votes using the second choice.
- 4. Repeat until one candidate has 51% or more of the vote.

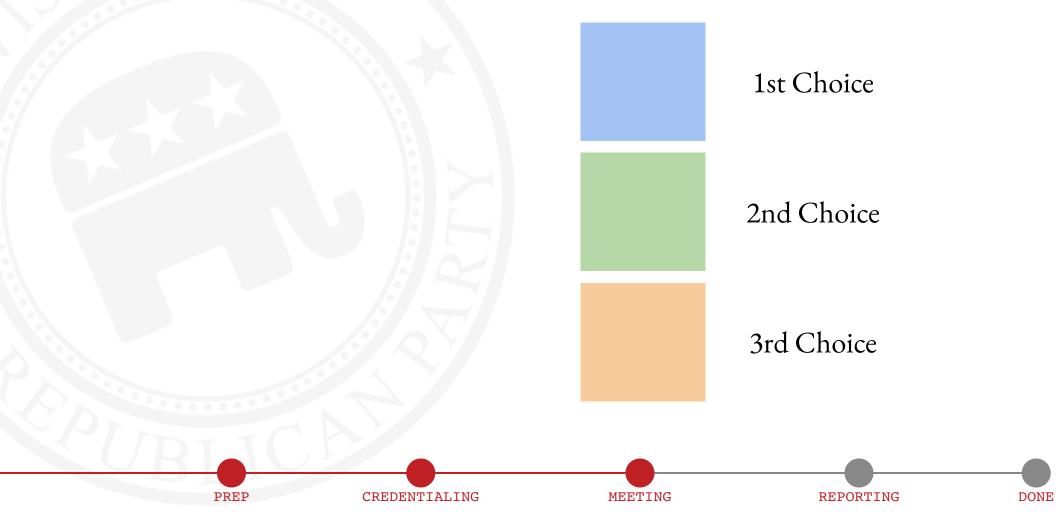
NOTE: Each role being filled will need its own tally sheet and a new round of voting.

MEETING

REPORTING

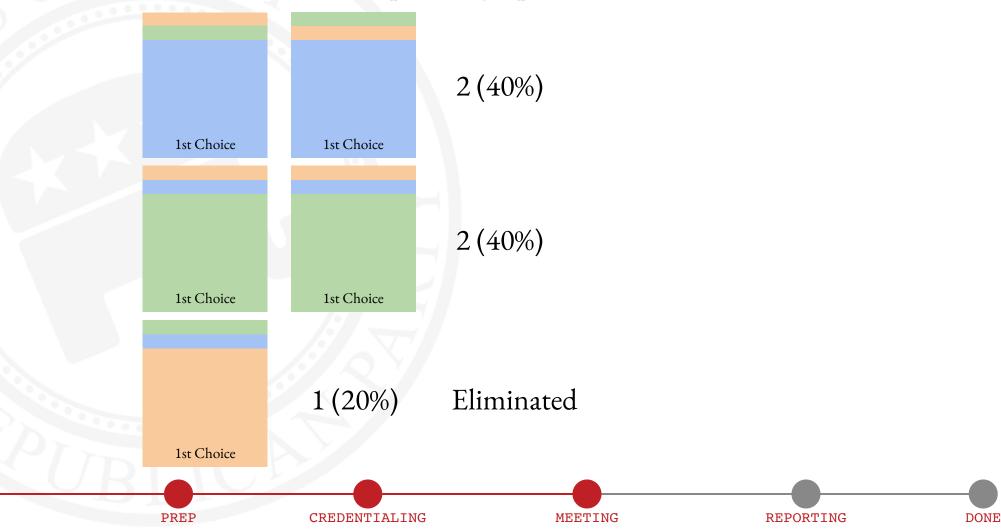
DONE

#### Step 1: Precinct Members Rank Candidates



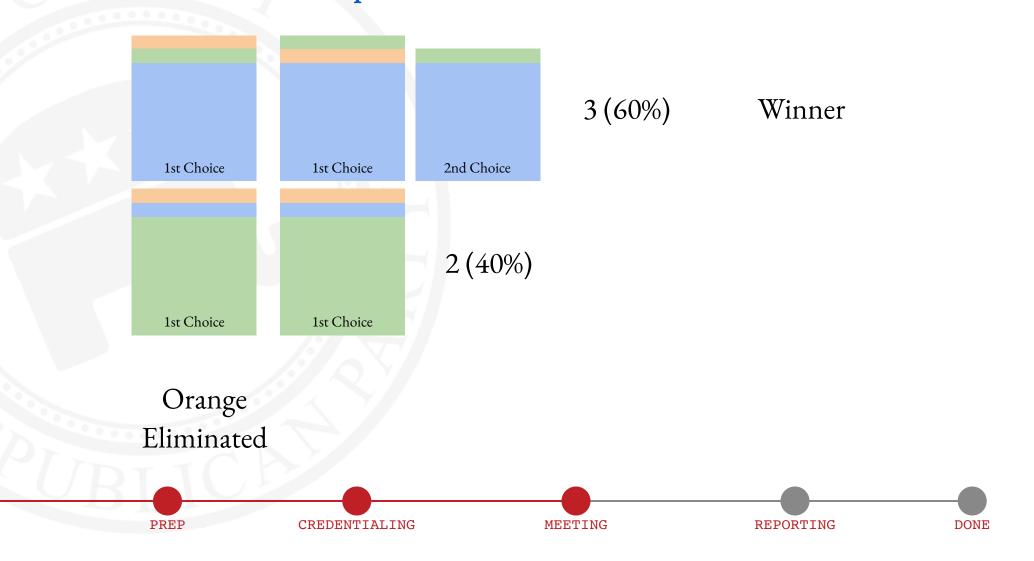


Step 2: Tally up all 1st Choice candidates





Step 3: Eliminate Last Place and Redistribute





## **Ballot Counting**

- The Precinct Host or their designee shall open all absentee ballots at the beginning of the precinct meeting or when the ballot is received, whichever is later, and sort them appropriately into their respective elections to ensure they are counted.
- All presidential preference ballots, including those submitted by absentee, shall be counted together in the precinct.
- Ballots shall be counted in the same room as the caucus meeting in the presence of attendees.
- The final counting of ballots for the Presidential Preference Poll will occur at the adjournment of the caucus meeting, but no sooner than 8 pm, by those elected as Caucus Night Election Judges to provide the

PREP CREDENTIALING MEETING REPORTING DONE

opportunity for anyone who arrives during the caucus meeting to vote.



# Adjourn Meeting

- Close Presidential Preference Poll Voting.
- Please provide the new Precinct Leadership and Delegates with a copy of their Roles & Responsibilities.
- Have the Caucus Night Election Judges count the Presidential Preference Poll Ballots while you submit Precinct Election Results in the Online Form.
- Don't forget to put the room back the way you found it.

P.S. Now is the time to pull out that "Before" picture you took of the room.

• Turn your packet in to your School Lead and help remove any leftover signage around the school before leaving.



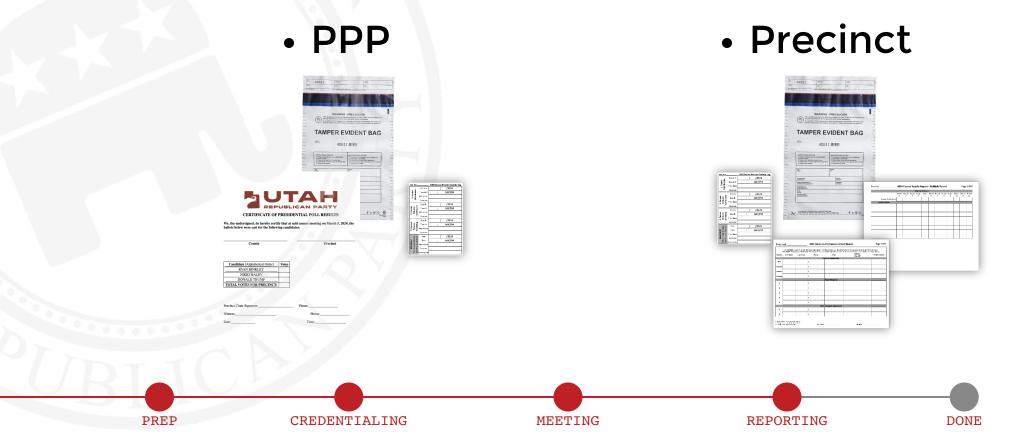






Return Types

There are Two Types of Caucus Returns We Will Prepare in Each Precinct --Presidential Preference Poll (PPP) and Precinct Elections (Precinct). Lets talk about both!





For the Presidential Preference Poll (PPP), You Will Have Four Items That Need to Be Returned

- 2024 PPP Results Report
- PPP Cast Ballots
- Tamper Evident Bag
- 2024 Caucus Returns Custody Log





#### 2024 PPP Results Report

This Report Will Be Filled Out With the Following Information:

• County

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- Precinct Number
- Total Number of Votes Received for Each Candidate

CREDENTIALING

MEETING

• Total Number of Votes for the Precinct

CERTIFICATE OF	PRESID	ICAN PARTY ENTIAL POLL RESULTS said caucus meeting on March 5, 2024, th
ballots below were cast for the follow	ing candio	lates:
County		Precinct
Candidate (Alphabetical Order)	Votes	
RYAN BINKLEY	<u> </u>	
NIKKI HALEY		
DONALD TRUMP		
TOTAL VOTES FOR PRECINCT:		
Precinct Chair Signature:		Phone:
Witness:		Phone:
Date:		Time:





#### 2 UTAH REPUBLICAN PARTY

#### CERTIFICATE OF PRESIDENTIAL POLL RESULTS

We, the undersigned, do hereby certify that at said caucus meeting on March 5, 2024, the ballots below were cast for the following candidates:

-	Davis	
	County	

Precinct

BO-01

Candidate (Alphabetical Order)	Votes
RYAN BINKLEY	25
NIKKI HALEY	25
DONALD TRUMP	25
TOTAL VOTES FOR PRECINCT:	75

Precinct Chair Signature: Abe	Phone: 801-555-555
Witness:	Phone: 801-555-555
Date: 3/5/24	Time:17:76

#### **Tamper Evident Bag & Ballots**

	22	-	12.	
and the second	Photo Laug the boost for your	NOA Army parts		
Contract of Manual or other	C. TOWATES	100	82 - X - 1	1010
and which is the state				
	WARNING			
	By seel dosure is dat a tampered. Do not op			
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farm. Barra	4061	1 100000	DO	-01
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- Tamper Bags are Used to Ensure That Ballots are Not Altered During Transport
- Once the Bag is Sealed, It Cannot be Opened; Ensure You Complete Your Checklist BEFORE Sealing the Bag
- The ONLY Items that are Inserted in the Tamper Bags are the Ballots; All Other Documents are Turned in Separately
- Tamper Bags Have Yellow Labels on Them with Precinct Number and PPP for Presidential Poll or Precinct for Precinct Roll Elections





### How To Seal Tamper Bags



Fold Back Top Flap
 Pull Off Silver Strip
 Fold Top Flap Over Orange Strip
 DONE!



## **Custody Log**

- Custody Logs Should Stay With Tamper Bags at ALL Times
- Any Time Bags Change Hands, it Should be Entered in This Log
- Sign the Tamper Bags Out When You Pick Up Your Packets
- When You Turn Your Caucus Returns in, You will Sign the Bags Over to Your School Leader; Until Then the Bags are Your Responsibility

BAG NO.		2024 Caucus Returns Custody Log
E	Date OUT	/ /2024
cket	Time OUT	: AM/PM
1. Packet Distribution	Print Name	
ā	Signature	
	Date IN	/ /2024
ucus irns iscio	Time IN	: AM/PM
2. Caucus Returns Submission	Print Name	
	Signature	
	Date IN	/ /2024
ucus urns ivine	Time IN	: AM/PM
3. Caucus Returns Receiving	Print Name	
, _	Signature	
ag Pa	Date	/ /2024
IAP if a b	Time	: AM/PM
BAG SWAP se only if a	Print Name	
<b>BAG SWAP</b> For use only if a bag needs to be opened	Signature	
For	New Bag No.	







BAG NO	D	423314	2024 Caucus Returns Custody Log
		Date OUT	3 <b>/</b> 5 <b>/2024</b>
1. Packet Distribution		Time OUT	9:35 AM/PM
1. Pa		Print Name	John Doe
	5	Signature	70
	5	Date IN	/ /2024
ucus	issio	Time IN	: AM/PM
2. Caucus Returns	Submission	Print Name	
	Š	Signature	
		Date IN	/ /2024
3. Caucus Returns	Receiving	Time IN	: AM/PM
8. Ca	Rece	Print Name	
	_	Signature	
ag	ьd	Date	/ /2024
I <b>AP</b> if a b	nədo	Time	: AM/PM
BAG SWAP For use only if a bag	needs to be opened	Print Name	
BA use	eds t	Signature	
For	ne	New Bag No	

How To Prepare Returns For PPP

1. Record the Results on Your Results Report and Sign It

2. Input the Results Via the Online Form

3. Insert the Ballots ONLY in the Tamper Bag and Seal It

4. Print Your Name In the "TO" Box On the Bag

5. Sign Your Name In the "FROM" Box On the Bag6. At the End of the Night, Turn In the Following to Your School Leader and Sign Over the Bag to Them

MEETINC

REPORTING

1. Result Report

2. Ballot Bag

TAMPER EVIDENT BAG

9" x 12" O

3. Custody Log

CREDENTIALING

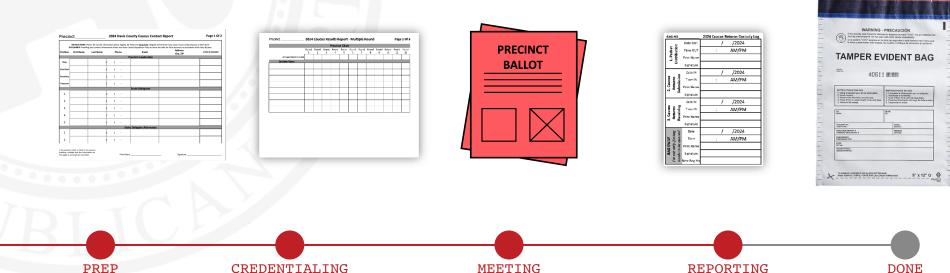
DONE





For the Precinct Role Elections, Five Items Will Need to be Returned

- 1. Caucus Contact Report
- 2. Caucus Tally Sheet
- 3. Precinct Ballots
- 4. Custody Log
- 5. Tamper Evident Bag





## **Caucus Contact Report**

Position	First Name	Last Name		Ph	one	Email	Address City, ZIP	VOTER ID NUMBER
			_			Precinct Leadership	,,	
Chair			C	)				
Vice Chair			C	)				
Secretary			(	)				
Treasurer			(	)				
						State Delegates		
1			C	)				
2			(	)	-			
3			(	)				
4			(	)				
5			(	)				
					Stat	e Delegate Alternates		
1			C	)				
2			(	)				
eeting, vali	t chair or host of m date that the inform ccurate as recorde	ation on			Print Nam	e	Signature	

CREDENTIALING

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- This Report Collects the Contact Information of the Precinct's Newly Elected Leadership and Delegates
- At the End of the Night, You Will Input This Data Into an Online Form and Have the Elected Individual verify that It was Entered Correctly
- All Fields are Required

REPORTING

MEETING



DONE

#### Precinct BO-01

#### 2024 Davis County Caucus Contact Report

INSTRUCTIONS: Please fill out the information below legibly. All fields are <u>REQUIRED</u>. Illegible information may cause issues contacting you in the future. DISCLAIMER: Providing your contact information allows the Davis County Republican Party to share the data for Party buisness in accordance with Party ByLaws.

Position	First Name	Last Name	Phone	Email	Address City, ZIP	VOTER ID NUMBER
			F	Precinct Leadership	-	
Chair	John	DOE	(801) 555-555	JD@davisgop.org	1776 Republican Way	123456
Vice Chair			() -			
Secretary			()-			
Treasurer			() -			
				State Delegates		
1			() -			
2			() -			
3			() -			
4			() -			
5			() -			
			Stat	e Delegate Alternates		
1			() -			
2			() -			

I, the precinct chair or host of my caucus meeting, validate that the information on this page is accurate as recorded. Print Name John Doe



## **Precinct Results Report**

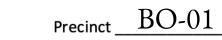
- This Report Shows How Many Votes Each Roll Received In Each Round
- There are Six Pages, One Page for Each Elected Role
- Runners-up for Delegate Roles will be Alternates
- We Encourage at Least Two County Delegate Alternates and Two State Delegate Alternates

ecinct	2024 Caucus Results Report - Multiple Round											Page 1 Of		
				Precino	t Chai	r								
	Round	Round								Round	Round	Round		
	1	2	3	4	5	6	7	8	9	10	11	12		
Number Credentialed														
Candidate Name														





recinct <u>BO-01</u>	2024	Cauci	us Res	ults R	eport	- Mul	tiple R	ound			Page	1 Of 6
			I	Precino	t Chai	r						
	Round 1	Round 2	Round 3	Round 4	Round 5	Round 6	Round 7	Round 8	Round 9	Round 10	Round 11	Round 12
Number Credentialed	75											
Candidate Name												
John Doe	23											
Jane Doe	52											



#### 2024 Caucus Results Report - RCV/IRV

Tot	al Ballots	S		100		Pr	ecinct Ro	le	Ch	air
Round 1 candidate	John	Jill	Abe	Candidate	e Names				Exhausted	Round Total
Listing 1 count & percent	30 30%	25 25%	45 45%							100
2 loss/gain	+4	-25	+20						+1	
2 count & percent	34 34%		65 65%						don't add to total	99
3 loss/gain										
3 count & percent									don't add to total	
4 loss/gain										
4 count & percent									don't add to total	
5 loss/gain										
5 count & percent									don't add to total	
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7 count & percent									don't add to total	<u> </u>
, the precinct ch neeting, validat his page is accu	e that the ir	nformation or		Name	John Do	De	Signat	ure	Ţ	)

## **Tamper Bag and Ballots**

Tamper Bag and Ballots Work Just Like They Do for PPP Returns

- REMEMBER, Only Ballots are Inserted In the Bag --Nothing Else
- The Precinct Bag Will Have a Yellow Label That Notes the Precinct Number and the Word "Precinct"; PPP Ballots Should Not Be Inserted Into This Bag

CREDENTIALING

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PRE

E	Date OUT		/	/2024	
1. Packet istributio	Time OUT	:		AM/PM	
1. Packet Distribution	Print Name				
٥	Signature				
5	Date IN		/	/2024	
ucus ırns issio	Time IN	:		AM/PM	
2. Caucus Returns Submission	Print Name				
v v	Signature				
	Date IN		/	/2024	
ucus ırns İving	Time IN	:		AM/PM	
3. Caucus Returns Receiving	Print Name				
	Signature				
ag ed	Date		/	/2024	
I <b>AP</b> if a b open	Time	:		AM/PM	
<b>BAG SWAP</b> ise only if a ls to be ope	Print Name				
BAG SWAP For use only if a bag needs to be opened	Signature				
For nee	New Bag No				

CREDENTIALING

MEETING

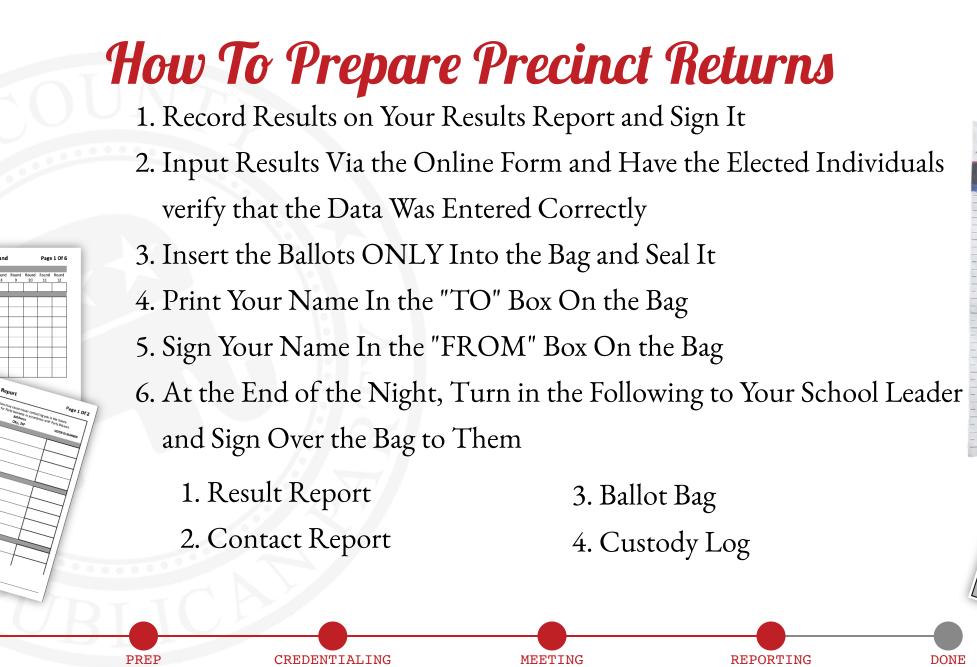
For Precinct Role Elections, Five Items Will Need to Be Returned

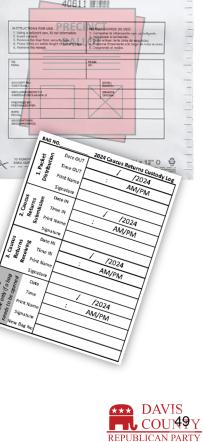
- REMEMBER, the Custody Log Stays With the Bag
- The Bag Will Be Signed Out to You at Packet Distribution, and Signed Over to Your School Leader at the End of Caucus Night

REPORTING



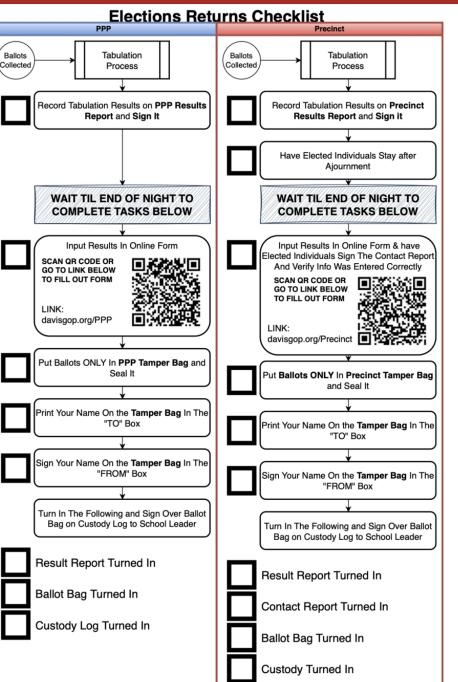
DONE





TAMPER EVIDENT BAG





### <sup>4f</sup> → Enter the Total Number of Votes for Donald Trump\*

Description (optional)

Type your answer here...







## Slack DEMO

- How to Use Slack
- What are the channels for
- Post a question
- Use the canvas
- How to use threads





# ARE YOU ON SLACK?



http://tinyurl.com/dcrp-slack





