**Virtual Caucus Script**

Virtual Caucus Day-Of Checklist

Jesse to do:

* Make [http://www.jessegordon.com/2022 Preliminary Call to Convention.pdf](http://www.jessegordon.com/2022%20Preliminary%20Call%20to%20Convention.pdf)
* Set up tally sheet with the expected delegate attendees as a draft
* Link the Journal-Sun article on <http://www.jessegordon.com/caucus.htm>
* Print pp.3-9 for Toby and snail-mail it to her!
* Stable wifi
* Volunteer roles are set up
  + ADA Volunteer
  + Zoom Manager–handles virtual/ technical aspects of Zoom. Should be at home, not in the physica caucus room.
  + Teller–one for every 10-15 voters in the virtual. Helps with sign in, counting votes.
* Virtual sign in sheet (make a copy of [this](https://docs.google.com/spreadsheets/d/1lv8m2sDZrpHQH-VTANiAOOUOwZ9j0nsXXnjuyahNq0s/edit?usp=sharing))
* List of registered Dems from your town/city clerk
* Chair/ Delegate Certification form (print): <https://drive.google.com/file/d/1En00kkV-N3Aqq3a_5jFkUPH-Mgoz5i__/view?usp=sharing>
* Payment form: <https://secure.actblue.com/donate/mdpconvention2022>
* Fee waiver form: <https://forms.gle/fY3QuVy6iVdN9Ksm9>
* Add-on application: <https://secure.ngpvan.com/wzGTo0V0CUaap10WjrTUtQ2>
* This script
* How to Run A Caucus Summary: <https://docs.google.com/document/d/1HN36xR3GFzwH7wYV2Cb3ib62CFF5AF3h4UEmYXXC4gw/edit>

Method of voting  
Preferred Zoom settings:

* **Co-Host/Hosting for Tech Volunteer and other Vols**
* **“Chat”, “Unmute Themselves”, and “Start Video” functions are CHECKED,**
* **“Rename Themselves” and “Share Screen” functions are UNCHECKED.**
* **Let Jesse “Share Screen” so I can show materials.**
* **Closed Captions: Enable Live Transcript**

Jesse keeps agenda on shared screen at 11:00, and then allows speakers for 1-2 minutes for any statewide candidates who show up at the time noted in script below.

(a) 2022 Massachusetts Democratic State Convention. June 3 & 4 in Worcester (hybrid: in person or virtual) details at MassDems.org/convention

(b) Affirmative Action and Outreach: Any candidate who is not elected as a delegate by the caucus and is a person with disabilities, minority, LGBTQ+ or youth, is eligible to apply to the DSC for selection as an add-on delegate as outlined below.

(c) Review of the “Method of Selecting Delegates” -- one ballot election.

(d) Explaining ex-officio delegates (that's Jesse, Kevin, and Kate).

(e) Reading of the letter from Chair (see below).

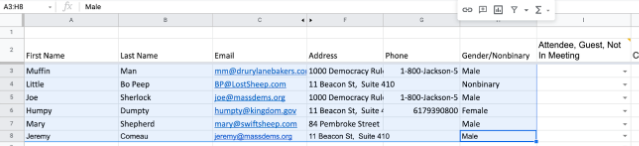
(f) Delegate Fee Waiver process (links below).

(g) The nomination & election of Delegates & Alternates (voting details below).

Starting at 10:30 AM: As each person logs in, Zoom Master Ken Dunn asks in one-on-one chat:

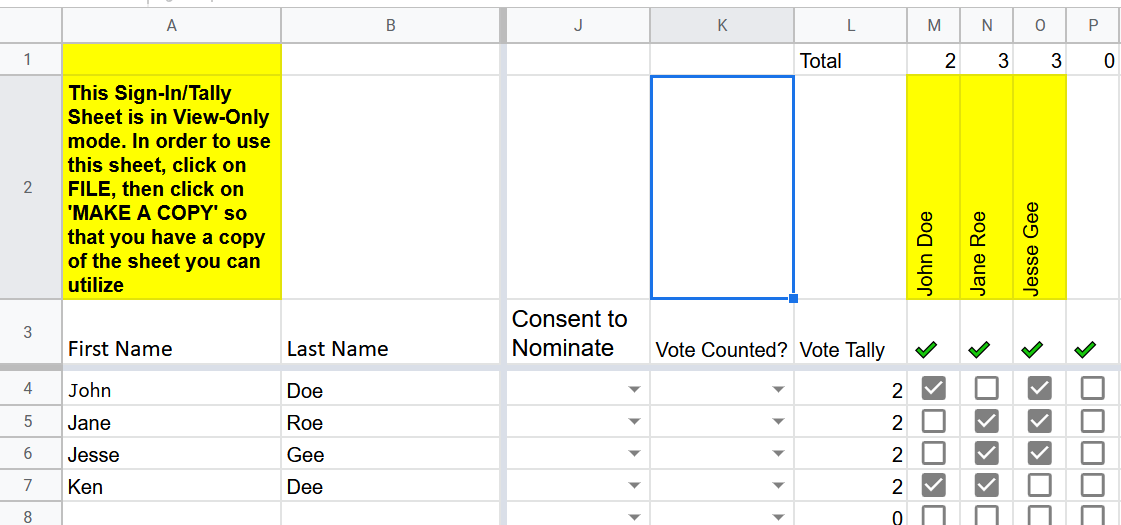
* First and Last Name (as on voter registration)
* Address (must be Randolph MA)
* Phone / email (so we can contact you for the Convention etc.)
* Gender: Male / Female / Nonbinary

Ken then looks 'em up on the Voter Reg list. If registered "D", prefix a "D-" to their name. If they're a guest, or not a registered Democrat in Randolph, prefix a "G-" to their name. Guests can attend but can't vote; only Randolph Dems can vote. Then copy info to a "sign-in list" like this:



Jesse will pre-prepare a list of the expected attendees from the Randolph Dems' membership -- they will all initially have "Not yet" in the last column. There's one more blank column "Consent to Nominate" that we fill in live at the caucus.

The tally sheet is the second tab of the same Excel sheet as above. There's a 2nd tally sheet for alternates.



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| --- | --- | --- | --- |
| **Time** | **Agenda Item** | **Chair Directions** | **Zoom Manager Directions** |
| Prior to Caucus | * We did a dry run on Jan 29. * Jesse prepares a "pre-registration list" of the expected attendees from RDTC membership, including a pre-made tally sheet -- linked from <http://www.jessegordon.com/caucus.htm> -- we have a one-week-old copy the voter registration list from the Randolph Town Clerk, and a fresh last-minute update will come on Friday right before the caucus. * To post the names of listed candidates, Jesse will paste the names into Zoom chat during nominations, and also screen share our list of nominations as if it’s a white board. | | The following steps should be completed by the Zoom Manager prior to joining the Zoom or before letting participants into the meeting:   * Allow screen share for Jesse and others as needed. * Ensure participants cannot rename themselves, if possible -- Ken responsible for renaming with prefix "D-" for registered Democrat allowed to vote, or "G-" for Guest. |
| 10:30 - 10:45 | Registration Opens | **You must open doors 30 minutes before the caucus and must keep registration open until 15 minutes after the posted start time of your caucus. (That's 10:30 until 11:15)**  You may begin the agenda at 11:00. The process for electing delegates and alternates can begin between 11:15 and 12:00, as soon as registration list is ready.  *JESSE:* Start by welcoming participants and introducing yourself and caucus volunteers (Ken, Cheryle, Sandi, Toby, Chris, Kate, Kevin).  **Then, read the following paragraph out loud:**  *TOBY: Everyone* ***must*** *be signed in to participate in the caucus.*  *Eligible voters and candidates:*   * *Live in our town or ward* * *Are at least 16 years old* * *And are registered as a Democrat (if they are not registered as a Democrat, they can register at your caucus here:* [*https://www.sec.state.ma.us/ovr/*](https://www.sec.state.ma.us/ovr/)*)*   *SANDI: Anyone who does not live in our Randolph, is under 16, or does not want to register as a Democrat can remain at our caucus as a guest.*  *Please raise your hand to speak. Participants can raise their hand on Zoom by clicking on ‘reactions’ at the bottom of the screen and then clicking on ‘raise hand.’ They can click it again to lower it after they’ve spoken. Folks dialed into the meeting via Zoom can raise/lower their hand by pressing \*9. Or Zoom chat to Chair Jesse Gordon or text him at 617-320-6989 if you're calling in.*  *If you are joining from a computer, hover your mouse over the bottom of the screen to locate the mute/unmute button, which has a microphone icon. Please mute your microphone when you are not speaking. Please also locate the chat function. Our volunteers will be using the chat to send forms and documents during the caucus.” Folks who have dialed into the meeting via telephone that they will need to press \*6 to mute/unmute themselves. You will not be able to view the chat, however, we will forward the necessary documents to you after the caucus and read what we post in the chat aloud.* | Begin admitting those in the zoom waiting room at 10:30. Continue admitting and registering people until everyone who joined by 11:15 has been processed.  Review participants’ registration and change their Zoom display name accordingly:   * Democrats will be marked as “D-their name” * Guests will be marked as “G-their name”   If someone isn’t registered, have them register here: <https://www.sec.state.ma.us/ovr/>  **Copy and paste the text below into the chat:**  *Welcome and thank you for joining today! I am the Zoom manager for the caucus, so chat me if you’re having any issues. Along with our Teller Cheryle Totten, I’ll be signing you in and taking your votes today. Please chat one of us with your name, email address, street address, phone number and gender. Once you’re checked in, we’ll change your name to “D- your name” if you’re eligible to vote or be a candidate or “G-your name” if you are not.*  Ask phone participants to verbally share their information, or call you or the teller to do so privately.  Periodically copy and paste the names of the signed-in participants from the sign-in sheet to the Zoom chat and let people know that if they do not see their name, they are not signed in. (Jesse will say "please paste the sign-in list" at key points). |
| At 11:00 (after intro above) | Introduction and Overview | **After introducing yourself and caucus volunteers, read the following paragraph out loud:**  *TOBY: “On June 3rd and 4th, delegates will gather virtually and in person at the DCU Center in Worcester, MA to vote on our Democratic nominees for Governor, Lieutenant Governor, Secretary, Attorney General and Auditor. Democratic candidates for these offices must receive 15% of delegates’ votes to appear on the primary ballot, and candidates who receive over 50% of the delegate vote are considered to be endorsed by the convention.*  *TOBY: Today, we will elect # delegates and # alternates to represent our town/ward at the Convention. This year’s convention will take place in-line with public health guidance at the DCU Center in Worcester and the party will also provide a virtual participation option for those who do not wish to attend in-person.”* | |
|  | Affirmative Action Outreach | **Read the Affirmative Action statement out loud:**  *SANDI or CHRIS (this was assigned to Chris at the previous meeting but not confirmed in our Dry Run): “The Democratic Party of Massachusetts, to encourage full participation by all segments of the population, shall conduct affirmative action and outreach programs on behalf of marginalized communities including but are not limited to underrepresented ethic and racial groups, persons with disabilities, LGBTQ+ individuals workers, youth, low and moderate income people, women, and senior citizens. Democratic Party organizations shall undertake affirmative action programs designed to encourage the fullest participation of all Democrats in all Party activities at all levels including leadership. These activities shall include but not limited to the processes in which delegates are selected to the State and National Democratic Conventions; elected or appointed Party officials; Party policy, platforms, and rules are formulated; and regular programs of voter registration, public education and public relations.*  *SANDI or CHRIS (this was assigned to Chris at the previous meeting but not confirmed in our Dry Run): The Massachusetts Democratic Party strives to ensure delegate representation that reflects the whole community, and thus has a number of add-on delegate seats, chosen by the Democratic State Committee, in the following categories: Disabled, Underrepresented Racial and Ethnic Minorities, Youth (16 to 35 years old), and LGBTQ+. Anyone who is eligible to run for delegate or alternate can apply to be an add-on delegate. The deadline to apply is April 9, 2022 and the application is linked in the chat.* | **Copy and paste the text below into the chat:**  *We will continue registering people who have arrived by 15 minutes after the posted start time of the caucus (X:XX)*  *If you are not yet registered, please chat one of the tellers or me with your name, email address, street address, phone number and gender. Once you’re checked in, we’ll change your name to “D- your name” if you’re eligible to vote or be a candidate or “G-your name” if you are not.*  *Apply to be an add-on delegate at* [*https://secure.ngpvan.com/wzGTo0V0CUaap10WjrTUtQ2*](https://secure.ngpvan.com/wzGTo0V0CUaap10WjrTUtQ2)  Continue registering people who have arrived by 15 minutes after the posted start time of the caucus. Periodically chat the message from earlier requesting their personal information |
|  | Review the Rules | **Read the following out loud:**  *TOBY: “Today we will elect 25 delegates and 5 alternates to represent Randolph at the Convention.*  *Delegates and alternates allocated to Randolph will be gender balanced within one, with nonbinary delegates and alternates not counted in either the male or female category. To achieve gender balance using one ballot, when a nonbinary candidate receives more votes than the next candidate, we reduce the total number of delegates/alternate position we have available by one and gender balance that number. When a nonbinary gender candidate is seated, the gender that is seated after them is the opposite of the gender of the delegate seated before them.*  *SANDI: "To run for delegate, one:*   1. *Must be at least 16 years old* 2. *Must be here on the Zoom unless they are serving in the Armed Forces and previously notified the Chair* 3. *Has not publicly supported any candidate opposing a nominee of the Democratic Party in the current or previous partisan election while registered as a Democrat. If an individual was not a member of the Democratic Party at the time of such support, this restriction does not apply.*   *To vote for delegates, one:*   1. *Must have registered before the close of registration. Please check the sign in list if you are not sure you registered.*   *These rules are set by the Democratic State Committee. The full rules, called the “Method of Selecting Delegates to the 2022 Massachusetts Democratic State Convention,” are available for anyone to review at massdems.org/caucus. The link will also be sent in the chat and a physical copy is posted in the room.*  *We welcome all guests who are here as observers today.”*  *JESSE: “*Acknowledge elected officials or candidates for office who are present and allow them to speak briefly, if you wish to do so. *2-minute limit if there are only a few, or 1-minute limit if there are more than 5 statewide candidates present.* | **Copy and paste the text below into the chat:**  *We will continue registering people who have arrived by 15 minutes after the posted start time of the caucus (X:XX). The 2022 Method of Selecting Delegates is available at* [*https://docs.google.com/document/d/1-5QE1KIC3qMthcQxPlHMsAErpdxb\_B40/edit*](https://docs.google.com/document/d/1-5QE1KIC3qMthcQxPlHMsAErpdxb_B40/edit)*.*  *If you are not yet registered, please chat one of the tellers or me with your name, email address, street address, phone number and gender. Once you’re checked in, we’ll change your name to “D- your name” if you’re eligible to vote or be a candidate or “G-your name” if you are not.*  *Continue registering people who have arrived by 15 minutes after the posted start time of the caucus. Periodically chat the message from earlier requesting their personal information* |
|  | Ex-Officio Delegates | **Explain that some party leaders and elected officials are considered ex-officio delegates so they do not count against the community’s total allotted number of delegates:**  *TOBY: “Certain Democratic Party leaders and elected officials are considered Ex-Officio Delegates, meaning they do not run at a caucus to become Delegates, and do not count against the community’s total allotted number of Delegates. This includes the local committee Chairs at the time of the Convention, members of the Democratic State Committee, and certain elected officials, including state legislators. For a full list of Ex-Officio Delegates, see Section 31 of the Method of Selecting Delegates.”*  *JESSE: Our ex-oficio delegates are myself, as RDTC chair, Kevin Coleman Joyce as DSCman and Kate Shore as DSCwoman. Note that their positions are gender-specific JESSE (ask Ken to paste) Everyone else has to register to be eligible to vote or get elected as a delegate!(ask Ken to paste)* | |
|  | Letter from the Chair | **Read the letter from Chair Gus Bickford aloud:**  *SANDI: “Dear Caucus Attendees,*  *Welcome to the 2022 Democratic Caucuses! Between now and March 12th, thousands of Democrats across the Commonwealth will convene in-person and virtually to elect delegates and alternates to the 2022 Democratic State Convention. Delegates will gather at the DCU Center in Worcester and virtually on June 3rd and 4th to endorse Democrats for statewide office, including Constitutional officers and gubernatorial candidates.*  *Whether you’re joining your caucus in-person or over Zoom, I’m grateful that you’re part of this process. It’s been a long and difficult time for many of us and we must remain vigilant in protecting the health and safety of our friends, family, neighbors, and Massachusetts at large. That’s why the 2022 Convention will be a hybrid event.*  *We hope we’ll be able to come together in Worcester this June. However, delegates, alternates, and guests will be able to attend the Convention virtually and all voting will take place remotely. Over the coming months, we’ll be closely monitoring changes in public health guidance, and adjusting our plans accordingly. We’ll update you on the details of in person and virtual participation options as they become available.*  *TOBY: We’re committed to ensuring that all delegates and alternates are able to attend the Convention, regardless of financial standing. I commend the generous committees and elected officials who subsidize the $75 convention fee; students, seniors, and persons with disabilities are eligible for a reduced rate of $50; and any delegate or alternate experiencing financial hardship is encouraged to apply for a fee waiver.*  *Whether you’re a veteran caucus-goer or a first-time attendee, thank you for joining us today and for your commitment to electing Democrats down the ballot! I’ll see you in Worcester — in person or virtually — on June 3rd and 4th!*  *Sincerely,*  *Gus Bickford*  *Chair, Massachusetts Democratic Party”* | |
|  | Delegate Fee Waiver | **Read the following aloud to inform delegates about the convention fee and waiver process:**  *SANDI or CHRIS (this was assigned to Chris at the previous meeting but not confirmed in our Dry Run): “Delegates and Alternates both pay a small fee which helps the Party defray the substantial cost. This fee is $75 for both Delegates and Alternates, due by March 21, 2022. A $15 late fee will apply after this date. The MassDems are committed to ensuring that all delegates are able to attend the convention, regardless of financial standing. A reduced fee of $50 is available for students, seniors, and persons with disabilities. If attending the convention presents a financial hardship, delegates and alternates may apply for a partial or full fee waiver. The link will also be sent in the chat.”* | 15 minutes after the posted start time of the caucus, anyone who joins for the first time is considered a guest. Individuals who previously registered and leave/return can be readmitted as a voter.  **Copy and paste the text below into the chat:**  *Delegates and alternates may complete their registration fee* [*https://secure.actblue.com/donate/mdpconvention2022*](https://secure.actblue.com/donate/mdpconvention2022) *or request a fee waiver at* [*https://forms.gle/fY3QuVy6iVdN9Ksm9*](https://forms.gle/fY3QuVy6iVdN9Ksm9)*.* |
| 12:00 at the latest! Should be about 11:30 | Nomination of Delegates & Closes Registration  Balloting cannot begin until 15 minutes after the posted start time but must begin within one hour of the posted start time. | **Confirm that it is at least 15 minutes after the post start time of your caucus.** *JESSE (ask Ken to paste):* Check with your Zoom Manager that all participants have been signed-in.  **Ask participants who are caucus voters to raise their hands or unmute to speak after you ask for nominations.**  **Nominations are done verbally.**  Ask if participants have any nominations. Each nomination must be seconded. Ask nominated candidates to:   * Verbally accept their nomination * State whether they’ll be running for a male, female, or nonbinary delegate seat * State their pronouns   **After each nomination, repeat the information using the following format:**  *“[NOMINATOR NAME] has nominated [CANDIDATE NAME], who will be running for a [MALE, FEMALE, OR NONBINARY] delegate seat.”*  Once all nominations have been heard, close nominations with a vote of 2/3 of those present and voting.  If only male and female candidates have been nominated, explain that you will elect male and female delegates on separate ballots. If male, female, and nonbinary candidates have been nominated, a single ballot must be used. [Click here to learn more about the one-ballot process.](https://docs.google.com/document/d/1jG5NjGK49xAF99Sf6apKWXhe9j3OjeFoLCO7gm_7vQo/edit?usp=sharing)  Nominees have the right to a two-minute speech to caucus participants in support of their candidacy, which may be waived or amended by a 2/3 vote of those present and voting. Your volunteers should use this time to prepare the ballots.  Call on nominated candidates to deliver their speeches.  Verbally confirm that all candidates CONSENT to being nominated. | **By this time, you should have all Zoom participants signed-in as voters or guests.**  As people are nominated, post their names and gender in the chat.  Record the name and gender of candidates on the second row of the tally sheet. Mark that candidates consented to be nominated on the sign in sheet. |
|  | Election of Delegates | In the event there are the same number, or fewer, nominees than there are available positions/seats, the Chair may declare those nominated elected by acclamation.  If there are more nominees than seats, once the nominee speaking has concluded, the Caucus will proceed to an immediate ballot. Election is by a plurality of those present and voting; those candidates receiving the greatest number of votes on the first ballot will be elected.  Verbally repeat the candidate names clearly and explain your balloting process (sample language below).  **Election on one ballot if there are nonbinary candidates:**  *SANDI: “We can elect 25 delegates. Delegates must be gender balanced (within one, so for example 12 men and 13 women). To achieve gender balance using one ballot, if a nonbinary individual earns a delegate position we will subtract the number of nonbinary individuals from the total number of delegates we are attempting to gender balance. When a nonbinary gender candidate is seated by receiving more votes than the next candidate, the gender that is seated after them is the opposite of the gender of the delegate seated before the nonbinary candidate.”*  **If there are only male and female candidates:**  *SANDI: “As all candidates have identified as male or female, we will be electing 12 Female Delegates and 12 Male Delegates (and one Delegate that may be of either gender, if your delegate allocation is an odd number)”* | Conduct voting in the manner that your chair determined before the caucus. Be sure to ask if there are any questions about the voting method and make sure the participants can see the candidates’ names either through the chat or via screen share. |
|  | Delegate Election Results | Your Zoom manager or teller should provide you with the virtual results so you can review and announce the winners.  You will conduct a second ballot in the event of a tie. | With the tellers, tabulate the results and report them to the Chair.  After the Chair has read the results out loud, post the names of elected delegates in the chat.  **Copy and paste the text below into the chat:**  *Congratulations delegates! If you weren’t elected, you can still run as an alternate or apply to be an add-on delegate at massdems.org/convention.* |
|  | Alternate Nomination,Election, & Results | Conduct alternate nominations, election, and results in the same method as delegate nominations, elections, and results. | Alternate nominations, election, and results should be conducted in the same method as delegate nominations, elections, and results. |
|  | Closing | **Finally, congratulate everyone elected and encourage participants to stay involved before adjourning:**  *JESSE: “Congratulations to all who were elected Delegates and Alternates! Before logging off, you will complete the Delegate and Alternate Certification form with me, as well as the Delegate/ Alternate Questionnaire.*  *For anyone who ran and was not elected Delegate or Alternate today, know that we would still love to have you at this year’s Convention. If you qualify for one of the Add-On categories, the please consider applying to become an Add-On Delegate. The application is in the chat and is available at massdems.org/caucus*  *Thank you for joining us today! Do I hear a motion to adjourn? Second? All in favor? Opposed? The caucus is now adjourned. All delegates and alternates, please remain on with the Zoom manager to complete the paperwork for the state party.”* | **Copy and paste the text below into the chat:**  *Thank you for participating today! Delegates and alternates -- before logging off, please stay to complete your certification with the chair and the questionnaire independently:*  [*https://secure.ngpvan.com/4r7vbcr5sk6fn2cAcC8Y4w2*](https://secure.ngpvan.com/4r7vbcr5sk6fn2cAcC8Y4w2)  *Delegates and alternates should pay their registration fee or apply for a fee waiver by March 21 by visiting massdems.org/delegate.*  *If you were not elected, please consider applying to be an add-on delegate! Applications are due April 9 and you can apply at massdems.org/convention.* |
| Post- Caucus |  | Before delegates and alternates log-off, have them help complete the chair certification form. Then, have them complete their delegate/alternate questionnaires on their own before leaving the caucus.  Within 7 days of your caucus, mail the chair certification and printed virtual/in-person sign in sheets to:  Massachusetts Democratic Party  11 Beacon St., Suite 410  Boston, MA 02108  Soon after the caucus, send an email to all attendees with:   * The date, time, and location of the convention and that they may sign up for updates at massdems.org/convention * The deadline to apply for add-on delegate in the LGBTQ+, Youth, Disability, or Underrepresented Racial and Ethnic Groups categories is April 9. Apply at massdems.org/convention   Email elected delegates with:   * The date, time, and location of the convention and that they may sign up for updates at massdems.org/convention * Links to complete their questionnaire, registration fee, or fee waiver form are available at massdems.org/delegate * The deadline to apply for add-on delegate in the LGBTQ+, Youth, Disability, or Underrepresented Racial and Ethnic Groups categories is April 9. Apply at massdems.org/convention | Ensure the chair has access to the sign in sheet to print it out, as well as has all the information from delegates who ran virtually. |