

# CAUCUS AGENDA

## February 5, 2008 at 7:00pm

- Check-in and verification of eligible attendees to the caucus (initial on caucus attendance sheet)
- Temporary chairman calls caucus to order with pledge of allegiance, appoints a temporary secretary (who hands out the agendas) and completes the credential report
- Adoption of the credential report
- Election of caucus officers
  - Chairman (conducts the remainder of the meeting, returns caucus packet)
  - Secretary (keeps minutes for the caucus including vote counts for all elections)
- Share candidate information in the caucus packet including the list of races and candidates
  - Anyone supporting a candidate may speak (30 second limit). Literature may be shared.
- Conduct the Presidential Preference Poll
  - This is a non-binding poll. Results from the caucus will be combined by the location consolidation team and reported to the county party. These results will be added to a master spreadsheet and reported to state party at or before 9:30pm as our preliminary results. Once the paper trail has been verified against the master spreadsheet as a part of the overall caucus credentialing process, the official results will be reported.
- Opportunity to sign-up as a "Hot Shot" or precinct volunteer on the caucus attendance sheet
- Election of two Precinct Committee people for two-year terms as members of the Larimer County Central Committee (distribute letter to those elected)
  - Note: Committee people may or may not be elected to other assemblies.**
- Election of Delegates and Alternates to the Larimer County Assembly/Convention (Distribute county call to those elected and if in the 49<sup>th</sup> the call for the 49<sup>th</sup>). **Note: Only Delegates and Alternates to the County Assembly may be elected to any of the remaining Higher Assemblies!**
- Election of Delegates to the State Convention (Distribute letter to those elected)
  - Note: Delegates to State are automatically Alternates to the 4<sup>th</sup> Congressional and vice-versa. Delegates to State may not be elected as Delegates to the 4<sup>th</sup> Congressional.**
- Election of Delegates to the 4<sup>th</sup> Congressional District Assembly (Distribute call and letter to those elected)
  - Note: Delegates to the 4<sup>th</sup> Congressional are automatically Alternates to State.**
- Election of Delegates to the 8<sup>th</sup> Judicial District Assembly (Date and time are currently TBD)
- Recommend Election Judges
- Collect typed resolutions
  - Resolutions may be discussed by attendees, but may not be denied by the caucus.
  - An eligible participant may also submit a resolution to [resolutions@larimergop.org](mailto:resolutions@larimergop.org) which must be received by February 6, 2008 at 7:00pm.
- Adjourn the meeting – Thank you for coming!

**Note: The Caucus Chairman, Committeepersons and Secretary must sign the completed forms. All required paperwork must be given immediately after caucus to the District Captain if they are present. If your District Captain is not present, the chairman should deliver the packet to LCRP headquarters promptly. Headquarters will be open until 10:00 p.m. on caucus night and between the hours of 9:00 a.m. and 6:00 p.m. on February 6, 7 and 8th. If the caucus packet is not returned promptly, its contents will not be able to be accepted and your precinct will loose representation at the assemblies.**