

The background features a stylized American flag. At the top and bottom, there are red and white diagonal stripes radiating from a central point. A blue banner with white stars is draped across the middle, overlapping the stripes. The text is centered in the white space between the banners.

**We The
People's
Leadership
Guide For
Caucus**

Table of Contents

Sections

PREFACE	2
YOUR JOB AS COUNTY CAUCUS LEAD	3
WHAT IS A PRECINCT COMMITTEEPERSON?	4
Qualifications	
Job Description	
Top Duties of Successful Precinct Committee Person	
KEYS TO SUCCESS	6
Plan for Success	
Build your Team	
Where to Find Volunteers	
What Will Volunteers Do?	
ASSEMBLIES	7
Delegates duties	
Training Delegates	

Preface

What happens at Caucus?

The main function of a caucus is to:

- Elect Precinct Committee Persons
- Elect Delegates & Alternates to County Assembly
- Conduct a local precinct straw poll for Governor.

Other business conducted at a caucus is to:

- Recruit election judges
- Recruit poll watcher volunteers
- Discuss issues and consider resolutions
- Recruit volunteers for CO Republican CD & State Assemblies
- Recruit volunteers for local Republican party activity

Importance of the PCP

Precinct Committee Persons (PCPs) are the most important link in making the political system work. They are the most effective representatives for advocating and defending our Party's principles and policies, elected officials, and candidates. PCPs are the party representatives who interact directly with the voters in their neighborhoods and build lasting relationships. Such relationships lead to friendships, and friendships, while valuable in and of themselves, will help inspire voters to participate in the election process. PCPs, elect delegates. Delegates elect the candidates who will get on the ballot right up to the Presidency. PCPs organize their neighborhoods, meet other voters face-to-face, ask questions, discuss important issues, and provide the information that will help educate and influence the voting preferences of their friends and neighbors.

1. YOUR JOB AS CAUCUS COUNTY LEAD

- 1) Recruit at least two county caucus leads
- 2) Know your county and state by-laws
- 3) Get a list of precincts that do not currently have PCPs and try to fill any PCP vacancies in precinct
- 4) Work with present PCPs in precinct
- 5) If the current PCP is not a worker, you will encourage your Precinct lead volunteers to do the work of a PCP
- 6) Get volunteers to canvass
- 7) Educate your neighbors about that Caucus process
- 8) Recruit Delegates
- 9) Create a timeline of tasks leading up to Caucus

For example:

By January, know your precinct number and any pertinent info about your precinct

January 1st and January 15th, know your candidates

January 15th to February 1st, train candidates

February 1st to February 28th, identify delegates and train them

March 1, Ask delegates to go to Caucus

What is a PCP?

- 1) Precinct Committeeperson (PCPs) are elected at their Precinct Caucuses early in the even-numbered election years and will serve for two years.
- 2) Once elected, you will be provided with a list of all PCPs in your District.
- 3) PCPs are responsible for the planning, organization, coordination, and supervision of the Party activity within their Precincts.

Qualifications of a PCP

- 1) PCPs must be registered in the party within their Precinct.
- 2) PCPs must have the ability and willingness to work as part of a team within their Precinct.
- 3) PCPs will be actively supporting their pick of state and national House District and/or Senate candidates as well as local and statewide party candidates.
- 4) To vote in a Colorado Caucus, one must have:
 - a. Affiliated with the party at least 22 days before the Caucus,
 - b. Resided in that precinct for at least 30 days
 - c. Registered to vote no later than 29 days before the caucus

Job Duties and Responsibilities of a PCP

- 1) Organize precinct by neighborhoods
- 2) Recruit and train volunteers
- 3) Make a list of all volunteers
- 4) Canvass the precinct to identify all favorable voters. Lists of voters in your precinct can be accessed through your county Voter Database.
- 5) Distribute literature and information relating to Party candidates
- 6) Encourage voters to get to the polls on Election Day (Get Out The Vote GOTV)
- 7) Be the Party's year-round liaison in your precinct

Top Duties of a Successful Precinct Committeeperson

- 1) PCPs support the party candidates after the Primary Election. PCPs are the eyes, ears, and legs for candidates in your precinct.
- 2) PCPs are the "We the People base" of the Party. You are the liaison to the county party organization. This is a year-round commitment, which entails certain responsibilities; the most important is to keep in touch with your neighbors. Recruit and train volunteers. Maintain an updated list of Party voters in your precinct with phone numbers and emails when possible.
- 3) PCPs canvass their precinct, going door-to-door passing out literature for candidates and the party, as well as talking to voters.
- 4) PCPs identify voters. This information can be compiled and used later for special mailings and other projects.

- 5) PCPs help GET-OUT-THE-VOTE. Make sure voters turn in their ballots by Election Day is one of the most crucial jobs you have as PCP. GOTV (Get-Out-The-Vote) drives include phone banks and doorbelling.
- 6) PCPs run their precinct caucus.
- 7) PCPs may participate in fundraising activities. They may be asked to volunteer at events sponsored by the local or state parties.
- 8) PCPs may want to participate in local party clubs and associations.
- 9) PCPs need to be flexible. Use your best judgement to inform voters and get them to cast a favorable ballot for the party.

A few hours a month will allow you to build a relationship and rapport with your neighbors. By doing this, your neighbors will seek your advice on leading political issues and candidates. Since you will be able to provide them valuable information, they will contact you as they are preparing to vote or write to their representatives in government. In many cases, you will be the only direct contact the voter has with their candidates and elected officials – So remember to be positive and always put your best foot forward.

The tasks of the PCPs are spread out over the year, which will make each vital task easier to execute. You will find your work as PCP very rewarding as you meet volunteers and friends from your precinct and county, have the opportunity to attend many events, and fundraisers, and work directly with your candidates.

What if my county government won't nominate me to be a PCP before Caucus?

It is your Party, and you have the right to be a part of it! You will do the work of a PCP despite the Party trying to stop you!

- 1) Get a list of registered Republicans and Unaffiliated in your precinct from the county clerk's election office.
- 2) Go door-to-door in your neighborhood and your precinct, and talk to them about the importance of caucus
- 3) Hand out fliers
- 4) Have weekly/bi-weekly meetings about local and state issues with your neighbors and people in your precinct
- 5) Go to caucus and bring everyone you've been meeting with to nominate and elect you for a PCP position at said Caucus!

Keys to Success

Plan for Success

Build Your Team

People are key to your ground game and the success of our ground game will determine the outcome of elections.

To be effective you need to build a team. Experience has shown that five team members produce real results.

Recruiting Volunteers

- Contact and invite your friends and neighbors in your precinct to be a volunteer
- Ask leaders in community
- Network with neighbors and friends
- Recruit those who have attended past Caucuses.
- Ask newly registered folks to the party to get involved
- Ask friends of volunteers
- Recruit those who have worked in past candidates' campaigns.
- Speak to and recruit volunteers from members of party auxiliary groups. E.g.: women's and men's clubs, young-teenage-college-age voters, and other affinity groups

Volunteer responsibilities

- Inform voters about Precinct Caucuses, voter registration, and voter service and Polling Centers locations
- Distribute candidate and party literature
- Encourage people to submit their mail-in ballots early
- Help GOTV on Election Day
- Encourage neighborhood events that promote relationships and friendships

Assemblies

Delegates

You are in control of your elections when you participate in Caucus.

Delegates are elected by the PCPs at Caucus.

The delegates are the folks who will choose the candidates for the party.

Recruit and Train Delegates

- 1) Ask your county representatives for a list of the number of delegates each precinct can have.
- 2) Go to door-to-door educating people in your neighborhoods about the importance of going to caucus and representing your precinct as a delegate.

District Assembly

PCPs will nominate and elect delegates to State and Congressional District Assemblies.

County Assembly

Delegates nominate candidates for primary ballot for county government office, and vote on resolutions for presentation at the State Assembly.

Multi-County State Senate and State House District Assembly

Delegates nominate Senate District and House District candidates to the Primary Ballot.

Colorado State Assembly

Delegates nominate state office candidates and, every six years, Senatorial candidates, to the state primary ballot. Delegates vote on resolutions to the party platform. In Presidential Election years, delegates and alternates are elected to represent Colorado at the National Convention.

National Convention

Delegates nominate the party's Presidential Candidate.